



Employee Handbook

Southeastern University
Lakeland, Florida



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WELCOME

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

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

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

Kent J. Ingle, D.Min.

President, Southeastern University



ABOUT THIS HANDBOOK

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

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

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

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



ABOUT SOUTHEASTERN UNIVERSITY

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

MISSION STATEMENT

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

VISION STATEMENT

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

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

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

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

CULTURE

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



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

Christ Centered

Student Focused

Uniquely Designed

Overtly Collaborative

Dynamically Innovative

WHAT WE BELIEVE

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

ACCREDITATION

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

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



HUMAN SEXUALITY

BIBLICAL FOUNDATIONS

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

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

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

SOUTHEASTERN HUMAN SEXUALITY

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

In addition, SEU supports the dignity of individual persons affirming their biological sex – understanding that any attempts to change one's God-Given sexuality through



elective sex- reassignment, transvestite, transgender, or nonbinary “genderqueer” acts or conduct is at odds with our biblical standards, denominational affiliation, and our code of conduct.

OUR COMMITMENT

Therefore, we as a community commit to the following:

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

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



GENERAL EMPLOYMENT POLICIES

DIVERSITY

EQUAL OPPORTUNITY STATEMENT

The University is committed to the principles of equal opportunity.

In accordance with this commitment, SEU does not discriminate on the basis of race, color, sex (including pregnancy), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. The equal opportunity policy will apply in University programs and activities, and all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination and all other terms, conditions and privileges of employment.

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

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

DISCRIMINATION AND HARASSMENT-FREE WORKPLACE

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

Harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's race, color, sex (including pregnancy), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors, and that: (1) contributes to or has the effect of creating an intimidating, hostile or offensive working environment; (2) unreasonably interferes with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.



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

SEXUAL HARASSMENT AND OTHER SEXUAL MISCONDUCT

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

Some examples of behaviors that might constitute sexual harassment include:

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



on sex, gender, or stereotyping of sex or gender, such as when two supervisors frequently ‘rate’ other employees’ or students’ bodies and sex appeal, commenting suggestively about their clothing and appearance.

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

For additional information about sexual harassment and gender discrimination, please reference SEU’s policy on Sexual and Gender-based Misconduct.

REPORTING ANY FORM OF HARASSMENT, DISCRIMINATION OR RETALIATION

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

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

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

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

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



DISABILITY ACCOMMODATION

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

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



EMPLOYMENT

EMPLOYEE CLASSIFICATION CATEGORIES

Employee Type	Definition
Full-Time Employees	Employees are considered full-time if they fill a regular position and are regularly scheduled to work 32 or more hours per week.
Part-time Employees	Employees are considered part-time if they fill a regular position and are regularly scheduled to work fewer than 32 hours per week.
Benefit Eligible Employees	Employees are eligible for benefits if they are scheduled to work 30 hours or more per week.
Temporary Employees	Employees hired for temporary, seasonal, or extra assignments of short duration are considered temporary employees. These positions are not eligible for benefits.
Federal Work-Study Student Employees	Southeastern University students who are regularly scheduled to work 20 hours or less per week and whose compensation is partially funded through the Federal Work-Study program are considered Federal Work-Study employees. Student positions are not eligible for benefits.
Southeastern University Student Employees	Southeastern University students who are regularly scheduled to work 29 hours or less per week and whose compensation is entirely funded by the University are considered Southeastern University student employees. Student positions are not eligible for benefits.
Graduate Assistants	Graduate Assistants are students admitted to a graduate program at Southeastern University for the purpose of earning a master's degree and hired to serve as a teaching, research, or administrative worker under the supervision of faculty or staff. Graduate Assistants are not eligible for employee benefits.

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



BACKGROUND CHECKS

To ensure that individuals who become employed by the University are well qualified and to ensure that the University maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. The University also reserves the right to conduct a background check for current employees to determine eligibility for continued employment, promotion, or transfer.

Background checks may include verification of any information on the applicant's resume or application form, a criminal record check, and – if appropriately job-related – driving record or credit checks. Driving of any motorized vehicle (including golf carts) on campus property or for University business may require an annual motor vehicle record check. If the applicant or employee is not cleared to be covered on the University insurance based upon the motor vehicle records check, they will become disqualified for employment if driving is a requirement of their position.

EMPLOYMENT AUTHORIZATION VERIFICATION

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

PERSONAL STATUS CHANGES

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

INTERNAL TRANSFERS/PROMOTIONS

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

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



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

All employees promoted into new job positions will be evaluated at the end of the 90 day introductory period. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the “at-will” employment relationship.

