

SOUTHEASTERN
UNIVERSITY

Staff Handbook

ADOPTED BY THE
EXECUTIVE COMMITTEE

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Preface

Working for Southeastern

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 an important 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 hope your employment will be an enjoyable experience.

About this Handbook

This handbook is not a contract, either expressed or implied, nor does it guarantee employment for any specific duration. All information contained in this handbook is intended to help employees understand relevant Southeastern University policies.

This manual has been prepared for information and guidance of all staff and administrative employees of Southeastern University. This does not include student employees. It is also intended as a general reference guide for use by administrators, department supervisors, and staff members.

A general staff handbook cannot possibly cover all subjects related to employment and working conditions that affect employees. This manual is designed to provide guidance in areas of concern to most personnel. After thorough review of the handbook, employees are encouraged to bring any unresolved questions or problems to the attention of their supervisors who will either provide the answer or contact others within the university organization who are knowledgeable in the particular area. The key point to remember is that questions will be answered for employees.

Each employee is encouraged to keep this handbook conveniently located so that it can be used as a reference. As policies and practices change, the handbook will be revised accordingly. A copy of the Staff Handbook is available to university personnel on the university's SFNET site. A hard copy distribution should not be expected.

We are pleased to have you as a member of the university community. We hope your relationship with the university will prove to be mutually rewarding.

Authority to Amend

The Executive Committee of this university reserves the right to modify or discontinue the policies stated in this manual at any time. Any discontinuance or modification will not affect the benefits accrued by participants prior to the date of discontinuance or modification.

Section 1: About Southeastern University

Who We Are

Mission Statement

Southeastern, a dynamic Christ-centered university, fosters student success by integrating personal faith and higher learning. Within our loving Pentecostal community, we challenge students to a lifetime of good work and of preparing professionally so they can creatively serve their generation in the spirit of Christ.

Mission In Action

From its inception in 1935 as a Bible institute to train pastors and missionaries, Southeastern has rested on a solid foundation of vision and faith. That foundation has held firmly as our school evolved and relocated through the years, gradually expanding its mission and degree offerings along with its student population, and moving in 1952 to our permanent suburban campus in Lakeland, Florida.

Today, vision and faith still underlie Southeastern University. An Assemblies of God university – coeducational and primarily residential – Southeastern enrolls over 3,000 students, both traditional and nontraditional, who represent a variety of denominations, personal interests, backgrounds, states, and countries.

We offer a vital, Christ-centered education that, through a wide range of academic majors leading to bachelor's and master's degrees, prepares our students for a life of world-changing leadership in church-related positions and in other professional fields. Arriving at Southeastern as people committed to following Jesus Christ, these students graduate ready either to enter graduate study or to serve throughout the world as ministers, teachers/educators, social service and mental health professionals, and business men and women.

Our programs of study span the following academic areas: religion, behavioral and social sciences, education, languages, communication arts, music, natural sciences and mathematics, and business.

Along with academic preparation, Southeastern provides many opportunities for voluntary service ministry in our local community and abroad. Frequent chapel services, a thriving music program, a variety of clubs and associations, and intercollegiate and intramural sports add to our students' full and busy lives.

Ideally, a student educated within Southeastern University Christian academic community displays these abilities and experiences:

- Orally and in writing, communicates with assessed competence and clarity;
- Demonstrates the knowledge, skills, and maturity necessary for the profession he/she has chosen;
- Has acquired scholarly habits and can perform skilled research.

- Has rendered, to the campus and the community, service appropriate to a Christian citizen
- Demonstrates a broad cultural perspective informed by a Christian worldview.

Saying “yes” to Christ, we believe, implies not only a zeal to serve, but a commitment to excellence in every activity. Southeastern University seeks to graduate men and women who combine faith, compassion, and humility with self-discipline and careful thinking; who take seriously the Biblically based obligation and privilege of being “the salt of the earth”; and who consequently approach every task – a class assignment, a volunteer project, an internship experience, a career – as an opportunity both to do well and to do good.

What We Believe

Southeastern University subscribes to the 16 Statements of Fundamental Truth of the Assemblies of God.

- 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'** (accepting Christ's offer of forgiveness for sin). [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 Christ like.
- 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.
- **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!'

Where We've Been

History of the University

Southeastern University was founded in 1935 as South-Eastern Bible Institute. Originally located in a former high school building in New Brockton, Alabama, SEBI opened its doors to students on November 4, 1935, under the direction of four faculty members. Edgar W. Bethany, Karl M. Gygax, Mrs. Helen B. Stewart, and Miss Myrtle G. Eason composed the original faculty. Two years later, in June, the first graduation exercises were held. Seventeen students received diplomas for the two-year academic program.

SEBI continued classes in New Brockton until 1940 when a decision was made to consolidate the school with Beulah Heights Bible Institute in Atlanta, Georgia. The school was known from 1940 to 1942 as the Beulah Heights—South-Eastern Bible Institute. In the fall of 1942, the District Superintendents of the Southeastern Districts accepted the invitation of Rev. Ralph Byrd and his congregation to move the school to 301-7 Capital Avenue, SW in Atlanta. For two years, Rev. Byrd served the school, without remuneration, as principal and business manager. The institute soon purchased the Capitol Avenue site.

In 1946, the Board of Directors voted to secure a permanent location for the full development of the school. A new campus location was purchased later that year in Lakeland, Florida. The Atlanta campus was sold and development of the new site was begun. While development of the new property began, a government property lease just outside Lakeland was secured. Fall classes were held in buildings used by the Lodwick School of Aeronautics during the war. Classes and school operations continued at the temporary campus location until 1952. During Thanksgiving, the Institute made its final move to its present campus facilities on Longfellow Boulevard.

Student body growth continued at the new central Florida campus along with the academic program. SEBI became South-Eastern Bible College in 1956 when four-year Bachelor of Arts degree programs were begun. After adding education degrees, the College Board of Directors changed the school name to Southeastern College of the Assemblies of God.

What began in 1935 as the burden for a Bible-training school in the hearts of Alabama District Superintendent J.C. Thames, and other Southeastern District leaders has grown in four decades to one of the largest Assemblies of God educational institutions in America.

Accreditation

Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone: (404) 679-4501) to award bachelor's and master's degrees.

Where We're Going

Growth of the University

Southeastern University:

- Opened a new Business and Education building. This \$5.5 million renovated building includes ; 16 classrooms, including one 70-seat classroom and three 50-seat classrooms, A 150-seat lecture hall, three computer labs, 24 faculty offices, two administrative office suites, and A conference room. The renovation also included an addition to the old building: an elevator.

In addition to remodeling the interior of the building, Southeastern overhauled the exterior of the structure to match the Mediterranean-styled architecture of the rest of campus.

- Opened a new 25,000 square foot, \$7 million dining facility which was completed in fall 2007. Tuscana Ristorante seats 750 with additional outdoor patio space for 70. The facility also contains 200 seats of banquet space, which can be rented for community and private events.

- Purchased additional property adjacent to the campus, adding 14 acres since March 2007, allowing for continued expansion to the north, south, and west of the campus.
- Launched four additional Master Programs: Master of Science in Professional Counseling, Master of Education in Elementary Education, M. Ed. Educational Leadership and M.S. School Counseling.
- 100% of all university-owned student housing is new or has been remodeled within the last 5 years.

Institutional Goals

- To create and engender a community of authentic Christian faith conducive to successful living and learning. Every decision relative to this atmospheric commitment will be judged against the following core values:

Authentic Spirituality

Genuine devotion, rather than showmanship, sensuality, and self-centeredness inform our expressions of worship, especially in public.

A Faith-infused World View

Though certainly not claiming an artificial unanimity on all social and political issues, there is a God-centeredness at the heart of our world views.

Character Development for Ethics in Life

Our Biblical value system and world view must find expression in a truly Christian ethic. That ethical system must be celebrated in relationships, business, and decision making in all of life. Ethics as a belief system must also find the character to be acted upon.

A Family-oriented Community of Servants

Servanthood in leadership as well as relationship means practical kindness in the example of Christ. We do not believe it possible to fully serve God without serving humanity. We likewise believe it is not possible to fully serve humanity without serving the family of God in this place.

Professional and Academic Excellence

Our God is a God who “doeth all things well.” “Good enough for church work” is a repugnant phrase to us. Here at Southeastern and in the professions and ministries to follow, we hold excellence as being consistent with who God is.

Culturally Literate and Sensitive

If we are committed to serve God and the world in the genuine love of Christ, we must understand the world and its true needs. Sensitivity to the spirits of those around Him was at the heart of Christ’s ministry. To understand and respond with sensitive love implies not compromise but compassion.

- To preserve the evangelical and Pentecostal heritage and message of the Assemblies of God and provide positive direction for its future.
- To provide a general education program which will equip students with quantitative, verbal, and technological skills; enhance their appreciation of their cultural and religious heritage; strengthen their commitment to the liberal arts; and give them a view of their responsibility as Christian scholars in the community and the wider world.

- To provide sufficient religious education to enable students to be conversant in the Christian faith, to articulate their own beliefs, and to actualize their faith through consistent growth and practice by the integration of faith in all aspects of life.
- To provide undergraduate programs of sufficient quality to prepare students for success in graduate and professional school and in the early stages of their careers.
- To provide graduate programs in various areas which will prepare students for success in post-graduate programs.
- To achieve the quality of instruction and resources necessary for the national accreditation of selected areas and the development of the additional graduate programs where appropriate.
- To provide academic support through computer facilities, library resources, student support services, and faculty development opportunities to ensure quality instruction and a challenging academic environment.
- To prepare students for citizenship as Christians in the world through reflective community interactions and teach commitment to ideals of service, benevolence, civic virtue and social justice.
- To increase the diversity of the faculty and student body, address the unique needs of a diverse campus population, and encourage academic inquiry into minority concerns.
- To recruit, develop, and retain a diverse community of teaching professionals, administrators, and support staff who demonstrate excellence in their professional roles and effectively implement the mission of the university in their lifestyles and co-curricular involvement.
- To continue the growth of the student enrollment and development of the capital assets to optimize student opportunities.
- To provide quality academic, spiritual, cultural, and recreational services to its various publics.

About Our Leadership

The administration of Southeastern University is composed of the Board of Regents, the President (Executive Officers), and Vice Presidents (Administrative Officers), and, other administrative faculty and the administrative staff. They derive their titles and functions of their offices from the Constitution and Bylaws of the university. The faculty and staff are informed of the responsibilities of the administration through the Constitution and Bylaws, the Faculty Handbook and the Staff Handbook.

Organizational Flow Chart (See Appendix F)

Board of Regents

The Board of Regents of Southeastern University consists of the District Superintendents of each sponsoring district, one other person chosen by the individual districts, the President of the university (as an ex-officio member), and the chairpersons (or president) of the following groups: Finance and Audit Committee, the Southeastern University Foundation, the President's Leadership Roundtable and the National Alumni Association.

The duties of the Board of Regents are the following: to determine basic policy, to conserve and develop financial resources, to be custodians of the university's property through its Board of Trustees, to maintain the campus, to manage investments, to determine charges and tuition fees, to authorize the budget, to appoint administrative officers and members of the faculty, and to interpret the purposes and programs of the university to its public. The Board carries out its program and exercises its control through the President, the executive officer of the institution.

Administration

President

The President of the university has supervision over the vice presidents, faculty, staff, and student body, and is responsible for the total operation of the university. He/she performs those duties that customarily devolve upon the executive head of such institutions. The Vice Presidents report directly to the President.

Vice President for Academic Affairs

The Vice President for Academic Affairs is responsible to the President for the development of the university's curriculum, which also includes the supervision of its operation. The deans and academic departmental chairpersons report to the Vice President for Academic Affairs. The faculty is administered by the Vice President for Academic Affairs. The Vice President for Academic Affairs also is responsible for student life functions to include areas such as student organizations, discipline, orientation, counseling, and athletics. The Campus Pastor, Executive Director of Student Life, and Athletics Director are responsible to the Vice President for Academic Affairs.

Vice President for Development

The Vice President for Development is responsible to the President to guide and facilitate the progress of Southeastern University by providing leadership, guidance and encouragement in the areas of fund-raising, alumni relations, and public relations. The Executive Director of Development, Public Relations Director, Corporate and Church Relations Director, and Campaign Director report to the Vice President for Development.

Vice President for Finance and Administration

The Vice President for Finance and Administration is responsible for the areas of accounting services, admission and financial aid, management and operation of the campus, and auxiliary enterprises. The Executive Director for Enrollment Management, Bookstore Director, Controller, Chief of Safety and Security, Chief Technology Officer, Facilities Director, Food Services Director, Housing and Conference Services Director, Human Resources Director, and Media Services Director report to the Vice President for Finance and Administration.

Executive Committee

The Executive Committee is comprised of the President as Chairperson, Vice President for Academic Affairs, Vice President for Development, Vice President for Finance, and Administration.

Committees

Committees for which administration and staff may be asked to serve include the following:

- Affirmative Action Committee
- Benefits Committee
- Bookstore Committee
- Enrollment Management Committee
- Marketing Council
- Quality Assurance Committee
- Safety & Security Committee
- Scholarship Committee
- Secure Access Committee
- Staff Advancement Committee
- Staff Social Committee
- Technology Academic Advisory Sub-Committee
- Technology Vision Committee
- Traffic Appeals Committee
- Web Committee

Office of Human Resources

The Office of Human Resources of Southeastern University is administered by the Vice President for Finance and Administration. The following administrative functions are assigned to the Office of Human Resources. The Director of Human Resources is responsible for ensuring that the following functions are carried out:

- Prepare new and revised job descriptions and other records to reflect organization and position changes.
- Evaluate job descriptions and job evaluation study questionnaires to effectively assist in the administration of compensation.
- Process and approve all changes in salaries for staff employees, based on recommendations from department supervision, administrators, and/or the Resource Allocation Committee using established compensation guidelines and approved salary survey information.

- Conduct an annual salary and wage review for all positions.
- Distribute employment applications, administer tests and other evaluations to assist leadership in selecting new employees, transferring present staff to other positions, and distribute, collect, and assess employee performance evaluations on an annual basis.
- Administer benefits for all employees.
- Administer professional development and training for all staff and faculty.

Section 2: Employment

Equal Employment Opportunity

Southeastern University, an equal opportunity employer, espouses the spirit and the letter of equal opportunity with regard to race, color, national origin, gender, disabilities, and age. It is the policy and practice of Southeastern University to employ people from all minority groups, to provide genuine opportunities for advancement in accordance with individual capabilities, to provide guidance and training on the job, and to encourage a program of continuing education that will foster an environment that reflects the university's position on equal opportunity. See Affirmative Action Plan located in Appendix C.

U.S. Department of Labor

The university maintains compliance with state and federal laws regarding wage and hour administration.

