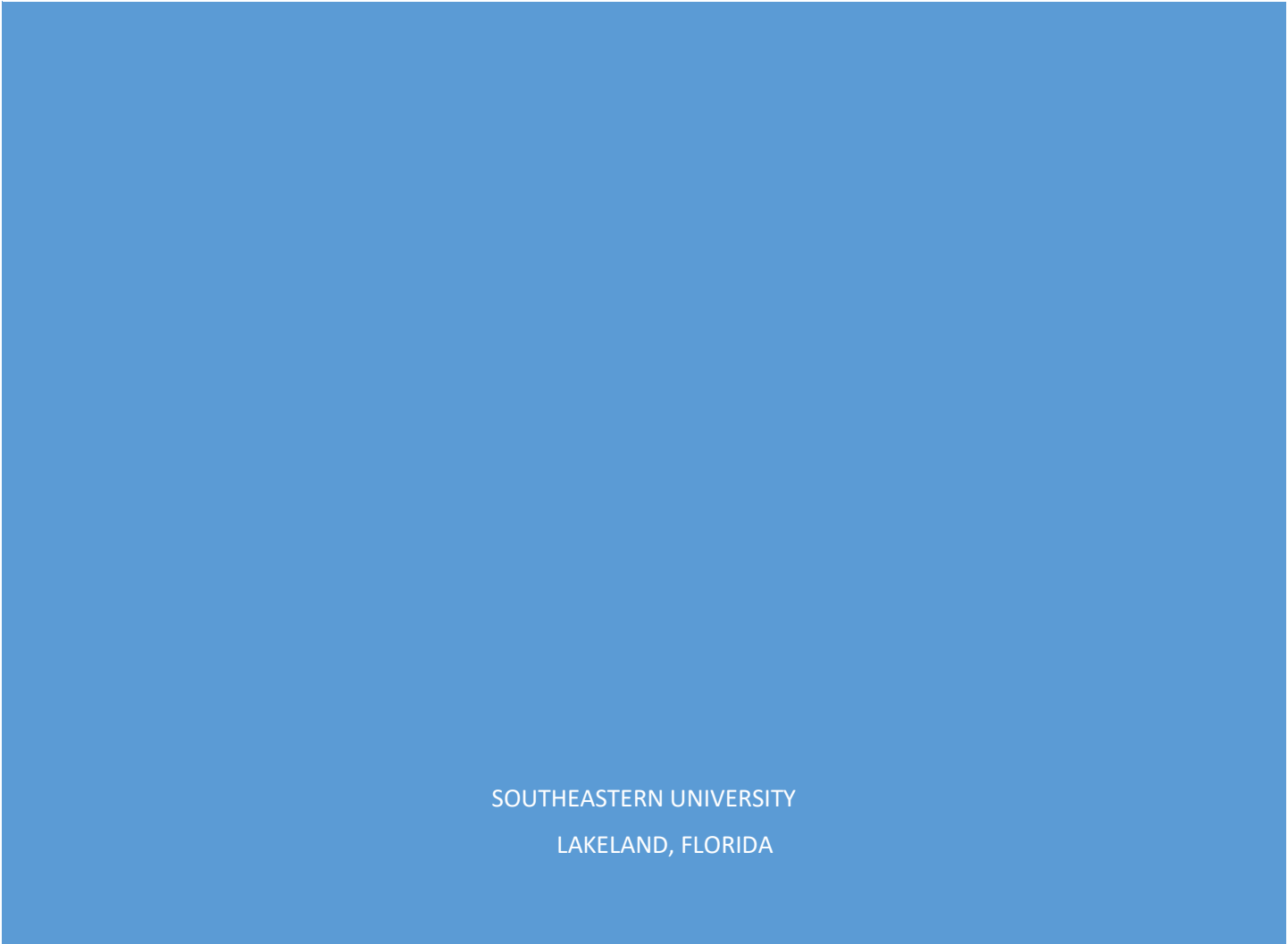




# EMPLOYEE HANDBOOK



SOUTHEASTERN UNIVERSITY  
LAKELAND, FLORIDA

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## WELCOME

More than an institution, Southeastern University strives to be a community consisting of people dedicated to the Lord's work and service. We welcome you as a worthy member of the body of Christ and as a valued person in the operation of the University. We trust that your work among us will be rewarding to you and make you a blessing to others.

You are encouraged to participate in the various functions and activities of the University. We believe that each employee contributes directly to the University's growth and success, and we hope that you will take pride in being part of this community. All employees are encouraged to suggest improvements to our operation which will benefit the University and all its constituents in the long run.

All successful organizations are defined by the combined efforts of all their employees; therefore, we must always strive to give our best effort. By joining the SEU community we recognize and fully appreciate your dedication to excellence, and we know that the feeling of satisfaction which arises from a job well done will continually motivate all of us to succeed.

Kent J. Ingle, D.Min.

President, Southeastern University

## ABOUT THIS HANDBOOK

This handbook has been prepared for information and guidance to all employees of Southeastern University, Inc. (“SEU or “the University”). An employee handbook cannot possibly cover all subjects related to employment and working conditions; therefore, this handbook is designed to provide direction and clarification in areas applicable to most personnel. Employees are encouraged to bring any unresolved questions or problems to the attention of their supervisors, who may be able to provide the answer, or contact others within the University who are knowledgeable in the particular area to find the answer. The key point to remember is that questions will be answered for employees.

This manual is not a contract, either express or implied. It does not guarantee employment for any specific duration, nor the continuation of any particular benefit, term, or condition of employment. Only the President and the Executive Vice President have been granted authority to make promises or to negotiate with regard to initial, guaranteed or continued employment for all employees, and any such promises are only effective if placed in writing and signed by the President or the Executive Vice President. With respect to the employment of faculty and academic departmental staff, the Provost has been deputized with the same signatory authority as the President and Executive Vice President. No other individuals possess authority over promises associated with employment other than these three positions.

Most employment with SEU is on an at-will basis, unless you have specific written employment agreement. At-will means either you or the University may end the employment relationship at any time, with or without notice and with or without cause.

This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The University reserves the right to modify or discontinue the policies stated in this handbook at any time. Policy changes and other updates to the handbook will be communicated to affected employees, and distributions of revisions to the handbook may be in paper or electronic form, at the sole discretion of the University. A copy of the handbook is available on the University’s SFNET site or in the Human Resources office.



## ABOUT SOUTHEASTERN UNIVERSITY

Southeastern University is a Christ-centered institution of higher learning. We are committed to equipping the next generation of leaders so that they can go into the world as influential servants in their careers and their communities.

### MISSION STATEMENT

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning and leadership.

### VISION STATEMENT

Southeastern University is anchored by Spirit-empowered education in a Christ-centered, student-focused learning community. Southeastern's global impact is marked by a deep commitment to transforming minds and engaging culture through the integration of faith, learning and service. Each student's divine design is nurtured and unleashed through the investment of faculty and staff, relationships within the community, the rigor of scholarship, diverse learning experiences and the discipline of spiritual formation, which propels students into a lifetime of serving the world in the Spirit of Christ.

In addition to our mission and vision statement, we hold fundamental truths about the Christian faith that include the following:

- The Scriptures are inspired by God and declare His design and plan for mankind.
- There is only one true God who is revealed in three persons: Father, Son and Holy Spirit (commonly known as the Trinity).
- Jesus Christ, as God's son, was both fully human and divine.

We are proud of our affiliation with the Assemblies of God and our Pentecostal tradition. We are also proud to be a welcoming community for students from all Christian backgrounds and denominations. Our campus includes many Baptists, Presbyterians, Methodists, etc., as well as nondenominational students. Everyone shares a strong commitment to knowing Christ and making Him known, and we celebrate our theological similarities while appreciating our differences.

### CULTURE

Every organization has a culture that defines it. SEU is no different. Our values, our mission, and our strategies flow into practices and decisions that shape the kind of spirit and ethos that people who work here and attend here emulate. We believe that culture creation is so important that as much time and thought goes into designing the SEU culture as an architect would put into designing an award-winning building.

There are many elements that will define our culture and determine our effectiveness at achieving our mission, but the most important of all is our people. These are the characteristics that define the type of people we hope all SEU employees aspire to be:

**Christ-centered**

**Collaborative**

**Willing to Embrace Change**

**Performance Driven**

**Decision Makers**

**Student Focused**

**Courageous**

## WHAT WE BELIEVE

Southeastern University subscribes to the Statement of Fundamental Truths of the Assemblies of God. The University believes: the Bible is the inspired and only infallible and authoritative written Word of God; there is one God, eternally existent in three persons, God the Father, God the Son, and God the Holy Spirit; in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years; in the Blessed Hope--the rapture of the Church at Christ's coming; the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ; regeneration by the Holy Spirit is absolutely essential for personal salvation; the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer; the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it; in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life; in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## ACCREDITATION

Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southeastern University.

## HUMAN SEXUALITY

### *BIBLICAL FOUNDATIONS*

Our understanding of human sexuality is derived from the following biblical principles:

- God created humans with an immutable gender of either male or female, in a purposeful and complementary design that together reflects God’s own image and nature, as relational beings — the only part of creation that God explicitly designed to have community with Himself (Genesis 1:26). All other forms of community are designed to reflect this relationship between divinity and humanity (Hebrews 10:24–25; 1 Corinthians 12:14; Ephesians 5:25).
- As a direct result of sin, the community between divinity and humanity was broken (Genesis 3:23–24). This brokenness has permeated into all other relationships (Genesis 4:15). Human sexuality is not exempt from the marring effects of separation from the divine (Romans 1:21–23).
- God’s intention for human sexuality is to occur between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21–24; Hebrews 13:4).
- All forms of sexuality outside of God’s intention are a result of separation from God (1 Corinthians 6:13, 18–20) are illegitimate moral options. In Scripture, several sexual behaviors are expressly forbidden, which include but are not limited to fornication, adultery, incest, unnatural sexual intercourse and homosexual acts (Exodus 20:14; Leviticus 18:7–23, 20:10–21; Matthew 5:27–28; Romans 1:20–27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17–19; Colossians 3:5).

Into this broken world God sent Himself in the form of His only begotten son, Jesus the Christ (John 1:1–3, 14). Through His sacrifice, Jesus became the way to restoration of the divine/human community (John 3:16). Until one has restored his or her relationship with God through His son Jesus, all other relationships, including human sexuality, will remain broken (John 14:6–7).

### *SOUTHEASTERN HUMAN SEXUALITY*

At Southeastern University, we affirm human sexuality is a gift from God designed to serve as a mirror of one’s relationship with God. We believe that God’s intention for human sexuality is for sexual intimacy to occur between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21–24; Hebrews 13:4). All forms of sexual intimacy outside the covenant of marriage and all acts of sexuality between individuals of the same gender are at odds with our biblical standards, denominational affiliation, and our code of conduct.

In addition, SEU supports the dignity of individual persons affirming their biological sex – understanding that any attempts to change one’s God-Given sexuality through elective sex-reassignment, transvestite, transgender, or nonbinary “genderqueer” acts or conduct is at odds with our biblical standards, denominational affiliation, and our code of conduct.

### *OUR COMMITMENT*

Therefore, we as a community commit to the following:

- a) We will make institutional decisions in light of the beliefs expressed in this handbook, including but not limited to decisions regarding recruitment of faculty, staff, administrators, and students, admissions and financial aid, terms and conditions of employment, curriculum and course offerings, and all student services.
- b) Because of our values surrounding modesty, sexual purity and safety, the University has a single-sex housing and restroom policy for undergraduates since its inception, and we will continue to maintain this tradition.
- c) In regards to athletics, we will continue to support our biblical understanding of affirming an individual's biological sex as the basis for athletic competition.
- d) We will conduct our sexuality as a reflection of our relationship with God. Southeastern University pledges to guide the University community toward understanding and embracing their sexuality as a reflection of their relationship with God.
- e) Seeing that sin is a common struggle for all, members of the SEU community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3–5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9–12).

Any deviation from a biblical standard of sexual behavior is a result of separation from God and, therefore, is an opportunity for repentance, grace and redemption so that as a community we might honor one another and glorify God.

## GENERAL EMPLOYMENT POLICIES

### DIVERSITY

#### *EQUAL OPPORTUNITY STATEMENT*

The University is committed to the principles of equal opportunity.

In accordance with this commitment, SEU does not discriminate on the basis of race, color, national origin, sex, disability, age, military service or status, veteran status, AIDS/HIV status, or the sickle cell trait. The equal opportunity policy will apply in University programs and activities, and all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms conditions and privileges of employment.

The following persons are designated to handle questions regarding SEU's non-discrimination policies.

- Questions about sex discrimination may be referred to the Title IX Officer at 863-667-5146.
- All other non-discrimination questions may be referred to the Director of Human Resources at 863-667-5182 or to the Office of Civil Rights at 404-974-9406.

#### *DISCRIMINATION AND HARASSMENT-FREE WORKPLACE*

SEU is committing to providing a workplace that is free from unlawful discrimination and harassment. All forms of discrimination against or harassment of a person because of his or her identification within a protected category are strictly prohibited and will not be tolerated. This prohibition applies equally to conduct by and against employees, vendors, visitors, and students.

Harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's sex, race, color, national origin, disability, marital status, age, veteran or military status, AIDS/HIV status, or sickle cell trait, and that: (1) contributes to or has the effect of creating an intimidating, hostile or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Although it is not possible to list all the circumstances that may be considered workplace harassment, the following are some examples of conduct that may constitute workplace harassment: (a) the use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to the above protected categories; (b) written or graphic material that insults, stereotypes or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is displayed or disseminated by being placed on walls, bulletin boards, email, voicemail or elsewhere on the University's premises, or circulated in the workplace; (c) a display of symbols, slogans or items that are associated with hate or intolerance towards any select group; and (d) bullying, as expressed by slandering, ridiculing, or maligning a person or their family members; persistent and hurtful, insulting, or humiliating name calling; aggressive physical contact such as pushing, shoving, poking, or tripping; or threatening gestures.

## *SEXUAL HARRASSMENT AND OTHER SEXUAL MISCONDUCT*

As an example and illustration, sexual harassment is unwelcome conduct of a sexual nature including, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access to educational benefits, programs, and opportunities offered by SEU, sometimes referred to as "quid pro quo"; or (2) such conduct is serious or pervasive and repetitious enough to substantially interfere with or limit a reasonable person's ability to work or to create an intimidating, hostile, or offensive work environment, sometimes referred to as "hostile environment".

Some examples of behaviors that might constitute sexual harassment include:

- Use of a position of power or authority to threaten or punish another individual for refusing to submit to sexual activity or to promise rewards in exchange for sexual favors, such as a professor proposing that a student have sex with him/her in exchange for a good grade.
- Display or circulation of written materials or pictures which are degrading on the basis of sex or gender or which contain unwanted or unwelcome sexual innuendo, suggestive comments, symbols, jokes, slurs, insults, threats, or derogatory language based on sex or gender. An illustration would be a student repeatedly sending sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex, gender, or stereotyping of sex or gender, such as when two supervisors frequently 'rate' other employees' or students' bodies and sex appeal, commenting suggestively about their clothing and appearance.

Compliments of a socially acceptable nature do not constitute sexual harassment.

For additional information about sexual harassment and gender discrimination, please reference SEU's policy on Sexual and Gender-based Misconduct in Appendix C of this Handbook.

## *REPORTING ANY FORM OF HARASSMENT, DISCRIMINATION OR RETALIATION*

**Discrimination and harassment will not be tolerated at SEU.** Any employee who feels that he or she has witnessed, or been subject to, any form of discrimination or harassment is required to immediately notify the Human Resources Director, or the Executive Vice President. Further, with the exception of a limited number of confidential resources, all employees are mandatory reporters of any known or suspected Sexual Misconduct occurring at SEU or involving SEU students or employees.

The University also prohibits retaliation against any employee who in good faith reports or assists in the investigation of any complaint of harassment or discrimination. Any employee who feels they have been retaliated against should report such retaliation in accordance with the reporting procedure set forth above.

The University will promptly and thoroughly investigate any claim and take appropriate action to end discrimination, harassment, or retaliation. Disciplinary action for violation of this policy may include, but is not limited to reprimand, suspension, demotion, transfer, and discharge.

In accordance with the University's Sexual and Gender-based Misconduct Policy, questions or reports regarding Title IX or Sexual Misconduct involving students should be referred to the Title IX Deputy Officer at 863-667-5236. Questions or reports regarding Title IX or Sexual Misconduct involving employees and visitors should be referred to the Title IX Deputy Director / Director of Human Resources at 863-667-5182.

The Office of Civil Rights for the Department of Education can be reached at 404-974-9406.

#### *DISABILITY ACCOMMODATION*

It is the policy of Southeastern University to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Employees who have a physical or mental disability which requires accommodation in order for them to perform the essential functions of their jobs should inform Human Resources promptly. The employee may be required to provide documentation, including medical certification, to confirm the disability and the support the requested accommodation.

The University will engage in an interactive process with the employee to determine whether an effective and reasonable accommodation can be made.

## EMPLOYMENT

### EMPLOYEE CLASSIFICATION CATEGORIES

<b>Employee Type</b>	<b>Definition</b>
Full-Time Employees	Employees are considered full-time if they fill a regular position and are regularly scheduled to work 35 or more hours per week.
Part-time Employees	Employees are considered part-time if they fill a regular position and are regularly scheduled to work fewer than 35 hours per week.
Benefit Eligible Employees	Employees are eligible for benefits if they are scheduled to work 30 hours or more per week.
Temporary Employees	Employees hired for temporary, seasonal or extra assignments of short duration are considered temporary employees. These positions are not eligible for benefits.
Federal Work-Study Student Employees	Southeastern University students who are regularly scheduled to work 20 hours or less per week and whose compensation is partially funded through the Federal Work-Study program are considered Federal Work-Study employees. Student positions are not eligible for benefits.
Southeastern University Student Employees	Southeastern University students who are regularly scheduled to work 29 hours or less per week and whose compensation is entirely funded by the University are considered Southeastern University student employees. Student positions are not eligible for benefits.
Graduate Assistants	Graduate Assistants are students admitted to a graduate program at Southeastern University for the purpose of earning a master's degree and hired to serve as a teaching, research, or administrative worker under the supervision of faculty or staff. Graduate Assistants are not eligible for employee benefits.

All positions at SEU are classified as either exempt or non-exempt. Non-exempt positions are subject to minimum wage and overtime requirements, are typically paid on an hourly basis, and are eligible for overtime pay for hours worked in excess of 40 hours in one work week. Executive, administrative/managerial, professional, and certain computer positions are exempt not eligible for overtime. These positions are paid on a salary basis.

### BACKGROUND CHECKS

To ensure that individuals who become employed by the University are well qualified and to ensure that the University maintains a safe and productive work environment, it is our policy



to conduct pre-employment background checks on all applicants who accept an offer of employment. The University also reserves the right to conduct a background check for current employees to determine eligibility for continued employment, promotion, or transfer.

Background checks may include verification of any information on the applicant's resume or application form, a criminal record check, and – if appropriately job-related – driving record or credit checks.

## EMPLOYMENT AUTHORIZATION VERIFICATION

The University is committed to employing only individuals who are legally authorized to work in the United States, and does not discriminate on the basis of citizenship or national origin. All new hires and current employees are required by federal law to verify their identity and eligibility to work in the United States by completing federal Form I-9 and presenting documentation to establish identity and employment eligibility.

## PERSONAL STATUS CHANGES

Each employee has the responsibility to notify the University of any change in name, address, telephone number, marital status, number of dependents, emergency contacts, or related information for the purpose of ensuring that all of the University's benefits and personnel records are current. Falsification or intentional omission of pertinent information for the University's records may result in termination.

## INTERNAL TRANSFERS/PROMOTIONS

Southeastern University encourages career growth through transfer and promotion opportunities within the community. The University's policy on filling open positions is designed to provide a fair and equitable process to identify individuals who match the skills, knowledge, and experience required of an open position. The University will promote from within the University only when the internal candidate is the most qualified candidate available.

Employees will generally be notified of open positions by posting on the University employment website. However, the University reserves the right to fill open positions without first posting them publicly, whether via the employment website or other means of publication.

Employees can apply for an internal opening by submitting an application and resume to Human Resources after successfully completing a minimum of one year of service in their current position so long as they are not currently on a corrective action or performance improvement plan in their current position. However, there is no waiting period for transfer within the same vice president downline.

All employees promoted into new job positions will be evaluated at the end of the 90 day introductory period. Completion of this introductory period does not imply guaranteed or

continued employment. Nothing that occurs during or after this period should be construed to change the nature of the “at-will” employment relationship.