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

NEPOTISM/EVALUATIVE AUTHORITY OVER RELATIVES

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

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

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

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



DISCIPLINE

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

In all complex organizations, it is necessary to have certain rules and regulations. These rules and regulations are not meant to restrict the rights of any one person, but are to protect the rights of all. Therefore, we have provided for your guidance some of the reasons for disciplinary action or dismissal:

1. Deliberate or reckless destruction or damage to University property.
2. Theft, attempted theft, or unauthorized removal of University property from the University's premises, or allowing such theft to happen.
3. Negligent, careless, unsafe, or inefficient performance of duty.
4. Failure to observe safety rules and/or instructions.
5. Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, visitor, student, University equipment, or property.
6. Intentional falsification of payroll records, personnel records, or other records required in and relied upon in the transaction of University business.
7. Absence without proper notification to immediate supervisor, excessive absenteeism, or insufficient reasons for absenteeism.
8. Insubordination, including refusal or failure to perform assigned work.
9. Possession, use or sale of illegal drugs, alcohol or tobacco products.
10. Reporting to work or being on the job under the influence of



alcohol, illegal drugs, or other medications which could impair judgment.

11. Commission of any act, either on or off duty, which is inconsistent with the University's Mission Statement, Vision Statement, Statement of Faith, Statement on Human Sexuality, Life Statement, or Community Covenant. Refer to the link at the bottom of this Handbook.
12. Sleeping or loafing while on duty.
13. Fighting, either orally or physically, on University premises.
14. Intimidation of other employees or administration.
15. Walking off the job without permission.
16. Not signing required documents such as job descriptions, job evaluations, written warnings, policies, etc.
17. Misrepresentation or withholding of pertinent facts in securing employment or during employment.
18. Habitual tardiness.
19. Improper personal use of University telephones, computers, software, email system, Internet service, handheld devices, or other equipment.
20. Abuse of lunch or break periods.
21. Personal use of University property, supplies or equipment without proper approval.
22. Unauthorized absence from work.
23. Discourteous or otherwise unprofessional treatment of co-workers, students, or vendors.
24. Unauthorized disclosure of confidential information regarding the University or its students.
25. Utilizing bathrooms or locker rooms designated for a gender other than the employee's biological gender; or routinely dressing in a fashion or manner that is inconsistent or out of conformity with the employee's biological gender.

Although the above are specific reasons for dismissal or disciplinary action, it is not an exhaustive list, and there may be other reasons for dismissal or disciplinary action,



at the sole discretion of the University.

JOB DESCRIPTIONS

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

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

NEW EMPLOYEES AND INTRODUCTORY PERIODS

The first 90 days of your employment is considered an introductory period. During this period you will become familiar with Southeastern University and your job responsibilities. The Introductory Period provides new employees the opportunity to determine whether SEU is right for them, and it also gives SEU the opportunity to monitor the quality and value of your performance. Your introductory period with the University can be shortened or lengthened as deemed appropriate by the University. You may or may not receive an evaluation at the end of your Introductory Period. Completion of this introductory period does not imply guaranteed or continued employment; instead, one of three actions will occur: (i) retention with pay advancement, (ii) retention with no pay advancement, or (iii) termination of employment.

TRAINING PROGRAM

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

PROBLEM-SOLVING PROCEDURE

We strive to provide a comfortable, productive, compliant, professional, and ethical work environment. However, in any complex operation problems or differences of opinion will occasionally arise between employees and their supervisors or co-workers. To this end, SEU encourages you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if



necessary, to Human Resources. To help manage conflict resolution, the University will usually adhere to the following problem-solving procedure:

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

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

PARKING

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

SEPARATION OF EMPLOYMENT

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

RESIGNATION

Although we hope your employment with the University will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign from employment. All resigning employees should provide a minimum of two weeks' notice, in writing, to their direct supervisor and Human Resources to facilitate a smooth transition of work and offboarding. Administrators and executive staff should provide a minimum of thirty (30) days' advance written notice to facilitate



smooth operational transition of work and offboarding. Once resignation is given, SEU reserves the right to provide an employee with two weeks' pay in lieu of working the notice period in situations where job or operational needs warrant such action. If an employee provides less than 2 weeks notice of resignation, SEU may deem the individual to be ineligible for rehire, depending on the circumstances regarding the notice given.