Definition of Employee Terms

Employee Type	Definition
Full-Time Employees	Regular full-time staff members are considered full-time employees if they fill a permanent position and average 35 or more clock hours per week.
Part-time Employees	Regular part-time staff members are considered part-time employees if they fill a permanent position and average less than 35 clock hours per week. This excludes university work study and student employees. Benefits for part-time employees include only paid holiday, vacation, sick leave, and retirement for those working 20 hours per week or more as addressed in the relating sections of the handbook.
Federal Work-Study Employees	Southeastern University students whose average workload is 20 hours or less per week and whose compensation is partially funded through the Federal Work-Study program are considered Federal Work-Study employees.
Southeastern University Student Employees	Southeastern University students whose average work load is 20 hours or less per week and whose compensation (minimum wage) is entirely funded by the university are considered Southeastern University student employees.
Temporary Employees	Employees hired for temporary, seasonal or extra assignments of short duration, not more than 90 days, are considered temporary employees.

Job Descriptions

Job descriptions, together with the information in this manual, constitute the general basis on which an employee's work will be evaluated.

Current job descriptions are to be made available to each employee at the time of employment. Job descriptions are to be reviewed at the conclusion of the 90-day probationary period or at the time of promotion or change in job classification with modifications being made after discussion between the employee and his/her immediate supervisor.

Job descriptions are also to be reviewed on an annual basis at the time of the annual performance review or as needed. If, as a result of periodic review, an employee's duties are changed while he/she remains in the same position, he/she will be furnished an updated version of his/her job description in each instance.

A current job description for each staff position will be maintained on file in the respective department and in the individual personnel file in the Office of Human Resources. Each job description will include the following:

- Educational experience or technical requirements of the position.
- Duties and responsibilities of the position.
- Listing of the principal tasks to be performed regularly, periodically or at irregular intervals.
- Person or persons, by title, to whom the employee is responsible and under whose supervision he/she will work.

Employment and Hiring Policies

Probationary Period

All new employees must successfully complete a probationary period, to enable the departmental leadership to determine whether or not the new employee is qualified to perform the duties to which he/she has been assigned. As a general rule, the probationary period shall not exceed three months; however, in jobs requiring special skill, an additional period may be required. Probationary periods may be extended in cases of unsatisfactory performance.

Employment at Will

Successful completion of the probationary and review period does not guarantee continued or permanent employment. Either the employee or Southeastern University may end the employment relationship at will, with or without cause or advance notice, at any time during or after the probationary period.

Nepotism/Evaluative Authority Over Relatives

No family member may have direct or indirect supervision over the progress, performance, pay, or welfare of another family member, and together they may not be

involved with matters of financial controls and physical inventories of university properties.

When two employees in the same department are in a supervisory relationship and get married, the one with the shorter length of service will be required to transfer, resign, or be terminated within 30 days unless the other does so voluntarily.

All current working relationships will be grandfathered in as of November 19, 2007, the effective date of 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.

Administration of the Wage and Salary Plan

The administration of wages and salaries functions under the direction of the Board of Regents and the President of the university. The wage and salary plan is administered by the Office of Human Resources and reviewed by the Resource Allocation Committee for final approval.

The wage policies in effect at Southeastern University for administration, faculty, and staff are reviewed annually. In reviewing the wage structure, consideration is given to the prevailing rates for comparable work in the Lakeland area, the current cost of living, salary levels of related organizations, and the economic condition of the university.

The administration of the wage and salary plan includes the following:

- Set general levels for overall salary structure and changing the characteristics of the structure.
- Approve allocation of positions to job groupings based on official evaluations performed through sanctioned software licensed to the university.
- Review requests for salary adjustments.
- Assure that all salary matters are handled with equity and fairness.
- Receive, approve, and disallow appeals.

Employee Performance and Salary Appeals

If an employee feels he/she has not received just consideration in the matter of salary, he/she may take the matter up with his/her department supervisor, and then if not satisfied, with his/her respective Vice President. Upon approval by the Vice President, the matter may be referred to the Director of Human Resources.

Performance Management

Performance Evaluation Procedures

Salary and wage increments (other than cost of living increases) are earned by the employee based on job performance at Southeastern University. Since all new employees are hired on a provisional basis for the first 90 days of employment, a performance review will be conducted by the supervisor of the employee at the end of the probationary period.

Each employee's performance and service record shall be reviewed annually during the month of May. To aid in this review, an employee performance evaluation form will be sent to the department by the Office of Human Resources to be completed by the appropriate supervisor. The results of the evaluation including suggestions for improvement of weaknesses and commendations on principal strengths will be discussed in person with the respective employee. The employee should be given a "signed copy of the Performance Review" by the supervisor. This form shall then be reviewed by the Director of Human Resources before becoming a part of the employee's personnel file in the Office of Human Resources.

Evaluation Factors

Factors to be considered in reviewing the employee's performance are as follows:

- Quality of work
- Productivity
- Job Knowledge
- Reliability
- Availability
- Independence
- Creativity
- Initiative
- Adherence to Policy
- Completion of required training
- Interpersonal Relationships
- Judgment
- Specific position responsibilities listed in the job description
- Attendance

In addition, exempt (salaried) employees also are reviewed in regard to goals and budget compliance.

Unsatisfactory Performance

If an employee's performance continues to be unsatisfactory after counseling assistance and/or disciplinary actions, further action may be taken up to and including demotion or termination.

Promotion and Transfer

Employees may apply for open positions in other departments after serving for 12 months in their current position. There is no waiting period for promotion/transfer within the same department. Factors considered for all promotions include, but are not limited to, demonstrated intelligence, dependability, full cooperation, leadership, excellent attendance record, soundness of judgment, established character, and familiarity with the work in the field where the opening exists. Employees may also be asked to take additional tests for skill or aptitude according to the job requirements. Consideration for promotion or transfer will be handled on the following basis:

Lateral Transfer - Employees whose service indicates a skill level or potential for transferability will be considered for lateral transfer. An employee normally considered in this category for a lateral transfer is one whose present position is being discontinued, who has a special ability needed in a new position, or who, for reasons other than inadequate performance, requests the transfer. A lateral transfer is one that involves positions of similar skill level.

Demotion - Under certain circumstances, present employees may be moved to an open position that involves a demotion in work status. This type of move, to be considered an exception, can be initiated either by the university or by the employee. Reasons for this move include, but are not limited to, the desire to retain an employee who cannot remain in his/her present job because of reorganization, poor health, or poor performance.

Promotion - Present employees who are qualified will be considered for promotion to the position that is open. The term “qualified” in this category normally means one whose skills and related experience will enable him/her to perform necessary duties of the new position within a period of 30 days.

Employees in new positions will be required to complete a 90-day probationary period in the new position.

Dual Employment

An additional full-time job held by a full-time university staff member is not permitted. Part-time employment outside the university that interferes with the employee’s job performance at the university is not allowed.

Disciplinary Action

Informal Disciplinary Discussion

Few employees intentionally violate university rules and performance standards. Difficulties of this type are usually the result of carelessness, misinformation, improper training, or lack of information. When problems related to a person’s work are minor in nature, the supervisor will discuss the circumstances informally with that person, both to provide constructive counseling and to better understand the

viewpoint of the employee. The employee will be given every opportunity to present his/her side of the issue.

Formal Disciplinary Action

Problems of a more serious nature may warrant formal disciplinary action. This action will take the form of a written notice by the supervisor stating all the relevant facts of the problem and will especially include steps taken to date to attempt to correct the problem. The supervisor in all cases will review the warning notice with the respective director responsible for his/her area. Each level of supervision will approve the indicated action by his/her signature on the written notice. After the warning notice is prepared and approved, the supervisor will discuss the matter with the employee. During the discussion, the employee will be given an adequate opportunity to explain his/her conduct. Also, the employee's reaction along with an appropriate corrective action will be added to the warning notice during the discussion. The employee will be given a copy and will be asked to sign the supervisor's copy. A copy will be retained in the office of the respective supervisor and in the employee's personnel file in the Office of Human Resources.

Discharge

Certain offenses are so serious that discharge of an employee is appropriate. In some cases this action is necessary because of repeated misconduct or poor performance about which the employee has been counseled or received written notice. In other cases, the first violation of normal rules is of such extreme seriousness that immediate discharge is in order. When the violation is clearly defined to be of a nature to warrant discharge, the employee will be notified by his/her supervisor and/or university administrator. In all cases, this action requires the approval of the appropriate vice president in consultation with the Director of Human Resources. If, on the other hand, an investigation is necessary to establish the facts of the case, an employee may be suspended for up to one week. If the employee is to be reinstated, he/she will receive the normal pay for the work time lost during the suspension period.

Grievance Procedure

It is recognized that there are occasions when work-related problems, misunderstandings, and inadequate communication arise and should be dealt with in a fair and timely manner. A grievance procedure provides a means by which employees can bring to the attention of supervisors and administrators those problems that should be solved or unfair treatment that should be corrected. The success of the grievance procedure depends upon the attitudes and degree of support that supervisors and employees give it. An especially vital element of this procedure is a sincere, non-threatening, impartial interest on the part of each supervisor in assuring the employee that his/her problem or question will be handled fairly with a sense of justice and in accordance with university policy. Discrimination or retaliation of any kind taken against an employee for utilizing steps in this procedure will not be tolerated.

Subjects for review through the grievance procedure at the request of the employee include, but are not limited to, promotions, transfers, reduction in staff, termination, work assignments, and the administration of personnel practices. The grievance procedure is comprised of the following three basic steps. Most problems should be solved at the first or second step; however, if the employee feels that subsequent steps are necessary, he/she should feel free to refer to the next higher level.

Step One: The employee should attempt to solve the problem first on an informal basis with his/her supervisor. In most cases, this can be accomplished verbally; however, if the employee chooses, he/she may wish to present his/her concern in writing. Upon hearing the employee's concern, the supervisor will meet with the employee, seek to understand his/her problems, and together they will review alternative solutions. The supervisor will give his/her answer within five working days. If the employee is not satisfied with the answer received in step one, he/she may utilize step two.

Step Two: At this step, to insure complete understanding on the part of all those involved, the employee will state his/her concern in writing to the next higher officer. The vice president, at his/her discretion, will hear both the employee's view and supervisor's view of the problem with the objective of reaching an amiable solution. If the employee is not yet satisfied with the answer at the step two level, he/she may utilize step three.

Step Three: At this point, the employee will state his/her concern in writing to the Office of Human Resources.

Termination of Employment

Separation from the University

Following are the four types of employment separation:

Resignation

The university hopes that each employee will find his/her employment at Southeastern University to be an enjoyable experience. However, if a non-exempt (hourly) employee finds it necessary to resign, a written notice of fourteen days or more is required. Thirty days' notice in writing is required from exempt (salaried) employees.

Retirement

Florida law does not permit a mandatory retirement age; therefore, there is not a set age for an employee to receive retirement benefits. An employee anticipating retirement should notify the Office of Human Resources of their intentions several months in advance so that assistance may be provided relative to Social Security and retirement benefits. Staff employees having questions about the university

retirement program should contact the Office of Human Resources for additional information.

Layoff

Because of funding consideration or decreasing work load, it may become necessary for the university to terminate an employee. In such a situation, a minimum of four weeks' notice will be given by the university. All accrued vacation will be payable to the employee. In addition, the university will endeavor to assist in re-employment efforts for laid-off personnel.

Dismissal

The university reserves the right to dismiss any member of its staff who would for any reason compromise its standards or who repeatedly demonstrates incompetence in the performance of his/her duties. Upon notification and consultation with the Director of Human Resources, if the staff member is found incompetent, his/her supervisor must inform him/her that this job performance is not satisfactory. Should dismissal be necessary, the staff member may be informed of the reason for dismissal. An appeal of this decision may be made to the President of the university. Before receipt of the final pay disbursement, any university keys, technology equipment, or other issued property must be returned to the department supervisor.

Eligibility for Pay-Out of Sick Leave

Non-exempt (hourly) employees who have served 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 sick leave, not to exceed 30 days, when terminating employment for retirement or voluntary resignation. If the employee is terminated for cause, the employee will not be eligible for pay-out of sick leave.

COBRA

Upon termination, full-time employees are eligible to continue their Health, Dental, and/or Cancer Insurance through COBRA (Consolidated Omnibus Budget Reconciliation Act). Employees may continue their insurance for a limited time, usually 18 months

Reinstatement

An employee who leaves the university in good standing may be reinstated within 90 calendar days to an available regular position for which he/she is qualified, without the loss of prior benefit status or accrual. Paid time benefits will not accrue during the absence and the number of days absent is not included in the calculation of university service time.

Rehire

Southeastern University considers reemploying people who have separated from the university for longer than 90 days when the previous work record, the reason for the separation, and the present qualifications warrant consideration.

Individuals may not be reemployed without consultation with Human Resources and the former supervisor. The rehired individual is considered a new employee with no university service for the purposes of accruing paid time benefits, service recognition, and qualifying for tuition, retirement, and insurance benefit plans.

Employee Records

Official Records

Southeastern University employees' official personnel records are maintained in the Office of Human Resources. All records are the property of Southeastern University.

Awards and Recognition

Southeastern University recognizes longevity of service and recognition for academic achievement annually. Longevity of service is recognized in five (5) year increments. Academic achievement is recognized for attainment of a bachelor's, master's, or doctorate degree.

Work Hours

Schedules

General office hours at Southeastern University for staff members are from 8:00 a.m. to 4:30 p.m., Monday through Friday. Because of special requirements in departments including Library Services, Facilities, Security, and Admission, work schedules are arranged between the supervisor and the employee. Work schedules for part-time employees and temporary employees are set by the respective supervisor.

Timekeeping

All hourly employees are required to accurately record their time utilizing the 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 and returning to work station for lunch breaks, medical appointments, classes taken during the work day, or other personal business.
- Leaving work at the end of the workday.

Simultaneous clocking out and in when leaving the premises is against policy. Employees are required to clock in and out at the location authorized by the appropriate supervisor.

If irregularities or discrepancies occur in clocking, such as failure to clock in or out, the employee must notify his/her supervisor. Unless making up time or working pre-approved overtime, employees should not clock in prior to 7:55 a.m. and should clock out by 4:35 p.m.

It may be necessary for some employees to utilize a manual time card. Prior approval must be obtained by the Payroll Office in order to utilize this method of time submission. Each time card must include the employee's signature, as well as an original signature of the approving supervisor; stamped signatures will not be accepted. Time cards must be delivered to the Payroll Office no later than noon each Wednesday. Failure to comply may result in delays in receiving a pay distribution for that pay period.