The University may transfer your employment from one position to another with or without notice, as required by business, educational, or service needs, or upon request by an employee with management or administration approval. Transfers lasting 90 or more days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

#### NEPOTISM/EVALUATIVE AUTHORITY OVER RELATIVES

SEU allows relatives to be employed by the University, provided that such employment does not create actual or perceived conflicts of interest. Accordingly:

- No person shall be appointed, transferred, promoted to, or otherwise be employed in any position in which he or she would be supervising or supervised by a family member.
- Any employment decision that would result in an individual having indirect supervision over a family member or being indirectly supervised by a family member must be approved by the appropriate vice president and Human Resources prior to employment.
- When two employees in the same department are in a supervisory relationship and get married, the individual with the shorter length of service will be required to transfer, resign, or be terminated within 30 days unless the other does so voluntarily.

Any working relationships that would otherwise be prohibited by this policy but were in existence as of November 19, 2007 will be considered grandfathered and not subject to this policy. Any new staff, faculty, or student employees hired after the date of this policy will be subject to the terms and conditions of this policy.

For the purpose of this policy family members are defined as spouses, children, parents, grandparents, grandchildren, siblings, in-laws, uncles, aunts, nieces, nephews, cousins and any step relationship within the preceding categories.

#### DISCIPLINE

SEU’s employment procedures are aimed at hiring people who will be satisfied and productive employees. Nevertheless, employees may resign or be dismissed for various reasons. The University encourages a system of progressive discipline depending on the type of prohibited conduct, and violation of University policies or procedures may result in disciplinary action including verbal or written warning, suspension without pay, demotion, transfer, leave without pay, or termination of employment.. However, Southeastern University is not required to engage in progressive discipline and may discipline or terminate an employee without prior disciplinary action or warning for any reason, including when he or she violates the rules of conduct, or where the quality or value of the employee’s work fails to meet expectations at any time.

In all complex organizations, it is necessary to have certain rules and regulations. These rules and regulations are not meant to restrict the rights of any one person, but are to protect the rights

of all. Therefore, we have provided for your guidance some of the reasons for disciplinary action or dismissal:

1. Deliberate or reckless destruction or damage to University property.
2. Theft, attempted theft, or unauthorized removal of University property from the University's premises, or allowing such theft to happen.
3. Negligent, careless, unsafe, or inefficient performance of duty.
4. Failure to observe safety rules and/or instructions.
5. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, visitor, student, University equipment, or property.
6. Intentional falsification of payroll records, personnel records, or other records required in and relied upon in the transaction of University business.
7. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
8. Insubordination, including refusal or failure to perform assigned work.
9. Possession, use or sale of illegal drugs, alcohol or tobacco products.
10. Reporting to work or being on the job under the influence of alcohol, illegal drugs, or other medications which could impair judgment.
11. Commission of any act, either on or off duty, which is inconsistent with the University's Mission Statement, Vision Statement, Statement of Faith, Statement on Human Sexuality, Life Statement, or Community Covenant, each of which is attached in Appendix D of this Handbook.
12. Sleeping or loafing while on duty.
13. Fighting, either orally or physically, on University premises.
14. Intimidation of other employees or administration.
15. Walking off the job without permission.
16. Not signing required documents such as job descriptions, job evaluations, written warnings, etc.

17. Misrepresentation or withholding of pertinent facts in securing employment or during employment.
18. Habitual tardiness.
19. Improper personal use of University telephones, computers, software, email system, Internet service, handheld devices, or other equipment.
20. Abuse of lunch or break periods.
21. Personal use of University property, supplies or equipment without proper approval.
22. Unauthorized absence from work.
23. Discourteous or otherwise unprofessional treatment of co-workers, students, or vendors.
24. Unauthorized disclosure of confidential information regarding the University or its students.
25. Utilizing bathrooms or locker rooms designated for a gender other than the employee's biological gender; or routinely dressing in a fashion or manner that is inconsistent or out of conformity with the employee's biological gender.

Although the above are specific reasons for dismissal or disciplinary action, it is not an exhaustive list, and there may be other reasons for dismissal or disciplinary action, at the sole discretion of the University.

## JOB DESCRIPTIONS

Southeastern University attempts to maintain a written job description for each position. Job descriptions prepared by the University are a non-exhaustive summary of essential functions for each position only. Due to the fluid needs of our work, you may be required to perform job duties not within your written job description. Furthermore, the University may have to revise, add to, or delete from your job duties according to University needs. On occasion, the University may need to revise job descriptions with or without advance notice to the employee.

If you have any questions regarding your job description, or the scope of your duties, please speak with your supervisor or Human Resources.

## NEW EMPLOYEES AND INTRODUCTORY PERIODS

The first 90 days of your employment is considered an introductory period. During this period you will become familiar with Southeastern University and your job responsibilities. The Introductory Period provides new employees the opportunity to determine whether SEU is right for them, and it also gives SEU the opportunity to monitor the quality and value of your performance. Your introductory period with the University can be shortened or lengthened as deemed appropriate by the University. You may or may not receive an

evaluation at the end of your Introductory Period. Completion of this introductory period does not imply guaranteed or continued employment; instead, one of three actions will occur: (i) retention with pay advancement, (ii) retention with no pay advancement, or (iii) termination of employment.

## TRAINING PROGRAM

In most cases and for most departments, employee training is done on an individual basis within the department. Even if an employee has had previous experience in their specified functions, it is necessary to learn our specific procedures as well as the responsibilities of the specific position. From time to time, the University may provide and require employees to attend training on topics that apply University-wide, in addition to departmental training. If you ever feel you require additional training, please consult your supervisor or department manager.

## PROBLEM-SOLVING PROCEDURE

We strive to provide a comfortable, productive, compliant, professional, and ethical work environment. However, in any complex operation problems or differences of opinion will occasionally arise between employees and their supervisors or co-workers. To this end, SEU encourages you to bring any problems, concerns, or grievances you have about the work place to the attention of your supervisor and, if necessary, to Human Resources. To help manage conflict resolution, the University will usually adhere to the following problem solving procedure:

- Employees are encouraged to bring problems, questions, or concerns to the attention of their supervisor at a time and place that will allow the supervisor to properly listen to such concern.
- If the matter has been discussed with the supervisor and the employee does not feel he or she has received a sufficient response, or if the employee feels the supervisor is the source of the problem, employees are encouraged to present concerns to Human Resources by indicating what the problem is, those persons involved in the problem, efforts the employee has made to resolve the problem, and any suggested solution the employee may have.
- Matters raised in accord with this policy will be thoroughly discussed and evaluated on their merits.
- If necessary, corrections to resolve the problem will be made

It is the purpose of this problem solving procedure to help maintain a productive and positive work environment with respect and responsibility towards each other. Obviously, SEU cannot correct a problem unless we know about it. Therefore, you are encouraged to use this problem solving procedure to air any grievances you may have regarding your job.

## PARKING

Employees are required to register their vehicles with the Safety and Security Office. This is done through Human Resources during orientation. Parking permits should be displayed by hanging them from the rear view mirror. Vehicle or license changes should be reported to the Safety and Security Office. For additional information on employee parking, contact the Safety and Security Office.

## SEPARATION OF EMPLOYMENT

Separation of employment from the University may occur for several different reasons.

### *RESIGNATION*

Although we hope your employment with the University will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition of work. SEU reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or operational needs warrant such action. If an employee provides less than 2 weeks notice of resignation, SEU may deem the individual to be ineligible for rehire, depending on the circumstances regarding the notice given.

### *RETIREMENT*

Employees who wish to retire are required to notify their department director and Human Resources in writing at least one (1) month before the planned retirement date.

### *JOB ABANDONMENT*

Employees who fail to report to work or report off to their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their regularly scheduled shift on the third day. The supervisor shall notify the Human Resources at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment forfeit their accumulated and unused paid time off benefits and are ineligible for rehire.

### *TERMINATION*

When a termination is initiated by the University, the supervisor will consult with the Director of Human Resources to review the process and reasons for recommending a termination of employment.

### *RETURN OF UNIVERSITY PROPERTY*

Under all of the separation events described above, the separating employee must return all University property at the time of separation including uniforms, cell phones, keys, computers, iPads, P Cards, parking tags, and identification cards. Failure to return any item of University property may result in deductions from the final paycheck.

### *EXIT INTERVIEW*

Whenever a separation of employment occurs, the University may ask the employee to participate in an exit interview. The purpose of the exit interview is to provide leadership with greater insight into employee relations and to assure the employee is informed about

the termination or transition of any applicable employee benefits. Human Resources will contact the separating employee to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed upon.

#### *ELIGIBILITY FOR PAY-OUT OF ACCUMULATED BUT UNUSED PAID TIME OFF*

Except in cases of job abandonments, accumulated but unused paid vacation leave will be paid in the last paycheck.

Non-exempt employees who have worked two or more years continuously with the University and have accumulated 192 hours or more of sick leave will be paid one-fourth of the accumulated but unused sick leave, not to exceed 30 days, when separating as a result of retirement or voluntary resignation. If the separation is initiated by the University for cause, the employee will forfeit accumulated but unused sick leave.

#### *COBRA*

Upon termination of employment or other qualifying event, employees and their dependents are eligible to continue their health, dental, and/or vision insurance through COBRA (Consolidated Omnibus Budget Reconciliation Act). Under COBRA, the employee or beneficiary has the option to pay the full cost of coverage after a qualifying event at the University's group rate plus an administrative fee for continuation coverage to avoid a lapse in coverage. The University will provide eligible employees with written notice of their COBRA rights when a qualifying event occurs. Failure to timely comply with the instructions in the notice may result in a loss of coverage. It is imperative that employees keep the University apprised of changes in the status of his or her family life and age of dependents.

#### *REHIRE*

An employee who leaves the University in good standing may be considered for reemployment. An application must be submitted to Human Resources, and in addition to the applicant meeting all minimum qualifications and requirements of the position and being the best qualified candidate for the position, supervisors must obtain approval from the Director of Human Resources prior to rehiring a former employee.

If the individual is rehired into a regular position within 90 calendar days of leaving a regular position, they may maintain prior benefit status and paid time off accumulation. Paid time off benefits will not accumulate during the absence and the number of days away from employment will not be included in the calculation of University service time.

If the individual is rehired after being separated for more than 90 days they will be considered a new employee with no University service for the purposes of paid time off benefits, service recognition, and other benefits that include service requirements for eligibility.

An employee who is terminated for violating policy, or who resigned in lieu of termination from employment due to a policy violation, or who resigned without sufficient notice, will be ineligible for rehire.

#### *REFERENCE POLICY/VERIFICATION OF EMPLOYMENT*

Southeastern University's general policy in response to requests for references or verifications of employment is to confirm dates of employment and job title only. With

written authorization from the employee, the University will confirm compensation. Please forward any requests for employment verification to Human Resources.



## WORKPLACE SAFETY

### DRUG-FREE WORKPLACE ACT

The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited at the University. The University also prohibits abuse, misuse, and distribution of legal prescription medications. Individuals who possess, use, manufacture, or illegally distribute drugs or controlled substances are subject to criminal prosecution as well as University disciplinary action up to and including termination of employment.

Substance addiction is an illness that requires professional assistance and treatment. The medical plans offered to faculty and staff include certain coverage options specifically set up to assist in recovery from such illnesses. The Director of Human Resources is available to discuss in confidence questions concerning SEU's drug-free workplace policy, substance addiction, and insurance coverage for addiction treatment.

In accordance with the Federal Drug-Free Workplace Act of 1988, and as a condition of employment with Southeastern University, each employee must abide by this policy. In addition, employees are required to notify the Director of Human Resources, in writing, if the employee is convicted of any criminal drug violation in relation to the workplace within five (5) days after such conviction. Employees may be required to submit to drug or alcohol testing as a condition of employment, and the University reserves the right to search employee personal effects to determine whether employees are in possession of illegal drugs, alcohol, or other controlled substances.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

### VIOLENCE IN THE WORKPLACE

SEU is committed to providing a safe workplace that is free from violence or threats of violence. The University does not tolerate behavior, whether direct or through the use of University resources, property, or facilities, that:

- Is violent;
- Threatens violence;
- Harasses or intimidates others; or
- Disrupts the workplace, the academic environment, or the ability of the University to provide its services.

Violent or threatening conduct may include physical acts, verbal or written statements, electronic communications and telephone calls, gestures, and behaviors. It includes horseplay, stalking, sexual assault, and property damage.

Individuals who engage in violent behavior may be removed from the premises, and may be subject to disciplinary action, up to and including discharge. SEU may also assist in pursuing civil or criminal penalties, or other appropriate action against the offender.

Employees should promptly inform Human Resources of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. The University is committed to supporting victims of intimate partner violence by providing referrals to Southeastern University's employee assistance program (EAP) and community resources and providing time off for reasons related to intimate partner violence. The University treats threats stemming from an abusive personal relationship as it does other forms of violence.

This workplace violence policy applies to all SEU locations including offices, classrooms, work sites, vehicles, and field locations.

### *REPORTING*

Faculty and staff should follow these procedures to report incidents of violence in the workplace, or concerns about situations that could become violent.

- Urgent threats. An urgent threat occurs when there is actual violent behavior taking place, or when it appears that violent behavior is likely to take place, such as a verbal altercation that is escalating.
  1. Call 911.
  2. Report the situation to University Safety & Security.
  3. Alert supervisor of the situation.

Employees should not place themselves in peril, or attempt to personally intervene during an incident of actual or escalating violence. Employees should also consult the University's Emergency Response Plan, which is generally distributed to all employees by email and is also available on the University's SFNET site.

- Emerging or Potential Threats. An emerging or potential threat occurs when there is a reasonable belief that a situation has the potential to become violent over time because of the presence of one or more violence warning signs.
  1. Report the situation to a supervisor.
  2. Alert University Safety & Security if necessary.

Information about emerging or potential threats will be kept confidential to the extent possible. If the individual creating the emerging or potential threat is an employee or student, he or she should be encouraged to seek assistance from the employee assistance program or student counseling services.

### CLERY ACT

The University Safety & Security Department prepares an Annual Security and Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Campus crime, arrest, and referral statistics include those reported to the University's Safety & Security Department and to designated campus officials. Personnel identified as "campus security authorities" include the Title IX Coordinator, the Title IX Deputy Coordinators, the Dean of Student Services, the Associate Vice President of Student Development, the Director of Safety and Security, any campus security officer, the Director of Athletics and coaches, as well as campus Resident Directors and Housing Coordinators. Any employee with questions about the responsibilities of designated campus security authorities should contact the Director of University Safety & Security. Faculty and staff will generally receive notification about the Annual Safety and Security Report and other notices about Campus Safety & Security through the University's e-mail system. A hard copy of the report may also be obtained on the University's website under Safety & Security.

### SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area.

It is the responsibility of every employee to complete an Accident and Incident Report for each incident involving injury to an employee, student, vendor, or guest or involves damage to University property, whether the employee is involved in or merely witnesses the incident. Failure to report such an incident may result in disciplinary action, up to and including termination.

Furthermore, the University requires that every person in the organization assume responsibility for individual and organizational safety. Failure to follow SEU's safety and health guidelines or engaging in conduct that places any employee, student, vendor, guest, or University property at risk may lead to disciplinary action, up to and including termination.

### SMOKE-FREE WORKPLACE

It is the policy of Southeastern University to prohibit smoking and tobacco use in all forms on all University premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as "inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco and any other lighted tobacco product." The University also prohibits use of any product used for the purpose of inhaling, exhaling, or vaporizing any nicotine or other chemical substance on all University premises.

The smoke-free workplace policy applies to:

- All campus buildings and field locations.
- All University-sponsored off-site conferences and meetings.
- All vehicles owned or leased by the University.
- All visitors to the University.
- All contractors and consultants and/or their employees working on University premises.
- All faculty, employees, and students.

Employees who violate the smoke free workplace policy will be subject to disciplinary action up to and including immediate discharge.

## WORKERS' COMPENSATION INSURANCE

It is expected that all employees will exercise caution to protect themselves as well as their co-workers from injury or illness. If you are injured on the job, no matter how slightly, you are to report the incident immediately to your supervisor and complete an incident report. Failure to report any injury in the workplace or any accident causing damage to University property may result in disciplinary action or jeopardize your claim for benefits. Employees who witness an injury of another employee or damage to University property must also promptly complete a report. Employees who are injured on the job may be required to submit for a drug and/or alcohol test.

Employees of Southeastern University are covered under statutory state workers' compensation laws. Workers' compensation insurance coverage is paid for by SEU and governed by state law. If you are injured in the course and scope of your work, the workers' compensation system may provide for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries.

You will be required to submit a medical release before you can return to work.

## WORKPLACE EXPECTATIONS

### CONFIDENTIALITY

Our students and other parties with whom we do business entrust the University with important personal and business information. Business information considered confidential should only be used and disclosed as needed in connection with your work, and should not be disclosed to external parties or to other employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor; however, confidential information may include, but is not limited to, compensation data, personnel records, marketing strategies, financial information, student records, and mailing lists.

In compliance with the Family Educational Rights and Privacy Act (FERPA), all employees must protect the confidentiality of education records, regardless of the medium in which such records are created and stored, and not disclose personally identifiable information about a student or permit inspection of a student’s records without his or her consent. Employees may only access student records when they have a legitimate educational interest to do so and for the purpose of performing their job responsibly and professionally within the context of official University business. The release of any non-directory information about a student to any person outside the University or to persons within the University who have no legitimate educational interest in such records violates federal law as well as University policy. More information about FERPA is available in Appendix E of this handbook. In addition, any questions about FERPA or student records should be directed to the Registrar, who is the official custodian of education records.

Any employee who improperly discloses trade secrets, confidential business information, protected health information, or education records will be subject to disciplinary action, up to and including discharge, even if he or she does not actually benefit from the disclosed information. This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal communications.

All inquiries from the media must be referred to the Executive Director of Advancement.

### CONFLICTS OF INTEREST

All employees have an obligation to avoid engaging in any activity, both on and off-duty, that creates an actual or potential conflict of interest with the University’s mission and operations or that places the employee in a position where his or her own self-interest might conflict with the best interests of the University. Any actual or potential conflict of interest between an employee and the University must be disclosed by the employee to Human Resources. If an actual or potential conflict of interest is determined to exist, the University will take such steps as it deems necessary to reduce or eliminate this conflict.

### OUTSIDE EMPLOYMENT

Outside employment which creates a conflict of interest or which affects the quality or value of your work performance or availability at Southeastern University is prohibited. Southeastern recognizes that employees may seek additional employment during off hours,

but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employment relationship. Any conflicts should be reported to your supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

## ATTENDANCE AND PUNCTUALITY

Employees are expected to be at work on time, dressed appropriately, and ready for work at their assigned location as scheduled, unless otherwise authorized to miss work. Patterns of absenteeism or tardiness will not be tolerated and may result in discipline even if the employee has not yet exhausted available paid time off.

Planned and foreseeable absences must be scheduled with one's supervisor in advance and submitted via the [www.portal.adp.com](http://www.portal.adp.com) time and attendance module.

In the case of unplanned tardiness or absence due to illness or other circumstances, employees must call off to their immediate supervisor's direct dial phone number and leave a message at least one (1) hour before the start of their regularly scheduled shift, unless such advance notice is reasonably and justifiably impossible. If the employee is personally unable to call-in, a representative such as a spouse, parent, or friend may call. When calling off, the employee must state: (a) the reason for the call-off, (b) if the call-off is for illness, the condition or symptoms causing the need to call-off, and (c) the date or time the employees expects to return to work. Employees may be required to provide documentation of any medical or other excuse for being absent or late. All scheduled and unscheduled absences for all employees must be approved by the immediate supervisor.

Southeastern University reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences.

Failure to notify a supervisor about any unscheduled absence may result in disciplinary action, up to and including termination. Employees who are absent for three (3) or more consecutive workdays without notifying their supervisor will be considered to have abandoned their job, which is equivalent to voluntary termination of employment.

## ATTIRE AND GROOMING

It is important for all employees to project a professional image while at work by being appropriately attired. Clothing must be consistent with the safety and uniform standards of the employee's assigned department and must be appropriate to the type of work being performed. Additionally, consistent with SEU's Community Covenant, employees must dress in conformance with their biological gender and in consideration of standards of Christian modesty while at work. Questions regarding appropriate dress should be discussed with the immediate supervisor. Employees are expected to be neat, clean and well-groomed while on the job to create a professional appearance at all times..

Southeastern University is confident that employees will use their best judgment regarding attire and appearance. Leadership reserves the right to determine appropriateness. Any employee who is improperly dressed may be sent home, without pay, to change clothes.

Continued disregard of this policy may be cause for disciplinary action, up to and including termination.

## UNIVERSITY TELEPHONE, COMPUTERS, INTERNET, EMAIL AND OTHER INFORMATION TECHNOLOGY RESOURCES

Employees may be assigned an SEU e-mail account and provided with or given access to University-owned computers, laptops, tablets, cell phones, personal digital assistants, and other electronic communication devices. Use and care of such resources must be in compliance with and is subject to the University's Information Security Policy, which is Appendix A to this handbook.

In addition, employees are permitted to use University telephones, computers, E-mail systems, and other equipment for personal reasons only on a limited and reasonable basis. Employees are also expected to limit their use of personal cellular phones and other personal communication devices for calls, e-mailing, text messaging, accessing social media sites, or any other non-work related reason to non-work times.