RETIREMENT

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

JOB ABANDONMENT

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

TERMINATION

When a termination is initiated by the University, the supervisor will consult with the Director of Human Resources to review the process and reasons for recommending a termination of employment. Employees who are terminated for gross misconduct (i.e. insubordination, intoxication, violence, specific policy violation, or other actions inconsistent with SEU's cultural values) are ineligible for rehire.

RETURN OF UNIVERSITY PROPERTY

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

EXIT INTERVIEW

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

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



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

Non-exempt employees who have worked two or more years continuously with the University and have accumulated 192 hours or more of sick leave will be paid one-fourth of the accumulated but unused sick leave, not to exceed 30 days, when separating because of retirement or voluntary resignation. If the separation is initiated by the University for gross misconduct, the employee will forfeit accumulated but unused sick leave. Accumulated but unused vacation time is not paid out at the time of separation in any circumstance.

COBRA

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

REHIRE

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

If the individual is rehired into a regular position within 90 calendar days of leaving a regular position, they may maintain prior benefit status. For non-exempt hourly rehires, any prior accumulated vacation and unpaid accumulated sick time remaining at the time of previous separation may be reinstated. Paid time off benefits will not accumulate during the absence and the number of days away from employment will not be included in the calculation of University service time.

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



REFERENCE POLICY/VERIFICATION OF EMPLOYMENT

Southeastern University's general policy in response to requests for references or verifications of employment is to confirm dates of employment and job title only. With written authorization from the employee, the University will confirm compensation. Please forward any requests for employment verification to Human Resources.



WORKPLACE SAFETY

DRUG-FREE WORKPLACE ACT

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

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

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

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

VIOLENCE IN THE WORKPLACE

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

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



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

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

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

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

REPORTING

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

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

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

- **Emerging or Potential Threats.** An emerging or potential threat occurs when there is a reasonable belief that a situation has the potential to become violent over time because of the presence of one or more violence warning signs.



1. Report the situation to a supervisor.
2. Alert University Safety & Security if necessary.

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

CLERY ACT

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

SAFETY

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

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

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

Furthermore, the University requires that every person in the organization assume responsibility for individual and organizational safety. Failure to follow SEU's safety



and health guidelines or engaging in conduct that places any employee, student, vendor, guest, or University property at risk may lead to disciplinary action, up to and including termination.

SMOKE-FREE WORKPLACE

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

The smoke-free workplace policy applies to:

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

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

WORKERS' COMPENSATION INSURANCE

It is expected that all employees will exercise caution to protect themselves as well as their co-workers from injury or illness. If you are injured on the job, no matter how slight, you are to report the incident immediately to your supervisor and complete an incident report. In the event of a severe injury needing medical attention or resulting in property damage, the employee must immediately notify Security (x5190) so a report can be made. In the event of an injury where life or limb is at risk, please call 911 and seek immediate medical assistance. Failure to report any injury in the workplace or any accident causing damage to University property may result in disciplinary action or jeopardize your claim for benefits. Employees who are injured on the job may be required to submit for a drug and/or alcohol test. Employees who witness an injury of another employee or damage to University property must also promptly complete a report/witness statement with Human Resources.

Employees of Southeastern University are covered under statutory state workers' compensation laws. Workers' compensation insurance coverage is paid for by SEU and governed by state law. If you are injured in the course and scope of your work, the



workers' compensation system may provide for coverage of medical treatment and expenses, occupational disability leave, rehabilitation services, as well as payment for lost wages due to work related injuries. Light duty may be authorized during treatment and recovery and is based upon the treating physician's recommendations. You will be required to be cleared by the treating physician before you can return to work.



WORKPLACE EXPECTATIONS

CONFIDENTIALITY

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

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

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

All inquiries from the media must be referred to the Chief Communications Officer.

CONFLICTS OF INTEREST

All employees have an obligation to avoid engaging in any activity, both on and off-duty, that creates an actual or potential conflict of interest with the University’s mission and operations or that places the employee in a position where his or her own self-interest might conflict with the best interests of the University. Any actual or potential conflict of interest between an employee and the University must be



disclosed by the employee to Human Resources. If an actual or potential conflict of interest is determined to exist, the University will take such steps as it deems necessary to reduce or eliminate this conflict.

OUTSIDE EMPLOYMENT

Outside employment which creates a conflict of interest, or which affects the quality or value of your work performance or availability at Southeastern University is prohibited. Southeastern recognizes that employees may seek additional employment during off hours, but expects, in these cases, that any outside employment will not affect job performance, work hours, or scheduling, or otherwise adversely affect the employment relationship. Any conflicts should be reported to your supervisor. Failure to adhere to this policy may result in discipline up to and including termination.