Lunch and Rest Breaks

Each employee must take a thirty-minute unpaid lunch break if working five (5) hours or more in a shift. Employees may take a rest break of ten minutes, in the middle of each 4-hour shift or at a time convenient to the work schedule, other than adjacent to a lunch break or the beginning or ending of work hours. The work break for part-time, student, and temporary employees is negotiated with the respective supervisor and is adjusted for work schedules. The lunch break is not subject to accrued paid leave time.

Pay Periods

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. For employees who do not have or are unable to open a checking or savings account, a prepaid debit card will be issued. Please contact the Payroll Office for details. Employees may view and print their pay stub online at <http://ipay.adp.com>. For instructions, please contact the Payroll Office.

Payroll Deductions

Certain deductions, required by law, are made from employees' paychecks each pay period. Federal income taxes are withheld each period based on the number of exemptions claimed by each individual on the W-4 form. Social Security (FICA) taxes are withheld each pay period in the amount required by federal law. Please report any changes in the number of dependents or other information that would affect your payroll tax deductions to the Payroll Office.

Payroll deductions may be requested for university approved programs such as health, dental, or life insurance coverage, retirement contributions, donations to university or to the United Way, for an outstanding student bill, etc. The Payroll Specialist in the Business Office will be able to provide additional information.

Overtime

Overtime Worked by Non-Exempt (Hourly) Personnel

There are occasions when overtime may be necessary. If a supervisor requests an employee to work overtime, the employee will be notified as far in advance as possible. If the employee finds it necessary to work overtime, prior approval must be obtained from the supervisor.

Hourly employees are paid time and one-half for all authorized time worked beyond forty hours in the pay week. However, time paid for university scheduled holidays or other paid leave (e.g. vacation, sick days, bereavement, jury duty, personal time off, etc.) are not considered time worked when computing overtime in a pay week.

Overtime Worked by Exempt (Salaried) Personnel

Salaried personnel are employed to accomplish a certain task. It is generally expected that their assignments will not require work in excess of the normal work week; however, if the work load requires extra time, it is expected that salaried personnel would assume this responsibility without additional compensation. As a general rule, salaried personnel may take short periods of leave during work hours for personal business and other activities in lieu of time spent in excess of the normal work week; however, extended hours should not be accumulated for the purpose of taking extra time off at a later date. If salaried employees are given extensive special work assignments not connected with their normal duties, compensation will be a predetermined amount and will not be based on overtime rates.

Overload Policy

Staff and administrative personnel may receive additional compensation from Southeastern University for a teaching overload of up to six credit hours per semester during the regular fall and spring terms. Overload of up to six credit hours may be permitted during the summer provided there is no overlap with classes taught during that time or overlap with the fall and spring terms. Time dedicated to preparation for or actual classroom/online instruction must not fall during the regular scheduled working hours without the written permission of the employee's supervisor and appropriate vice president. It is the intent of this policy that the employee be committed to teach only one class at a time.

When a staff or administrative employee is offered the opportunity to perform in an overload capacity, the employee should submit a written request to the immediate supervisor. The written request must include: (1) the description and delivery method of the class to be taught; (2) the scheduled dates, times and duration of the classes and (3) 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, 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. The additional scheduled time must be approved by the supervisor.

Absence from Work

Absence Request Form

A staff employee is considered absent if he/she is not present for work as scheduled, regardless of cause. All scheduled and unscheduled absences for all employees must be approved by the immediate supervisor. An Absence Request Form should be completed for each absence, and is submitted to the Payroll Office with the supervisor's original signature; no stamped signatures will be accepted.

Scheduled Absences

An employee is to notify his/her supervisor as early as possible when scheduling absences. Scheduled absences are arranged at the mutual convenience of the department and the employee. An employee's request for absence may be denied, especially if the absence interferes with department operations, as when the request is not made with sufficient notice. Scheduled absences should be submitted at least two weeks in advance.

Unscheduled Absences

In order to ensure adequate coverage, an employee (or a representative if the employee is incapacitated) is required to notify his/her supervisor at least one hour before the time he/she was scheduled to report to work. On each day that a staff member takes an absence not scheduled in advance with the supervisor, the employee is to contact the supervisor and give the reason, and expected return date and/or time.

Lack of notice to the supervisor for an absence of three consecutive days indicates that the individual has abandoned the job and is grounds for termination of employment. Lack of notice during an absence of less than three days is grounds for corrective action that may include termination of employment.

Excessive Absences

Excessive absences are cause for corrective action and may result in termination. They are also taken into consideration for salary increases and in the 90-day and annual performance reviews. Each department defines excessive absence based on its own operations and informs its employees of its policy.

Documentation of Absence

A supervisor may require documentation from an employee for requests for absence prior to the absence or at the time of returning from the absence. Absences greater than 3 days in length will be automatically considered under FMLA leave, dependent on the circumstances of the situation.

Tardiness

Staff members are expected to be at their place of work, prepared to work, at the times established by supervisors. An employee is tardy if he/she fails to report to the assigned workplace, prepared to work, at the scheduled time. This includes returning from breaks and lunch periods.

Departments define the punctuality standards for their operations and communicate them to employees. Staff members who expect to be late are to notify their supervisors according to the department's procedures.

Excessive tardiness is grounds for corrective action and may lead to termination of employment.

Making Up Time

Occasionally, arrangements may be made to make up time lost for emergency or other necessary reasons, such as illness in the family, doctor or dental appointments, etc. Factors to be considered in granting this privilege include the nature and frequency of the request and whether making up time would seriously hinder work schedules. All time should be made up during the current work week. When make-up time is authorized, employees may work on Saturday or at the start or end of the work day.

Paid Time Benefits

Vacation

Vacation benefits are accrued during the employment year, and may be used as they are earned with the supervisor's approval. All full-time employees working 35 or more hours per week at Southeastern University earn vacation time as follows:

Years of Service	Annual Vacation Earnings
0 - 1	One Week (40 hours)
2 - 7	Two Weeks (80 hours)
8 - 15	Three Weeks (120 hours)
16 or more	Four Weeks (160 hours)

Regular part-time employees are entitled to vacation accrual time based on the number of hours they work.

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 without taking actual time off work.

Each department head should insure that earned annual leave is used on a current yearly basis in order to provide employees with vacation, proper rest, and relaxation. By following this practice, employees will not normally accrue annual leave in excess of that earned each year. An employee may not accrue annual leave credits in excess of the following:

Years of Service	Maximum Accrual Allowed
0 - 1	80.00 hours
2 - 7	120.00 hours
8 - 15	160.00 hours
16 or more	200.00 hours

Once an employee reaches the maximum accrual hours of vacation leave he/she will no longer accrue additional leave hours until they are below their maximum accrual hours. Taking vacation time allows the hours to fall below maximum accrual, allowing hours to begin to accrue again.

Sick Leave

All 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. Sick leave may be accumulated indefinitely to provide income during periods of extended illness. Utilization of sick leave credits is reported on each biweekly pay.

Sick pay for part-time employees will be calculated by obtaining the ratio of hours worked per week (according to the original terms of employment) to 40 hours (standard hours per week for full-time employee) and then multiplying that percentage by the number of hours given to a 40-hour per week full-time employee.

Temporary workers do not receive sick leave.

Sick leave may be granted upon approval of the department supervisor for the following reasons:

- Personal illness.
- Illness of a member of the employee's immediate family. Immediate family includes family members in the household and/or others who live in the household for whom the employee's care is essential.
- Medical appointments that cannot be arranged at any time other than during the employee's normal working hours.
- Personal leave of a maximum of two days per calendar year. New employees with a start date after July 1 would receive only one personal day in the current year. Personal leave is not accrued and starts over with the beginning of each calendar year.

- During a national emergency or major disaster usually attributed to an act of God, should there be extensive destruction and injuries, sick pay will be given as it may seem feasible at the time.

Sick pay will not be given under the following conditions:

- Sickness or injury resulting from employment for wages outside Southeastern University.
- Injuries sustained through activities out of harmony with the policies of the Assemblies of God.

Medical Appointments

Medical appointments may be made when necessary during working hours with approval of the supervisor. Time lost for appointments not exceeding two hours may be made up. Sick leave must be utilized for appointments exceeding two hours in duration.

Holidays

The following thirteen days are the regularly scheduled holidays:

Holiday	Days Off
New Years Day	One Day
Martin Luther King 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.

Holiday pay for part-time employees will be calculated by obtaining the ratio of hours worked per week (according to the original terms of employment) to 40 hours (standard hours per week for a full-time employee) and then multiplying that percentage by the number of holiday hours given to a 40 hour per week full-time employee. For example, a 20 hour per week part-time employee would receive holiday pay for four hours (one half) during the period when eight hours is the standard work day.

Temporary workers do not receive paid holidays.

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. Employee will receive time and half pay when working the holiday.

Bereavement

With the supervisor's approval, full-time employees may be granted up to five days bereavement leave in the calendar year for funeral arrangements, funeral attendance, etc. in the event of a death in the immediate family. The term immediate family includes an employee's spouse, parents, children, grandchildren, step-children, sister, sister-in-law, half-sister, brother, brother-in-law, half-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.

Jury Duty or Court Appearance

Employees who are subpoenaed for jury service or court appearance will receive compensation for their regular wages for the period of time they are on jury duty or giving testimony due to a subpoena. Fees received from jury service may be kept by the employee.

If an employee serves on jury duty or gives testimony for only a portion of the day, he/she would be expected to work the additional time to make up eight hours. For example, if only two hours are served on jury duty or giving testimony, the employee would be expected to work six hours to make up the total eight hours. This procedure would be followed for any days the employee serves on jury duty or complies with a subpoena for court appearance.

Leave of Absence (Non-FMLA)

Leave of absence without pay may be granted under certain circumstances provided that such absence of the particular employee does not seriously jeopardize a part of the university operation. If such leave becomes necessary, a written request must be submitted to the appropriate department supervisor with final approval being given by the appropriate vice president. If the unpaid leave is to exceed 30 days, approval must be given by the Executive Committee.

Leave of absence for employees that do not qualify under the Family and Medical Leave Act (FMLA) will be handled on a case by case basis. If approved, the employee must use their accrued sick and vacation time, but once their paid leave ends (i.e. sick and vacation time run out), the employee would be responsible for covering the cost of the benefit premiums, including the portion that the university normally pays.

During leaves of absence, employees may continue their membership in the various employee benefit plans; however, the employee will be responsible for making arrangements with Human Resources to pay for the cost of the insurance premiums in

a timely manner. Failure to pay the required premiums by the due date may result in the employee's termination from the benefit plan.

Vacation and sick time will cease to accrue once an employee begins unpaid leave. Also, retirement benefits will not be paid during unpaid leave. There will be no holiday pay when on unpaid leave. Requests for leaves of absence must be submitted thirty days prior to the first day of the requested leave of absence if foreseeable.

Military Leave

Any staff employee ordered to annual military training as a member of any United States Armed Forces Reserve may be granted up to seventeen days of leave on a leave of absence basis. Permanent employees who are inducted into the United States Armed Forces or who are ordered to active duty by initiative of the military service rather than by request of the employee will be granted leave of absence, if requested, for the initial period of induction but not for reenlistment.

Family and Medical Leave

Eligible employees are allowed up to 12 weeks of paid or unpaid FMLA leave. Employees will be required to utilize their sick and vacation time prior to going on unpaid leave. Please see Appendix F for an explanation of an employee's rights under the Family and Medical Leave Act.

Section 3: Benefits

Southeastern University provides a comprehensive benefit package for full-time employees. Part-time employees are eligible for some benefits. Please note that for all insurance benefits, employees must enroll within 30 days of their date of hire. Please contact the Office of Human Resources or visit the faculty and staff intranet for more detailed benefit information.

Benefits Eligibility Table

Benefits Eligibility Table

BENEFIT	Faculty	Deans/Directors/ Administration	Staff (FT)	Staff (PT)
Health Ins	Date of FT Hire	Date of FT Hire	Date of FT Hire	N/A
Dental Ins	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	N/A
Life/ Short & Long Term Disability	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	N/A
Cancer Ins	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	First of month following date of hire. If date of hire falls on the first of the month, benefits begin on date of hire.	N/A
Retirement	First of month following date of FT hire	First of month following date of FT Hire	One year waiting period. If employee previously worked at an educational institution and was enrolled in their retirement plan, employee is eligible on first of month following date of eligibility.	First of month following date of eligibility
Tuition Waiver				
Undergraduate				
Employee	Date of FT Hire	Date of FT Hire	After one year of full-time employment	N/A
Spouse/Child	Date of FT Hire	Date of FT Hire	After three years of full-time employment	
Graduate				
Employee	Date of FT Hire	Date of FT Hire	After one year of full-time employment	
Spouse/Child	Date of FT Hire	Date of FT Hire	After three years of full-time employment	

Vacation Time	N/A	Accrual begins on date of hire. Amount of accrual based on years of service.	Accrual begins on date of hire. Amount of accrual based on years of service.	Pro-rated accrual begins on date of hire. Percentage is based on number of hours worked according to original terms of employment
Sick Time	Accrue 10 days per year	Accrue 8 hours per month	Accrue 8 hours per month	Pro-rated accrual begins on date of hire. Percentage is based on number of hours worked according to original terms of employment
Personal Time	N/A	May use a maximum of 2 days of sick time for personal leave, per calendar year. Employees with a start date after July 1 receive only one personal day.	May use a maximum of 2 days of sick time for personal leave per calendar year. Employees with a start date after July 1 receive only one personal day.	May use a maximum of 2 days of sick time for personal leave, per calendar year, prorated based on hours worked. Employees with a start date after July 1 receive only one prorated personal day.

Temporary Employees, Adjunct Professors, and Student Workers are not eligible for benefits.

Insurance

Health

Southeastern University (SEU) offers Health Insurance coverage for full-time employees effective on their date of hire.

Premiums

At the present time, Southeastern University covers 100% of the cost of the health insurance premium for the employee's coverage for our gold and silver plans. If an employee chooses to add a spouse and/ or dependent child(ren) to the plan, the employee is responsible for paying the cost of the additional premium through biweekly payroll deductions.

Vision

A vision discount is currently provided through the health insurance plan at no extra cost. The plan covers the cost of a vision exam, minus the co-pay, every other year. Preferred pricing or a percentage discount may be given for glasses, lenses, and non-disposable contact lenses. A discount of up to 15% may be given for laser vision correction. All vision services must be provided by a vision specialist in the current health care network.

Dental

Voluntary dental insurance is available through the Guardian Dental Guard and employees may choose from two plans, the Base Plan and the Buy-up Plan.

The full cost of the premium is paid by the employee through biweekly payroll deductions. Full-time employees are eligible to enroll in dental insurance beginning the first of the month following date of hire. Both plans allow for in-network and out-of-network benefits.