All employees are expected to follow applicable state or federal laws or regulations regarding the use of mobile communication devices at all times. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their mobile communication device for business purposes while driving. Personal use of any mobile communication device while driving for University business is strictly prohibited. Safety must come before all other concerns.

Employees in possession of University-provided hardware, equipment, or devices are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the device for return or inspection. In the event of loss, damage or theft, immediately notify a supervisor.

## SOCIAL MEDIA – ACCEPTABLE USE

The use of social media by University employees, both during and outside work, must be consistent with SEU's values, as well as its legal and ethical responsibilities. Social Media is defined as any Internet-based platform which requires or allows a user to create a unique site, profile, or buzz and through which a user can communicate and share content, including but not limited to text, photos, videos, and links, or express opinions. Social Media includes, but is not limited to, blogs and services such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, and Tumblr. This policy does not apply to, nor is it intended to interfere with, acceptable posts on personal pages, profiles and walls or blogs that do not relate to the University.

Employees may access social media for personal use only during non-working time and in compliance with guidelines set forth in this handbook. Employees should not access or use

social media while at work, even during breaks or other non-working time, without permission.

Consistent with the University's General Administrative Policy regarding endorsements, employees may not create a social media site, profile or blog that appears to represent the University, nor may an employee post content that appears to speak on behalf of the University without obtaining prior, express, written authorization.

Users of social media should have no expectation of privacy with respect to sites, posts and blogs they enter, create, transmit, forward or keep on their pages, profiles, pages, walls, or those of others. The University may view, but is not obligated to monitor, social media sites and profiles, posts and blogs even if the content occurs outside of the University or is done during non-working time.

Users of social media are responsible for the content of all their social media sites, profiles, posts and blogs. If the University receives a report, or if it discovers a social media site, profile, post or blog that contains unacceptable content, it may require the employee to remove the unacceptable content immediately.

Examples of unacceptable content include:

- Photographs or videos recording unprofessional behavior in an identifiable University setting.
- Uses the University's name, logo or other identifier in a manner that would make it appear that the user is acting or speaking as an authorized agent of the University, without prior, express written authorization.
- Impersonates another employee through the creation of a false profile or otherwise.
- Contains obscene or inappropriate sexual language, photographs, videos or texts or other unprofessional or offensive behavior that could detract from employees' effective performance of job responsibilities, or interfere with the performance of others in the workplace.
- Has the effect or intent to bully, defame, discriminate, disparage, embarrass, harass, harm, hurt, impersonate, injure, misrepresent, ridicule, slander, threaten or torment another person(s) or entity.
- Disrupts the orderly operation of the University.

When participating in social media, employees should adhere to the following guiding principles:

- Use common sense.
- Be respectful.
- Think before you post.
- Consider who might see the site, profile, post or blog now and in the future.
- Acknowledge that you are personally responsible for the content of what you publish.



- Be mindful that what you publish will be public for a long time – protect your privacy.
- Respect copyright, fair use and financial disclosure laws.
- Be aware of your association with the University in online social networks. If you identify yourself as an employee of the University, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and the public.

Employees and other persons who are aware of unacceptable content should report it to Human Resources without fear of retaliation. Employees who do not use social media consistent with this policy, including those who do not remove unacceptable content immediately, may be subject to disciplinary action, up to and including immediate discharge.

#### NO EXPECTATION OF PRIVACY

All University computer systems, phone systems, employee lockers or storage areas, and other equipment are considered University property. As a result, any materials or information contained in or generated through the use of these resources are considered University property and will be subject to inspection.

#### USE OF UNIVERSITY VEHICLES

University vehicles should be used for official business only and shall be operated within the limits of traffic law and safety regulations. University vehicles are only to be driven by authorized employees. All drivers are expected to operate University vehicles in a safe manner.

All drivers must have a valid and current driver's license to operate a University vehicle, and meet all criteria established by the University's insurance carrier. All accidents in University vehicles, regardless of severity, must be reported to management. Drivers must report all ticket violations received during the operation of a University vehicle to management. Any driver who has his/her license revoked or suspended must notify management, and immediately discontinue use of any University vehicle.

Motor vehicle records may be obtained and checked on all authorized drivers periodically. A driving record that is determined to be unacceptable, will result in the loss of the privilege of driving any University vehicle.

Drivers are not permitted to use any cellular phone or mobile communication device while driving a University vehicle. The improper, careless, negligent, destructive, abusive or unsafe use or operation of vehicles, as well as excessive or avoidable traffic violations, can result in disciplinary action, up to and including termination of employment.

## INCLEMENT WEATHER, DISASTER, OR EMERGENCY CLOSINGS

Employees are expected to arrive for work each day prepared to work regardless of the weather or other conditions, unless there is a weather condition, natural or other disaster, or an extreme emergency which threatens the health and safety of persons on campus, in which case University officials will notify the SEU community through regular communication channels about appropriate closures or suspension of certain or all University operations. Non-exempt employees will be paid their regular hourly rate for any hours actually worked during a period of partial or complete closure due to weather, disaster, or emergency, and may use accumulated but unused paid vacation time for hours missed due to the University closing for weather, disaster, or emergency.

If the University remains open and time is taken off by employees due to inclement weather, the absence will be treated as an unexcused absence and may result in disciplinary action, up to and including termination of employment.

## EMPLOYEE PERSONNEL FILES

Employees' official personnel records are maintained in Human Resources. All personnel files and the records therein are the property of Southeastern University and are confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

Employees and former employees may request and be permitted to review their personnel file in Human Resources. However, personnel files may not be photocopied or taken outside the department, and all such requests must be made with at least three business days advance notice..

Personnel files may be disclosed to representatives of government, law enforcement agencies, or third parties when required by law.

## CHILDREN IN THE WORKPLACE

Southeastern University is committed to maintain a professional atmosphere and excellent learning environment for our students. To that end, the workplace should not be used for childcare purposes. Although the University strives to be a family-friendly environment, it is not appropriate to bring children to work as a substitute for making arrangements for regular childcare while at work. Exceptions are made for University-sponsored events and programs.

## COMPENSATION

### PERFORMANCE AND SALARY REVIEWS

Southeastern encourages consistent feedback and mutual development of individual and performance based goals. Each employee will usually receive a formal job performance evaluation at least once a year by their supervisor. The purpose of this review is to encourage dialogue, clarify expectations, and discuss growth opportunities and goals for the coming year. A written summary of the evaluation may then be completed and signed by the supervisor and employee and returned to Human Resources for inclusion in the personnel file.

The performance review process is a means for increasing the quality and value of your work performance. Your initiative, effort, approach to work, job knowledge, and other factors will be addressed. A favorable job performance review does not guarantee a pay raise or continued employment.

### PAY PERIOD

The pay period begins each Wednesday at 12:00 a.m. and ends the following Tuesday at 11:59 p.m. Pay distributions occur every other Tuesday with 26 pays each year. If a pay date falls on a bank holiday, payment will occur on the last working day of the bank prior to the bank holiday.

Electronic direct deposit for pay distribution is mandatory for all employees. Employees may view and print their pay stub online at <http://portal.adp.com>. If there is a change in your direct deposit information, you are able to make changes online through ADP or in the payroll office. For instructions, please contact Human Resources.

### PAYROLL DEDUCTIONS

Certain deductions required by law are made from employees' paychecks each pay period. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the number of exemptions you list on your W4 Form. Please report any changes in the number of dependents or other information that would affect your payroll tax deductions by going onto the portal and making necessary changes using the employee self-service on ADP.

Voluntary deductions are also taken from your paycheck for various insurance premiums and other requested deductions. If at any time you do not believe that your paycheck is accurate, please contact the payroll office.

### GARNISHMENTS

Normally, the University will not aid creditors in the collection of personal debts from employees. However, under certain legal procedures, the University is compelled by law to take action. If your wages are attached, we are required by law to withhold from your earnings and pay to your creditor a specified amount each payday until the debt is settled. The University cannot stop the garnishment until it receives a court release from the creditor. Generally, garnishments will take priority over any other deductions authorized by the employee. If you have any questions why deductions were made from your paycheck or how they were calculated, contact Human Resources.

## RECORDING TIME

Federal and state laws require us to keep accurate records of hours worked. Employees are expected to utilize the time and attendance system currently authorized by the University. The system registers the time employees arrive and leave work. Employees are required to personally register their time (clock in/out) during the following situations:

- arriving to work at the beginning of the day
- leaving from and returning to assigned work location for meal breaks, medical appointments, classes taken during the work day, and other non-working time of 20 minutes or more
- leaving work at the end of the workday

Employees are required to clock in and out as close to their scheduled starting and ending times as possible and at the location authorized by the appropriate supervisor.

Employees are responsible for recording their own time. If irregularities or discrepancies occur in timekeeping, such as failure to clock in or out, the employee must notify his/her supervisor. Employees are required to notify their supervisor of any pay discrepancies, unrecorded or misreported work hours, or any involuntary missed meal or break periods.

Falsification of or tampering with time records is cause for disciplinary action, up to and including termination of employment. In addition, recording time for another employee or allowing another to record time for you may result in discipline, up to and including termination, for both employees..

## REST AND MEAL PERIODS

The scheduling of meal periods at Southeastern University is set by the employee's immediate manager with the goal of providing the least possible disruption to departmental operations.

Employee meal periods are important to productivity and employee health. Employees who work at least five (5) consecutive hours will usually be provided a thirty-minute unpaid meal break. The meal period will not be included in the total hours of work per day and is not compensable. Nonexempt employees are to be completely relieved of all job duties while on meal breaks and must clock out for meal periods.

Salaried employees, because they are paid a set weekly salary regardless of the hours they work, may choose to take breaks as needed. With appropriate approval from their supervisor, nonexempt employees may take paid rest breaks of reasonable frequency and duration in the middle of each shift, or at a time convenient to the work schedule, other than adjacent to a meal break or the beginning or ending of work hours. Nonexempt employees are not required to clock in and clock for when taking such breaks from work.

## OVERTIME AUTHORIZATION FOR NONEXEMPT (HOURLY) EMPLOYEES

Nonexempt employees are eligible for overtime pay. All overtime must be approved in advance, in writing, by your supervisor. Please request overtime authorization from your supervisor prior to working overtime.

At certain times the University may require you to work overtime. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Overtime pay of one and one-half an employee's regular rate of pay or average pay rate (if you perform work at different pay rates during the relevant week) is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation, sick leave days, bereavement, jury duty, and personal time off are not considered as time worked for computing overtime in a pay week.

#### STAFF ADJUNCT TEACHING POLICY

In addition to their regular job duties and regular salary, non-faculty employees may be asked or permitted to teach a class, and will receive compensation from Southeastern University for such work. Such an arrangement is referred to as acting in an "overload capacity." Generally, non-faculty employees and staff may teach up to six credit hours maximum per semester.

When a staff or administrative employee is offered the opportunity to teach in an overload capacity, the employee should submit a written request to the immediate supervisor. The written request must include:

- The description and delivery method of the class to be taught;
- The scheduled dates, times and duration of the classes; and
- Confirmation that there is no overlap in overload assignments.

If the supervisor agrees that the employee's normal duties will not be compromised as a result of the proposed overload assignment, the supervisor may grant approval. If the overload duties are to be performed during the employee's regular work time, the employee will work additional time to accomplish regular duties missed as a result of the overload assignment. The additional scheduled time must be approved by the supervisor.

#### EXPENSE REIMBURSEMENT

The University may reimburse employees for reasonable expenses incurred while performing job duties for the University. All travel for the University must be approved in advance. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing the travel objectives may be reimbursed by University. Employees are expected to limit expenses to reasonable amounts, as the University will not reimburse employees for alcoholic beverages or excessive costs, such as unusually expensive, luxurious, or generous accommodations, meals, transportation, or gratuities.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other University-related travel issues.

Abuse of this expense reimbursement policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.



## TIME OFF/LEAVES OF ABSENCE

### HOLIDAY PAY

The University provides the following fourteen days as regularly scheduled paid holidays:

<b>Holiday</b>	<b>Days Off</b>
New Year's Day	One Day
Martin Luther King Day	One Day
President's Day	One Day
Good Friday	One Day
Memorial Day	One Day
Independence Day	One Day
Labor Day	One Day
Thanksgiving	Two Days
Christmas	Five Days

If the recognized paid holiday occurs on Saturday, the holiday will be observed the preceding Friday. If it occurs on Sunday, the holiday will be observed the following Monday. Full-time employees are entitled to holidays with pay. Part-time employees will receive holiday pay only if the holiday falls on a regular scheduled work day, and for the number of hours the employee would normally be scheduled to work that day.

Some operations of the University must continue even on holidays. In these instances, each supervisor will establish work schedules for all employees so affected and will, if possible, communicate schedules at least ten days in advance of each holiday.

For hourly employees who are required to work on a scheduled holiday, holiday pay will be given in accord with the guidelines set forth below. Holiday pay is given for all of the fourteen paid holidays listed above.

Non-exempt employees who are required to work on a paid holiday will be paid double time, based upon their regular hourly rate, for all actual hours worked on the holiday. Part-time, non-exempt employees who work on a holiday that falls on a day they are regularly scheduled to work will be paid double time. However, if a part-time, non-exempt employee picks up an extra shift or volunteers to work an unscheduled shift on a holiday, the part-time, non-exempt employee will be paid straight time with no holiday pay premium for such shifts.

Temporary workers, student workers, and adjuncts are not eligible for paid holidays.

### VACATION

The University provides paid vacation time off from work for regular full time and part time staff employees to rest, relax, or attend to personal matters. Vacation benefits are accumulated during the employment year, and may be used as they are accumulated with the supervisor's approval. Full-time staff employees accumulate vacation time as follows:

<b>Years of Service</b>	<b>Annual Accumulation</b>	<b>Per Pay</b>	<b>Maximum Accumulation</b>
0-3 years	80 hrs./year	3.08 hrs.	120 hrs.
4-9 years	120 hrs./year	4.62 hrs.	160 hrs.
10+ years	160 hrs./year	6.16 hrs.	200 hrs.

Part-time staff employees receive paid vacation time on a pro rata basis depending on the number of hours they are normally scheduled to work. For example, if a staff employee works 24 hours/week, the ratio is 24/40 or 60% of the equivalent annual accumulation for a full-time employee.

Faculty, temporary and student employees are not eligible for paid vacation.

Vacations are not only a reward for service, but they are also for the benefit of the employee's health and for the sake of the work which is done. No one, therefore, may receive vacation pay in lieu of taking actual time off work.

Once a staff employee accumulates the maximum hours of paid vacation available for his or her years of service, he/she will no longer accumulate additional paid vacation hours, and such accumulation will be forfeited until the employee uses some of his or her accumulated but unused time. Employees are not permitted to carry over and accumulate paid vacation time beyond the Maximum Accumulation.

Vacation time off must be requested and approved by the immediate supervisor at least thirty (30) days in advance when possible. Vacations scheduled, even if approved in advance, are subject to change based on workloads.

## SICK LEAVE

Paid sick leave is provided to regular full and part time employees upon approval of the department supervisor for the following reasons:

- Personal illness;
- Illness of a member of the employee's family for whom the employee is the primary caregiver; and
- Medical appointments that cannot be arranged at any time other than during the employee's normal working hours.

Full-time employees are credited with one day (eight hours) of paid sick leave for each calendar month of service or 3.7 hours per pay period. Part time employees are credited with a pro rata amount of paid sick leave based upon the number of hours they are normally scheduled to work, in the same fashion as paid vacation. Temporary, adjunct, and student employees are not eligible for paid sick leave.

Sick leave may be accumulated indefinitely to provide employees with a stream of income during periods of extended illness. No more than two (2) days of accumulated but unused paid sick leave can be used as a personal day per each calendar year. Personal days can be used for any reason, not solely for reason of illness, caregiving responsibilities, or medical appointments. New employees with a start date of July 1 or later are permitted to use only one accumulated but unused paid sick leave day as a personal day in that initial calendar year of employment.



## FAMILY AND MEDICAL LEAVE (FMLA)

Southeastern University employees who have worked for the University for 12 months and at least 1250 hours may be eligible for protections under the Family and Medical Leave Act of 1993 (FMLA), as amended for certain qualifying absences from work.

Please consult Appendix B of this handbook for SEU's full FMLA policy.

## BEREAVEMENT LEAVE

With the supervisor's approval, benefit eligible employees may be granted up to one normal week of paid bereavement leave in the calendar year for funeral arrangements, funeral attendance, etc., in the event of a death in the immediate family. "Immediate family" includes an employee's spouse, parents, children, grandchildren, step-children, sister, sister-in-law, half-sister, step-sister, brother, brother-in-law, half-brother, step-brother, mother-in-law, father-in-law, grandparents of employee or spouse, uncles of employee or spouse, aunts of employee or spouse, or any other close relative who was currently residing within the employee's household.

Time off without pay for bereavement purposes may be granted, upon request, for:

- An employee who is not eligible for paid bereavement leave;
- An employee who has exhausted all available paid bereavement leave; or
- To attend the funeral of a relative or friend not otherwise included in this policy.

Employees who have available vacation may choose to use it for bereavement purposes to avoid a loss of pay during the leave.

SEU believes that life begins at conception and thus allows bereavement leave for a parent to grieve the loss of a child due to miscarriage. An employee requesting bereavement leave in the event of their own or their spouse's miscarriage will be required to provide a doctor's note confirming the miscarriage to obtain approval of bereavement leave for this purpose.

## JURY DUTY OR COURT APPEARANCE

Employees who are summoned for jury service or subpoenaed to provide sworn testimony in court or otherwise will receive paid time off at their regular rate of pay for the period of time they are on jury duty or giving testimony due to a subpoena, up to a limit of ten (10) full business days. Thereafter, time off without pay will be granted for employees to fulfill their civic and testimonial duties. Any fees received by an employee from a court for jury service may be kept by the employee.

If an employee serves on jury duty or gives testimony for only a portion of a work day, he/she is expected to return to work for the balance of his or her regularly scheduled shift. Additionally, employees are required to follow the University's regular call-off procedures for each day of jury duty leave.

## VOTING LEAVE

Due to early voting options and extended early morning and evening voting hours, most employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees may be allowed a reasonable amount of unpaid time off to vote. The time when you can go to vote will be at the discretion of your supervisor.

## MILITARY LEAVE OF ABSENCE

Employees who are members of the U.S. Military Reserve or National Guard or who are taking part in a variety of military duties are eligible for leave of absence from work for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. A long-term leave of absence may be granted to employees who enter active full-time military service, up to the limits provided by law.

Employees requesting leave for military duty should contact Human Resources as soon as they are aware of the need for leave to receive more detailed information on eligibility, employee rights while on leave, and job restoration upon completion of leave.

## LEAVE FOR PARTICIPATION IN UNIVERSITY SPONSORED MISSION TRIPS

In support of the University's goal to be mission and student focused, the University has developed a process by which non-faculty employees can serve on student mission teams sponsored by the office of Spiritual Formation. Non-faculty employees wishing to participate in a mission trip should follow the steps as outlined below.

1. Meet with the Missions Pastor to discuss interest and learn about opportunities and participation requirements.
2. Meet with the assigned mission team leader for the trip.
3. Submit their request to participate in a specific mission trip to their respective supervisor and division Vice President.
4. Notify Human Resources of their intent to participate in a University sponsored mission trip.

Upon approval, the employee will be allowed up to five (5) days per calendar year of paid time off to be used for participation in an approved mission trip. If additional days are approved, the employee will be required to use accrued vacation time. Supervisors are responsible for notifying Human Resources of approved employee leave in advance of the trip to ensure proper processing of the time off for payroll.

This benefit and process applies only to mission trips sponsored by the Office of Spiritual Formation and will be granted in the sole discretion of the University. Participation in mission trip opportunities is not an automatic employee benefit and is subject to the approval of the supervisor, division Vice President and assigned mission team leader. Questions on the administration of this process may be directed to the Office of Human Resources.

## ACCOMODATIONS FOR NURSING MOTHERS

Southeastern University promotes a positive, accepting environment for women who are breastfeeding. The University will provide lactating mothers reasonable break time to express milk for their infant children for up to one year following the child's birth. Lactating mothers will be provided a private room, other than a restroom, to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use. Women wishing to use this room must request/reserve the room by contacting Human Resources.

Lactating mothers will also be provided a refrigerator to store breast milk. Employees are responsible for labeling milk with their name and the date on which the milk was expressed. Any improperly labeled milk or other food or products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Additional rules for use of the room and refrigerator storage are posted in the room.

Lactating mothers are encouraged to discuss the length and frequency of their lactation breaks with their supervisor.

Employees who have any questions or concerns regarding this policy should contact Human Resources.

## BENEFITS

Southeastern University provides a comprehensive benefit package for benefit eligible employees. Part-time employees are eligible for the retirement benefit under certain circumstances. Temporary and student employees are not eligible for benefits, except a number of programs (such as Social Security, workers' compensation, and unemployment insurance) cover all employees in the manner prescribed by law.