ATTENDANCE AND PUNCTUALITY

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

Planned and foreseeable absences must be scheduled with one's supervisor in advance and submitted via the time and attendance module in the HRIS software and in accordance with the applicable time off policy.

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

Southeastern University reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences for non-exempt employees.

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



ATTIRE AND GROOMING

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

Southeastern University is confident that employees will use their best judgment regarding attire and appearance. Leadership reserves the right to determine appropriateness. Any employee who is improperly dressed may be sent home, without pay, to change clothes. Continued disregard of this policy may be cause for disciplinary action, up to and including termination.

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

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

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

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

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



SOCIAL MEDIA – ACCEPTABLE USE

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

Employees may access social media for personal use only during non-working time and in compliance with guidelines set forth in this handbook. Employees should not access or use social media while at work, even during breaks or other non-working time, without permission.

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

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

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

Examples of unacceptable content include:

- Photographs or videos recording unprofessional behavior in an identifiable University setting.
- Uses the University's name, logo or other identifier in a manner that would make it appear that the user is acting or speaking as an authorized agent of the University, without prior, express written authorization.
- Impersonates another employee through the creation of a false profile or otherwise.
- Contains obscene or inappropriate sexual language, photographs, videos or



texts or other unprofessional or offensive behavior that could detract from employees' effective performance of job responsibilities, or interfere with the performance of others in the workplace.

- Has the effect or intent to bully, defame, discriminate, disparage, embarrass, harass, harm, hurt, impersonate, injure, misrepresent, ridicule, slander, threaten or torment another person(s) or entity.
- Disrupts the orderly operation of the University.

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

- Use common sense.
- Be respectful.
- Think before you post.
- Consider who might see the site, profile, post or blog now and in the future.
- Acknowledge that you are personally responsible for the content of what you publish.
- Be mindful that what you publish will be public for a long time – protect your privacy.
- Respect copyright, fair use and financial disclosure laws.
- Be aware of your association with the University in online social networks. If you identify yourself as an employee of the University, ensure your profile and related content is consistent with how you wish to present yourself with colleagues and the public.

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

NO EXPECTATION OF PRIVACY

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

USE OF UNIVERSITY VEHICLES

University vehicles should be used for official business only and shall be operated within the limits of traffic law and safety regulations. University vehicles are only to



be driven by authorized employees, after receiving approval through the risk management office. All drivers are expected to operate University vehicles in a safe manner.

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

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

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

INCLEMENT WEATHER, DISASTER, OR EMERGENCY CLOSINGS

Employees are expected to arrive for work each day prepared to work regardless of the weather or other conditions, unless there is a weather condition, natural or other disaster, or an extreme emergency which threatens the health and safety of persons on campus, in which case University officials will notify the SEU community through regular communication channels about appropriate closures or suspension of certain or all University operations. During a period of partial or complete closure due to weather, disaster, or other emergency, University employees scheduled to work will be paid their regular hourly rate for hours missed, as directed and approved by administration. Employees deemed to be "Essential Workers" who are required to work on campus or remotely during a closure will enter time as directed by administration.

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

EMPLOYEE PERSONNEL FILES

Employees' official personnel records are maintained in Human Resources. All personnel files and the records therein are the property of Southeastern University



and are confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

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

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

CHILDREN IN THE WORKPLACE

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



COMPENSATION

PERFORMANCE AND SALARY REVIEWS

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

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

PAY PERIOD

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

Electronic direct deposit for pay distribution is mandatory for all employees. Employees may view and print their pay stub through their HRIS account. If there is a change in your address for W-2s, W-4, direct deposit information, or payroll deductions, those can be updated through the HRIS as well.

PAYROLL DEDUCTIONS

Certain deductions required by law are made from employees' paychecks each pay period. This includes federal income tax, state income and unemployment tax, and FICA contributions (Social Security and Medicare) as well as any other deduction required under state or federal law. The amount of your tax deductions will depend on your earnings and the information listed on your W-4 Form. Please consult your tax advisor regarding any additional taxes you may wish to withhold.