Life Insurance

Group Life and Accidental Death & Dismemberment (AD&D) Insurance

Life and AD&D Insurance is provided through The Guardian Life Insurance Company. Southeastern University covers the cost of the premium for \$10,000 in Life Insurance on the employee and an additional \$10,000 in the case of an Accidental Death or Dismemberment. An age reduction of 35% occurs at age 65, 25% at age 70, 15% at age 75, and a final 10% at age 80. Full-time employees are eligible for life insurance the first of the month following date of hire.

Voluntary Life Insurance

Additional Voluntary Life Insurance on the employee, spouse, and dependent children may be purchased through The Guardian Life Insurance Company, and the full cost of the premium is paid by the employee through payroll deductions.

Disability Insurance

Short Term Disability (STD)

Southeastern University offers a voluntary short-term disability plan through The Guardian Life Insurance Company to help protect employees against loss of income in the event of a temporary disability. Qualifying disability may be caused by any of the following situations, resulting in the employee's inability to perform his/her work duties as determined by the employee's physician:

1. Accident/Injury
2. Illness
3. Pregnancy

Eligibility

Any full-time employee working a minimum of 35 hours per week for 52 weeks per year is eligible to enroll in short-term disability.

Coverage

The STD plan will pay up to 60% of the employee's weekly salary to a maximum of \$1000 per week. Benefit payments begin 30 days after a qualifying disability or illness occurs and may continue for up to 22 weeks. A Health Statement will be

required from the treating physician. On the job accidents are not covered under the STD plan when worker's compensation benefits are payable.

Premium

The cost of the premium is paid 100% by the employee through semi-monthly payroll deductions. Premium amounts are based on the employee's weekly salary. While an employee is on disability and receiving STD payments, the premium is waived.

Concurrent FMLA Leave

When an employee is eligible for FMLA (see Appendix E for FMLA eligibility requirements), STD leave will run concurrently with FMLA for the first 12 weeks of leave, whether paid or unpaid. Job protection is provided through FMLA for the first 12 weeks of disability leave; however, after the 12 weeks of FMLA leave expires, job protection is not guaranteed. If deemed disabled prior to the termination date, STD benefits may continue even if an employee is terminated due to an inability to return to work following expiration of FMLA leave.

Use of Accrued Paid Leave

During STD leave, employees will be required to utilize any accrued vacation and/or sick time. For the first 30 days of the STD leave waiting period, accrued time will be taken in the amount of 8 hours per day or the regularly scheduled works hours each day (not to be less than 7 hours per day), until the accrued time runs out. When STD insurance begins paying on the 30th day, the employee will receive payment of 60% of his/her salary from the Guardian. The employee will also be required to supplement this amount by taking any remaining vacation or sick time in order to receive 100% of the weekly salary. For example, if an employee's weekly salary is \$500, the employee will receive \$300 from the Guardian for STD. If the employee has accrued vacation or sick time, the employee will be paid an additional \$200 through his/her sick and/or vacation time to equal the regular weekly salary of \$500. If an employee has no remaining sick or vacation time, then he/she would just receive the \$300 STD pay.

Long-Term Disability Insurance

Long-Term Disability Insurance is available at no cost to full-time employees. Full-time employees are eligible the first of the month following date of hire. Benefits are payable 180 days after the date of a qualifying disability and would pay up to 60% of the annual salary up to a maximum benefit of \$6000/month. Partial disability benefits also are available.

Retirement

Employer-Paid Contributions

Southeastern University contributes an amount equal to seven percent (7%) of an employee's base salary into a 403(b) retirement plan with TIAA-CREF, Fidelity Investments, or Assemblies of God Financial Solutions to eligible employees. Employees may elect to contribute an additional amount into their retirement plan through biweekly pre-tax payroll deductions; however, the employee self-contribution is not required in order to receive the employer contribution. Information relative to maximum retirement contribution limits may be obtained in the Office of Human Resources.

Retirement Benefit Eligibility

Eligibility requirements for retirement contribution benefits are summarized below:

- Full-time staff employees are eligible after one year of continuous full-time service.
- Staff employees that have transferred to Southeastern University from other higher education institutions and were participating in an employer-sponsored retirement plan when he/she terminated would be eligible to participate in SEU's retirement plan upon date of hire. The difference between termination date at the previous employer and date of hire at Southeastern University may not exceed 30 days.
- Administrators, directors, and full-time faculty are eligible upon the first of the month following date of hire.
- Employees switching from part-time to full-time status become eligible on the full-time status date, provided that they have worked a minimum of 2,080 hours since their date of hire, and the previously stated eligibility requirements have been met. Employees with fewer than 2,080 hours will become eligible upon attainment of 2,080 hours of continuous service, including part-time hours.
- Part-time staff employees are eligible after one-year of continuous full-time service and they are contracted to work 20 or more hours per week, or 1000 hours/calendar year.

Employee-Paid Self Contributions (Elective Deferrals)

- Full- and part time staff are eligible the first of the month following date of hire to enroll in a retirement plan and make self-contributions via payroll deduction. There is no waiting period to take advantage of this benefit. Part-time staff must be contracted to work 20 hours or more per week.

Employee Professional Development

Center for Professional Development

Technology training can assist you in achieving your instructional, research, and other professional objectives by providing support for commonly used and emerging technologies. Services provided in the Center for Professional Development include the following:

- Classes for faculty and staff
- One-on-one consultations
- Technology integration

Some of the technology classes offered include MS Word, Excel, PowerPoint, and Outlook. In addition to regular on-the-job training, employee training is accomplished through university sponsored training courses, conferences, seminars, videos and university courses. For more information on the Center for Professional Development, you may contact the Office of Human Resources.

Tuition Waiver for Undergraduate and Graduate

Tuition Waiver for Undergraduate Program

All full-time staff employees who have been employed by Southeastern University for one (1) year of continuous and current full-time service are eligible for tuition waiver for tuition not covered by federal or state financial aid grants. All applicants for tuition waiver taking six (6) credit hours or more are required to apply for financial aid.

Following the required waiting period for tuition waiver, full-time staff members may enroll without cost for tuition in resident classes at Southeastern University provided such attendance does not adversely affect completion of assigned duties as related to their employment at the university. Employees are not paid for the time spent in class. The maximum number of credit hours allowed per term that coincides with the employee's work schedule is three (3) credit hours. Employees may work to make up the time at the discretion of the supervisor. Written approval from the employee's supervisor and administering vice president is required on the tuition waiver form. After obtaining appropriate signatures, the form must be forwarded to the Human Resources office.

Tuition not covered by federal or state financial aid grants will also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a full time, continuous student at Southeastern University) of full-time department directors. Tuition not covered by federal or state financial aid grants will also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a full time continuous student at Southeastern University) of regular full-time staff members who have three (3) or more years of continuous and current full-time service. Eligibility of the staff member must be met prior to the marriage of the child.

No child of an employee is eligible for tuition waiver if married before the parent's eligibility is established.

If an employee or their eligible tuition waiver spouse and/or child have an outstanding balance on any of their individual Southeastern University student accounts, the employee, the employee's spouse and/or child are not eligible to register for classes at Southeastern University or be eligible for the employee tuition waiver until the balance or balances are paid in full.

Should a student receiving a tuition waiver be placed on academic deficiency, academic probation or disciplinary probation, the student would not be eligible to renew the waiver until the deficiency is corrected and/or the probation is lifted.

Tuition Waiver for Graduate Program

All full-time staff employees who have been employed by Southeastern University for 12 months of continuous and current full-time service are eligible to apply for tuition waiver in the Southeastern University Graduate Studies Program. Staff employees at director-level or above are eligible to apply for the waiver immediately.

Following the required waiting period for tuition waiver, full-time employees may enroll without cost for tuition in classes at Southeastern University provided such attendance does not adversely affect completion of assigned duties as related to their employment at the university. Employees are not paid for the time spent in class or study related to the class. The maximum number of credit hours allowed per term that coincides with the employee's work schedule is three (3) credit hours. Employees may work to make up the time at the discretion of the supervisor. Written approval from the employee's supervisor and administering vice president is required on the tuition waiver form. After obtaining appropriate signatures, the form must be forwarded to the Human Resources office and will be submitted to the Cabinet for final approval.

Current benefits related to tuition waiver as well as those benefits for the following year will be suspended if the employee does not maintain a minimum of a "B" in any given term. Benefits will not be allowed for auditing of courses or for courses unrelated to an approved program of study.

If an employee has an outstanding balance on their individual Southeastern University student account, the employee will not be eligible to register for classes at Southeastern University or be eligible for the employee tuition waiver until the balance is paid in full.

Tuition may also be waived, for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of regular full-time staff members who have three (3) or more years of continuous and current full-time service. Tuition may also be waived for the spouse and unmarried children (up to age 25, and children in this age group who marry while a student at Southeastern University) of full-time department directors (no waiting period required).

Any income tax assessments resulting from utilization of this benefit are the responsibility of the employee.

The Tuition Waiver for Graduate Program studies may be amended or abolished at any time by action of the Cabinet of the university without prior notice.

Continuing Education and Professional Development

Continuing Education and Professional Development Outside of Southeastern University

Application for continuing education/professional development at institutions outside of Southeastern University is not offered to employees; however, occasionally certain circumstances may require that an employee attend another institution for a class or degree not offered at Southeastern and receive reimbursement. Decisions will be made on a case-by-case basis. Please contact the Office of Human Resources for more information.

Other Benefits/Services

Facilities

Use of the library, gymnasium, tennis courts, swimming pool, and conference room areas is permitted with proper authorization by the administration.

Meal Benefit

For full-time, first shift employees, the noon meal is provided at no cost, Monday through Friday during the fall and spring semesters when the restaurant, Tuscana Ristorante, is open. For full-time second and third shift employees, dinner or breakfast is provided when the restaurant is open.

Discounts

A discount is available on certain items in the bookstore for full-time employees. For further information, please contact the Bookstore Director.

Free attendance at most university-sponsored athletic events is available for employees and their families. Please check in advance for specifics.

Notary Public

A notary public service is provided without charge to university employees and students. Please contact the Office of Human Resources for details.

Personal Check Cashing

Staff members may utilize check-cashing privileges with the cashier in the Business Office. Checks to be cashed should not exceed \$100; two-party checks will not be accepted.

Children in the Workplace

Southeastern University's policy does not allow children in the workplace. This policy is based upon the commitment to maintain a professional atmosphere that will lessen the potential for interruption of work for the employee and co-workers, reduce personal and property liability for the organization, and to facilitate an excellent learning environment for our students.

Minor/dependent children are not permitted in the workplace after school or during their school breaks/vacations. A child who has an illness that prevents him/her from being accepted by a regular day care provider or from attending school, particularly a child with an infectious disease, should not be brought to the workplace under any circumstances. Employees of the university with dependent children are expected to plan for childcare during the hours they are working. Please note no child will be allowed to travel in Southeastern University owned or funded transportation. Failure to follow this and any other university policy could result in disciplinary action up and including termination.

Exception is made for university sponsored events which could include participation in summer camps or pre-approved community service hours.

As used in this policy, the terms "dependent," "minor" and "children" are defined as any individual who has not reached the age of 18. The university does not accept any liability for injuries to children who are on campus in violation of this policy.

Wachovia at Work

For the convenience of faculty, staff, and students a Wachovia Bank Branch Office is located in the Pansler Building. Special benefits/discounts may be offered to Southeastern University faculty and staff at this branch location only.

Exception to Privileges and Benefits

Unless otherwise stated, regular part-time, temporary and student employees will not receive or participate in the privileges and benefits of full-time employees.

Section 4: Employee Responsibilities

Accidents, Injuries, and Workers' Compensation

What is Workers' Compensation?

The Florida Workers Compensation Program pays medical and disability benefits when an injury or illness arises “out of and in the course of” employment. Workers’ compensation is regulated by the state of Florida, and the benefits are set by law. Southeastern University’s managed care provider will coordinate medical treatment if an employee is injured on the job. All medical treatment must be provided through an approved doctor within the specified network, except in the case of a limb or life-threatening emergency.

Benefit Coverage

All Southeastern University employees are covered by Workers’ Compensation Insurance, effective their first day of employment.

This coverage will pay for all reasonable and necessary medical care if an employee is injured at work in the course of his/her employment.

Wage loss resulting from a work-related injury may be available. Employees that are eligible for sick leave may utilize their sick time to cover any amount that Workers Compensation does not pay, up to the regular base pay.

Employee Responsibilities

If an employee gets hurt on the job and it is an EMERGENCY:

- Have someone call 911 or take the injured worker to the nearest emergency room.
- Immediately report the injury to the Safety & Security Department so that the appropriate report can be completed.
- The supervisor or another responsible person should report the injury to the Office of Human Resources as soon as possible, in order that the provider may be notified of the injury.
- See Human Resources as soon as possible to complete the required injury-related paperwork.

If an employee gets hurt on the job and it is NOT an emergency:

- The injured worker should report the injury to his/her supervisor immediately.
- Immediately report the injury to the Safety & Security Department so that the appropriate report can be completed.
- See Human Resources as soon as possible to complete the required injury-related paperwork and to obtain authorization to visit an approved doctor in the provider’s network. **Please note that injured workers will not be able to**

receive treatment until the provider faxes a treatment authorization to the doctor's office.

Concurrent Workers' Compensation and FMLA

For employees that have a workers' compensation injury resulting in the inability to perform the requirements of the job, Family and Medical Leave (FMLA) will automatically run concurrently with the workers' compensation injury for those employees that qualify for FMLA (see Appendix E for eligibility requirements). For employees that do not qualify for FMLA, the duration allowed under workers' compensation leave will be determined on a case-by-case basis, depending on the needs of the employer and the department.

Safety and Security

Safety

Safety should be of primary concern to the administration, supervisors, and employees of the university. Supervisors should insure that there is an adequate amount of safety equipment including fixtures, controls, safety glasses, etc. and that this equipment, along with procedures, are in place. Supervisors are responsible for insuring that safety equipment is in good operating condition and that employees are adequately instructed as to proper use and to the importance of following safety measures. Employees are expected to use safety equipment as instructed, to be concerned for safe methods of carrying out their assigned duties and to report immediately to their supervisor any failure of safety equipment and the need for amended safety measures in both their own work area and the remainder of the university campus. Continuing consideration is given to the safety requirements called for by the Occupational Safety and Health Act of 1970 (OSHA).

Security

All employees are encouraged to cooperate with security of the property. Employees should be alert to areas left unsecured and especially to doors utilized after regular working hours. An employee who is issued keys or assigned responsibility for files, records, or working areas must maintain the security and integrity of same and upon termination of employment must turn in all keys.

Emergencies and Unusual Occurrences

Staff employees are asked to report to their supervisors or the Director or Assistant Director of Safety and Security any hazards to safety on campus. Any accidents or other unusual or emergency occurrences of significant nature that may be of general concern should be reported.