Details of the many programs, including the employee premium contribution and other out of pocket costs for each program, will be distributed during employee orientation and are available in summary form in the Human Resources office. If you have any questions, you may contact Human Resources.

## TUITION WAIVERS

### *BENEFIT*

Benefit eligible employees and their eligible family members will receive tuition at no cost for all courses in which they enroll and attend at Southeastern University in undergraduate and graduate school programs, subject to appropriate taxation by the government.

### *ELIGIBILITY*

Employees who are faculty, administration, deans or directors and their eligible family members are eligible for tuition waiver as of the employee's date of hire.

Other benefit eligible employees and their eligible family members are eligible for tuition waiver on the first day following the one-year anniversary of the employee's date of hire.

Eligible family members include the employee's spouse and the employee's children, age 25 years or younger. If an eligible employee's child becomes married while a full-time continuous student at the University, that child will continue to be eligible for tuition waiver for the program in which they are currently enrolled if the employee's eligibility for this benefit was established before the child got married.

### *PROCEDURE*

Eligible employees who want to take advantage of the tuition waiver benefit should complete a tuition waiver form and obtain written approval from their supervisor and administering vice president, then forward the form to Human Resources.

All applicants for tuition waiver who are taking more than six (6) undergraduate credit hours per semester must also complete and submit an application for financial aid. For eligible spouses and children, the tuition waiver benefit will cover tuition not otherwise covered by federal or state financial aid grants.

Employees should schedule their classes outside of regular working hours unless other arrangements are made and approved by their supervisors. When it is necessary and approved to do so, employees may not take more than three (3) credit hours per semester that overlap with their regular work schedule. Employees will generally not be paid for time spent in class, and must make arrangements to make up the missed work hours at the discretion of the supervisor.

### *LIMITATIONS ON BENEFIT*

Employees and eligible family members receiving tuition waivers must maintain satisfactory academic progress as defined in the Catalogue. Should an employee or eligible family member receiving tuition waiver be placed on academic deficiency, academic probation, or disciplinary probation, that individual will not be eligible to renew the tuition waiver until the deficiency is corrected or the probation is lifted. Cheating, plagiarism, or other forms of academic dishonesty may also result in termination of the waiver benefit.

If an employee or eligible family member has an outstanding balance on any of their individual University student accounts, that individual will be ineligible to register for classes and their tuition waiver benefit will terminate until the balance is paid in full.

This benefit covers tuition only. The employee and eligible family members are responsible for payment of all applicable course fees, books, room and board, and other expenses.

#### *TAXATION*

The University offers a variety of programs designed to assist employees who wish to pursue a bachelor's or master's degree. The following updates our historic policy on the taxation of these benefits to align with internal revenue code requirements.

#### *UNDERGRADUATE*

Under Internal Revenue Code (IRC) §117(d), tuition waivers at the undergraduate level for employees and their dependents is considered tax-free, as of 1-1-2018. Should assistance in the form of remission or other institutional grants exceed tuition and fees for an undergraduate, that excess is taxable to the employee. The amount of excess can be gleaned from the annual 1098-T generated by the University in connection with each student's financial relationship with us. It is the employee's responsibility to report such excess assistance, recognizing that the IRS will have been made aware of the excess through the 1098-T.

#### *GRADUATE*

All Graduate tuition and fee waivers are taxable unless exempt under the Internal Revenue Code. The University will add the taxable value to the W-2 of the affected employee at calendar year-end. The following discusses the impact on three categories of SEU constituents: A. Graduate Assistants, B. Employees and C. Employee dependents.

#### *A. GRADUATE ASSISTANTS*

Under the University's tuition waiver benefit and in compliance with IRC §127, a maximum of \$5,250 per calendar year (January to December) in tuition and service fee waivers associated with Graduate Assistantship (GA) appointments or graduate study by a current employee are excluded from taxable income. If the amount of the tuition waiver exceeds \$5,250, the excess is deemed income under the IRC and taxed accordingly.

IRC §117 allows the exemption from taxation of tuition and fees waivers above \$5,250 for individuals conducting teaching or research activities. The University deems a graduate assistant eligible for full exclusion from income if that individual's assistantship is limited solely to the following teaching or research activities:

**TEACHING:** For University tax purposes, teaching activities may include, but are not limited to, the following: providing or coordinating classroom instruction, including lab or discussion sessions; tutoring students; grading tests and assignments; developing instructional materials; providing artistic instruction; accompanying/coaching musical or vocal performances; and proctoring exams.

**RESEARCH:** For University tax purposes, research activities may include, but are not limited to, the following examples of applying and mastering research concepts, practices, or methods of scholarship: conducting experiments; organizing or analyzing data; presenting findings; collaborating with others in preparing publications; and conducting institutional research for an academic or administrative unit.

SEU grad assistants do not tend to qualify for the entire exclusions, based on the kinds of work they tend to perform. They are thus subject to the \$5,250 tax-free annual exclusion, with any excess added to their W-2 at calendar year-end.

### ***B. EMPLOYEES WHO ARE NOT GRADUATE ASSISTANTS***

Employees who receive tuition waivers are subject to the provisions of IRC §127, including a maximum of \$5,250 per calendar year being considered tax-free. To the extent that graduate study by an employee exceeds that maximum, the employee will be taxed on such excess, with the taxable amount added to the W-2 at calendar year-end.

Under IRC §132(d), employees are allowed to receive assistance tax-free if the expenses being paid for by their employer would otherwise be deductible by the employee individually under IRC § 167. This includes education that is required for an employee to retain their current position. Under this provision, the employee's educational deficiency must be specifically identified and it must be established that failure to correct that deficiency will result in termination.

In general, qualification under IRC §132(d) is difficult to prove but, in the case of a higher education institution, it could be applied to a faculty member who is hired under the expectation of their completing an advanced degree within a specified period of time, under the threat of termination. Such a requirement should be documented and agreed-to by both parties.

As a matter of practice, the University will manage graduate assistance to employees under the provisions of IRC §127, taxing assistance in excess of \$5,250 per calendar year. Those who believe they qualify under §132(d) must petition for alternative treatment prior to the commencement of their program.

### ***C. EMPLOYEE DEPENDENTS***

For employee dependents who receive a tuition waiver for a graduate course of study and who are not serving as a GA, the entire amount of graduate tuition waiver is taxable to the person whose employment status makes the dependent eligible for such assistance. In other words, there are no exclusions from income for the spouse or child of an employee who receives a tuition waiver for graduate study. The employee will be subject to tax withholding for the entire value of the waiver in this case and the value will appear on the W-2 at year-end.

### ***SUMMARY OF TAXATION***

Undergraduate tuition waivers are generally tax-free for the employee and his or her dependents. Graduate study is typically limited to a \$5,250 tax exemption for each

calendar year. In rare cases, an employee may be able to receive graduate assistance fully tax-free. Employee dependents will generate a tax liability in connection with the entire value of a graduate tuition waiver. Taxable components of tuition waivers will be reflected in an employee's W-2 at calendar year-end.

The cost of graduate study can be significant, creating the possibility of a large tax liability for the employee. We thus urge employees who wish to understand the ramifications of these policies and IRC provisions to consult their tax adviser.

## OTHER BENEFITS/SERVICES

### *FACILITIES*

Employees may use the University library. Please present your Fire Card for library use.

Employees may also use the University gymnasium, tennis courts, wellness center, and swimming pool during designated times as posted at the Counseling, Health and Wellness Department.

### *MEAL BENEFIT*

For benefit eligible employees, one meal for each day worked up to five (5) per week are provided free during the fall and spring semesters when the restaurant, Tuscana Ristorante, is open.

Part-time employees who are not benefit eligible may purchase lunches for a discounted amount. See Human Resources for details.

There is no meal benefit for temporary or student employees.

## DISCOUNTS

### *BOOKSTORE*

A discount is available on certain items in the University bookstore for full and part time employees. The normal discount is 10% on eligible items. For further information, please contact the Bookstore Director.

### *ATHLETICS*

Free or discounted attendance at some University-sponsored athletic events is available for full and part time employees and their families. Please check with Athletics in advance for specific event details.

### *PLAYS, OPERAS, AND CONCERTS*

Free or discounted admission to some plays, operas, concerts and other performances may be available to employees from time to time. Please check with the Communication/Music Departments in advance for specific event details.

### *AUTO AND HOME OWNERS INSURANCE*

Employee discount plans are available. Contact Human Resources for more information

## NOTARY PUBLIC

Notary public services are provided without charge to all University employees. Please contact Human Resources for details.

## PERSONAL CHECK CASHING

Employees may utilize check-cashing privileges with the cashier in Student Financial Services. Checks to be cashed should not exceed \$100; two-party checks will not be accepted.

## BANKING

Full service banking is available at GTE Student-Powered Financial Center inside Pansler Alumni-Student Union building. An ATM is also available for employee use outside the Pansler Alumni-Student Union. There are fees that may apply for usage.



## APPENDIXES

Appendix A: Southeastern University Employee Information Technology Policy

Appendix B: Family and Medical Leave Act of 1993

Appendix C: Sexual and Gender-based Misconduct Policy

Appendix D: Southeastern University Mission Statement, Vision Statement, Statement of Faith, Statement of Human Sexuality, Life Statement, and Community Covenant

Appendix E: FERPA Compliance at SEU for Faculty, Staff, and Administration

## Appendix A

### SOUTHEASTERN UNIVERSITY INFORMATION SECURITY POLICY

**Last Update Status:** Updated March 2016

#### 1. Overview

Southeastern University Information Technology Department (SEU IT)'s intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the University's established culture of openness, trust and integrity. SEU IT is committed to protecting the University's employees and the University from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Southeastern University. These systems are to be used for business purposes in serving the interests of the University, and its students in the course of normal operations. Please review Human Resources policies for further details.

Effective data and digital security is a team effort involving the participation and support of every Southeastern University employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

#### 2. Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at Southeastern University for employees and students. These rules are in place to protect employees, students and Southeastern University. Inappropriate use exposes the University to risks including virus attacks, compromise of network systems and services, and legal issues.

#### 3. Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Southeastern University business or interact with internal networks and business systems, whether owned or leased by Southeastern University, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Southeastern University and its affiliates are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Southeastern University policies and standards, and local laws and regulation.

## 4. Policy

### 4.1 General Use and Ownership

- 4.1.1 Southeastern University proprietary information stored on electronic and computing devices whether owned or leased by Southeastern University, the employee or a third party, remains the sole property of Southeastern University. Employees are responsible for ensuring through legal or technical means that proprietary information is protected in accordance with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPPA) or other related standards.
- 4.1.2 Employees have a responsibility to promptly report the theft, loss or unauthorized disclosure of Southeastern University proprietary information. See Incident Response Policy (Posted on the [IT Help Desk Website](#)).
- 4.1.3 You may access, use or share Southeastern University proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties. Review FERPA guidelines regarding the sharing and use of student information.
- 4.1.4 Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
- 4.1.5 For security and network maintenance purposes, authorized individuals within Southeastern University may monitor equipment, systems and network traffic at any time.
- 4.1.6 Southeastern University reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

### 4.2 Security and Proprietary Information

- 4.2.1 All mobile and computing devices that connect to the internal network must be password protected and be equipped with anti-virus software. System level and user level passwords must comply with the following requirements:
- Password is case sensitive.
  - Must be at least 8 characters long.
  - Must not include any of the following values: test password.
  - Must not include part of your name or username.
  - Must not include a common word or commonly used sequence of characters.

- Must have at least three types of the following characters:
    - ✓ Uppercase (A-Z)
    - ✓ Lowercase (a-z)
    - ✓ Number (0-9)
    - ✓ Symbol (!, #, \$, etc.)
- 4.2.2 Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
- 4.2.3 All computing devices must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.
- 4.2.4 Any remote access to, retrieval and transmission of Southeastern University's data and electronic resources, including but not limited to education records, must be accomplished through a secure and encrypted connection.
- 4.2.5 Postings by employees from a Southeastern University email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Southeastern University, unless posting is in the course of business duties.
- 4.2.6 Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

### **4.3 Unacceptable Use**

The following activities are, in general, prohibited. Employees may be temporarily exempted from these restrictions for the purpose of performing legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Southeastern University authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Southeastern University-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

#### **4.3.1 System and Network Activities**

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or University protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Southeastern University.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted

software for which Southeastern University or the end user does not have an active license is strictly prohibited.

3. Accessing data, a server or an account for any purpose other than conducting Southeastern University business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes student workers, family and other household members when work is being done at home.
7. Using a Southeastern University computing asset to actively engage in procuring or transmitting material that is in violation of the University's policies against discrimination, harassment, or Sexual Misconduct.
8. Making fraudulent offers of products, items, or services originating from any Southeastern University account.
9. Making statements about policy, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior notification to SEU IT is made.
12. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
13. Circumventing user authentication or security of any host, network or account.
14. Introducing honeypots, honeynets, or similar technology on the Southeastern University network.
15. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).

16. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
17. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
18. Providing information about, or lists of, Southeastern University employees to parties outside Southeastern University.
19. Damage or loss of Southeastern University owned or leased equipment resulting from accidents, personal negligence or malicious behavior may result in employee being required to reimburse the University for cost of repair/replacement and/or disciplinary action, up to and including termination of employment.

#### 4.3.2 Email and Communication Activities

When using University resources to access and use the Internet, users must realize they represent the University.

1. All use of email must be consistent with Southeastern University policies and procedures of ethical conduct, safety, compliance with applicable laws and proper business practices.
2. Southeastern University email account should be used primarily for Southeastern University business-related purposes; personal communication is permitted on a limited basis, but non-Southeastern University related commercial uses are prohibited.
3. All Southeastern University data contained within an email message or an attachment must be from a secured and password protected device.
4. The Southeastern University email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, disabilities, age, religious beliefs and practice, political beliefs, or national origin. Employees who receive any emails with this content from any Southeastern University employee should report the matter to their supervisor immediately.
5. Users are prohibited from automatically forwarding Southeastern University email to a third party email system (noted in 8 below). Individual messages which are forwarded by the user must not contain Southeastern University confidential or above information.
6. Users are prohibited from using personal third-party email systems and storage servers such as Google, Yahoo, and MSN Hotmail etc. to conduct Southeastern University business, to create or memorialize any binding transactions, or to store or retain email on behalf of Southeastern University. Such communications and

transactions should be conducted through proper channels using Southeastern University approved documentation.

7. Using a reasonable amount of Southeastern University resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a Southeastern University email account is prohibited.
8. Southeastern University employees shall have no expectation of privacy in anything they store, send or receive on the company's email system.
9. Southeastern University may monitor messages without prior notice. Southeastern University is not obliged to monitor email messages.

#### 4.3.3 Cloud Computing and Storage

As cloud computing options proliferate, it is increasingly important to make informed choices about appropriate use of cloud services. The purpose of this document is to guide employees of Southeastern University in the approved use of cloud computing services in the course and scope of executing their job duties

#### SCOPE AND DEFINITION

Cloud computing, also called software as a service, is defined as the use of third party remote servers and software that allows centralized data storage and online access to computer services or resources, or information technology hosting of any type that is not controlled by, or associated with, the University. These rules and required procedures apply to all Southeastern University employees.

#### RULES AND REQUIRED PROCEDURES

Use of cloud computing resources must be in compliance with all other University policies and procedures. It is the responsibility of the employee using such services to ensure that the use is consistent with those policies.

In addition to other University rules and policies the following are required procedures which must be followed in the use of cloud computing services.

1. Intellectual property and copyright
  - Southeastern University marks, images, and symbols are owned by the University and may not be used or reproduced without the permission of the Marketing Department.
  - Review and understand the policies on the use of intellectual property including copyrights, trademarks, and patents.
2. Privacy and data security
  - Cloud computing may not be used for information that is classified as restricted/confidential, private, personal, or sensitive, unless there is a contractual agreement between Southeastern University and the service provider that protects the confidentiality of that information and data.

- No contractual agreement may be entered into for cloud computing services without having been approved by the product and appropriate contract review processes.
  - Student information may only be used in compliance with FERPA guidelines. Contact the Office of the Registrar for assistance interpreting FERPA.
3. Data availability and records retention
- All records whether instructional, administrative, or research must be retained according to the applicable laws.
  - Applications or services must be accessible to all appropriate people (i.e. visually impaired students).
  - Materials are backed-up regularly to ensure that records are available when needed, as many providers assume no responsibility for data-recovery of content.
4. Other Requirements
- These requirements are intended to assist employees in their approach to evaluating the prudence and feasibility of leveraging cloud computing services.
- Faculty, students, and staff may not speak for the University. Many cloud computing services typically include “click-to-accept” agreements that have not been reviewed or approved by SEU IT and may introduce security risks regarding your information. Follow the University's appropriate product and appropriate contract review processes.
  - Consult with appropriate data stewards, module managers, directors, process owners, stakeholders, and subject matter experts during the evaluation process. Also, consult with SEU IT for guidance.
  - Ensure an agreement with the vendor exists that requires:
    - Clear definition of services;
    - Agreed upon service levels;
    - Performance measurement;
    - Problem management;
    - Disaster recovery;
    - Termination of agreement;
    - Protection of sensitive information and intellectual property; and
    - Definition of vendor versus customer responsibilities, especially pertaining to backups, incident response, and data recovery.
  - Communicate the issues, conditions, and risks associated with any tool you choose at the beginning of the academic term, preferably in the course syllabus if applicable.
  - Never include personal identifying information, such as social security numbers, Student Identification Number, or birth dates, about yourself or your students in content or in profile information online. For additional information on student information, refer to the FERPA guidelines.



- Restrict online access to student content as much as possible within the context of your instructional goals. In general, coursework conducted online must always be restricted to members of the course.
- Set expectations with students and staff for online conduct in accordance with the existing University code of conduct and human resources policies and procedures.
- Always require students to use aliases when creating accounts, particularly if access to student work is public. A Southeastern University username and a Student Identification Number are University assigned unique identifiers, as are passwords. They must not be used as identifiers on other non-University systems and/or services.
- Manage your social media presence strategically and review it regularly.
- Cloud computing services must not be engaged without developing an exit strategy for disengaging from the vendor and/or service while integrating the service into normal internal business practices.

#### 5. Enforcement

It is your responsibility to take privacy and security into consideration when making decisions about when it is, and is not, acceptable to use cloud computing services. All University and campus policies, procedures, and guidelines apply to any University data, whether the data is stored on University or non-University systems. Failure to comply may result in disciplinary sanctions consistent with University policies, and applicable law.

If you need assistance assessing these risks, please contact the SEU IT

**Note: these rules and requirements may be amended at any time by Southeastern University, consistent with University policies and applicable law. Changes will be reviewed by appropriate University entities prior to posting on the IT Helpdesk website. Please visit [helpdesk.seu.edu](http://helpdesk.seu.edu) to view the latest policies.**

#### 4.3.4 Blogging and Social Media

Blogging by employees, whether using Southeastern University's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Southeastern University's systems to engage in blogging and social media posting is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Southeastern University's policy, is not detrimental to Southeastern University's best interests, and does not interfere with an employee's regular work duties. Blogging from Southeastern University's systems is also subject to monitoring.

1. Southeastern University's Confidential Information policy also applies to blogging. As such, Employees are prohibited from revealing any Southeastern University confidential or proprietary information, trade secrets or any other material covered by Southeastern University's Confidential Information policy when engaged in blogging.

2. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging or otherwise engaging in any conduct prohibited by Southeastern University's Employee Handbook.
3. Employees may also not attribute personal statements, opinions or beliefs to Southeastern University when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Southeastern University. Employees assume any and all risk associated with blogging. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Southeastern University's trademarks, logos and any other Southeastern University intellectual property may also not be used in connection with any blogging activity

#### 4.3.5 Google Drive Storage

**Google Drive** is the University's approved sharable, online storage space for students, faculty, and staff. Use Google Drive to create and share documents, spreadsheets, and presentations online, and download them to your desktop. Collaborate on projects without the hassle of emailing files.

Users receive UNLIMITED STORAGE for FREE to be shared among all Google services (drive storage, Gmail and Google+). Google Drive can be accessed anytime, from anywhere, via the internet.

1 Log in to Google Drive: <http://google.seu.edu>

2. To sync your files on your local hard drive to Google Drive, download Google Drive Sync at <https://www.google.com/drive/download/>

#### 3. Best Practices and Uses

- Online file storage
- Online file sharing with peers
- Files accessible anywhere with Internet service
- Create and share documents, spreadsheets, forms, and presentations
- Drive can be synced to desktop
- UNLIMITED Free Storage space to be shared among all Google services

## 5. Rules and Procedures for Notification of Lost or Stolen Computing/Electronic

### 5.1 Rules and Procedures for Notification of Lost or Stolen Computing/Electronic Storage Devices

#### PURPOSE

The following outlines the rules that apply, steps that will be taken, and the procedures to follow when computing devices that can store the various forms of University information as outlined in the data classification policy are lost or stolen.