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

GARNISHMENTS

Normally, the University will not aid creditors in the collection of personal debts from employees. However, under certain legal procedures, the University is compelled by law to take action. If your wages are attached, we are required by law to withhold from



your earnings and pay to your creditor a specified amount each payday until the debt is settled. The University cannot stop the garnishment until it receives a court release from the creditor, including child support. Generally, garnishments will take priority over any other deductions authorized by the employee. If you have any questions why deductions were made from your paycheck or how they were calculated, contact Human Resources.

RECORDING TIME

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

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

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

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

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

REST AND MEAL PERIODS

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

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



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

OVERTIME AUTHORIZATION FOR NON-EXEMPT (HOURLY) EMPLOYEES

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

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

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

STAFF ADJUNCT TEACHING POLICY

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

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

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

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



employee will work additional time to accomplish regular duties missed as a result of the overload assignment. The additional scheduled time must be approved by the supervisor.

EXPENSE REIMBURSEMENT

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

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

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



TIME OFF/LEAVES OF ABSENCE

HOLIDAY PAY

The University provides the following sixteen (16) days as regularly scheduled paid holidays:

Holiday	Days Off
New Year's Day	One Day
Martin Luther King Day	One Day
President's Day	One Day
Good Friday	One Day
Memorial Day	One Day
Juneteenth	One Day
Independence Day	One Day
Labor Day	One Day
Veteran's 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 regularly scheduled work day, and for the number of hours the employee would normally be scheduled to work that day.

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

For hourly employees who are required to work on a scheduled holiday, holiday pay will be given in accordance with the guidelines set forth below. Holiday pay is given for all of the sixteen (16) paid holidays listed above.

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

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



VACATION

Southeastern University (SEU) is committed to providing flexibility and promoting work-life balance for its employees, while enhancing productivity. SEU hires exceptional, professional adults to perform a wide variety of important functions that contribute to the success of our company.

NON-EXEMPT (HOURLY) EMPLOYEES

1. Eligibility

All employees who are non-exempt (hourly) 12-month staff who have completed their probationary period are considered eligible under this policy. This policy does not apply to temporary employees, student workers, graduate assistants, or teaching assistants. Part-time employees are eligible for a prorated amount, based upon the hours worked.

2. Vacation Time Allotment

Upon completion of the 90-day probationary period, full-time hourly employees are allotted 3 weeks (120 hours) of vacation time, to be effective on June 1 of each year (beginning of the fiscal year).

Upon completion of the 90-day probationary period, part-time hourly employees are allotted a prorated amount equal to their number of scheduled hours, divided by forty, times 3 weeks (120 hours) of vacation time. Similar to full-time employees, this is to be effective on June 1 of each year (beginning of the fiscal year).

Employees who commence their employment at Southeastern University at a time other than June 1 will receive a prorated amount of vacation time, after completing the 90-day probationary period. This is calculated based upon their start date and the remaining pay periods through the following May 31.

- For example, a full-time employee that begins work on September 1 and has 20 pay periods remaining, would receive approximately 75% of the 120 hours allotted per fiscal year. One hundred twenty hours per year divided by 26 pay periods annually equates to 4.61 hours earned per pay period x 20 remaining pay periods = 92.2 hours of vacation time awarded on the pay period following completion of the probationary period.
- Another example would be a part-time employee that is scheduled for 20 hours per week, who begins work on September 1 and has 20 pay periods remaining. They would receive approximately 75% of the 60 hours allotted per fiscal year. Sixty hours 2.3 hours earned per pay period x 20 remaining per year divided by 26 pay periods annually equates to pay periods = 46 hours of vacation time awarded on the pay period following completion of the probationary period.



3. Increases in Vacation Time Allotment

Under this policy, non-exempt (hourly) employees will earn vacation time according to the following schedule:

- On June 1 following the employee's 5th work anniversary, the yearly vacation allotment will increase to 4 weeks. If their anniversary date falls between June 1 and December 1, then they will receive an additional week on the payroll following their anniversary date. If it falls between Dec 2 and May 31, then they will receive an additional 20 hours of time on the payroll following their anniversary date.
- On June 1 following the employee's 10th work anniversary, the yearly vacation allotment will increase to 5 weeks. If their anniversary date falls between June 1 and December 1, then they will receive an additional week on the payroll following their anniversary date. If it falls between Dec 2 and May 31, then they will receive an additional 20 hours of time on the payroll following their anniversary date.

4. Usage of Vacation Time

Vacation time is awarded at the beginning of each fiscal year on June 1. New hires must complete their probationary period before being awarded vacation time, which will be calculated based on a prorated amount, as detailed above.

