

WALDORF UNIVERSITY

EMPLOYEE HANDBOOK

APPROVED
October 26, 2012



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Welcome new employee!

On behalf of your colleagues, I welcome you to Waldorf University and wish you every success here. At Waldorf University each employee contributes directly to its growth and success. Hopefully, you will take pride in being a member of the Waldorf family of employees.

This handbook was developed to describe some of the expectations of Waldorf employees and to outline the policies, programs, and benefits available to eligible employees. Please familiarize yourself with the contents of this employee handbook as soon as possible. It will answer many questions about employment at Waldorf University.

For those Waldorf University employees working at the Alabama Columbia Southern University location, you will also need to familiarize yourself with the CSU handbook and policies, as you will be expected to follow any of their procedures as it relates to your working environment.

Hopefully, your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Best wishes,

Robert Alsop, Ph.D.
Waldorf University President



Mission

“Waldorf University seeks to be an engaging community of learning and faith where relationships are formed and opportunities for learning and service abound. Our mission is to educate the whole person emphasizing integrity and equipping students to succeed and to serve the communities where they live and work.”

The descriptive statements will read as follows:

As a Liberal Arts University with Core Values - Waldorf offers a core curriculum to liberate the way students think that they may develop knowledge in and a basic understanding of how a variety of disciplines think and approach life. As a liberal arts University, Waldorf seeks to instill values of *service, community, critical inquiry, and lifelong learning* in each student and in the very culture of the University community. It is believed that these values and this education will prepare our graduates to understand and contribute to life in our complex and ever-changing world.

As a Residential University - Waldorf offers a carefully designed student life program, as well as extensive co-curricular, cultural and community service activities designed to create a campus atmosphere conducive to a well-rounded educational experience. High academic achievement, personal growth, the building of lasting friendships, and a growing awareness of community responsibility are valued.

As an Online University - Waldorf will offer a broad range of quality online academic programs delivered in an innovative flexible format while providing a positive experience that impacts the lives of students.

As a Community that Values Religious Faith - Waldorf seeks to explore the meaning and depth that religion and spirituality can add to life. The questions religion poses for the living of life, and the unique perspective Christianity can give to the living of life are explored with academic rigor. Students are encouraged to develop a deep respect for the role religious devotion can play in giving direction, purpose, and a moral foundation to life.

As a University Engaged with the World - Waldorf seeks to bring the world to Forest City by enrolling a significant number of international students as part of the on-campus student body. Waldorf actively sends students out to experience the world through multi-discipline opportunities for travel and study abroad.

As a University Born Out of a Strong Academic Heritage - As a University started in 1903 by a Lutheran Church, the curriculum and the student experience are born out of a the Lutheran tradition of excellence in higher education. This tradition values service to the community, academic excellence, freedom of inquiry, a liberating education, and learning through the exchange of ideas in open conversation.

Waldorf's character is shaped by the values and beliefs of its Norwegian Lutheran founders: veracity, discipline, the dignity and responsibility of the individual, a commitment to service, and faith in God.

The Reverend C. S. Salveson, who was the pastor of what is now Immanuel Lutheran Church in Forest City, founded Waldorf in 1903. Unlike several other Lutheran University's founded by Norwegian immigrants and the first generation of their progeny, Waldorf began operation as an academy and business University rather than as a preparatory program primarily for future pastors.

From its earliest days, Waldorf viewed education sponsored by the church as vital for persons who would serve primarily in secular society. Waldorf's emphasis was fundamentally a "stewardship emphasis": human lives are viewed as a gift from God, and the educational enterprise offers the opportunity for the full flowering of one's potential. Waldorf's mission has always stressed service to others as the means to achieve fulfilling lives.

Whether as future business leaders, teachers, professors, scientists, entrepreneurs, ordained clergy, psychologists or musicians – it is hoped that Waldorf graduates will aspire to lives of service.

Since 1920, when Waldorf became a junior University, the curriculum has gradually evolved to fully reflect a liberal arts emphasis. Now, nearly all students enroll with the intent of ultimately earning a bachelor's degree. In the spring of 1994, the University was accredited by the North Central Association of University's and Schools to offer its first bachelor's degrees.

Waldorf became a fully accredited bachelor's degree granting University in February of 2001.

The "core" of the liberal arts program has as its goals that students:

- Learn to think, write and speak clearly;
- Begin the process of developing a mature and inquiring mind, with the ability to formulate questions, solve problems and make both intellectual and value judgments;
- Engage in and appreciate the arts;
- Acquire understanding of our historical and scientific heritage;
- Begin to develop an appreciation of other cultures and their ways of knowing; and,
- Consider their religious commitments for their meaning in life and the world in which they live and serve.

In January of 2010, Waldorf joined the Mayes Education family as the first traditional campus school. The other school operated by Mayes Education is Columbia Southern University (CSU), a completely online school offering associate, bachelor, master, doctoral and certificate programs.

Because of the success CSU experienced with online learning, Waldorf launched three new hybrid online programs in January 2010 including bachelor's degrees in business administration, fire science administration and organizational leadership. Hybrid online programs combine the flexibility of online courses with the advantage of face-to-face instruction. Three days (equal to one credit-hour) of on-site instruction is required for every 30 hours earned online. Residency requirements can be fulfilled at the Waldorf campus or at residential seminars held in popular locations across the U.S.

Five new blended bachelor's degree programs were also launched in fire science administration, criminal justice administration, organizational leadership, sports management and international management. These programs include 15 to 18 hours of online courses with the remainder held on campus.