This process is to be adhered to by all University offices, departments, and employees with the emphasis on quick response to the incident with the notification of the appropriate contacts as outlined below.

#### SCOPE AND DEFINITIONS

Devices covered under these rules and procedures include any device that is University or personally owned and contains University information. Information includes but is not limited to work, research, documents, or other information relating to work or services done at or for Southeastern University; information relating to employees; information relating to any University grants or contracts; and University student information. (Such information is individually or collectively referred to as “data.”) Examples of devices could be laptops, USB storage devices, portable hard drives, tablets and smart phones. This process addresses a device that is lost or stolen from the campus premises, as well as from off-campus locations (e.g., homes, hotels, vehicles).

Special notice should be taken with student owned/controlled devices that are lost or stolen, especially if the student is a graduate assistant or teaching assistant. Departments need to review this process with all persons that might use University data on portable devices as a part of their day-to-day responsibilities.

One primary concern of these rules and procedures is the loss or theft of a device owned by the University, regardless of the data stored on the device, and the loss or theft of any device (University-owned or personally-owned) if it contains restricted/confidential information, which includes individually identifiable data about individual students, faculty, staff, alumni, donors, retirees, contractors, or others with whom the University does business.

#### 5.2 IF DEVICE IS LOST OR STOLEN ON ANY CAMPUS OF SEU:

**The device owner will**, as soon as possible:

1. Contact SEU Security (863-667-5779).
2. Contact SEU IT at 863-667-5028 or [helpdesk.seu.edu](mailto:helpdesk.seu.edu) or [helpdesk@seu.edu](mailto:helpdesk@seu.edu)
3. Contact department chair or director or other office head.
4. If confidential/restricted data (as defined in the data classification policy) were stored on the device, initiate the information security incident response plan.
5. Follow the tracking stolen computers procedures and if applicable, Computrace tracking procedures.
6. Work with SEU Security to assure police reports have been filed.

#### 5.3 IF DEVICE IS LOST OR STOLEN OFF-CAMPUS:

**The device owner will**, as soon as possible:

1. Contact local police jurisdiction and SEU Security
2. Contact SEU IT at 863-667-5028 or [helpdesk.seu.edu](mailto:helpdesk.seu.edu) or [helpdesk@seu.edu](mailto:helpdesk@seu.edu)
3. Contact department chair or director or other office head
4. If confidential/restricted data (as defined in the data classification policy) were stored on the device, initiate the information security incident response plan.
5. Follow the tracking stolen computers procedures (an IT internal use document) and if applicable, Computrace tracking procedures.

6. Work with SEU Security to assure police reports have been filed.

#### 5.4 FOR ALL INSTANCES WHEN A DEVICE IS LOST OR STOLEN:

1. If Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) or FERPA is involved, the incident will be handled in accordance with the Information Security Incidence Response Policy to coordinate the necessary actions to be taken and meetings held.
2. If deemed necessary, the director of IT policy and communication will coordinate a meeting with the Chief Technology Officer, security officer, department head, device owner, and/or general counsel representation and other compliance officers as dictated by law or policy.

## 6. Policy Compliance

### 6.1 Compliance Measurement

The SEU IT department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.

### 6.2 Exceptions

Any exception to the policy must be approved by the SEU IT department in advance.

### 6.3 Non-Compliance

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## 7. Definitions and Terms

The following definition and terms can be found in the SANS Glossary located at:  
<https://www.sans.org/security-resources/glossary-of-terms/>

- Blogging
- Honeypot
- Honeynet
- Proprietary Information
- Spam

8. Revision History

Date of Change	Responsible	Summary of Change
March 2016	Information Technology Dept.	Updated and converted to new format

## Appendix B

### FAMILY AND MEDICAL LEAVE (FMLA)

Southeastern University complies with the Family and Medical Leave Act of 1993 (FMLA), as amended. Under this policy, Southeastern University will grant eligible employees up to 12 weeks (or up to 26 weeks when taken to care for a covered service member with a serious injury or illness) of job-protected leave from work with continued group medical insurance during a 12-month period. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

#### *ELIGIBILITY REQUIREMENTS*

To qualify to take family or medical leave under this policy, the employee must meet the following conditions:

- The employee must have worked for the University for 12 months or 52 weeks.
- The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.
- The employee must work in a work site where 50 or more employees are employed by the University within 75 miles of that work site. The distance is to be calculated by using available transportation by the most direct route.

#### *EVENTS WHICH MAY ENTITLE AN EMPLOYEE TO FMLA PROTECTION*

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

- For incapacity due to pregnancy, prenatal medical care, or child birth.
- To care for the employee's child after birth.
- The placement of a child for adoption or foster care and to care for a newly placed child.
- To care for the employee's spouse, son or daughter, parent, or an individual to whom the employee has an in loco parentis relationship (but not in-laws), who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job.
- Because of a qualifying exigency related to military service of the employee or the employee's spouse, child, or parent.
- To care for a spouse, son, daughter, parent, or next of kin who is a covered servicemember with a serious illness or injury.

#### *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 three 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.

#### *DEFINITION OF QUALIFYING EXIGENCY AND COVERED SERVICEMEMBER*

An eligible employee whose spouse, son, daughter or parent has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or deployment. The qualifying exigency must be one of the following: a) short-notice deployment, b) military events and activities, c) child care and school activities, d) financial and legal arrangements, e) counseling, f) rest and recuperation, g) post-deployment activities, and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

A covered servicemember means a current or veteran (discharged within the past 5 years) member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy or is on a temporary disability status for a serious injury or illness incurred by the covered servicemember in the line of duty on active duty.

#### *HOW FMLA PROTECTED LEAVE MAY BE USED*

An eligible employee is entitled to up to 12 workweeks of unpaid leave during a 12 month period for any FMLA qualifying reason. The 12-month period is a rolling 12 month period measured back from the date an employee uses any FMLA leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or as a reduced work schedule when medically necessary. Employees taking leave intermittently or on a reduced work schedule must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt University operations. In some cases, the University may temporarily transfer an employee using intermittent or reduced work schedule leave to an alternative position with equivalent pay and benefits for which the employee is qualified and that better accommodates recurring periods of leave.

Leave due to qualifying exigencies, defined below, may also be taken on an intermittent basis.

#### *LIMITATIONS ON FMLA*

Leave taken to care for a newborn or for a newly placed child must conclude within 12 months after the birth or placement of the child.

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

#### *SUBSTITUTION OF PAID LEAVE AND MAINTENANCE OF HEALTH BENEFITS*

Southeastern University requires employees to use and fully exhaust all available paid time off benefits concurrently with FMLA leave. When using paid time off benefits during an FMLA leave, employees must comply with the University's normal paid leave policies.

During an FMLA leave employees covered under the University's group health plan are entitled to continue such coverage under the same conditions as if they were continuing to work, which include paying the employee's portion of monthly premiums, as applicable. When an employee is using available paid time off concurrently with FMLA leave, the University will continue to make regular payroll deductions for the employee's share of premium. For the periods of FMLA that are unpaid, health insurance premiums must be paid on or before the first day of the month to Human Resources. If the employee's payment of health insurance premiums is more than 30 days late, the University may discontinue health insurance upon notice to the employee.

#### *REQUESTS FOR AND DOCUMENTATION OF FMLA*

Employees may request FMLA by completing a request form and submitting it to Human Resources.

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 the University's normal call-off procedures.

Employees must provide sufficient information so that Southeastern University can 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 covered exigency leave. Employees also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will be required to provide a physician's certification and periodic recertification supporting the need for leave.

During an FMLA leave, employees are expected to provide the University with period reports regarding the employee's state and intent to return to work. If the employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the University with reasonable notice of the changed circumstances and new return to work date.

Before an employee may return to work following a leave taken for his or her own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider stating that, with respect to the condition for which the leave was taken, the employee is able to resume work.

#### *FAILURE TO RETURN TO WORK FOLLOWING FMLA LEAVE*



If an employee does not return to work following an FMLA leave, the employee may be deemed to have voluntarily resigned and the University may recover from the employee its share of health insurance premiums paid on behalf of the employee during the leave, unless the employee's failure to return to work is due to a serious health condition or other circumstances beyond his or her control. If you have any questions about FMLA leave, please contact Human Resources.

## APPENDIX C

### SEXUAL AND GENDER-BASED MISCONDUCT POLICY (TITLE IX)

#### I. Introduction

##### A. Community Context

Southeastern University (“SEU”) is anchored by Spirit-empowered education in a Christ-centered, student-focused learning community. Within this community, there is a commitment obligating each believer to a code of scriptural and civilized community behavior. Each member is responsible to reflect a genuine love of God and a desire to please Him in every aspect of his or her life, attitudes, and conduct by showing respect for the dignity and rights of all persons. A core value in this community is to maintain a safe and respectful environment for all individuals that is free of sexual and gender-based misconduct.

This policy contains specific procedures for the prevention of and response to violations involving sexual and gender-based misconduct, as defined herein. In addition, the SEU Statement on Human Sexuality holds all community members to standards of behavior based on the understanding that, in God’s design, human sexuality is to occur between one genetic male and one genetic female within the covenant of marriage.

##### B. Policy Statement

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that prohibits discrimination on the basis of sex of students and employees of educational institutions that receive federal financial assistance. Title IX reads:

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

Members of the SEU community, guests, and visitors all have the right to be free from Sexual Misconduct. Further, SEU has a responsibility to respond quickly and effectively when the University becomes aware of Sexual Misconduct. SEU is committed to prevention of all

forms of Sexual Misconduct as well as to the protection and rehabilitation of victims of such acts. Investigations by SEU of reported Sexual Misconduct will be impartial and strive for reliability, with responses to reported misconduct aimed at adequately stopping the behavior, preventing its recurrence, and addressing its effects. Therefore, when a Responding Party is found to have engaged in Sexual Misconduct, serious disciplinary sanctions will be assigned with the goal of ensuring the misconduct stops and is not repeated. Additionally, individuals who engage in such behavior who are not students (including visitors to campus and/or individuals engaged in University-affiliated programs or services) are subject to sanctions which may include loss of privileges, limitations on University access, and reports to appropriate law enforcement agencies.

## **II. Scope**

A. This policy applies to all members of the SEU community. The SEU community includes current undergraduate and graduate students, staff and faculty, administration, and any third parties interacting with students, staff, faculty, or administration of SEU. The policy covers members of the SEU community regardless of age, race, or gender.

B. This policy covers all activities that occur on SEU's campus or at its facilities and regional campuses or extension sites, as well as activities off campus where members of the SEU community are involved. It covers all relationships, including but not limited to: student with student, student with staff and faculty, student with administration, student with third parties, staff and faculty with staff and faculty, staff and faculty with administration, staff and faculty with third parties, administration with administration, administration with third parties. It covers all SEU related programs and events, both on and off campus, including international programs.

## **III. Definitions of Sexual and Gender-Based Misconduct**

Sexual and gender-based misconduct ("Sexual Misconduct") is any non-consensual sexually coercive behavior. **It is a spectrum** that includes everything from actual physical acts, such as non-consensual sexual contact and non-consensual intercourse to unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature. Additionally, coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work environment are considered Sexual Misconduct.

The following descriptions provide context about the various forms in which Sexual Misconduct can manifest. This list is not intended to be exhaustive, and acts that are not necessarily on this list may still constitute behaviors prohibited by SEU's honor code, community standards, and this policy.

- A. Relationship Violence is any violence, including but not limited to physical, sexual, emotional, or monetary abuse or threat of abuse, between two people who are or have been in a social relationship of a romantic or intimate nature. Relationship violence includes dating violence, domestic violence, and intimate partner violence and may result from one act or an ongoing pattern of behavior. Relationship violence can encompass a broad range of behavior including, but not limited to, persistent attempts to unreasonably control or isolate, threats, assault, property damage, violence or threat of violence to one's self, one's romantic or sexual partner, or to the family member or friends of the sexual or romantic partner. "Dating violence" is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. "Domestic violence" is violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- B. Non-Consensual Sexual Contact is any intentional sexual contact with an intimate body part, however slight, with any body part or object, without effective consent. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts without effective consent. It also includes any intentional bodily contact done in a sexual manner, as well as disrobing another individual, or exposing oneself to another without effective consent.
- C. Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal, including any contact between mouth and genitals), however slight, using any body part or object, by a person upon another person without effective consent. Intercourse includes vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact. Non-consensual sexual contact and non-consensual sexual intercourse are both considered forms of sexual assault.
- D. Sexual Exploitation occurs when an individual takes non-consensual, unfair, or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. As an example, sexual exploitation includes, but is not limited to voyeurism. Voyeurism is an invasion of sexual privacy whereby an individual engages in secretive observation of another engaging in sexual acts or disrobing, or engages in non-consensual video or audio taping of sexual acts or disrobing, or disseminating photographs or recordings of someone involved in sexual activity without his or her knowledge or consent.

- E. Sexual Harassment is unwelcome conduct of a sexual nature (including, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical sexual conduct) when: (i) submission to or rejection of such conduct or communication is made a term or condition of educational benefits, academic evaluations, or programs and opportunities offered by the University, sometimes referred to a “quid pro quo” or (ii) such conduct is serious or pervasive (repetitious) enough to substantially interfere with or limit a reasonable person’s ability to participate in or benefit from the University’s educational programs or services, sometimes referred to as “hostile environment”.

Some examples of behaviors that might constitute sexual harassment include:

- Use of a position of power or authority to threaten or punish another individual for refusing to submit to sexual activity or to promise rewards in exchange for sexual favors, such as a professor proposing that a student have sex with him/her in exchange for a good grade.
- Display or circulation of written materials or pictures which are degrading on the basis of sex or gender or which contain unwanted or unwelcome sexual innuendo, suggestive comments, symbols, jokes, slurs, insults, threats, or derogatory language based on sex or gender. An illustration would be a student repeatedly sending sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Acts of verbal, non-verbal, or physical aggression, intimidation or hostility based on sex, gender, or stereotyping of sex or gender, such as when two supervisors frequently ‘rate’ other employees’ or students’ bodies and sex appeal, commenting suggestively about their clothing and appearance.

- F. Stalking is an intentional course of repeated conduct, directed at a specific person, which would cause a reasonable person to feel fear for their safety or the safety of others or to suffer substantial emotional distress, and which does cause the victim to feel alarm, fear, annoyance, or emotional distress. For purposes of this definition:

- “Course of conduct” means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method or device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;
- “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim; and

- “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Examples of conduct that may constitute stalking include, but are not limited to:

- Persistent, non-consensual communication, including face-to-face communication, telephone calls, voice messages, emails, written letters, gifts, or any other communications that are undesired or use of online, electronic, or digital technologies for similar objectives, such as posting of pictures online, sending unwanted/unsolicited email or chat requests, posting private or public messages on social media sites, installing spyware of someone’s computer, and using GPS to monitor a person.
- Pursuing or following someone or waiting uninvited near the place where a person frequents.
- Gathering information about an individual from friends, family, or co-workers.

#### **IV. Relevant Definitions and Concepts**

- A. Coercion: unreasonable pressure for any activity.
- B. Force: the use of physical violence, threats, intimidation (implied threats), and/or coercion that overcomes free will or resistance or that produces consent. Consent cannot be gained using force.
- C. Incapacitation: a “state” where an individual is temporarily or permanently impaired by mental and/or physical deficiency (such as when sleeping or blacked out), disability, illness, or by the use of alcohol or other drugs to the extent that the person lacks sufficient understanding to make rational decisions or engage in responsible actions. A person who does not comprehend the “who, what, where, when, why, or how” of a sexual interaction may be incapacitated.
- D. Reporting Party: any person who reports Sexual Misconduct, whether the person is the victim or a witness, and whether or not the person chooses to pursue an investigation into the incident.
- E. Reported Victim: If the Reporting Party is not the victim or survivor of the alleged Sexual Misconduct, the University will refer to the victim as the Reported Victim.
- F. Responding Party: any person who is alleged to have engaged in a form of Sexual Misconduct and becomes subject to the University’s investigation process.

- G. Threats: threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person.
- H. Intimidation: implied threats or acts that cause an unreasonable fear of harm in another

V. **Consent**

All forms of Sexual Misconduct involve the absence of affirmative consent on the part of the victim. Affirmative consent is an unambiguous agreement between all parties to engage in a particular activity. The following guidelines are listed to assist all members of the SEU community to understand the basis for and parameters of effective consent:

- A. Consent is clear, knowing and voluntary.
- B. Consent is active, not passive.
- C. Silence or an absence of resistance does not imply consent.
- D. A prior sexual history between the complainant and respondent does not constitute consent. Past consent does not imply future consent.
- E. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
- F. Consent can be withdrawn at any time.
- G. Effective consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity -- who, what, when, where, why and how sexual activity will take place.
- H. It is the responsibility of the initiator of the sexual activity to obtain consent.
- I. This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking or rape drugs. Consent cannot be procured by use of physical force, threats, intimidating behavior, or coercion.
- J. Physical force includes but is not limited to hitting, punching, kicking, scratching, shoving, and restraining. Coercion means exerting unreasonable pressure on a person to engage in any activity by putting that person in fear of negative consequences in order to compel the person to act against his or her will. Use of one or either such tactics to obtain consent will invalidate any consent given.
- K. An individual under the legal age cannot give effective consent.
- L. An individual who is asleep, who is mentally disabled, or who is incapacitated by reason of impairment from voluntary or involuntary consumption of alcohol, drugs, or any other substance cannot give effective consent.
- M. Any time sexual activity takes place between individuals, those individuals must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior.

## **VI. Rights of SEU Community Members in Instances of Reported Sexual Misconduct**

Anyone who experiences any Sexual Misconduct or who reports such misconduct to the University can expect the following:

- A. All allegations of such behaviors will be treated seriously.
- B. The individual will be treated with dignity and respect and in a non-judgmental manner.
- C. The University, through a designated official who is trained on investigating claims of sexual misconduct and who is free from conflicts of interest or bias against either party, will conduct an investigation and implement appropriate resolution of all credible complaints of Sexual Misconduct made in good faith.
- D. All parties will be given timely notice of any required meetings, and will have the opportunity to review any investigative report after the investigation has concluded.
- E. Whenever the University investigates a complaint or allegation of Sexual Misconduct, every reasonable attempt will be made to process the case according to the wishes of the Reported Victim or the Reporting Party. This effort will be balanced with the University's obligation to ensure the safety of the community and its federal reporting obligations.
- F. All parties to an investigation will have the same opportunity to have an advisor accompany them. For more information about the role of an advisor, see Advisor section, below.
- G. The University will notify Reporting Parties and Reported Victims about options to notify proper law enforcement, including local police. Additionally, if the Reporting Party or Reported Victim chooses to notify such authorities, the University will assist the individual in making such contacts. The University will not discourage anyone from reporting an assault to law enforcement authorities.
- H. All parties will be informed of the outcome and sanction of any investigation conducted pursuant to this policy.
- I. The University will provide notification of available counseling, health, mental health, victim advocacy, legal assistance, or other services for victims of Sexual Misconduct, both on and off campus.
- J. The individual is entitled to seek and the University will provide appropriate interim measures to protect a Reported Victim, Reporting Party, or Responding Party.
- K. Irrelevant prior sexual experience of a party will not be admitted as evidence in a campus investigation.
- L. No complaint of sexual misconduct will be mediated unless specifically agreed to in advance by all parties.
- M. Any party may appeal the decision of the investigation, in accordance with the standards for appeal established by the University in this policy.
- N. All parties will be informed of the names of all witness, except in cases where a witness' identity will not be revealed to the Responding Party for compelling safety reasons (this does not include the name of the Reported Victim, which will always be revealed).



- O. All parties may petition that any member of the investigation team be removed from the case on the basis of demonstrated bias.
- P. All parties will be informed of the investigation procedures as well as the extent and nature of the alleged violation.
- Q. The University will allow Reporting Parties or Reported Victims to give testimony during the investigation by means other than being in the same room with the Responding Party.
- R. Investigators and appeals officers assigned by the University will have received annual sexual misconduct training.
- S. All parties will be informed in advance of any public release by the University of information regarding the alleged misconduct.
- T. The University will not release to the public any personally identifiable information about the alleged misconduct, without consent of the Reported Victim or Reporting Party.

## **VII. Reporting Sexual Misconduct**

All members of the SEU community are encouraged to contact an appropriate official as soon as possible after any alleged act of Sexual Misconduct has occurred, whether in the form of an assault, discrimination, harassment, or retaliation, to discuss the available options for reporting. In addition, all University employees (faculty, staff, and administrators) are expected to immediately report actual or suspected Sexual Misconduct, regardless of the form in which it occurs, though there are some limited exceptions for University employees who are confidential resources.

SEU is committed to encouraging and protecting those who come forward about any incident they may have experienced or witnessed. As a community, SEU is committed to protecting all students, staff, faculty, administration, and third parties, and to provide all individuals in our community with the ability to speak out against all victimizing acts. **The sooner you contact us, the sooner we can help.** When a student or employee reports that he or she has been a victim of sexual assault, dating violence, domestic violence, or stalking, the University will provide the student with a written explanation of the student or employee's rights and options.