Employees must request vacation time in advance and the request must be approved by their supervisor or department head. Supervisors retain the right to deny requested vacation during periods of high work volume and critical business needs. Departments may have "blackout periods" where employees will not be approved for time off due to business needs. Every attempt will be made to honor and approve requests for vacation time, whenever possible.

Upon termination of employment, employees will not be paid for any unused vacation time, unless required by state or local laws.

5. Leave of Absence

Employees who are out on approved Family Medical Leave Act leave, military leave or other leave of absence, may utilize sick and vacation pay concurrently with approved leave for continuation of pay and benefits. Please refer to the university FMLA policy and other leave policies in the Employee Handbook.



6. Transition

Effective May 1, 2024, vacation leave will not be paid out at the time of separation. Three weeks of vacation time will be granted in lump sum on June 1 annually and is not considered earned wages.

On June 1, 2024, all non-exempt (hourly) employees that have passed their probationary period will have the full amount of their eligible vacation days awarded in accordance with their years of service. See sections 2 and 3 above for the schedule of allotment.

7. Administration

Employees are responsible for submitting vacation requests in a timely manner. Supervisors are responsible for reviewing and approving vacation requests prior to payroll processing.

The Human Resources department is responsible for administering this policy and addressing any questions or concerns related to vacation time.

Any disputes or discrepancies regarding vacation time allotment or usage will be resolved in accordance with university policies and procedures.

EXEMPT (SALARIED) STAFF

It is SEU's intent to provide its exceptional employees the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to SEU. This Discretionary Time Off (DTO) Policy outlines the guidelines, requirements, and expectations for salaried employees receiving this benefit. Paid leave is a benefit provided by SEU but can be modified or removed at any time.

1. Eligibility

All employees who are full-time, exempt-level 12-month staff who have completed their probationary period are considered eligible under this policy.

When a non-exempt hourly employee transitions to a full-time, exempt-level 12 month position, they will have immediate access to leave under the DTO policy on the next pay cycle. All accrued sick and vacation balances under the hourly plan will be eliminated (reduced to a zero balance), unless otherwise mandated by state law and will be paid out at the time of separation. If state law requires payment of accrued hours under the Non-Exempt Vacation and Sick policies, those earned wages will be paid at the time of separation at the rate of pay earned when the time was accrued.



2. Discretionary Leave Procedure

The Discretionary Time Off (DTO) policy gives eligible employees more flexibility to take personal time off, both for vacation and medical needs.

There is no specific number of days off per year, an eligible employee does not accrue vacation or sick time, and there is no accrued leave “bank”

Employees should give as much notice as possible by submitting their request through the timekeeping system with at least one (1) month advance notice for every one (1) week of time off requested. Time off requests for less than one week should be requested with as much advance notice as possible.

Requests for greater than two (2) consecutive weeks will require approval from both the employee’s manager and the department’s Vice President.

Requests may be denied or postponed by your manager, based upon the manager’s evaluation of the factors listed above and business needs. Time off must be accurately recorded on the employee’s timecard for attendance purposes.

3. Expectations

Under this policy, exempt-level employees are expected to:

- Submit time off requests in a timely manner. Supervisors are responsible for reviewing and approving vacation requests prior to payroll processing.
- Recognize that at SEU, we value all employees’ contributions and are committed to communicating with our supervisor and other team members in advance when scheduling an absence, or before the start of the workday when an unscheduled absence occurs.
- Understand that due to staffing needs, sometimes not all leave requests can be honored. Advance requests are still subject to the appropriate approval.
- Meet all established goals and performance criteria regardless of the scheduled or unscheduled absences.
- Except for those on protected leave (FMLA, worker’s comp, military, etc.), if an eligible employee is unable to meet the expectations outlined above, SEU reserves the right to temporarily revoke unlimited leave for that individual. Further, if gross abuse of this leave is observed, the employee’s supervisor will take progressive disciplinary action, up to and including written warning, temporary revocation of discretionary leave privileges, suspension without pay and/or termination of employment.

4. Verification

Managers and supervisors also reserve the right to request verification of absences



(such as a doctor's note) at their discretion.

5. Leave of Absence

This policy will cover eligible full-time exempt employees during an approved Family Medical Leave Act leave of absence, up to a maximum of 12 weeks (intermittent or consecutive). The supervisor, employee and HR will work together to track absences during approved FMLA via the SEU time and attendance system. This policy does not apply to eligible employees requesting military leave or sabbaticals. For more information on these types of leave, please see the corresponding policies located in the employee handbook.