Parking

Employees are required to register their vehicles in the Safety and Security Office. Parking permits should be displayed by hanging from the rear view mirror. Vehicle or license changes should be reported to the Safety and Security Department.

Employees may park in any area on campus not designated as handicapped spaces, visitor spaces, loading zones, reserved spaces or other restricted areas. Do not park in the Addison Hall circle drive. Do not double park. Parking tickets will be issued to employees not adhering to parking policies.

Personal Appearance and Conduct

Community Relations

Good community relations are vital. Your day-to-day contacts with other staff members, students, faculty, visitors, and the public reflect the attitude of the university and have a great influence on the formation of opinion of our university.

Personal Business

The writing of personal letters, the planning of personal social affairs, the reading of non-work related literature, and selling or soliciting during regular working hours is prohibited.

Personal telephone calls (local, interoffice, and long distance) during working hours are not approved except during emergencies. Do not encourage anyone to call you at work except when an emergency arises. Personal conversations should be limited as they are disturbing and harmful to efficient operation.

Please discourage salesmen and other business representatives from calling you regarding personal business during working hours. Solicitation on the campus is not permitted, either by employees or outside persons. Solicitors will not be permitted to contact employees for the purchasing of articles or for contributions. Exceptions to this rule will be at the discretion of the administration. Violation of this policy may result in disciplinary procedures up to and including termination of employment.

All personal mail should be directed to your home address. You are requested not to use the school address as your personal mailing address.

Computers and other office equipment are to be used for office business only. Personal use of university computers and/or equipment is not permitted. See Appendix A for personal computer use.

Smoking

Use of tobacco in any form is not permitted on campus property. Southeastern University is a smoke-free environment and complies with the Florida Clean Indoor Air Act, Florida Statute 386.205 2 (a).

Alcoholic Beverages and Illegal Substances

The possession, use, or distribution of alcoholic beverages and/or illegal drugs on campus is expressly prohibited. In addition, each employee will be required to sign a statement acknowledging the receipt of and understanding of the federal regulations concerning the possession, use, or distribution of illicit drugs and alcohol. This is in accordance with the Drug Free School and Communities Act Amendment of 1989 (Public Law 101-226).

Compliance with this policy is a condition for employment. Any employee must notify their respective vice president and Human Resources of any drug statute conviction for a violation occurring in the workplace. This is in accordance with the Drug-Free Workplace Act of 1988.

Drug-Free Workplace Act

It is the policy of Southeastern University that the unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited at the workplace. 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.

Southeastern University recognizes that drug addiction is an illness that requires professional assistance and treatment. The medical plans offered to faculty and staff contain certain coverage options specifically set up to assist in recovery from such illnesses, and the Director of Human Resources is available to discuss in confidence questions concerning this policy, drug addiction, and insurance coverage for drug abuse. Individuals whose work performance is impaired as a result of the use or abuse of illegal drugs may be required to participate in an appropriate diagnostic and treatment plan.

In accordance with the Federal Drug-Free Workplace Act of 1988, and as a condition of employment with Southeastern University, each faculty and staff member and student employee must agree to abide by this statement of the university's Drug-Free Workplace Policy and to notify the Director of Human Resources, in writing, of any criminal conviction related to drug activity in the workplace within five (5) days after such conviction.

Personal Appearance

The purpose of this policy is to convey an appropriate professional image of Southeastern University to our students, university visitors and the general public. We seek to establish appropriate guidelines for attire that model for our students and others the professionalism expected of members of our profession, and to encourage recognition of all of our employees as valuable members of the Southeastern University community. Southeastern University reserves the right to define appropriate standards of appearance for the workplace.

Employees are expected to be dressed in clothing that is appropriate for their work area and for the responsibilities/duties expected to be performed that day. All employees should be conscientious in regard to personal hygiene and grooming.

Employees in the Facilities and Safety & Security Departments are required to wear the official uniforms issued to them.

Employees in areas of the university that do not require uniforms are expected to be attired modestly and appropriate to the business setting:

For men, this generally includes trousers, socks and shoes, dress shirt, and tie. Suits or blazers are appropriate for directors and administrators. Shirrtails are to be tucked in at all times. Denim is not permitted. Excessive hair length (below the shirt collar at normal posture) for men is prohibited, including ponytails, regardless of length.

Facial hair for men shall be kept neat, clean and well groomed. Hats, caps, and other head wear are not permitted. Body piercing jewelry and tattoos that are visible are not permitted. Cargo pants, sweatshirts, turtlenecks, work boots, tennis shoes, sandals, beach shoes, flip flops, moccasins, and slippers are not permitted.

For women appropriate dress includes dresses, skirts, dress pants, blouses and/or sweaters, appropriate dress shoes (heels or flats) or dress boots. Tennis shoes, beach shoes, flip flops, moccasins, and slippers are not permitted. Denim is not permitted. All clothing should be in good taste, not form fitting or sheer. Necklines must be discreet. Spaghetti straps and clothing that exposes the midriff is not appropriate. Other than earrings, no body piercing jewelry or tattoos that are visible will be permitted.

A violation of the dress code is not grounds for immediate dismissal. Depending on the severity of the infraction, sanctions may include placement of notice in the employee's personnel file, probation and/or being sent home to change attire.

Continued and repeated violations after notice may result in employment personnel sanctions up to and including dismissal.

Uniforms

Uniforms are provided at no initial cost to the employee for those working in the Facilities Department and Safety and Security Department. Uniforms are issued to an employee when hired and new uniforms are issued at the discretion of the department. If an employee leaves after working less than six months after the uniforms are issued, the cost of the uniform(s) will be deducted from the employee's pay. If an employee works longer than six months after the uniforms are issued, there is no cost to the employee; however, the uniforms must be returned. All security personnel must return uniforms to the Safety & Security Department when employment is terminated, whether voluntary or involuntary.

Employment Standards

Employees should conduct their personal affairs so as to never cast a bad reflection upon the university. Careless living, failure to pay debts, inappropriate lifestyle, and

any other departure from accepted Assemblies of God standards shall be considered grounds for dismissal.

Employees are expected to maintain active church membership and be faithful in attendance. As born-again believers, they are expected to be faithful in the reading of God's Word, in prayer, in Christian service and testimony.

Employees should be a source of encouragement to one another, uplifting one another, and should abstain from becoming involved in gossip.

Harassment in the Workplace

Southeastern University has a tradition of providing a caring and nurturing environment in which students and employees can pursue excellence. Politeness and friendliness are virtues that members of the university community seek to demonstrate in their day-to-day interactions. Rude and/or hostile behavior, on the other hand, not only violates the university's tradition of friendliness, but also undermines rational discourse and interferes with the educational process. Therefore, it is the policy of Southeastern University that all employees, students and authorized users of university facilities be able to enjoy a campus environment free from all forms of discrimination, including harassment based upon one's race, color, age, national origin, disability or veteran's status.

For the purposes of university policy, the term "harassment" refers to any behavior, verbal or physical, that stigmatizes or victimizes individuals on the basis of race, color, age, national origin, disability, or veteran's status and that:

1. Involves a stated or implicit threat to the victim's academic or employment status and/or
2. Has the purpose or result of interfering with an individual's academic or work performance and/or
3. Creates an intimidating or offensive academic, work or campus environment.

The university regards such behavior as a violation of the standards of conduct required of all persons associated with the institution. The prohibition against harassment applies to all interactions including, but not limited to, those occurring on campus, in university facilities, in conjunction with university-related activities or within the context of recognized student organizations.

Departmental and Staff Meetings

Departmental meetings should be conducted regularly to insure cooperative and efficient workflow within departments. Staff members are also required to attend periodic staff meetings to discuss university operations. These meetings are coordinated by the administration and/or Office of Human Resources.

Social Events

A Staff Social Committee coordinates various events to celebrate birthdays, retirements, and farewell celebrations. Farewell celebrations are given for employees that have worked for Southeastern University for a minimum of two years.

Full-time employees are requested to contribute \$10 and part-time employees to contribute \$5 to fund the activities of the Staff Social Committee.

Copyrights

Administration and staff members are expected to observe all copyright laws relating to the duplication of printed materials, music, video and audio tapes, computer software, etc. Use of illegally duplicated materials in the programs of Southeastern University is prohibited and persons who knowingly violate this provision will be subject to dismissal.

Personal Articles

Each employee is responsible for the security of his/her personal articles. Personal items of value should never be left unsecured. Southeastern University is not responsible for the loss of unsecured personal items.

Pets

Pets, with the exception of the official university mascot and guide dogs, are not allowed on campus at any time.

Change of Address or Status

It is the responsibility of the employee to promptly notify his/her supervisor, Human Resources, and the Payroll Office of a change of address, phone number, personal status, or change in tax information.

Gifts to Employees from Outside Sources

On occasion various employees of the university conduct university business activities with outside agencies. It is imperative that those purchasing relationships be kept on a sound basis in all cases. It is not appropriate for any employee to accept favors, including gifts at Christmas or other times with an approximate value greater than \$50, from representatives of companies with which the university conducts business.

Release of Public Information

The university administration is concerned that accurate and appropriate information is communicated to any person, group, or news media outside the university campus; therefore, the Office of the President and/or the Director of Public Relations will be responsible for coordinating and publishing public information to those outside the university campus as the need arises. In the event such request for information is

received by employees, the request should be referred to the employee's supervisor for referral to the appropriate personnel.

Employment Verifications Inquiries and Letters of Recommendation

Request for Reference

Southeastern University's general policy in regard to a request for a reference or verification of employment on a current or former employee is to disclose, with written authorization from the current or former employee, only the following information to a prospective employer concerning the current or former employee: (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates. In exchange for Southeastern University to disclose additional employment-related information, the employee or former employee must agree to release and discharge Southeastern University and Southeastern University's successors, employees, officers, and directors for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Southeastern University's disclosure of employment-related information to prospective employers. This is accomplished by the employee or former employee signing Southeastern University's Employment Reference Release form. Any information provided on current or former employees shall be job-related, factual and demonstrable from the records of the employee contained in the official personnel file of the employee.

Employees and supervisors will refer all inquiries of this nature and requests for personal recommendations to the Office of Human Resources. The Employment Release Form must be completed by the employee or former employee and is valid for a 90-day period after execution; that form is available in the Office of Human Resources and on SFNET.

Section 5: Appendices

Appendix A: Southeastern University Employee Information Technology Policy

Appendix B: Sexual Harassment Policy

Appendix C: Southeastern University Institutional Affirmative Action Plan

Appendix D: Performance Evaluation Form for Non-Exempt Employees

Appendix E: Performance Evaluation Form for Exempt Employees

Appendix F: Family and Medical Leave Act (FMLA)

Appendix G: Organizational Charts

Appendix A: Southeastern University Employee Information Technology Policy

The Policy for Responsible Use of Information Technology at Southeastern University contains the governing philosophy for regulating administration, faculty, staff, and student use of the university's information technology resources. The policy spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, the university recognizes that all members of the university also are bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media.

Policy for Responsible Use of Information Technology at Southeastern University

All members of the university community who use the university's computing, information, and communication resources must act responsibly. Every user is responsible for the integrity of these resources under their control. All users of university-owned or university-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all pertinent licenses and contractual agreements. It is the policy of Southeastern University that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Access to the university's information technology facilities is a privilege granted to university administration, faculty, staff, and students. Access to university information resources may be granted by the university based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity, and the risk of damage to or loss by the university.

The university reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. Individuals other than university administration, faculty, staff, and students may be permitted access to information as long as such access does not violate any license or contractual agreement, university policy, or any federal, state, county, or local law or ordinance.

University facilities and accounts are to be used for the activities or purposes for which they are assigned. University computing resources are not to be used for commercial purposes without written authorization from the university. In these cases, the university will require payment of appropriate fees. This policy applies equally to all university-owned or university-leased equipment.

Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at the university and those on networks to which the university's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of university facilities, and intentional corruption or misuse of information resources are direct

violations of the university's standards for conduct as outlined in the Southeastern University Staff and Faculty Handbooks and the Student Handbook and may also bring civil or criminal charges.

Computer Network and Internet Access Policy

Disclaimer

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and Southeastern University is not responsible for material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet at Southeastern University is governed by the following policy:

Permitted Use of Internet and Southeastern University Computer Network

The computer network is the property of Southeastern University and may only be used for legitimate university purposes. Users are provided access to the computer network to assist them in the performance of their jobs. Additionally, certain employees may also be provided with access to the Internet through the computer network. All users have a responsibility to use Southeastern University's computer resources and the Internet in a professional, lawful, and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

Computer Network Use Limitations

Prohibited Uses. Without prior written permission from Southeastern University, the Southeastern University computer network may not be used to disseminate, view, or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees may not use Southeastern University's Internet connection to download games or other entertainment software (including screen savers), or to play games over the Internet. Additionally, you may not use the computer network to display, store, or send (by e-mail or any other any other form of electronic communication such as bulletin boards, chat rooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify their supervisor immediately.

Illegal Copying

Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of Southeastern University.

Duty not to Waste or Damage Computer Resources

Accessing the Internet. To ensure security and avoid the spread of viruses, users accessing the Internet through a computer attached to Southeastern University's network must do so through an approved Internet firewall or other security device. Bypassing Southeastern University's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer you are using is not connected to Southeastern University's network.

Frivolous Use

Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all users connected to the network have a responsibility to conserve these resources. As such, the user must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business-related uses of the Internet.

Virus Detection

Files obtained from sources outside Southeastern University, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail and files provided by customers or vendors may contain dangerous computer viruses that may damage Southeastern University's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Southeastern University sources without first scanning the material with Southeastern University-approved virus checking software. If you suspect that a virus has been introduced into Southeastern University's network, notify Information Technology immediately.

No Expectation of Privacy

Employees are given computers and Internet access to assist them in the performance of their jobs. Employees should have no expectation of privacy in anything they create, store, send, or receive using Southeastern University's computer equipment. The computer network is the property of Southeastern University and may be used only for Southeastern University purposes.

Waiver of privacy rights

User expressly waives any right of privacy in anything they create, store, send, or receive using Southeastern University's computer equipment or Internet access. User

consents to allow Southeastern University personnel access to and review of all materials created, stored, sent, or received by user through any Southeastern University network or Internet connection.

Monitoring of computer and Internet usage

Southeastern University has the right to monitor and log any and all aspects of its computer system including, but not limited to, monitoring Internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

Blocking sites with inappropriate content

Southeastern University has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

User IDs and Passwords

Upon employment you may be assigned a user ID and password. Information Technology will assign you a temporary password. This must be changed immediately to a secure password known only to the user; failure to do so will create a security risk. Good practice in selecting a secure password involves:

1. The use of a combination of alphabetic and non-alphabetic characters.
2. Avoiding use of real names or words, particularly ones that may be closely associated with you and known to others, e.g. the name of your dog, cat, child, etc.
3. Avoiding use of sequences of numbers or letters.