It is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected Sexual Misconduct to appropriate University officials – thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared. Other resources exist for a Reporting Party to report crimes and policy violations, and these resources will take action when an incident is reported.

Any individual reporting Sexual Misconduct may decide whether and how they want to proceed with any formal investigation or resolution process. A Reporting Party may choose to pursue resolution through the University conduct system, the criminal or civil courts, both, or neither. Any Reporting Party may always initiate or withdraw from the formal resolution process at any time. No University employee should minimize or downplay any report or pressure any Reporting Party to proceed in a way that makes the Reporting Party uncomfortable.

Reporting Parties are advised, however, that in some limited circumstances, the Title IX Deputy Coordinator may be required to take action through the University conduct process and/or report incidents to the legal authorities regardless of the Reporting Party's wishes. In such instances, however, strong consideration will still be given to the Reporting Party's preferences.

Notwithstanding any other information in this policy, in instances where there is an imminent and severe threat to the safety of the University community, University administrators, in private consultation with Campus Safety and Security, may issue immediate timely warnings or otherwise pursue disciplinary action to protect the University community. Such measures are required for SEU to comply with its obligations under the Clery Act. In such instances, the Title IX Deputy Coordinator will make a reasonable attempt to notify the Reporting Party and/or Reported Victim(s) beforehand. No personally identifiable information about the Reporting Party or Reported Victim(s) will be included in any warning issued.

#### A. How to get help following an act of Sexual Misconduct

If you are the victim of a recent sexual assault:

- 1) **Get to a safe place as soon as you can.**
- 2) **Seek medical attention.** It is important to seek immediate and follow-up medical attention in an emergency room for several reasons:
  - a) To assess and treat any physical injuries you may have sustained.
  - b) To determine the risk of sexually transmitted infections or pregnancy.
  - c) If you choose, you may have evidence collected to aid criminal prosecution if you later decide to file criminal charges.
- 3) **Consider reporting the assault.** You may report the assault to the University or local police. Going to the hospital to seek medical attention does not obligate you to report the crime. The decision to report is very personal and one only you can make.
- 4) **Try to preserve all physical evidence.** It is best for any physical evidence to be collected immediately, ideally within the first twenty-four (24) hours. However,

evidence can be collected up to one week after an assault. Avoid washing, douching, brushing your teeth, or changing your clothes. This could be difficult, but if you wash you may destroy evidence that will be needed should you decide to press criminal charges. If you do change your clothes, put all clothing you were wearing at the time of the assault in individual paper bags (not plastic).

## B. Confidential Reporting

Confidential resources are also available to discuss incidents that have occurred without a report being submitted to the Title IX Deputy Coordinator. The following are on-campus resources where such confidentiality can be assured:

- 1) Mental Health Professionals in the Counseling Center  
Smith Hall; Health Services

863-667-5205

- 2) Health Professionals in Health Services  
Smith Hall

863-667-5205

[healthservices@seu.edu](mailto:healthservices@seu.edu)

- 3) Campus Pastor:  
Phil Urdiales, Campus Pastor

Pansler U223

863-667-5064

[purdiales@seu.edu](mailto:purdiales@seu.edu)

All of the above employees will maintain confidentiality except in cases of imminent and severe threat or danger to the campus, or abuse of a minor. Campus counselors are available to help free of charge and can be seen on an emergency basis during normal business hours. These employees will submit anonymous, aggregate statistical information for Clery Act purposes unless they believe it would be harmful to a specific client, patient, or parishioner.

Other than these three resources, all other faculty and staff are required to report incidents to the Title IX Deputy Coordinator. If a Reporting Party is unsure how private or confidential a staff or faculty member can keep a report, the Reporting Party should ask prior to disclosure. Faculty and staff are expected to respond honestly and identify alternative resources if needed.

The following are other confidential support resources off-campus:

- Peace River Rape Crisis Services (Confidential) 863-413-2707  
1806 S. Crystal Lake Drive Lakeland, FL 877-688-5077  
24/7 confidential counseling and forensic examinations
- National Sexual Assault Hotline 800-656-4673
- Florida Sexual Violence Hotline 888-956-7273
- National Stalking Resource Center 800-FYI- CALL
- Florida Coalition Against Domestic Violence 800-500-1119

### C. Formal Reporting

A variety of formal reporting options are available to any individual who believes Sexual Misconduct has occurred and who wishes to bring it to the attention of the University. Once the University receives a report of alleged Sexual Misconduct, the University is obligated to assess the situation to determine if the incident poses an imminent and severe campus threat.

- 1) Online Reporting Option: All members of the SEU community are encouraged to report incidents directly through the online reporting form at <http://www.seu.edu/about/title-ix/reporting/> . Reports submitted through the online reporting form go directly to the Deputy Title IX Coordinators. Reporters can expect follow up within three (3) business days of filing a report, if they indicated that they wish to be contacted.
- 2) Reporting to Faculty or Staff: Students may also report Sexual Misconduct to any University faculty or staff member directly. As all faculty and staff at SEU are mandatory reporters (except those who are explicitly designated as confidential resources in Section VII. B. of this policy) within 24 hours of being notified, all faculty and staff are expected to report alleged Sexual Misconduct to the appropriate Title IX Deputy Coordinator.

Reporting Parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator and/or Deputy Coordinators. Employees must share all details of the reports they receive. Generally, climate surveys, classroom writing assignment, human subjects research, or events such as Take Back the Night marches or speak-outs do not provide notice that must be reported to the Coordinator by employees. Resources may be offered by the University even in the event of no formal investigation.

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of Sexual Misconduct of which they become aware, is a violation of University policy and can be subject to disciplinary action.

3) Title IX Officers:

Southeastern University's **Title IX Coordinator** is:

Bethany Thomas  
Vice President of Student Development  
Pansler 2<sup>nd</sup> Floor  
1000 Longfellow Boulevard  
Lakeland, FL 33801  
(t) 863-667-5039  
(email) [btthomas@seu.edu](mailto:btthomas@seu.edu)

Duties & Responsibilities of the Title IX Coordinator:

The Title IX Coordinator is responsible for monitoring, oversight, and overall implementation of Title IX Compliance practices and the prevention of Sexual Misconduct and discrimination at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community.

If you have questions or concerns related to Title IX, you should contact Southeastern University's Title IX Coordinator.

**Deputy Coordinator: For Students** – The Title IX Deputy Coordinator for Students is responsible for Title IX compliance in matters involving students, including training, education, communication, and investigation of complaints.

Stephanie Powell  
Director of Title IX Compliance  
Pansler U228  
(t) 863-667-5236  
(email) [smpowell@seu.edu](mailto:smpowell@seu.edu)

**Deputy Coordinator: For Faculty, Staff, and Visitors** – The Title IX Deputy Coordinator for Faculty, Staff and Visitors is responsible for Title IX compliance in matters involving faculty, staff and visitors, including training, education, communication, and investigation of complaints.

Betty Kelley

Human Resources Director  
Smith Hall  
(t) 863-667-5182  
(Email) [bakelley@seu.edu](mailto:bakelley@seu.edu)

If a Reported Victim or Reporting Party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Reported Victim or Reporting Party may make such a request to the Title IX Coordinator or Deputy Coordinators, who will evaluate that request in light of the University's duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality. In cases where the Reported Victim or Reporting Party requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the Reported Victim and the community, but will not otherwise pursue formal action. A Reporting Party has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know may be told about the particulars of the report. Those individuals who may need to know include, but are not limited to: Office of Student Development, University Campus Safety & Security, and the Care Team. Information will be shared as necessary with investigators, witnesses and the Responding Party. The circle of people with this knowledge will be kept as tight as possible to preserve a Reporting Party's rights and privacy.

#### D. Disciplinary Amnesty for Reporting Parties, Victims and Witnesses

SEU encourages the reporting of Sexual Misconduct by victims and witnesses. Sometimes, victims or witnesses of Sexual Misconduct may be hesitant to report such conduct because they fear that they themselves will be accused of or disciplined for violations of the SEU code of conduct, Community Covenant, or other policies (for example, as student who has been drinking might hesitate to help take a sexual misconduct victim to Campus Safety & Security). It is in the best interests of our community that as many victims as possible choose to report to University officials, and that all witnesses come forward to share what they know. To encourage reporting, SEU has a policy of offering victims, witnesses, and Reporting Parties who report Sexual Misconduct, in good faith, with amnesty from minor policy violations related to the incident. While all policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need of assistance in the event of sexual misconduct.

#### E. Bystander Intervention

SEU expects all members of the community to take reasonable and prudent actions to prevent or stop an act of Sexual Misconduct. There are safe and positive options that anyone may carry out to prevent harm or to intervene when there is a risk of Sexual Misconduct occurring. Taking action may include direct non-violent intervention, calling law enforcement, and seeking assistance from a person in authority. Any individual choosing to exercise this positive moral obligation in good faith and a reasonable manner will be supported by the University and protected from retaliation for his or her actions.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble. The University has a policy of amnesty from minor policy violations for all individuals who offer help to others in the event of Sexual Misconduct.

#### F. Risk Reduction Tips

The University desires that no person experience or engage in any act of sexual misconduct on its campus or in connection with University activities. The following risk reduction tips are offered to increase empowerment and decrease perpetration and bystander inaction in order to promote safety and to help individuals and communities within the University address conditions that facilitate Sexual Misconduct.,

- Clearly communicate your intentions to your romantic partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries in all circumstances.
- Try to remove yourself from the physical presence of persons or circumstances that make you uncomfortable.
- Take affirmative responsibility for alcohol intake/drug use and acknowledge that alcohol/drugs impair the ability to exercise good judgment.
- Give thought to sharing your intimate content, pictures, images and videos with others, even those you may trust; give equal thought to re-sharing or viewing content, picture, images, or videos shared with you by others.
- Find someone nearby and ask for help.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

#### G. Pressing Charges

Alleged violations of the Sexual Misconduct Policy should be reported to the appropriate Title IX Deputy Coordinator identified above. In addition to contacting the Title IX Deputy Coordinator, a person who has experienced a sexual assault or other act of sexual violence may contact proper local law enforcement authorities (e.g., by calling 911) about possibly filing a criminal complaint. The Title IX Deputy Coordinators are available to assist individuals in making contact with any of the following appropriate law enforcement authorities upon request.

- Lakeland Police Department Victim Assistance                      863-834-6914  
219 N. Massachusetts Avenue Lakeland, FL
- Polk County Clerk of Court, Domestic Violence Department

To file civil Domestic Violence reports and obtain “Injunctions for Protection Against Domestic Violence”

*Lakeland Branch:*

930 E. Parker Street, Lakeland, FL 863-603-6412

*Bartow Branch (Polk County Courthouse):*

255 N. Broadway Street Bartow, FL 863-534-4184

- Clerk of the 10<sup>th</sup> Judicial Court of Polk County Florida  
To file Injunctions (“Order of Protection” or “Restraining Orders”) in response to reported Dating/Domestic Violence, Stalking, or Sexual Violence.

*Polk County Courthouse:*

255 N. Broadway Street Bartow, FL 863-534-4000

Any pending criminal investigation or criminal proceeding may have some impact on the timing of the University’s investigation, but the University will commence its own investigation as soon as is practicable under the circumstances. The University reserves the right to commence and/or complete its own investigation prior to the completion of any criminal investigation or criminal proceeding.

An employee or student may also file a complaint of Sexual Misconduct with:

- Florida Department of Human Relations 850-488-7082  
800-342-8170
- U.S. Department of Education Office for Civil Rights 800-421-3481
- Office of Civil Rights 800-368-1019

**VIII. Additional Policy Provisions**

A. Attempted Violations

In most circumstances, the University will treat attempts to commit any of the violations listed in the Sexual Misconduct Policy as if those attempts had been completed.

B. False Reports

The University will not tolerate intentional false reporting of incidents. Any allegations of Sexual Misconduct that are suspected to be false for the purpose of harassing the Responding Party or disrupting the University’s operations are subject to these



investigation and resolution procedures and could result in disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff.

## **INVESTIGATION & RESOLUTION PROCESS**

Southeastern University is committed to the prompt, equitable, and impartial resolution of all alleged or suspected Sexual Misconduct about which the University knows or reasonably should know, regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the conduct at issue occurred. SEU's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the victim is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and the University's access to information relevant to the alleged or suspected Sexual Misconduct. SEU is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

These Investigation & Grievance Procedures apply to all suspected or alleged violations of this policy and will be used in place of any "Student Grievance Policy" that may be contained in any University catalog, handbook, or other publication or appear on the University's web site. In addition, any sanctions or other corrective actions imposed against students shall be imposed pursuant to these Investigation & Grievance Procedures, rather than pursuant to any "Student Code of Conduct Policy" or other set of policies and procedures governing student conduct, unless the University determines in its discretion that a Student Code of Conduct or other similar policy governing student conduct should be used to resolve a particular matter. In addition, the University may modify these Investigation & Resolution Procedures in the interests of promoting full and fair resolution of suspected or alleged incidents of Sexual Misconduct in accordance with applicable law.

### **IX. Initial Informational Meeting with Title IX Deputy Coordinator**

Within three (3) business days of the Title IX Deputy Coordinator receiving a report or notification of alleged Sexual Misconduct involving a currently enrolled student or faculty or staff member, the Deputy Coordinator will request to meet individually with the Reported Victim. This initial meeting will usually occur within five (5) business days. At the meeting,

the Deputy Coordinator will review the University's procedures, the rights of the Reported Victim or Reporting Party, and will share information about available resources and support services. The Deputy Coordinator may also explain any interim measures that will be in place while the investigation proceeds.

Once it has been determined that a formal investigation has been opened, based on the information gathered in the initial report as well as the Reported Victim's desires, or the University's determination of an immediate threat to the campus community, the Deputy Coordinator will contact the alleged perpetrator, referred to as a "Responding Party." The Responding Party will be given a Notification of Investigation Notice. This Notice will include sufficient details about the nature of the allegations constituting a potential violation of this policy, including the identity of the parties involved, the specific section of the policy alleged to have been violated, and the date and location of the alleged incident. After receipt of this notice, the Responding Party will be expected to follow up by attending an informational meeting with the Deputy Coordinator. At such meeting, the Deputy Coordinator will review the University's procedures, process, and the Responding Party's rights.

## **X. Interim Measures**

The University reserves the right to take any interim measures the University deems appropriate to protect the rights, interests, and personal safety of the Reported Victim, the Reporting Party, the Responding Party, and the University community pending the outcome of an investigation or grievance. The University will keep interim remedies and actions as private as possible while still providing effective protective interim measures.

These interim remedies may include, but are not limited to:

- 1) Change of an on-campus student's housing to a different on-campus location.
- 2) Assistance from University support staff in completing the relocation.
- 3) Arranging to dissolve a housing contract and pro-rating a refund.
- 4) Exam (paper, assignment) rescheduling.
- 5) Taking an incomplete in a class.
- 6) Transferring class sections.
- 7) Temporary withdrawal.
- 8) Alternative course completion options.
- 9) Removing a student from campus housing.
- 10) Issuing a "no contact" order and/or restricting or prohibiting contact with persons on campus.
- 11) Suspending any member of the SEU community, implementing interim removal from or restriction from particular areas of the campus.

## **XI. Investigation Process**

The Title IX Coordinator will designate at least one investigator to conduct a prompt, thorough, fair, and impartial investigation of the reported conduct and prepare a Final Investigation Report. The investigator may be an individual employed by SEU or an external party, in SEU's sole discretion. The University may also designate more than one investigator, in its sole discretion. Regardless of whether internal or external, the investigator will be selected from a group of qualified individuals and who are trained by the University for the purpose of conducting investigations under this policy.

The Title IX Coordinator will provide all of the parties with the name of the person(s) assigned to investigate the report. Any party having a conflict or potential conflict of interest with the investigator should inform the Title IX Deputy Coordinator as soon as practicable, but not more than three (3) days after receiving the names of the investigator(s). The Title IX Coordinator (or designee) will consider the nature of the conflict and determine whether different individuals should be assigned to investigate. The University will use its best efforts to assign an investigator who is free from any conflict of interest and without bias toward any party to the investigation. The Title IX Coordinator's (or designee's) determination regarding conflicts of interest is final.

Depending upon the nature of the alleged or suspected Sexual Misconduct, the relevant official (or his or her designee) will conduct an investigation either alone or with one or more other University officials as deemed appropriate by the University. The nature and extent of the investigation will vary depending upon the circumstances. Once a formal investigation of Sexual Misconduct begins investigations will generally include:

- 1) Separate meetings with the Reported Victim(s), Responding Party(ies), and relevant witnesses (if applicable).
- 2) Collection of all relevant information, including written statements by the Responding Party(ies), Reported Victim(s), and/or witnesses and physical evidence (if applicable).
- 3) Preparation and delivery of a Final Investigative Report, summarizing the investigation and recommendations, to the Title IX Coordinator.

To help ensure a prompt and thorough investigation, Reporting Parties are asked to provide as much information as possible including, but not limited to:

- The name, department, and position of the person or persons allegedly involved in the Sexual Misconduct.

- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The effect of the incident(s) on the Reported Victim's opportunity to benefit from the University's programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of Sexual Misconduct.
- Although it is not required, any steps the Reported Victim or Reporting Party has taken to try to stop the Sexual Misconduct.
- Any other information the Reporting Party believes to be relevant.

Any Responding Parties are also expected to provide as much information as possible in connection with the investigation. Any party providing information relevant to an investigation may do so by e-mail, hardcopy, or in any other form convenient to the party and by delivery to the appropriate Deputy Title IX Coordinator.

Both Reporting and Responding Parties in any investigation will be provided with the following opportunities in connection with the resolution of suspected or alleged violations of this policy:

- 1) The opportunity to speak on their own behalf.
- 2) The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- 3) The opportunity to submit other evidence on their behalf.
- 4) The opportunity to review any information that will be offered by the other party in support of the other party's position (to the greatest extent possible and consistent with FERPA or other applicable law).
- 5) The right to simultaneously (to the greatest extent possible and consistent with FERPA or other applicable law) be informed in writing of findings of fact and conclusions of the investigator, and to respond to the findings of fact and conclusions in writing or at a live meeting before a determination of responsibility or sanctions is made.
- 6) The right to simultaneously (to the greatest extent possible and consistent with FERPA or other applicable law) be informed in writing of the outcome of the investigation, any sanctions imposed, and the rationale for the decision and sanctions.
- 7) The opportunity to appeal the outcome of the investigation.

The investigation of any suspected or alleged Sexual Misconduct will be completed within sixty (60) days of the filing of a complaint or the date on which the University becomes aware of a suspected violation of this policy unless the University determines in its discretion that more time is required to complete the investigation but the University will notify all parties involved, in writing, in the event that the investigation needs to be extended past the sixty (60) day timeframe.

At any point during the investigation, if it is determined there is no reasonable cause to believe that university policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

## **XII. Advisors**

Any Reporting Party, Reported Victim or Responding Party involved in the conduct process may be accompanied by one advisor of their choosing throughout the investigation process. People who are witnesses may not serve as advisors. The role of an advisor is to provide support, guidance, or advice to a student. The choice whether or not to invite an advisor is solely that of the student(s) involved. The Title IX office must be notified with an “Advisors in the Conduct Process” form that an advisor will be present at least two business days before the scheduled meeting, unless circumstances call for an expedited meeting.

Advisors may not ask questions, interject, coach, advocate for, or otherwise speak on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with University officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation.

If an advisor is an attorney, or is acting under the supervision and direction of an attorney hired by a participant in the Investigation process, this information must be disclosed to the University, and the University reserves the right to have its own legal counsel present for the meeting. If any advisor conducts themselves in a manner inconsistent with these guidelines, then the individual will no longer be considered an advisor and the investigative officer may excuse the individual from the resolution process.

A party may elect to change advisors during the process.

A student may also request that the University assign an advisor to them, who will be either a student or staff member to serve in such a capacity. Such requests do not guarantee that an advisor will be available, and should be made as soon as possible.

## **XIII. Witnesses**

Witnesses are permitted in the investigation process and may be invited by anyone involved in the investigation, including but not limited to the Reporting Party, the Reported Victim, the Responding Party, and the investigative officer. A witness is someone who can provide a firsthand account of something seen, heard, or experienced relating to the alleged incident. “Character witnesses” and other witnesses deemed to be irrelevant by the investigative officer are not permitted.

A list of witnesses must be submitted prior to the investigation meeting. The list should include contact information and a brief description of each witness’s contribution.

#### **XIV. Authorized Audio and Video Recording**

In some cases, at the discretion of the University, investigation meetings may be recorded either in audio or video formats. Deliberations by investigative officers are never recorded. Any recording becomes property of the University and may be retained in the Title IX office. Recordings may be reviewed in deciding an appeal, or may be used internally for documentation or training purposes.