6. Transition

At the time this policy is implemented, full-time, exempt-level 12-month employees may have a vacation balance. After the April 9 payroll (for pay period March 20 to April 2), vacation and sick leave will no longer be accrued for this employee classification. The account balances will be eliminated (resulting in a zero balance), as leave will no longer be earned with hours worked, but rather available to be taken as needed.

As SEU transitions into the new policy in May 2024, any employee separating from SEU by April 30, 2024 will be paid out their final accrued vacation leave balance in full. If separating on or after May 1, 2024, the employee will receive no payout of their accrued vacation hours under the previous policy, unless mandated by state law.

The amount to be paid upon separation will be calculated by determining the total number of vacation hours as of the date of separation, multiplied by the equivalent hourly rate. There will be no payout for the value of the sick time balance, unless mandated by state or local law.

SEU's prior vacation and sick time policies for full-time, exempt-level 12-month staff are hereby discontinued. Vacation and sick time accruals will discontinue effective April 3, 2024, but employees may utilize the leave available in their accrued bank through May 31, 2024. Discretionary Time Off will be available beginning June 1, 2024.

This Discretionary Time Off Policy is subject to review and revision as deemed necessary by SEU.

SICK LEAVE

Paid sick leave is provided to employees not eligible under the Discretionary Time Off policy (regular full-time faculty and regular full- and part-time non-exempt staff) upon approval of the department supervisor for the following reasons:

- Personal illness;
- Illness of a member of the employee's family for whom the employee is the



- primary caregiver; and
- Medical appointments that cannot be arranged at any time other than during the employee's normal working hours.

Eligible full-time employees are credited with one day (8 hours) of paid sick leave for each calendar month of service (3.7 hours per pay period). Part-time, non-exempt (hourly) employees are credited with a pro rata amount of paid sick leave based upon the number of hours they are normally scheduled to work, in the same fashion as paid vacation. Temporary, adjunct, and student employees are not eligible for paid sick leave.

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

FAMILY AND MEDICAL LEAVE (FMLA)

Southeastern University employees who have worked for the University for 12 months and at least 1250 hours may be eligible for protections under the Family and Medical Leave Act of 1993 (FMLA), as amended for certain qualifying absences from work. Employees residing and working in other states may have state laws that apply in addition to the federal Family Medical Leave Act.

Please consult SEU's full FMLA policy.

BEREAVEMENT LEAVE

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

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

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



Employees who have available vacation may choose to use it for bereavement purposes to avoid a loss of pay during the leave. SEU believes that life begins at conception and thus allows bereavement leave for a parent to grieve the loss of a child due to miscarriage. An employee requesting bereavement leave in the event of their own or their spouse's miscarriage will be required to provide a doctor's note confirming the miscarriage to obtain approval of bereavement leave for this purpose.

JURY DUTY OR COURT APPEARANCE

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

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

VOTING LEAVE

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

MILITARY LEAVE OF ABSENCE

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

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



LEAVE FOR PARTICIPATION IN UNIVERSITY SPONSORED MISSION TRIPS

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

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

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

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

ACCOMMODATIONS FOR NURSING MOTHERS

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

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



and refrigerator storage are posted in the room.

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

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



BENEFITS

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

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

TUITION WAIVERS BENEFIT

Regular full-time employees will have tuition waivers or discounts available to them and/or their dependents, and/or their spouse, subject to meeting the eligibility requirements detailed below.

ELIGIBILITY

Undergraduate Tuition:

Full-time employees, their spouses, and their dependents age 25 or under, are eligible for tuition waiver beginning the semester following the one-year anniversary of the employee's date of hire into his or her full-time role. This covers the full amount of tuition, and the employee is responsible for covering any additional costs or fees beyond the cost of tuition.

Masters Programs:

Full-time employees are eligible for tuition waivers for Masters programs beginning the semester after the second anniversary of their date of hire into his or her full-time role. This covers the full amount of tuition, and the employee is responsible for covering any additional costs or fees.

Dependents and spouses of full-time employees are eligible for a 50% discount of tuition costs for Masters programs beginning the semester after the second anniversary of the employee's date of hire into his or her full-time role. This discount applies to tuition only, and the employee, spouse, or dependent is responsible for covering any additional costs or fees.



Doctoral Programs:

Full-time employees, their dependents age 25 or under, and their spouses are eligible for a 25% tuition discount beginning the semester after the second anniversary of the employee's date of hire into his or her full-time role. This discount applies to tuition only, and the employee, spouse, or dependent is responsible for covering any additional costs or fees.