The use of another's user ID and passwords is not permitted under any circumstances. Users must not disclose their passwords, and must take all reasonable precautions to ensure that their password remains confidential. Any user who discloses their password to another person will be held responsible for any improper actions committed under that user ID. It is a serious offense to disclose a password and in circumstances where a person using someone else's user ID and password commits further breaches of this acceptable use policy, accountability may fall on the holder of the account, as well as the person using the account at that time. Users should bear in mind that someone using their user ID and password can impersonate them in e-mail and damage their work.

Please ensure that you do not leave the machine, on which you are working, unattended for even a brief time. Always log out.

Appendix B: Sexual Harassment Policy

I. Policy Statement

In the context of a Christ-centered community, Southeastern University is committed to providing a professional working and learning environment free from sexual harassment. This form of misconduct is prohibited by the Scriptures and is a violation of law. Employees or students who believe they have been subjected to sexual harassment from a faculty member, staff employee, or student employees are encouraged to follow the procedures described in this policy. The university will investigate each complaint and will take corrective action to discipline behavior that violates this policy. Students who believe they have been subjected to sexual harassment from another student are to follow the guidelines established by Southeastern University's Executive Committee.

II. Definitions

Sexual harassment and misconduct have been determined to be a form of "sex discrimination" prohibited by state and federal civil rights laws. Sexual harassment is a prohibited practice under Title VII of the 1964 Civil Rights Act for employees as amended by the Equal Employment Opportunity Act of 1973, and under Title IX of the Education Amendments of 1972 for students. A current regulation of the Equal Employment Opportunity Commission specifies, in part:

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

Sexual misconduct includes sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. Examples of behavior that could be considered sexual harassment or sexual misconduct include, but is not limited to, the following:

Unwelcome (1) physical contact of a sexual nature including touching, patting, hugging, or brushing against a person's body; (2) explicit or implicit propositions of offers to engage in sexual activity; (3) comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity, speculation about sexual experience; (4) exposure to sexually oriented graffiti, pictures, posters, or materials; (5) physical interference with or restriction to an individual's movements.

III. Implementation

It shall be the responsibility of the President and Executive Committee to make sure that all employees and students are aware of this policy.

IV. Procedures

Complaints of harassment of misconduct may be conducted as follows:

The employee (or student) may resolve the matter of inappropriate conduct by discussing the matter directly with the person alleged to have caused the problem. Southeastern encourages such informal means of mediation when appropriate.

When informal resolution is impractical or unsuccessful, faculty, staff, and students should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged misconduct or harassment to the Director of Human Resources. This written document must include the specific details of what occurred, time and place, persons involved, and any eyewitnesses present.
2. The Director of Human Resources will collaborate with the appropriate Vice President and the employee's supervisor, when appropriate, to investigate the allegation. The alleged offender will be contacted, and any witnesses who may have firsthand knowledge relevant to the allegation will be interviewed. Background research will be done to corroborate information gained during interviews. The alleged offender will be informed of the complaint and given a reasonable time to respond in writing to the allegation. Care and concern for the victim and fairness to the alleged offender will be paramount to this fact-finding process. The investigation will conclude as soon as possible. If the inquiry exceeds sixty days, a written justification for the delay will be presented to the President.
3. The Director of Human Resources will confer with the appropriate Vice President and they will render a decision concerning the allegation. Depending on the circumstances, discipline may include a written warning, suspension, demotion, transfer, or termination. Any written documentation, reports (including the final decision) will be kept in a confidential file. Ordinarily, employees who are found guilty of sexual harassment will be terminated for subsequent incidents of harassment. If either the complainant or alleged offender disagrees with the decision of the Human Resources Director and the appropriate Vice President, the individual may appeal to the President of the university.
4. The confidentiality of all members of the academic community will be respected to the extent permitted by law. This policy prohibits retaliation against individuals for bringing complaints of sexual harassment, those who participated in the investigation, or against those who are alleged to have committed the harassment or misconduct.

V. Dissemination of Policy

This policy will be made available to all department heads, faculty, staff, and students at Southeastern University. Periodically, the University will take measures to educate employees and students regarding conduct that could constitute a violation of this policy.

Appendix C: Southeastern University Institutional Affirmative Action Plan

Southeastern University is regionally owned and operated by eight southeastern districts of the Assemblies of God Church. Because of its religious affiliation, the university and its religious standards are exempt from the Civil Rights Act of 1964. Guidelines and laws recognizing the rights of religious institutions to seek personnel and students who support the goals of the institution are followed. As such, Southeastern seeks employees who can subscribe to the Statement of Fundamental Truths of the Assemblies of God. Within the framework of this lawful exemption, it is the policy of Southeastern University to select the most qualified person available for employment without discrimination based upon race, color, national or ethnic origin, age, gender, disability or veteran status. Active efforts will be made to recruit qualified women and minorities for available positions. The following Affirmative Action Plan has been adopted voluntarily to formalize the university's commitment to encouraging diversity in its hiring practices.

Approval of Affirmative Action Plan

This Affirmative Action Plan for Southeastern University was adopted by the Board of Directors on April 27, 2001.

Scope of the Affirmative Action Plan

This policy has institution wide applicability.

Goals of Affirmative Action Plan

- To implement recruitment procedures, which insure the utilization of advertising sources, designed to inform a reasonably large number of women and minority group members of available full-time position vacancies within the university.
- To take other appropriate steps to insure that the pool of applicants considered for all vacant full-time professional positions include qualified women and minority persons.
- To evaluate current staffing patterns to determine whether there is sufficient representation of women and minorities at each level of full-time employment within the university.
- To implement internal assessment and reporting procedures for evaluation of the effectiveness of the Affirmative Action Plan.
- To establish an affirmative action grievance procedure for the prompt disposition of individual or groups discrimination complaints.

Definitions

Affirmative Action means the steps which Southeastern University will take to insure the continued recruitment of women and minorities; and to insure an objective search for new employees.

University means Southeastern University. (SEU)

Discrimination means the intentional application of personnel policies and/or practices in a way which distinguishes between and among individuals on the basis of race, color, ethnic or national origin, age, gender, or disability.

Equal Employment Opportunity means the concept that all personnel activities and action will be undertaken in a manner which does not discriminate with regard to race, color, ethnic or national origin, age, political affiliation, sex, or disability; but which does differentiate solely on the basis of job related qualifications.

Minorities refer to the following classes of persons: Non-Hispanic Black, Hispanic, Asian or Pacific Islander and American Indian or Alaskan Native.

Responsibility for Administration of Affirmative Action Plan

The Director of Human Resources serves as Chair of the Affirmative Action Committee and in that capacity is responsible for monitoring the Affirmative Action Plan.

The Chair of the Affirmative Action Committee will conduct an annual audit of the university's employment practices including recruiting, hiring, retaining, and promoting statistics.

The Committee will submit reports or evidence of problems regarding the Affirmative Action plan, as well as the results of the annual audit to the President of the university.

The Affirmative Action Committee shall be responsible for modifications to the plan deemed necessary as a result of annual audits.

In addition, each department head has the immediate responsibility for implementing the Affirmative Action Policy with regard to their areas of responsibility.

Policy

It has been, and will continue to be, the policy of the University to provide equal opportunity to all applicants for employment, and to administer all personnel policies and practices such as recruitment, hiring, promotions and other terms, conditions, and privileges of employment in a manner which does not discriminate on the basis of race, color, sex, national origin, age, or disability.

This policy has been adopted voluntarily and reaffirms our continuing commitment to provide equal opportunity to all employees and applicants for employment with respect to recruitment, interviewing, testing, screening, selection, placement, classification, evaluation, transfer, promotion, training, compensation, fringe benefits, layoffs, and termination.

The university will seek consistency in wages for personnel with equivalent responsibilities, while still recognizing that salary differences may result from individual variations in experience, skill, and length of service. Recommendations for

salary increases or denials of salary increases will be made without discrimination on the basis of race, color, sex, national origin, age, or disability.

Procedure

Internal Dissemination of Policy

The policy of equal opportunity will be included in the Employee Handbook and the Faculty Handbook, as well as in future guidelines for staff and faculty.

All department heads and supervisors will receive and retain a copy of the plan. Each of these individuals will be responsible for communicating the policy to each of the employees under his/her control.

The policy and its implementation will continue to be discussed at appropriate times and forums.

Changes will be publicized to ensure that each supervisor is aware of changes.

External Dissemination of Policy

All appropriate recruiting sources will be informed of the Affirmative Action Policy whenever there is a staff or faculty vacancy.

Subcontractors, vendors, and suppliers will be notified of this policy.

Recruiting new employees

Advertisements for employment will be placed on a regular basis in publications known to have high readership among minority groups.

Assemblies of God churches known to have a high minority constituency shall be notified of position availability.

The phrase, "An Equal Opportunity Employer" will be used in all employment advertisements.

All written job announcements, or other communications using University letterhead, will include the phrase, "An Equal Opportunity Employer."

Employment Selection

Individuals will be selected for employment entirely on the basis of ability, experience, training, and other factors that are related to job qualification.

Employment and selection procedures will be regularly reviewed to ensure that they do not discriminate, knowingly or unknowingly, against any individuals on the basis of race, color, sex, ethnic or national origin, age, disability or veteran status.

In accordance with the traditions of the Assemblies of God, the university may give preference in hiring to members of the Assemblies of God constituency and clergy.

Placement, Training, and Advancement

Efforts will be made to recruit, place, retain, and promote women and minorities in all departments in overall numbers proportionate to their presence in the relevant labor market pool.

Employees will be given equal opportunity for participation in all in-house and outside training without regard to race, color, sex, ethnic or national origin, age, disability, or veteran status.

All qualified employees will be given equal consideration for advancement.

Evaluation of Program Effectiveness

An Affirmative Action Committee shall be charged with the responsibility of evaluating, on an annual basis the effectiveness of recruitment efforts to increase representation of women and minorities among staff and faculty personnel.

The Affirmative Action Committee shall report directly to the Senior Administrative Team.

The following documentation of good faith recruitment will be provided and retained on file in the office of the Vice President for Finance and Administration for a period of two years.

- copies of the position vacancy notices and advertisements;
- copies of letters sent to persons and institutions seeking referrals of applicants for the position;
- copies of replies received
- A summary report of the outcome of the search, and the procedures followed.
- An Affirmative Action Compliance Form, signed by the Department Chair or administrator responsible for the search, indicating that the search and selection complied with the provision of the Affirmative Action Plan.

The Affirmative Action Committee shall annually audit the total selection and placement process, including applicant flow, promotion, transfer patterns, and salary equity.

Recommendations shall be made to the Senior Administrative Team regarding identification of problems relating to the implementation of the Affirmative Action Plan and remedial steps necessary for correction.

Affirmative Action Grievance Procedure

An employee with a discrimination complaint may seek resolution of the matter through discussion with their immediate supervisor. Southeastern University encourages such informal means of mediation whenever appropriate.

When informal resolution is impractical or resolution is not forthcoming, the employee should proceed with the following process:

1. Submit a signed, written complaint regarding the alleged discrimination to the Director of Human Resources within 30 days of the incident giving rise to the complaint.
2. The Director of Human Resources shall interview the complainant within seven (7) days of receiving the complaint.
3. The alleged offender shall be notified in writing of the complaint and shall have seven days to respond to the complaint in writing. The alleged offender's response shall be submitted to the Director of Human Resources.
4. After interviewing the aggrieved employee, the Director of Human Resources shall determine if the complaint is a proper subject for resolution under the Affirmative Action Grievance Procedure. If deemed inappropriate for consideration by the Affirmative Action Committee, the complainant shall be notified within five (5) days of that decision.
5. If deemed an appropriate complaint for the Affirmative Action Grievance Procedure, interviews will be conducted with the appropriate administrator and/or department chair for the area from which the complaint originated.
6. All personnel who may have knowledge of the facts regarding the complaint will be interviewed.
7. A report of the findings, including summaries of interviews, will be submitted to the Affirmative Action Committee, which will determine if the complaint is valid and will implement appropriate corrective action, if needed.
8. The complainant shall have the right to appear before the Affirmative Action Committee and present any facts or witnesses that they believe are relevant.
9. A record of the complaint and results of the grievance proceedings shall be placed in a separate file retained in the Director of Human Resources.
10. At the request of the employee, a copy of the final decision shall be placed in the unit personnel file of the employee filing the complaint.
11. The complainant may appeal the decision of the Affirmative Action Committee to the President of the University within five (5) days of the decision.
12. The President is not required to initiate a new proceeding, but may base his/her decision on the basis of the record. In these matters, the President's decision is the final university decision.

Appendix D: Performance Evaluation Form for Non-Exempt (Hourly) Personnel

Performance Appraisal

Please Print

Employee Name _____ Title _____
 Department _____ Employee Payroll # _____
 Reason for Review Annual Promotion Peer Appraisal Unsatisfactory Performance
 Merit End of Introductory Period Other _____
 Date employee began present position ____/____/____ Date of last appraisal ____/____/____ Scheduled appraisal date ____/____/____

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check Rating box that indicates the employee's performance. Indicate N/A if not applicable. Assign points for each Rating within the Scale and write that number in the corresponding Points box. Points will be totaled and averaged for an overall performance score.

Definitions of Performance Ratings

- O – Outstanding.** Performance is exceptional in all areas and is recognizable as being far superior to others.
- V – Very Good.** Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.
- G – Good.** Competent and dependable level of performance. Meets performance standards of the job.
- I – Improvement Needed.** Performance is deficient in certain areas. Improvement is necessary.
- U – Unsatisfactory.** Results are generally unacceptable and require immediate improvement. No merit increase should be granted to individuals with this rating.
- N/A – Not Applicable** or too soon to rate.

General Factors	Rating	Scale	Points	Supportive Details or Comments
1. Quality – The extent to which an employee's work is accurate, thorough and neat.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>	_____ _____ _____
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>	_____ _____ _____
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>	_____ _____ _____
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>	_____ _____ _____
5. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>	_____ _____ _____
6. Independence – The extent to which an employee performs work with little or no supervision.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/>	_____ _____ _____

General Factors	Rating	Scale	Supportive Details or Comments
7. Creativity – The extent to which an employee proposes ideas, finds new and better ways of doing things.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/> _____ _____
8. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/> _____ _____
9. Adherence to Policy – The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/> _____ _____
10. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/> _____ _____
11. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	O <input type="checkbox"/> V <input type="checkbox"/> G <input type="checkbox"/> I <input type="checkbox"/> U <input type="checkbox"/>	100-90 89-80 79-70 69-60 Below 60	Points <input type="text"/> _____ _____

Rate employee's overall performance in comparison to position duties and responsibilities.