#### **XV. Sanctions; Corrective Actions.**

The resolution process applies to matters involving alleged or suspected sexual assault or sexual violence. The University may also elect to use the formal resolution process in any matter when the University deems it appropriate. As part of the formal resolution process, the University may determine that further steps are required to complete the University’s investigation. The following are the various attributes of the Resolution Process, and all must be present in order to insure the protection of the complainant and the completion of the University’s investigation:

The standard used to determine whether Sexual Misconduct has occurred is a whether it is “more likely than not” that the Responding Party violated this policy. This is often referred to as a “preponderance of the evidence” standard.

The official conducting the investigation will, in collaboration from the Title IX Coordinator, determine whether a violation of this policy has occurred and what, if any, corrective action is appropriate. The University will take reasonable steps to prevent the recurrence of any violations of this policy and to correct the discriminatory effects on the Reported Victim (and others, if appropriate).

Sanctions for such violations will vary depending on the circumstances, and may include but not be limited to any of the following:

Student Sanctions:

- 1) Written or verbal apology.
- 2) Discrimination or harassment education.
- 3) Verbal or written warning.
- 4) Withholding diploma.
- 5) Revocation of degree.
- 6) Transcript notation.
- 7) Probation.
- 8) Suspension.
- 9) Dismissal from the University.

Employee Sanctions:

- 1) Verbal or written warning.
- 2) Performance Improvement Plan.
- 3) Required counseling.
- 4) Required training or education.
- 5) Demotion.
- 6) Loss of any applicable pay increase.
- 7) Suspension without pay.
- 8) Suspension with pay.
- 9) Revocation of tenure.
- 10) Termination.

Notwithstanding the foregoing, any person found responsible for Non-Consensual Sexual Contact or Non-Consensual Sexual Intercourse will likely receive a sanction ranging from probation to expulsion, if a student, or from suspension to termination, if an employee, depending on the severity of the incident, and taking into account any previous disciplinary violations. Any person found responsible for Sexual Exploitation or Sexual Harassment will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.

The University reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the investigating officers nor any appeals officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

The University will consider the safety and concerns of the Reporting Party, the Responding Party, all witnesses, and the entire SEU community in determining appropriate sanctions.

Employees who are found to have violated this policy may be terminated or subjected to other disciplinary action. Guests and other third parties who are found to have violated this policy are subject to corrective action deemed appropriate by the University, which may include removal from the University and termination of any applicable contractual or other arrangements. In instances where the University is unable to take disciplinary or other corrective action in response to a violation of this policy because a Reporting Party insists on confidentiality or for some other reason, the University will nonetheless pursue other steps to limit the effects of the conduct at issue and prevent its recurrence.

## **XVI. Notification of Outcome.**

After the conclusion of the investigation, the University will provide written notification of the outcome to the Reporting Party, the Reported Victim, and the Responding Party. This notice shall be issued contemporaneously to all parties, to the extent practicable. The University may also disclose to the Reported Victim information about any sanctions or corrective actions taken that relate directly to the Reported Victim (e.g., the issuance of a “no contact” order). The University will maintain documentation of all investigations or other proceedings undertaken pursuant to this policy. In no event will the Reported Victim in matters involving an alleged violation of the Sexual Misconduct Policy be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

## **XVII. Right to Appeal**

Once written notification of the resolution has been provided, all parties have the opportunity to appeal the all or part of the decision. An appeal is not a re-hearing of the case. The appellate officer, which shall be the Executive Vice President or a designee, will review all appeal requests to determine if there are sufficient grounds for the appeal.

**All sanctions imposed by the original investigators will be in effect during the appeal.** A request may be made to the Title IX Coordinator to delay implementation of the sanctions until the appeal is decided, but the presumptive stance of the University is that the sanctions will go into effect immediately. Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the university or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable.

### **A. Grounds for Appeal**

Any request for appeal must be based on one or more of the following grounds:



- 1) New Information Forthcoming - New substantive information available that could not have been discovered by a diligent party at the time of the investigation and that would have likely changed the outcome of the case.
- 2) Gross Violation of Process - A substantive procedural error or error in the interpretation of University policy occurred that denied the party the right to a fair investigation and decision.
- 3) Punishment inconsistent with the University norm – The finding was manifestly contrary to the information presented in the investigation or to established Community Standards. In other words, the decision was clearly unreasonable and unsupported by the great weight of information.

B. Timeline and Format

Any request for appeal must be submitted in writing to the Title IX Coordinator within four (4) business days of receiving the written decision. Failure to submit a request in this period of time waives the right to appeal and renders the decision final. Once an appeal has been submitted by one party, the other will be notified and will have another four (4) business days from the date such notice is given to review the appeal request and submit a response or a cross-appeal. If a cross-appeal is filed, the originally appealing party will be notified and will have another four (4) business days from the date such notice is given to respond to the cross-appeal. No further responses will be permitted. The response of each party to any appeal or cross-appeal will be shared with the other party.

For example, if the Responding Party files an appeal, the appeal will be shared with the Reporting Party/Reported Victim, who may respond to the allegations in the appeal and may also file a cross-appeal on separate grounds. This response and cross-appeal, if any will be shared with the Responding Party, as the initial appealing party. The Responding Party may then respond only to the cross-appeal, which response will be shared with the Reporting Party/Reported Victim, but no further responses or cross-appeals will be allowed.

No party is entitled to a hearing in connection with any appeal, but the Associate Vice President for Student Development may request written submissions from the parties or consider any other information as deemed appropriate.

C. Content

Requests for appeals must include the grounds for appeal, a personal statement explaining in detail why the party is contesting the results of the investigation, and any relevant documentation available that substantiates or clarifies the request for appeal. Such additional documentation may be submitted as well.

D. Review and Final Decision

All requests for appeals and responses will be considered by the Executive Vice President or designee, who will determine whether there is sufficient basis for modifying the original decision.

Responsibility lies with the appealing student to provide clear and convincing information demonstrating that the original process or decision was substantively flawed.

The Executive Vice President or designee will choose one of four possible outcomes for all appeals:

- 1) Affirm the original decision and uphold the original sanction(s).
- 2) Affirm the original decision but modify the original sanction(s).
- 3) Overturn all or part of the original decision and uphold, modify, or remove the sanction(s) appropriately.
- 4) Remand the case to be re-reviewed by different investigative officer(s).

Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the Executive Vice President determines that additional time is required.

### **XVIII. Parental Involvement**

Title IX investigations are a process designed for the protection those within our SEU community. Because of their sensitive nature, only those who are directly involved with the situation may participate in the investigation. Outside involvement in the investigation hinders the University's ability to successfully complete the process.

However, as described above, any Reported Victim or Responding Party involved in a Title IX investigation may be accompanied by one advisor of their choice. The role of an advisor is to provide a comforting and familiar presence for a student or student organization. If a student so wishes, they may choose a parent to serve as their advisor during the investigation. Any parent interested in becoming an advisor must fill out the Advisor Application Form and submit the form prior to the scheduled meeting.

### **XIX. Prohibition Against Retaliation**

It is critically important that everyone in the SEU community feels free to report information that helps to ensure the safety and well-being of the community. The University will make every effort to ensure that no person will be subject to any adverse action (either by the University or by another person or group) because they report what they honestly believe to be Sexual Misconduct.

No individual who makes a complaint alleging a violation of this policy or who participates in the investigation or resolution of such a complaint will be subject to retaliation as a result of such activity or participation. Retaliation exists when action is taken against a participant in the investigation and resolution process that:

Adversely affects the individual's opportunity to benefit from the University's programs or activities.

Is motivated in whole or in part by the individual's participation in the investigation and resolution process.

In addition, any acts of retaliation by any faculty, staff, administrator, or student taken against a Reporting Party, Reported Victim, witness, or other individual following and in response to the reporting or investigation of an allegation of Sexual Misconduct will be considered a serious violation of the Community Standards and will result in appropriate disciplinary action, up to and including dismissal for students and termination of employment for faculty and staff. Retaliation may constitute a violation of this policy even when the initial report does not result in a finding of responsibility.

Also, no officer, employee, or agent of the University, may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for reporting an incident to the University or otherwise exercising their rights or responsibilities in the conduct process in good faith. Any individual who experiences retaliation by a member of the University community is encouraged to report such conduct directly to the appropriate Title IX Deputy Coordinator.

## **XX. Media Involvement**

Sexual Misconduct is simultaneously a Title IX violation and an abuse of power. Consequently, it is desirable that all communication regarding incidents of Sexual

Misconduct involving a University community member be handled with sensitivity toward the privacy of the victim and the rights of the Responding Party. It is possible that improper communication concerning such a violation may result in further harm to the victim or violate the rights of the Responding Party. As a result, the following guidelines for media communication are suggested:

- 1) All communication to the University community and public must be coordinated through the Vice President for Student Development.
- 2) Any public communication or media concerning an incident of Sexual Misconduct should be shown to the victim by the Vice President of Student Development to ensure the anonymity of the victim.

This version is the official version and supersedes all other versions.

Portions of this policy are based on a model policy provided by ATIXA and authored by the NCHERM Group, LLC

## APPENDIX D

### SOUTHEASTERN UNIVERSITY'S MISSION AND VISION STATEMENTS, STATEMENT OF FAITH, STATEMENT ON HUMAN SEXUALITY, LIFE STATEMENT, AND COMMUNITY COVENANT

#### MISSION STATEMENT

Equipping students to discover and develop their divine design to serve Christ and the world through Spirit-empowered life, learning and leadership.

#### VISION STATEMENT

Southeastern University is anchored by Spirit-empowered education in a Christ-centered, student-focused learning community. Southeastern's global impact is marked by a deep commitment to transforming minds and engaging culture through the integration of faith, learning and service. Each student's divine design is nurtured and unleashed through the investment of faculty and staff, relationships within the community, the rigor of scholarship, diverse learning experiences and the discipline of spiritual formation, which propels students into a lifetime of serving the world in the Spirit of Christ.

In addition to our mission and vision statement, we hold fundamental truths about the Christian faith that include the following:

The Scriptures are inspired by God and declare His design and plan for mankind.

There is only one true God who is revealed in three persons: Father, Son and Holy Spirit (commonly known as the Trinity).

Jesus Christ, as God's son, was both fully human and divine.

We are proud of our affiliation with the Assemblies of God and our Pentecostal tradition. We are also proud to be a welcoming community for students from all Christian backgrounds and denominations. Our campus includes many Baptists, Presbyterians, Methodists, etc., as well as nondenominational students. Everyone shares a strong commitment to knowing Christ and making Him known, and we celebrate our theological similarities while appreciating our differences.

#### STATEMENT OF FAITH

Southeastern University subscribes to the 16 Statements of Fundamental Truths of the Assemblies of God, which are as follows (condensed version):

WE BELIEVE ... The Scriptures are Inspired by God and declare His design and plan for mankind.

WE BELIEVE ... There is only One True God—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).

WE BELIEVE ... In the Deity of the Lord Jesus Christ. As God’s son Jesus was both human and divine.

WE BELIEVE ... though originally good, Man Willingly Fell to Sin –ushering evil and death, both physical and spiritual, into the world.

WE BELIEVE ... Every Person Can Have Restored Fellowship with God Through ‘Salvation’ (trusting Christ, through faith and repentance, to be our personal Savior). [1 of 4 cardinal doctrines of the A/G]

WE BELIEVE ... and practice two ordinances—(1) Water Baptism by Immersion after repenting of one’s sins and receiving Christ’s gift of salvation, and (2) Holy Communion (the Lord’s Supper) as a symbolic remembrance of Christ’s suffering and death for our salvation.

WE BELIEVE ... The Baptism in the Holy Spirit is a Special Experience Following Salvation that empowers believers for witnessing and effective service, just as it did in New Testament times. [1 of 4 cardinal doctrines of the A/G]

WE BELIEVE ... The Initial Physical Evidence of the Baptism in the Holy Spirit is ‘Speaking in Tongues,’ as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.

WE BELIEVE ... Sanctification Initially Occurs at Salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christlike.

WE BELIEVE ... The Church has a Mission to seek and save all who are lost in sin. We believe ‘the Church’ is the Body of Christ and consists of the people who, throughout time, have accepted God’s offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.

WE BELIEVE ... A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, and to build up or edify the body of believers—the Church and to meet human need with ministries of love and compassion.

WE BELIEVE ... Divine Healing of the Sick is a Privilege for Christians Today and is provided for in Christ’s atonement (His sacrificial death on the cross for our sins). [1 of 4 cardinal doctrines of the A/G]

WE BELIEVE... in The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever. [1 of 4 cardinal doctrines of the A/G]

WE BELIEVE ... in The Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.

WE BELIEVE ... A Final Judgment Will Take Place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.

WE BELIEVE ... and look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. ‘And so shall we forever be with the Lord!’

## STATEMENT ON HUMAN SEXUALITY

### *BIBLICAL FOUNDATIONS*

Our understanding of human sexuality is derived from the following biblical principals:

- God created humans as relational beings — the only part of creation that God explicitly designed to have community with Himself (Genesis 1:26). All other forms of community are designed to reflect this relationship between divinity and humanity (Hebrews 10:24–25, 1 Corinthians 12:14, Ephesians 5:25).
- As a direct result of sin, the community between divinity and humanity was broken (Genesis 3:23–24). This brokenness has permeated into all other relationships (Genesis 4:15). Human sexuality is not exempt from the marring effects of separation from the Divine (Romans 1:21–23).
- God’s intention for human sexuality is to occur between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21–24; Hebrews 13:4).
- All forms of sexuality outside of God’s intention are a result of separation from God (1 Corinthians 6:13, 18–20) and are illegitimate moral options for the confessing Christian. In Scripture, several sexual behaviors are expressly forbidden, which include but are not limited to fornication, adultery, incest, unnatural sexual intercourse and homosexual acts (Exodus 20:14; Leviticus 18:7–23, 20:10–21; Matthew 5:27–28; Romans 1:20–27; 1 Corinthians 6:9; Galatians 5:19; Ephesians 4:17–19; Colossians 3:5)

Into this broken world, God sent himself in the form of His only begotten Son, Jesus the Christ (John 1:1–3, 14). Through His sacrifice, Jesus became the Way to restoration of the Divine/human community (John 3:16). Until one has restored his or her relationship with God through His Son, Jesus, all other relationships — including human sexuality — will remain broken (John 14:6–7).

### *Southeastern Human Sexuality*

At Southeastern University, we affirm human sexuality as a gift from God, designed to serve as a mirror of one’s relationship with God. We believe that God’s intention for human sexuality is between one genetic male and one genetic female within the covenant of marriage (Genesis 2:18, 21–24; Hebrews 13:4).

In addition, Southeastern University supports the dignity of individual persons affirming their biological sex — understanding that any attempts to change one’s God-given sexuality through elective sex-reassignment or transvestite, transgender or nonbinary “genderqueer” acts or conduct is at odds with our biblical standards, denominational affiliation and subsequently our code of conduct.

### OUR COMMITMENT

Therefore, we as a community commit to the following:

- Because of our values surrounding modesty, sexual purity and safety, the University has had a single-sex housing and restroom policy for undergraduates since its inception, and we will continue to maintain this tradition.
- In regard to athletics, we will continue to support our biblical understanding of affirming an individual’s biological sex as the basis for athletic competition.
- As a University we will conduct our sexuality as a reflection of our relationship with God. Southeastern University pledges to guide the University community toward understanding and embracing its sexuality as a reflection of its relationship with God.
- Seeing that sin is a common struggle for all, members of the SEU community are committed to treating one another with respect and Christ-like compassion (Philippians 2:3–5). Insults, slurs and other forms of derogatory speech have no place in a Christian community (James 3:9–12).

Any deviation from a biblical standard of sexual behavior is a result of separation from God and therefore is an opportunity for repentance, grace and redemption so that as a community, we might honor one another and glorify God.

### LIFE STATEMENT

Southeastern is more than a University; it is a community that transforms students. Joining this Christ-centered community obligates each administrator, faculty member, and staff member to embrace a set of core values centered on scriptural and civilized behavior. The core values of the Southeastern community are: authentic spirituality, a Christ-centered world view, character development for ethics in life, servant leadership, academic and professional excellence, and cultural sensitivity.

### COMMUNITY COVENANT

Since members of this faith-based community have voluntarily chosen to be a participant, all employees are obligated to a code of scriptural and community standards and behavior.

As a Christ-follower and professional member of the community of Southeastern University, I will:

- Practice the spiritual disciplines—regular reading of God’s Word, prayer, etc.



- Understand that regular attendance at church services is expected
- Uphold the community standards
- Pursue integrity and practice professional ethics
- Adhere to guidelines of dress code
- Respect the dignity of all persons and highly value the diversity of the body of Christ
- Respect the rights and property of others
- Discourage bigotry, slander, and gossip among the members of the community and refuse to engage in such behavior
- Refrain from the possession, use or distribution of beverage alcohol (except for communion), marijuana, or other intoxicants either on or off University premises
- Refrain from the possession, use or distribution of tobacco products either on or off University premises
- Refrain from the possession, use or distribution of illegal substances and the abuse or illegal use of legal substances, including prescription and over-the-counter medications either on or off University premises
- Refrain from all sexually immoral behavior including: premarital sex; adultery; lesbian, gay, bisexual, or transgender behavior or acts; and involvement with pornography in any form. (Biblical marriage consists only of a faithful, heterosexual union between one genetic male and one genetic female, and biblical marriage is the only legitimate and acceptable context for a sexual relationship)
- Resolve conflict according to the model in Matthew 18:15-20
- Honor the servant-leaders who watch over this community and cooperate with their leadership
- Demonstrate compassion for others and a passion for the lost as a representative of Christ

## Appendix E

### FERPA COMPLIANCE FOR FACULTY, STAFF AND ADMINISTRATION

FERPA is the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. Its purpose is to protect the privacy of student educational records and endow students with rights to their educational records. You will be responsible for the information in this document. It takes everyone doing their part, to make FERPA compliance happen.

#### Who Is Or Is Not Covered Under FERPA?

**Students** who are or have been in attendance at a postsecondary institution **are** covered under FERPA. Rights begin when the student is actually registered for classes.

**Applicants** who are denied admission or who never attend **are not** covered under FERPA.

#### What Are Education Records?

Education records are all records that directly relate to a student and are maintained by an institution. These records can be in any media form: handwritten, print, type, film, electronic, etc.

#### What Education Records Are Not:

- ✓ **Personal Notes** – kept by a faculty/staff member if kept in the sole possession of the one who made the record.
- ✓ **Law Enforcement Records** – Maintained solely for law enforcement purposes & revealed only to law enforcement agencies.
- ✓ **Employment Records** – of those whose employment is not contingent upon being a student. (Non-work-study)
- ✓ **Medical Records** - created by a health care professional used only for the medical/health treatment of the student.
- ✓ **Alumni Records** - Most information contained (donations, etc).

#### What Information Can Be Typically Released?

- ✓ Directory Information with or without written consent.
- ✓ Information that the student has given written consent to release.
- ✓ Information reported to certain government agencies as required.

#### What Is “Directory Information”?

It is information that can be released without the student’s written consent.

#### **Directory Information at Southeastern University includes:**

- ✓ Name
- ✓ Address (home, campus & email)
- ✓ Telephone (home & campus)
- ✓ Dates of Attendance

- ✓ Classification (Fr, So, Jr, or Sr)
- ✓ Previous institutions attended
- ✓ Photos
- ✓ Major field
- ✓ Awards
- ✓ Honors (including honors lists)
- ✓ Degree(s) conferred (including dates and any graduation honors)
- ✓ Past & present participation in officially recognized sports and activities
- ✓ Physical factors (height & weight of athletes)

***It does not include***

- ✓ Student ID #
- ✓ Social Security #
- ✓ Ethnicity/Race/Nationality
- ✓ Gender
- ✓ Financial status or information
- ✓ Grades or GPA
- ✓ Class lists
- ✓ Student schedule
- ✓ Class attendance
- ✓ Student Life information

**Who Can Access Student Information Without Consent?**

- ✓ School officials with legitimate educational interest
- ✓ Other schools to which a student is transferring
- ✓ Specified officials for audit or evaluation purposes
- ✓ Appropriate parties in connection with financial aid to a student
- ✓ Organizations conducting certain studies for or on behalf of the school
- ✓ Accrediting organizations
- ✓ School officials to comply with a judicial order or lawfully issued subpoena
- ✓ Appropriate officials in cases of health and safety emergencies
- ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law

**Parents' Rights**

- ✓ Parents may obtain directory information.
- ✓ Parents may obtain non-directory information by obtaining a signed consent from their child.

\*\*\*NOTE: SEU now has a new feature called **Parent Portal**, which students can use to allow access to their parents and others, through their JICS Student Information account. Parents may be able to set up their own account to access student information, with the student's permission.

**Student (And Former Student) Rights under FERPA**

- ✓ Students have a right to know where education records are kept.
- ✓ Students have a right to inspect their education records.