Employment Anniversary for Eligibility:

The employment anniversary is used for determining eligibility for the tuition benefit is as follows:

Spring Semester	Before January 1
Summer Semester	Before May 1
Fall Semester	Before September 1

PROCEDURE

Eligible employees who want to take advantage of the tuition waiver benefit must complete a tuition waiver form for each semester that he or she would like to use the benefit. Before the form is submitted the student receiving the benefit should be applied to Southeastern University, accepted, and registered for courses. A copy of the student's course schedule must be submitted for review with the tuition waiver form. All applicants for tuition waiver who are taking more than six (6) undergraduate credit hours per semester must also complete and submit the Free Application for Federal Student Aid (FAFSA), including any applicable verification requirements, before the tuition benefit can be applied. The tuition waiver benefit will cover the remaining portion of the tuition costs not otherwise covered by federal or state financial aid grants.

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

LIMITATIONS ON BENEFIT

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



outstanding balance on any of their individual University student accounts, that individual will be ineligible to register for classes and their tuition waiver benefit will terminate until the balance is paid in full. This benefit covers tuition only. The employee and eligible family members are responsible for payment of all applicable course fees, books, room and board, and other expenses.

TAXATION

Employees utilizing this benefit are encouraged to consult their personal financial and tax advisors about the possible tax implications. Generally, the tuition waiver for undergraduate courses is tax-free, but tuition waiver for graduate classes is taxable income after a certain amount (See IRC §127). Any income tax assessments employees receive as a result of utilizing this benefit are the employee's responsibility.

TRANSITION PLAN

This policy is in effect as of March 1, 2024, for all eligible full-time employees with a start date of March 1, 2024 or after. For eligible full-time employees with a start date before March 1, 2024, who were hired under the previous policy and have begun a program of study, the employees will be grandfathered in under the previous policy and will be able to complete their current program under the terms of that policy. New programs of study started in any semester after the spring 2024-2025 semester, including those initiated by currently eligible employees who are grandfathered in for a program of study already in process, will be subject to the terms of the new policy. For employees who were hired into eligible full-time positions between March 1, 2024 and one year prior, the eligibility waiting period for the tuition benefit will be determined by the policy that was in effect at the time of his or her hire.

GRADUATE ASSISTANTS

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

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

TEACHING: For University tax purposes, teaching activities may include, but are not limited to, the following: providing or coordinating classroom instruction, including lab or discussion sessions; tutoring students; grading tests and



assignments; developing instructional materials; providing artistic instruction; accompanying/coaching musical or vocal performances; and proctoring exams.

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

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

EMPLOYEES WHO ARE NOT GRADUATE ASSISTANTS

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

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

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

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

EMPLOYEE DEPENDENTS

For employee dependents who receive a tuition waiver for a graduate course of study and who are not serving as a GA, the entire amount of graduate tuition waiver is



taxable to the person whose employment status makes the dependent eligible for such assistance. In other words, there are no exclusions from income for the spouse or child of an employee who receives a tuition waiver for graduate study. The employee will be subject to tax withholding for the entire value of the waiver in this case and the value will appear on the W-2 at year-end.

SUMMARY OF TAXATION

Undergraduate tuition waivers are generally tax-free for the employee and his or her dependents. Graduate study is typically limited to a specified amount of tax exemption for each calendar year. In rare cases, an employee may be able to receive graduate assistance fully tax-free. Employee dependents will generate a tax liability in connection with the entire value of a graduate tuition waiver. Taxable components of tuition waivers will be reflected in an employee's W-2 at calendar year-end.

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

OTHER BENEFITS/SERVICES

FACILITIES

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

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

MEAL BENEFIT

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

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

There is no meal benefit for temporary or student employees.

DISCOUNTS

BOOKSTORE

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



ATHLETICS

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

PLAYS, OPERAS, AND CONCERTS

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

NOTARY PUBLIC

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

PERSONAL CHECK CASHING

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



REFERENCES

[Southeastern University Employee Information Security Policy](#)

[Family and Medical Leave Act of 1993](#)

[Sexual and Gender-based Misconduct Policy](#)

[Southeastern University Mission Statement, Vision Statement, Statement of Faith, Statement of Human Sexuality, Life Statement, and Community Covenant](#)

[FERPA Compliance at SEU for Faculty, Staff, and Administration](#)

[Southeastern University's Drug & Alcohol Abuse Prevention Program](#)