Total Points + Number of Factors Rated = Overall Rating

Outstanding 100 - 90
 Very Good 89 - 80
 Good 79 - 70
 Improvement Needed 69 - 60
 Unsatisfactory Below 60

Complete all of the following sections

- Accomplishments or new abilities demonstrated since last review _____
- Specific areas of needed improvement _____
- Recommendations for professional development (seminars, training, schooling, etc.) _____
- Absences: Number of incidents _____ Number of days _____

Employee's Comments _____

*If necessary, additional sheets may be attached.

Discussed with individual on ____/____/____ Employee's Signature* _____

*I acknowledge that this Performance Appraisal was discussed with me.

Follow-up requested/desired Yes No Follow-up Date ____/____/____

Evaluator's Signature _____ Date ____/____/____

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Call 800-999-9111 or shop online at www.gneil.com to order
Performance Appraisal #R1-A6828



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Appendix E: Performance Evaluation Form for Exempt (Salaried) Personnel

ANNUAL PERFORMANCE APPRAISAL

Administration/Middle Management/Professional

Date: _____ Appraisal Period _____
Employee: _____ Position: _____
Supervisor: _____ Department: _____

EMPLOYEE SELF-EVALUATION

- ▶ *To be completed by the employee and reviewed with the supervisor prior to the manager completing the performance appraisal.*

This evaluation is designed to provide the manager with information about you, the employee. You are not being asked to write your own evaluation but to provide additional written input to assist in the manager's completion of the formal appraisal and subsequent appraisal discussion. You will have the opportunity to discuss and respond with your point of view; however, the manager's final written appraisal is the evaluation of record. Both you and your manager should maintain a copy of the self-evaluation for your records.

List areas of work-related strength in which you felt particularly effective. Use *specific work examples to illustrate your key strengths.*

List work-related areas in which you feel you need to develop or improve performance. Illustrate with circumstances where more training or preparation would have brought better results.

List major accomplishments made during the last year. (*Attach additional sheets if necessary*)

To be completed by Supervisor: ___ agree ___ partially agree ___ disagree*
**Please attach additional sheets to explain.*

List projects, goals, or concerns for next year. Consider goals/objectives that will contribute to the overall mission of the Department and the College.

Evaluation of Job Description Elements Check the statement that best summarizes your overall performance based on the required standards of your job description.

- During this past year, I greatly exceeded the expectations and goals set for me.
 exceeded the expectations and goals set for me.
 met the expectations and goals set for me.
 did not meet the expectations and goals set for me.
 fell significantly below the expectations and goals set for me.

Employee Signature

Date

If you have budgetary authority, did the department(s) you are responsible for operate/conclude the latest fiscal year within the budget?

If not, please explain:

Are you currently (as of the most recent financial reports) operating within budget?

If not, please explain:

List internal and external continuing education opportunities (workshops, seminars, conferences) you have attended during the past year:

Employee Signature

Date

TO BE COMPLETED BY THE SUPERVISOR

- JOB DESCRIPTION:** No Change (dated _____)
- Under Revision; will be forwarded
- New; attached

JOB DESCRIPTION EVALUATION

- ▶ **Review and discuss the job description as well as personal and departmental goals with the employee. In the space below, briefly list and evaluate last year’s key goals and objectives.**

PERFORMANCE GOALS

The Performance Appraisal evaluation will be more successful if you will spend time individually and together thinking through the following two aspects.

1. Summarize the results achieved for major goals established last year that are not listed in the employee’s self-evaluation (the major accomplishments section). List these goals with an evaluation indicating whether the employee achieved, partially achieved, or failed to achieve each item. These goals should be consistent with the annual goals developed as a part of your annual report. Be sure to indicate your degree of overall satisfaction with the major accomplishments as stated by the employee on the self-evaluation by initialing the appropriate box.

Briefly List Previous Year’s Goals	Achieved	Partially Achieved *	Failed to Achieve*

**Please attach additional documentation to explain*

2. Plan goals for the coming year that reflect the completion of the current performance goals, comparing future plans against past accomplishments. These new goals can be stated in whatever format is suitable for your work situation, but they should reflect four factors:
 - goal description
 - expected results
 - anticipated obstacles
 - possible solutions

Briefly List Next Year’s Performance Goals

Please attach copies of any additional paperwork involved in this process.

List those areas on which you feel the employee should work for further Professional Development and to improve effectiveness on the job. Make recommendations for specific actions you would like the employee to take to improve performance.

AREA IMPROVEMENT	ACTIONS FOR

OVERALL EVALUATION

During this past year, _____

- greatly exceeded the expectations and goals set for him/her.
- exceeded the expectations and goals for him/her.
- met the expectations and goals set for him/her.
- did not meet the expectations and goals set for him/her.
- fell significantly below the expectations and goals set for him/her.

Supervisor's Signature

Comments by Appraiser's Supervisor *(optional)*

Signature of Appraiser's Supervisor _____ Date _____

Employee's Comments
Each employee is encouraged to express his/her views of the fairness and accuracy of this Performance Appraisal.

Employee's signature _____ Date _____

Appendix F: Employee Rights & Responsibilities Under the Family & Medical Leave Act

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. Qualifying exigency covers family members of the regular Armed Forces deployed to a foreign country, in addition to current coverage of family members of the Guard or Reserves, and includes federal employees covered by Title II of the FMLA.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member or eligible veteran. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty, or an aggravation of an existing or preexisting injury resulting from the covered service member's service on active duty, that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list. An eligible veteran includes veterans undergoing treatment, recuperation or therapy for an injury, as long as the veteran was a member of the Armed Forces, National Guard or Reserves within five years of requiring care.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

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

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 **WWW.WAGEHOUR.DOL.GOV** U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division WHD Publication 1420 Revised January 2009

Appendix G: Intellectual Property Rights Policy

INTELLECTUAL PROPERTY RIGHTS POLICY SOUTHEASTERN UNIVERSITY (Revised 4/20/03)

I. Purpose

Southeastern University seeks to provide an academic environment conducive to the development of original works created by its faculty, staff, and students. This Intellectual Property Policy is intended to delineate the ownership rights of such original works, whether copyrightable works consistent with the United States Copyright Law or patentable works consistent with the United States Patent Law. It is the intent of this policy to provide Southeastern University protection and rights under the following:

Copyright Act; Patent Law; Trademark, including but not limited to Service Marks; Trade Dress; Business Process; Copyright of Software, MD3; File Sharing; Peer to Peer Networking; Trade Secrets; The Digital Millennium Copyright Act; The No Electronic Theft Act; and The Computer Software Copyright Act.

II. Applicability

This Policy is applicable to all copyrightable or patentable works currently in progress or hereinafter created by, at, or with the resources of the University. This Policy applies to all full-time and part-time faculty members, staff employees, students, and all other persons or entities who create copyrightable or patentable works using the University's resources or pursuant to contractual arrangement with the University.

III. Definition of Intellectual Property

Intellectual Property is defined as any new and useful process, machine, composition of matter, life form, article of manufacture, software, copyrighted work, tangible property, cyber mark, domain name, and trade secrets. It includes such things as new or improved devices, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, or unique and innovative uses of existing inventions. An invention is a creation of intellectual property that did not exist previously. Intellectual property may or may not be patentable or copyrightable, and it can be created by one or more persons, each of whom, to be an inventor, must have conceived of an essential element of the intellectual property or have contributed substantially to its conceptual development.

IV. Ownership of Intellectual Property

Ownership of Intellectual Property will be determined in accordance with the following categories of creation:

A. Sponsor-Supported Projects

A “Sponsored Project” is research that has a defined scope of work and is funded by one or more non-university entities. Initially, federal and state law defining authorship and inventorship will determine ownership relevant to intellectual property developed during the course of work on projects funded by Sponsored-Project agreements.

Sponsored Project agreements should contain specific provisions with respect to ownership of Intellectual Property developed during the course of such work, in which case, the terms of the Sponsored Project agreement shall establish ownership. Such an agreement should specify and protect the interests of the faculty member, the University, and the outside sponsor in regard to ownership of any patents that result from the work. When the Sponsored Project is silent on the matter, all rights in Intellectual Property shall vest in the University. Income, if any, from such Intellectual Property developed from Sponsor-Supported Projects shall be shared, subject to the sponsor’s requirements.

Agreements with outside sponsors must be approved by the Vice-President for Academic Affairs or his/her designee and will include, at a minimum, clarification of ownership; identification of licensable rights, if any; and an indemnity of the University and the faculty member against damages arising from anything placed into the stream of commerce through the sponsor’s efforts.

B. University-Assigned Projects

Ownership of Intellectual Property developed as a result of assigned University effort shall reside with the University. Institutional works shall include specific assignments that are “works-for-hire” under the United States Copyright Law, works created by staff employees in the performance of their jobs, works supported by a direct allocation of University funds or other resources for a specific University purpose, and works commissioned by the University. Institutional works shall also include all copyrightable and patentable works under this Policy where it is not possible to determine specific creatorship for the work, such as works developed over a significant period of time by multiple creators.

Notwithstanding the above, however, a faculty member's or student's general obligation to produce scholarly and creative work does not constitute a work for hire or a specific University assignment.

C. University-Assisted Projects

The University owns Intellectual Property developed by University employees through an effort which makes significant use of University resources. The University does not construe the use of office space, library resources, personal workstations, or personal computers or web research as constituting significant use of University resources.

Significant use of University resources includes but is not limited to: Use of research funding; use of funding allocated for distance learning programs; use of University-paid time within the employment period; assistance of support staff; use of telecommunication services; use of central computing resources; use of instructional design or media production services; access to and use of research equipment and facilities, or production facilities.

D. Individual Projects (Non-Institutional Works)

The ownership of Intellectual Property developed by University Personnel shall reside with the originator of such Intellectual Property provided that:

- 1) there was no significant use of University resources in the creation of such Intellectual Property; and
- 2) the Intellectual Property was not developed in accordance with the terms of a Sponsored-Project agreement; and
- 3) the Intellectual Property was not developed by faculty, staff, or students as a specific University-Assigned or University-Assisted Project.

The University shall not claim ownership of works (e.g., books, journal articles, musical compositions, artistic works such as music, art, dance and film, theses, papers, course assignments, and course notes) created by the University faculty or students that are not institutional works and did not result from a significant use of the University's resources.

For purposes of this Policy, the normal use of the University's resources and computers, the incidental use of the University's supplies and clerical support, normal expenses for travel to professional meetings, for book purchases, interlibrary loans, computer software and data, the granting of

sabbatical leave and faculty development grants are not a significant use of the University's resources.

V. Copyright and Patent Administration

The Vice President for Academic Affairs shall administer this Policy and all copyright and patent matters of the University in consultation with the Vice President for Finance and Administration. In this regard, the VPAA shall be authorized to:

- 1) Prepare and issue policy statements interpreting or further defining this Policy.
- 2) Determine the characterization of all copyrightable works under this Policy and notify the appropriate parties of such determinations.
- 3) Recommend to the President agreements that should be executed for Sponsor-Supported Projects, University Assigned Projects, and University-Assisted Projects.
- 4) Collect any and all proceeds from such license or assignment, and make the appropriate allocation of such proceeds.

In cases where there is no written agreement specifying the sharing of income with respect to commercialization by the University, the VPAA shall recommend a sharing distribution to the President of the University.

VI. Consulting

Consulting for outside organizations may be performed by University faculty pursuant to prior approval by the University and pursuant to this University Policy on Intellectual Property. Any consulting agreement should include a statement that the faculty member has obligations to the University as described in this Intellectual Property Policy, and this Intellectual Property Policy should be attached to the consulting agreement. In the event that there is any conflict between the consultant's obligations to this Intellectual Property Policy and their obligations to the entity for whom they consult, the obligations to this Intellectual Property Policy shall determine faculty involvement in the consulting endeavor.

VII. Ownership of Distance Education and Online Courses

The University has and will enter into agreements with faculty and external vendors to develop and deliver online courses. Online courses developed shall be owned by the University. The online format and structure shall be developed and maintained on the Web by the University or any vendors the University chooses to host such courses for the benefit and use of the University.

The ownership by the University of course content, however, and the substantive material from which the course was developed shall be non-exclusive, and the faculty member shall also have the ownership right to use, modify, edit, and publish that source material outside the context of the University online course. A mutually satisfactory written agreement will be made in advance between the faculty member and the University for payment for writing an online course.

VIII. Use of University Name

The University has an interest in how its name is used. Individual faculty cannot alone decide whether a program should be sponsored by the University. Hence, they must be vigilant when using new information technology as elsewhere to ensure that they do not engage in activities that give the appearance of being sponsored by the University. The faculty member must obtain permission, in writing, from the University to use the University's name.