- ✓ Students have the right to have records amended if necessary. Students have the right to file a complaint with The U.S. Dept. of Education if they feel their rights are being violated.
- ✓ Students have the right to expect that their education records are kept confidential except where special provisions are made.
- ✓ Students have the right to suppress the disclosure of directory information to outside agencies or named individuals.

### How To Comply With FERPA During A Work Day

- ✓ Restrict access to a need-to-know or need-to-work basis for staff, faculty and administration.
- ✓ Records should only be used in the context of official business.
- ✓ Shred old documents with student information on them (course work 3 years or older).
- ✓ Information on a computer should be treated with the same confidentiality as a paper copy. Do not leave confidential information displayed on an unattended computer.
- ✓ Cover or put away papers that contain confidential information if you are going to step away from your desk.
- ✓ Do not use SS# or Student ID to post grades.
- ✓ Do not allow students opportunity to see another student's grades.
- ✓ Do not circulate a list with non-directory student information (SS#, ID numbers, etc.).
- ✓ Do not provide anyone with student schedules or lists of students enrolled in classes.
- ✓ Do not write a recommendation letter that states class standing or grades without written consent of student.

### How To Know Who Has Given Written Consent

- ✓ Each registration period:
  - New students are asked to sign written consent to release or not release non-directory information to parents or guardians or other authorized persons.
  - Any student can opt to sign a non-disclosure statement disallowing **ANY** information release.
- ✓ Shortly after add/drop day, a list will be circulated through faculty/staff email of all students who:
  - Signed a non-disclosure statement. In this case, you should confirm nothing; state when asked, "I have no information to give for that person."
- ✓ If you need to find out if a student has signed the consent to release non-directory information, call the Registrar's office to find out.
- ✓ All students who have signed a release are allowing SEU staff or faculty to share non-directory information with parents or guardians or other authenticated callers. To be responsible with the sharing of such information, we must authenticate the caller.

- ✓ ***DO NOT GIVE OUT*** non-Directory information without completely authenticating the caller. If the caller does not have **all** the answers, express regret and ask them to call back when they do.

## How to Authenticate a Caller

In order to eliminate the burden of proof of who can or cannot have access to non- directory information from SEU staff and faculty, the following three pieces of data on each student must be given by a caller. The student is responsible for ensuring that authorized callers have authentication information and will be informed of this responsibility during registration. You may not release information unless a caller has the three pieces of student identification from this list.

- Student's date of birth
- Student's SEU ID #
- Student's SS#

The Office of the Registrar does follow a policy that prohibits the release of grades to any caller over the telephone. Students may retrieve their grades from their Student Information Account, and may share the login for this account with their parents.

## APPENDIX F

# SOUTHEASTERN UNIVERSITY'S DRUG & ALCOHOL ABUSE PREVENTION PROGRAM

### **I. Standards of Conduct**

Southeastern University is committed to maintaining a Christ-centered and student-focused learning community that is free from alcohol, tobacco, and illegal drugs. In accordance with the University's Community Covenant as well as the Code of Student Conduct and the Employee Handbook, the possession, use, distribution, or manufacture of alcohol, tobacco, marijuana, illegal drugs, and other intoxicants by students or employees is prohibited both on and off campus. The University also prohibits abuse, misuse, and distribution of legal prescription medications.

The University's position on alcohol, tobacco, and drugs is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

### **II. Legal Consequences Associated with Alcohol and Illegal Drugs**

In addition to the potential sanctions from the University, federal and state criminal laws provide sanctions for the unlawful possession, use, and distribution of alcohol and illegal drugs. Some of the major Florida statutes imposing potential incarceration or fines for alcohol and drug related offenses are as follows:

#### *FLORIDA STATUTES RELATING TO ALCOHOLIC BEVERAGES & DRUGS*

#### **Possession of Alcoholic Beverages by Persons Under 21 – Section 562.111, Florida Statutes**

In Florida, it is illegal for anyone under the age of 21 to have in his or her possession alcoholic beverages. Punishment can include 60 days in jail and a \$500 fine. Additionally, the court can suspend or revoke the driver's license or driving privileges of persons under the age of 21 who are convicted of possession of alcoholic beverages. A second conviction within one year increases these penalties to a fine of \$1,000 and up to one year in jail.

#### **Selling, Giving, or Serving Alcohol to Persons under 21; Misrepresenting Name or Age to Obtain Alcohol – Section 562.11, Florida Statutes**

Florida law makes it illegal to sell, give, or serve alcoholic beverages to a person under 21 years of age. It is also illegal to misrepresent one's name or age to induce the improper sale or service of alcohol to a person under the age of 21. Punishment can include 60 days in jail and a \$500 fine. A second conviction within one year increases these penalties to a fine of \$1,000 and up to one year in jail.

### **Driving Under the Influence – Section 316.193, Florida Statutes**

In Florida, it is illegal to operate a motor vehicle under the influence of alcoholic beverages or other intoxicating substances. Sanctions may include a fine of up to \$1,000, up to six months in jail, mandatory participation in a DUI program and/or substance abuse treatment program, and probation for the first offense. The potential fines and jail time escalate for multiple offenses, if impairment level is above certain thresholds, or if an accident resulting in injury or death occurs while driving under the influence. Multiple offenses may also result in the loss of driving privileges for a long period of time and installation of an ignition interlock device on the vehicle. A person convicted of driving under the influence can have his or her vehicle impounded. If a person while driving under the influence is involved in an accident and someone sustains serious bodily injury, the person could spend up to 5 years in prison. If someone is killed, the person driving under the influence will spend a minimum of 4 years, and could spend up to life, in prison. Regardless of the ultimate outcome of a person's case, if a person is arrested for DUI, the person will spend time locked up in jail and usually will not be released from custody until at least 8 hours from the time he or she was arrested or his or her blood alcohol or other substance impairment levels return to normal.

### **Possession of Open Containers of Alcoholic Beverages in Vehicles – Section 316.1936, Florida Statutes**

It is also unlawful in Florida to possess an open container of an alcoholic beverage or drink an alcoholic beverage while operating a vehicle or while a passenger of a vehicle. In other words, a person who is just a passenger in a vehicle must not have an open container in his or her possession or drink any alcoholic beverage in that vehicle, even if that vehicle is parked or stopped. If a person violates this statute, he or she may be required to pay a significant monetary fine.

### **Disorderly Intoxication – Section 856.011, Florida Statutes**

In Florida, it is illegal to drink any alcoholic beverage in a public place or in a public conveyance and cause a public disturbance. If a person is convicted of even a first offence of disorderly intoxication, he or she could face up to 60 days in jail and a \$500 fine.

### **Open House Parties – Section 856.015, Florida Statutes**

If a person allows a party to take place in his or her residence and if alcoholic beverages or drugs are possessed or used by a minor at that party, the person could face up to 60 days in jail and a \$500 fine.

### **Sale of Drugs – Section 893.13, Florida Statutes**

The sale, manufacture, delivery, or possession with intent to sell, manufacture, or deliver illegal drugs in Florida is a very serious offense. Depending upon the circumstance and quantity of drugs sold, manufactured, or possessed, a person could be sentenced to spend 30 or more years in prison.

In Florida, conviction of many drug offenses carry mandatory minimum sentences and if a person is convicted, the court will have no discretion and the person must be sentenced to serve time in jail or prison.

### **Use, Possession, Manufacture, Delivery, Transportation or Advertisement of Drug Paraphernalia – 893.147, Florida Statutes**

In Florida, it is illegal to inject, ingest, inhale, or otherwise introduce an illegal drug into the human body. It is also illegal to use, possess with the intent to use, manufacture, deliver, or possess with the intent to deliver, drug paraphernalia. The definition of drug paraphernalia is very broad and a person could face an additional penalty or prison sentence just for possession of items which, if not connected to drugs, would be legal to use or possess. For example, if a person possesses a hypodermic syringe, with intent to use it in connection with drugs, the person could face up to a year in jail for such possession, even if the person were not convicted of using drugs. In some circumstances, violations of this statute could require a person to serve up to 15 years in prison.

The above is not a complete listing of all laws in Florida relating to the use of alcoholic beverages and to the possession, sale or manufacture of drugs and drug paraphernalia. The main point to understand is that the use or abuse of alcoholic beverages and the possession, use or manufacture of illegal drugs and drug paraphernalia can have serious and far reaching legal consequences, as well as health risks associated with alcohol and drugs.

### *FEDERAL STATUTES RELATING TO DRUGS*

In addition to the State of Florida laws pertaining to the use, possession or sale of drugs, there are numerous federal laws, which in some cases, are even more stringent than those in Florida and which could require a person to serve many years in a federal prison facility. For example, depending on the type of drug, even conviction of a first offense could result in a sentence to a federal prison for up to 20 years. Depending on the quantity of the drugs, even the sale of marijuana could carry a minimum mandatory sentence of up to 10 years in federal prison. Many federal statutes related to drugs could result in a sentence of life imprisonment in a federal prison. A list of potential Federal sanctions for drug trafficking can also be viewed at [www.dea.gov/druginfo/ftp3.shtml](http://www.dea.gov/druginfo/ftp3.shtml).

### **III. Health Risks Associated with Alcohol and Drugs**

All intoxicating substances have significant health risks associated with their use or abuse. The following is a mere summary of the potential risks associated with alcohol and drugs, and more information can be found at: [http://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](http://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf)

### **Alcohol**



Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental impairments.

### **Narcotics/Opioids**

Narcotics/Opioids include drugs such as heroin, hydromorphone, methadone, morphine, opium, and oxycodone and may be ingested in pill form, crushed and inhaled, or injected. Narcotic/opioid use comes with a variety of unwanted effects, including drowsiness, inability to concentrate, and apathy. Tolerance to narcotics develops rapidly and dependence is likely. Some preparations of narcotics are so potent that a single dose can be lethal to an inexperienced user. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death.

### **Cocaine**

Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

## **Other Stimulants**

In addition to cocaine, other stimulants include drugs such as amphetamines, khat, and methamphetamine and may be chewed, smoked, inhaled, or injected. Effects of use may include agitation, hostility, panic, aggression, suicidal or homicidal tendencies, and paranoia, sometimes accompanied by both auditory and visual hallucinations. Tolerance to stimulants develops rapidly and dependence is likely. Extended use or overdose may cause such physical side effects as dizziness, tremors, headache, flushed skin, chest pain with palpitations, excessive sweating, vomiting, and abdominal cramps. High fever, convulsions, and cardiovascular collapse may precede death.

## **Depressants**

Depressants include drugs such as barbiturates, benzodiazepines, GHB, and rohypnol and may be ingested or injected. Effects of use may include amnesia, leaving no memory of events that occur while under the influence, reduction of reaction time, impairment of mental functioning and judgment, confusion, slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing. Prolonged use of depressants can lead to tolerance and both psychological and physical dependence.

## **Anabolic Steroids**

Anabolic Steroids are synthetically produced variants of the naturally occurring male hormone testosterone and are typically ingested, absorbed topically, or injected. Effects of use may include dramatic mood swings, increased feelings of hostility, impaired judgment, increased levels of aggression and depression that may be severe enough to lead one to commit suicide. In women, anabolic steroid use can induce permanent physical changes, such as deepening of the voice, increased facial and body hair growth, menstrual irregularities, and male pattern baldness. In men, anabolic steroid use can cause shrinkage of the testicles, reduced sperm count, enlargement of the male breast tissue, sterility, and an increased risk of prostate cancer. In both men and women, anabolic steroid use can cause high cholesterol levels, which may increase the risk of coronary artery disease, strokes, and heart attacks. Anabolic steroid use can also cause acne and fluid retention. Oral preparations of anabolic steroids, in particular, can damage the liver. Anabolic steroid use may also cause psychological dependence and addiction.

## **Hallucinogens or Psychedelics**

Hallucinogens or Psychedelics include drugs such as ecstasy, K2/spice, ketamine, Lysergic Acid (LSD), mescaline, peyote, and phencyclidine (PCP or “angel dust”), and mushrooms and are most frequently ingested, smoked, or absorbed through the skin via blotter paper. Use can cause illusions and hallucinations. Their use impairs and distorts one’s perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include elevated heart rate, increased blood pressure, respiratory depression, coma, convulsions, seizures, and flashbacks. Deaths may occur due to

respiratory distress, or suicide, accidents, and dangerous behavior while under the influence. Death can also occur when a user inadvertently eats poisonous plant material.

### **Designer Drugs**

Some illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neuron chemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

### **Marijuana (Cannabis)**

Marijuana (cannabis) is frequently smoked, brewed into tea, or cooked into foods. Effects of use may include problems with memory and learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, impaired judgment, reduced coordination, and ataxia, which can impede driving ability or lead to an increase in risk-taking behavior, dizziness, nausea, tachycardia, facial flushing, dry mouth and tremor, agitation, paranoia, confusion, restlessness, anxiety, drowsiness, and panic attacks. Researchers have also found an association between marijuana use and an increased risk of depression, an increased risk and earlier onset of schizophrenia, and other psychotic disorders, especially for teens that have a genetic predisposition. Like tobacco smokers, marijuana smokers experience serious health problems such as bronchitis, emphysema, and bronchial asthma. Extended use may cause suppression of the immune system. Because marijuana contains toxins and carcinogens, marijuana smokers increase their risk of cancer of the head, neck, lungs, and respiratory tract. Long term, regular use can lead to physical dependence and withdrawal following discontinuation, as well as addiction or dependence.

### **Inhalants**

Inhalants are invisible, volatile substances found in common household products that produce chemical vapors that are inhaled. Effects of use may include damage to the parts of the brain that control thinking, moving, seeing, and hearing, dementia, slurred speech, inability to coordinate movements, euphoria, dizziness, drowsiness, headache, weight loss, muscle weakness, disorientation, inattentiveness, lack of coordination, irritability, depression, irregular and rapid heart rhythms that can lead to heart failure and death within minutes. Death can result from a single session of inhalant use by an otherwise healthy person. Inhalant abuse can also cause death by asphyxiation from repeated inhalations, which lead to high concentrations of inhaled fumes displacing the available oxygen in the lungs, suffocation by blocking air from entering the lungs

when inhaling fumes from a plastic bag placed over the head, and choking from swallowing vomit after inhaling substances.

#### **IV. Compliance for Students**

All students are required to comply with this policy as a condition of their continued enrollment. A violation of this policy by students will be treated as a Level Two Infraction and will subject the student to Level Two Sanctions, which may include, but not be limited to, probation, fines, loss of privileges, suspension, or expulsion depending on the nature and severity of the infraction. More information about sanctions for students can be found at: <http://myseu.seu.edu/wp-content/uploads/2012/07/Student-Handbook-Kat-10-8-legal-edits.pdf>

#### **V. Compliance for Employees**

All employees must abide by this policy as a condition of employment with the University. A violation of this policy by employees will be treated consistent with the University's procedures as set forth in the Employee Handbook. Disciplinary action may include, but not be limited to, warning, suspension, or termination of employment depending on the nature and severity of the offense. In addition, employees are required to notify the Director of Human Resources, in writing, if the employee is convicted of any criminal drug violation within five (5) days after such conviction. Employees may be required to submit to drug or alcohol testing as a condition of employment, and the University reserves the right to search employee personal effects to determine whether employees are in possession of illegal drugs, alcohol, or other controlled substances.

#### **VI. Support Services**

Substance addiction is an illness that requires professional assistance and treatment. The University offers support services to students and employees who may be struggling with drug and/or alcohol use or addiction. Students can seek professional counseling services and health services at the Counseling, Health & Wellness office (Smith Hall; 863-667-5205). There is no charge for these short-term counseling and health services, and confidentiality is guarded carefully. Students needing long-term treatment or therapy are generally referred to professionals off campus at their own expense. The campus pastor is also available for pastoral counseling.

For employees, the Director of Human Resources is available to discuss in confidence questions concerning insurance coverage for addiction treatment. The medical plans offered to faculty and staff include certain coverage options specifically set up to assist in recovery from such illnesses. The University also offers an Employee Assistance Program.

##### **Additional Resources:**

**Peace River Center**  
Substance Use Treatment Services  
1835 North Gilmore Avenue  
Lakeland, FL 33805

853.248.3311

**TriCounty Human Service Inc.**

5421 US Highway 98 S  
PO Box 879  
Highland City, FL 33846  
863.701.7373

**DACCO Behavioral Health**

348 W Highland Drive  
Lakeland, FL 33813  
863.692.7198

**Heartland Intergroup**

4204 S Florida Avenue, Suite H  
Lakeland, FL 33813  
683.688.0211  
24 Hour AA hotline: 863.687.9275

**Celebrate Recovery (3 locations)**

- Highland Park Church  
4777 Lakeland Highlands Road  
Lakeland, FL 33813  
863.647.3518
- New Hope  
1211 New Jersey Road  
Lakeland, FL 33801  
863.802.8347
- Christ Community Church  
1895 Overlook Drive  
Winter Haven, FL 33884  
863.875.1090

**VII. Biennial Review**

The University will conduct biennial reviews of its drug and alcohol prevention program, typically during the summer term of odd numbered years. All reviews will be conducted by a team which may consist of, but shall not be limited to, the Director of Title IX Compliance, the Director of Student Conduct, the Director of Counseling, Health, & Wellness, the Director of Campus Life, and the Director of Safety & Security, or an appropriate designee of any of the foregoing departments.

The review considers the following data:

1. The number of public presentations or other forums offered to educate the University community about the effects of alcohol and drug abuse.
2. The number of direct communications to students, faculty, and staff about the University's campus culture that prohibits alcohol abuse and drug usage.
3. The number of employee cases of alcohol or drug abuse reported to the Human Resources office.
4. The number of student cases of alcohol or drug use and/or abuse reported to the Student Conduct office.
5. The number of instances of alcohol or drug use and/or abuse reported to Campus Safety and Security.
6. The number of students seeking services from the Campus Counseling Service and Health Services who present significant alcohol and drug use or abuse problems as measured by the College Adjustment Scales.
7. The number of arrests of current students and employees related to drug- or alcohol-related incidents.
8. The number of students referred to the Southeastern University Care Team for drug and/or alcohol-related concerns.

The de-identified and aggregated data are analyzed by the members of the biennial review team and any if any changes in policy are identified and deemed necessary to improve the effectiveness of this program, they will implemented promptly. Summaries of all reviews will be presented to the Leadership Team and approved by the University's President or Board. After approval, the reviews will be kept on file in the Student Development office and made available upon request.

### **VIII. Policy Notification**

Every student and employee will receive a copy of this Drug and Alcohol Abuse Prevention Program semiannually at the beginning of every semester through campus electronic mail, the official notification system of the University. It is also available in the Student and Employee Handbooks on MySEU as well as SFNet. New staff and faculty members will normally be informed of the policy at New Employee Orientation, and a newly hired Southeastern University employees are provided access to the Employee Handbook and are required to acknowledge they read it at the beginning of their employment. In addition, the SEU Drug-Free School and Campus Policy is located on the main SEU website.

In addition to the semiannual notification, students and employees are offered written material including pamphlets and literature on drug and alcohol abuse through the Counseling, Health and Wellness office as well as the Student Conduct office.

## ACKNOWLEDGMENT FORMS

All employees are required to sign and return to Human Resources the following attachments:

Attachment A – Employee Acknowledgment of Receipt of Employee Handbook

Attachment B - Statement of Understanding of FERPA

ATTACHMENT A

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I hereby acknowledge that I have received of a copy of the Southeastern University Employee Handbook dated April, 2016. I understand it is my responsibility to familiarize myself with and comply with all the employment policies and procedures contained in this handbook. I understand it is my responsibility to consult with the Human Resources Office regarding any questions on the contents of the handbook. I acknowledge that the information contained herein is subject to change at any time and that revisions to the handbook may occur. All such changes will be communicated through official notices.

Unless I have entered into a written employment agreement authorized by the appropriate University official, I acknowledge that I am an at-will employee and that Southeastern University or I may terminate my employment at any time with or without cause and with or without notice. The Employee Handbook is not a contract of employment, express or implied, and should not be construed as altering the at-will nature of my employment.

Further, I acknowledge reading Southeastern University's anti-harassment and drug free workplace policies contained in this handbook, as well as the statements of doctrine set forth in Appendix D, including but not limited to the Community Covenant. I understand my compliance with the policies contained in this handbook and my adherence to the Community Covenant are prerequisites to my employment and continued employment at the University.

Should I ever leave employment with the University, I agree to return all University property in my possession.

Acknowledgement of Receipt of Employee Handbook:

Employee Name: \_\_\_\_\_

(Please Print Name)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness/Supervisor: \_\_\_\_\_



ATTACHMENT B

STATEMENT OF UNDERSTANDING OF THE FAMILY EDUCATIONAL RIGHTS AND  
PRIVACY ACT (FERPA)

I understand that by virtue of my employment with Southeastern University, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974.

I acknowledge that I fully understand that the intentional disclosure by me of this information of any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Southeastern University's policy and could constitute just cause for disciplinary action including termination of my employment, regardless of whether criminal or civil penalties are imposed.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date