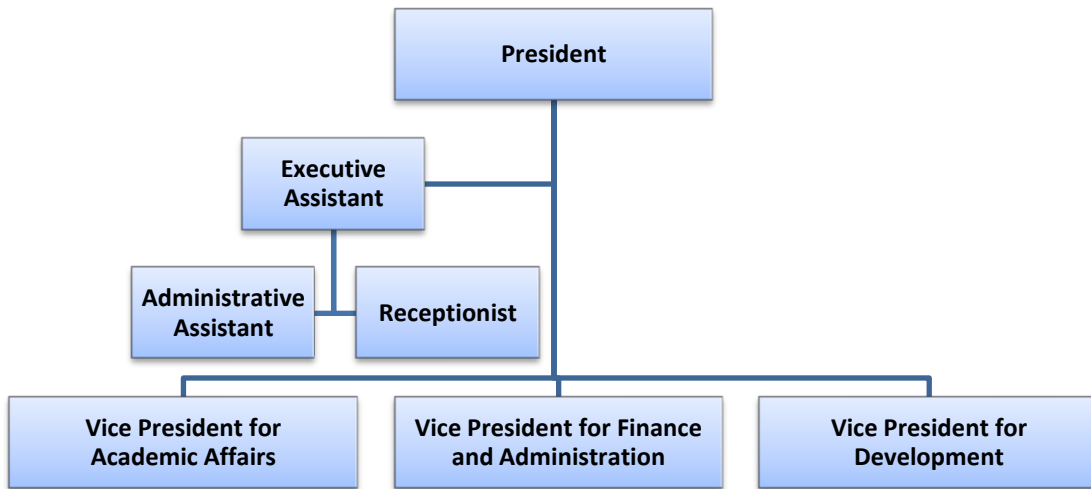
IX. Copyright Notice

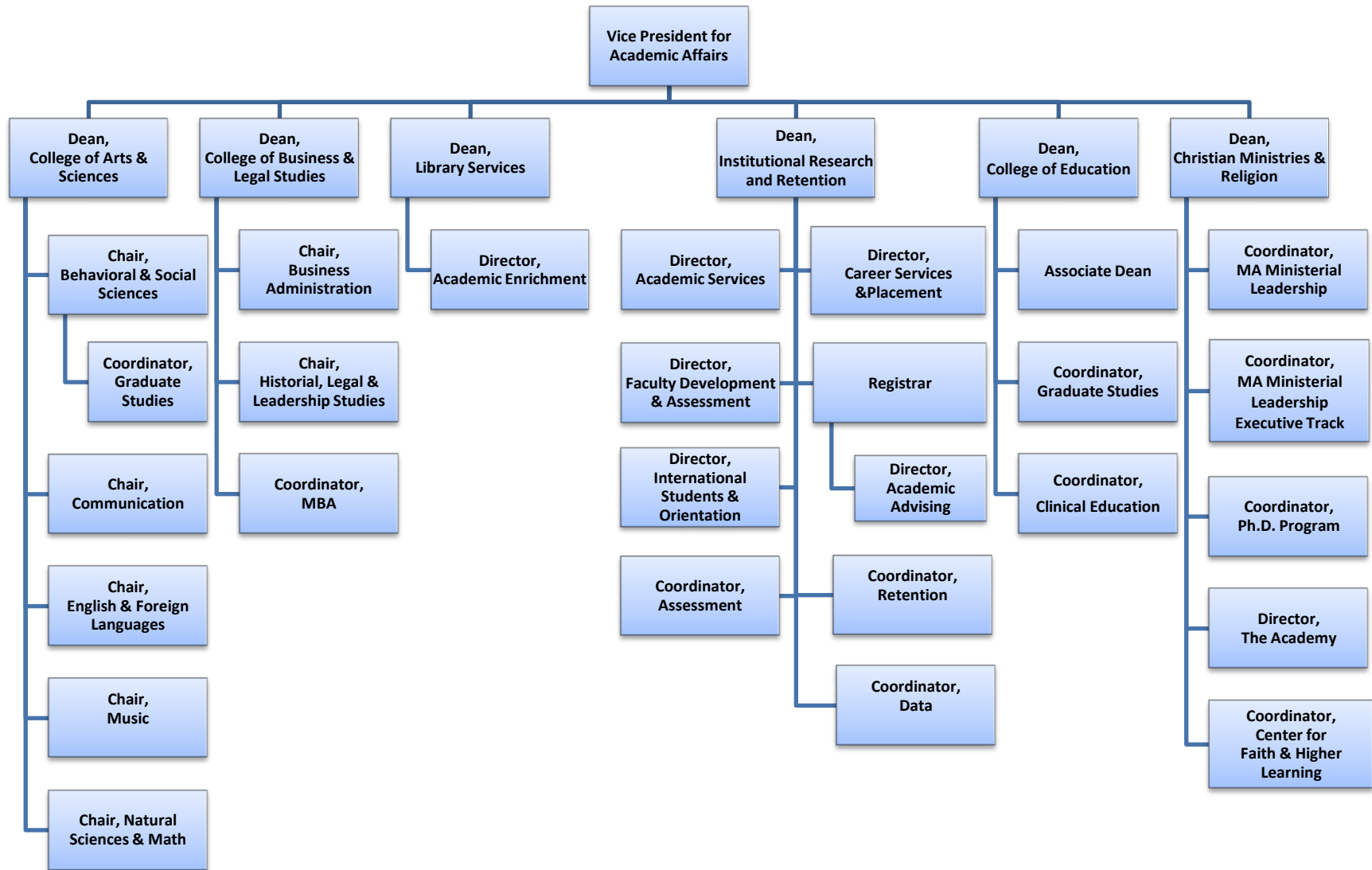
All copyrightable works owned by the University shall bear the following copyright notice: c [Year of first publication] Southeastern University.

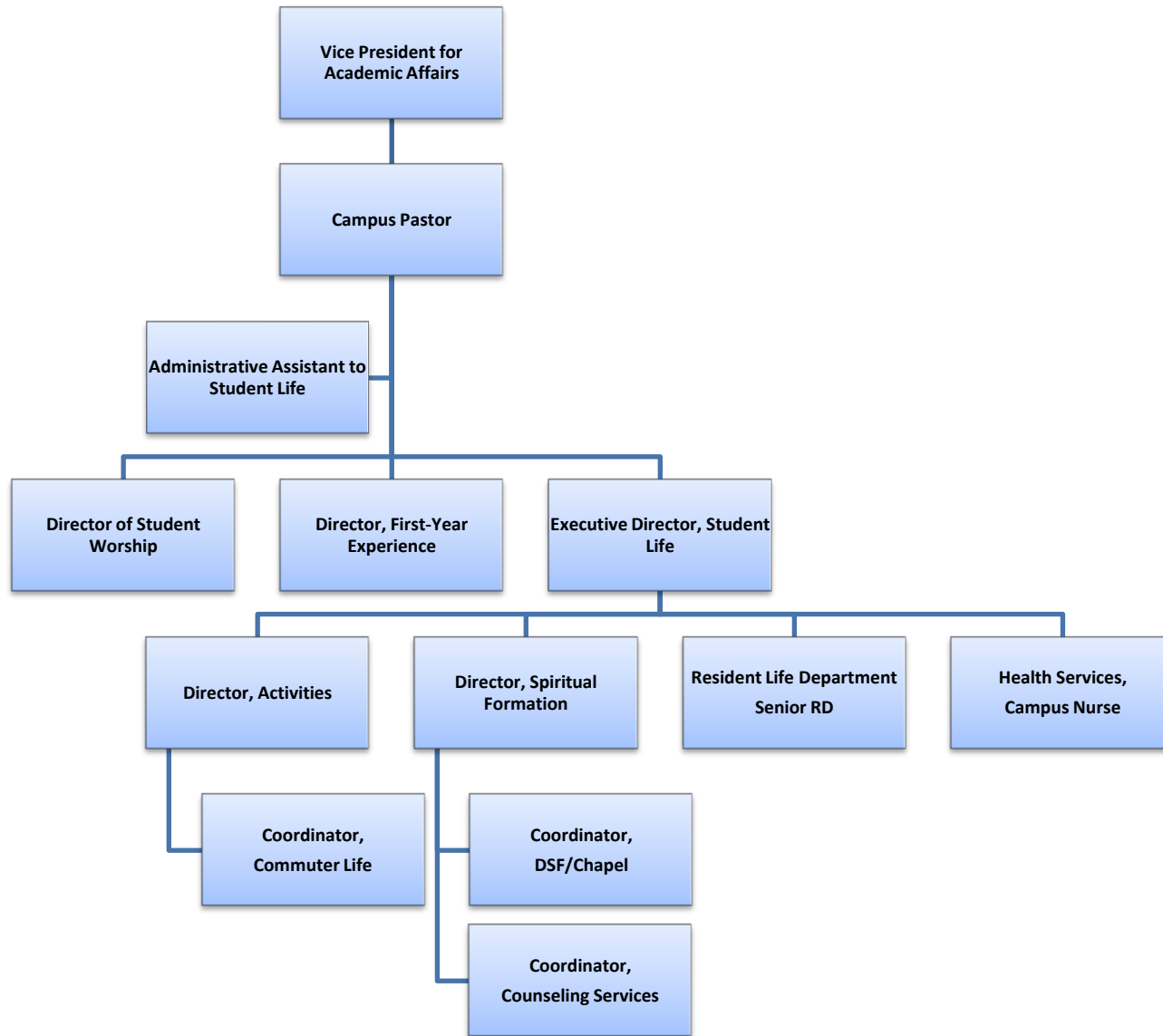
X. Adherence to Policy

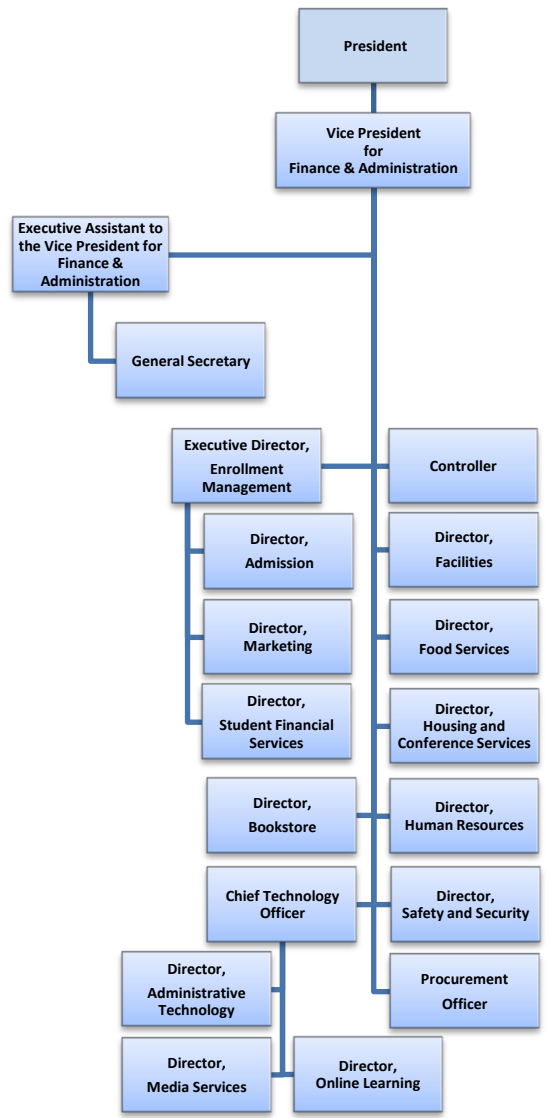
The University shall require as a condition of employment that all University faculty and staff agree in writing to recognize and adhere to this Policy. Students and others working on research projects at the University, requiring University assistance or utilization of University facilities, will be required to agree in writing to recognize and adhere to this policy.

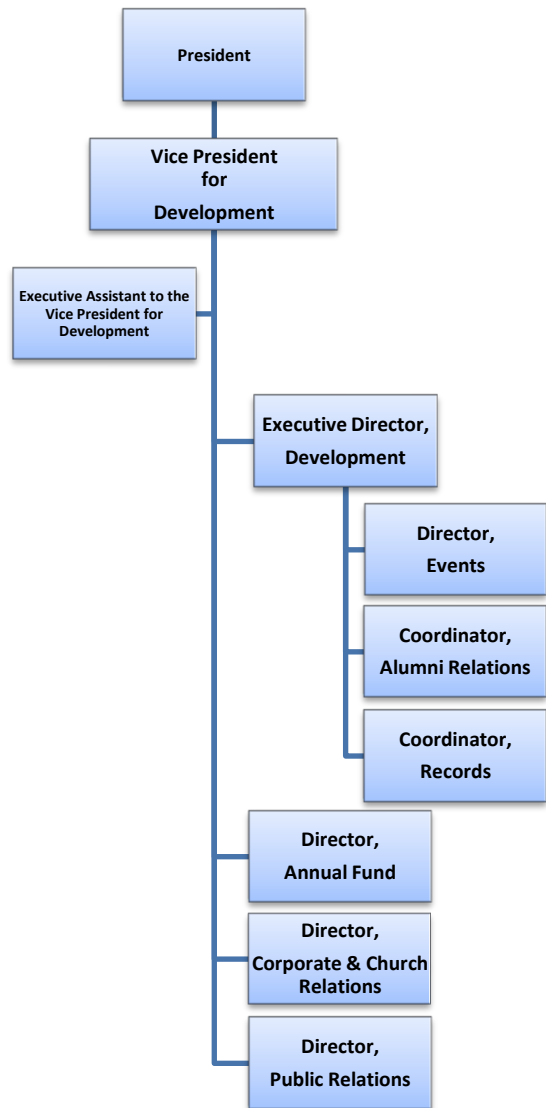
Appendix H: Organizational Charts











Section 6: Acknowledgment Forms

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

- Attachment A – Employee Information Technology Policy Acknowledgment
- Attachment B – Staff Handbook Acknowledgment
- Attachment C – Part-time Position Acknowledgment (Part-time Employees only)
- Attachment D – Compliance with Drug-Free Workplace Act of 1988 Acknowledgment
- Attachment E – Statement of Understanding Family Educational Rights and Privacy Act (FERPA) Acknowledgment
- Attachment F – Sexual Harassment Policy Acknowledgment
- Attachment G – Life Statement Acknowledgment
- Attachment H – Directory Acknowledgment

Attachment A: Employee Information Technology Policy Acknowledgment

I have read and agree to comply with the terms of the Southeastern University Employee Information Technology Policy governing the use of Southeastern University's computer network, software, and hardware. I understand that violation of this policy may result in disciplinary action, including possible termination and civil and criminal penalties.

Employee Name (Please Print)

Employee Signature

Witness

Date

Attachment B: Staff Handbook Acknowledgment

The Staff Handbook may be viewed online in the Public (J) Drive under Staff Handbook. I understand it is my responsibility to locate the Staff Handbook on the Public (J) Drive for viewing.

I hereby acknowledge that I have located and read the Southeastern University Staff Handbook and understand its contents. I agree to comply with the contents of said handbook on issues where my compliance is expected.

Employee Name (Please Print)

Employee Signature

Witness

Date

Attachment C: Part-Time Position Acknowledgment

I hereby acknowledge that the position I am accepting at Southeastern University is a part-time position and that the university has no plans to upgrade this position to full-time. I also acknowledge that as a part-time employee of Southeastern University I am not eligible for the meal benefit or any other full-time benefits with the exception of pro-rated vacation/sick time, paid holidays, and retirement benefits if I meet the minimum hours worked.

Employee Name (Please Print)

Employee Signature

Witness

Date

Attachment D: Compliance with Drug-Free Workplace Act of 1988 Acknowledgment

I hereby acknowledge that I have read and understand the contents of the Southeastern University Staff Handbook's policy on the drug-free workplace, and agree to abide by the contents therein.

Employee Name (Please Print)

Employee Signature

Witness

Date

Attachment E: Statement of Understanding FERPA Acknowledgment

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

Attachment F: Sexual Harassment Policy Acknowledgment

I hereby acknowledge that I have received the Southeastern University Sexual Harassment Policy. I have read the policy and understand its contents. I agree to comply with the contents of this policy.

Employee Name (Please Print)

Employee Signature

Witness

Date

Attachment G: Life Statement Acknowledgment

LIFE STATEMENT

Southeastern is more than a university; it is a community that transforms students. Joining this Christ-centered community obligates each administrative 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 staff 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
- 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 will refuse to engage in such behavior
- Refrain from alcohol (except for communion), narcotics, tobacco, or other intoxicants either on or off university premises
- Refrain from all sexually immoral behavior
- 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

Signature of Employee

Date

Attachment H: Directory Acknowledgment

I understand that by virtue of my employment at Southeastern University, my name, address, and phone number will become a part of the university directory which will be available to university administration.

Employee Name (Please Print)

Employee Signature

Witness

Date