The Faculty recognizes that concern for the goals of liberal arts education does not begin at Waldorf, nor are these goals likely to be fully achieved on this campus. The development of an appreciation of "a life of the mind" ought to begin in the home and school, be further nurtured at Waldorf, continue in studies at Waldorf, and become a lifelong process.

We believe the success of Waldorf program results from the interplay of several characteristics:

- A dedicated, capable faculty who take pride in effective teaching and who share a personal commitment to the faith, values and traditions of the University;
- A low student to faculty ratio, permitting a high level of faculty/student interaction;
- Solid curricular offerings in a variety of disciplines, enabling students to begin (to clarify career goals);
- An environment in which faith and values are a subject of inquiry, and one in which growth toward moral maturity is a valued goal;
- A special emphasis on writing, speaking, and global awareness; and
- A solid tradition in the fine arts, coupled with a lively program of cultural events, and a broad program of varsity and intramural sports to help shape a life of enrichment and physical well being.

Lux et Veritas, reads the motto on the official Seal of the University – "Light and Truth."

In its Lutheran and Norwegian roots and uncommon quality of community, Waldorf University offers a distinctive educational experience.

This catalog will further introduce you to the Waldorf University community.

Campus and Community

Waldorf University was founded in 1903 as a result of "The Great Hotel War of Forest City." This fierce competitive battle between the two first-class hotels, built simultaneously, left the beautiful Waldorf Hotel vacant after only four months of operation. This provided the opportunity for The Reverend C. S. Salvesson to muster the necessary resources to found a Christian University. Thus, Waldorf University came to be located on a prominent corner of the center of the City of Forest City, and the 50-plus acre campus has grown up around this original and still beautiful building, now called Salvesson Hall.

This handbook is designed to acquaint you with Waldorf University and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Waldorf University to benefit employees. One of Waldorf University's objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Waldorf University continues to grow, the need may arise to change policies described in the handbook. Waldorf University, therefore, reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time, as Waldorf University deem appropriate, in our sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

The employee handbook describes important information about Waldorf University, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Waldorf University Board of Trustees has the ability to adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with Waldorf University voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Waldorf University or I can terminate the relationship **at will, with or without cause.**

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have been informed of the location of this handbook on the Waldorf University website, <http://www.waldorf.edu/facultystaff> and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

This handbook remains the property of Waldorf University and any copy of this handbook must be returned if employment is terminated, for any reason.

Employee's Signature:

Date:

Employee's Name (Typed or Printed)

101 NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Waldorf University.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Waldorf University is bound to continue the employment relationship if either chooses, **at their will**, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Waldorf University reserves the rights to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the owner of Waldorf University.

Waldorf University believes that the work environment, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors. If this discussion does not completely resolve the problem, contact the Human Resources Department. If the concern or problem is still unresolved, the employee is welcome to discuss the problem directly with the President of Waldorf University.

Experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent; communications can be clear; and attitudes can be positive. We believe that Waldorf University amply demonstrates its commitment to employees by timely responses to employee concerns.

103 EQUAL EMPLOYMENT OPPORTUNITY

To provide equal employment and advancement opportunities to all individuals, employment decisions at Waldorf University will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Waldorf University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any class of discrimination in the workplace is encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Waldorf University does not prohibit hiring family members/relatives of existing employees.

Relatives will not be hired into the same department when there is a possibility of having one family member/relative as reporting to another family member/relative or when there could be significant impact to the department in the event of extended absences.

Relatives may be hired in the same department only when the impact is insignificant and when there are no potential opportunities for family members/relatives to become team leads or supervisors within the same department.

Departments who have different units within the same department may have family members/relatives in team lead and supervisory positions when they do not exist within the same work unit within the department.

For the purposes of this policy, relatives are defined to include spouses, parents, children, brothers, sisters, brothers and sisters-in-law, fathers and mothers-in-law, stepparents, stepbrothers, stepsisters, and stepchildren. This policy also applies to individuals who are not legally related but who reside with another employee.

Waldorf University is committed to employing only United States citizens and aliens who are authorized to work in the United States. Waldorf University does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Waldorf University within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear or reprisal.

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Waldorf University wishes the business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of Waldorf University. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes; product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Waldorf University's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses to an officer of Waldorf University, as soon as possible, the existence of any actual or potential conflict of interest. Safeguards can then be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Waldorf University does business, but, also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Waldorf University.

The materials, products, designs, plans, ideas, and data of Waldorf University are the property of Waldorf University and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination of employment.

110 OUTSIDE EMPLOYMENT

Employees may hold outside jobs as long as they meet the performance standards of their job with Waldorf University. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance standards and will be subject to Waldorf University scheduling demands, regardless of any existing outside work requirements.

If Waldorf University determines that an employee's outside work interferes with performance or the ability to meet the requirements of Waldorf University, as they are modified from time to time, the employee may be asked to terminate the outside employment. If he or she wishes to remain employed by Waldorf University, compliance with this request will be required.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not engage in additional employment with a competitor or engage in any competitive activity through self-employment.

112 NON-DISCLOSURE OF INFORMATION

The protection of confidential business information and trade secrets is vital to the interests of the success of Waldorf University. Such confidential information includes, but is not limited to, the following examples:

- Business affairs
- Compensation data
- Computer processes
- Computer programs and codes
- Customer lists/pricing/discounts/terms
- Customer preferences
- Financial information
- Manufacturer special pricing/terms
- Marketing strategies
- Pending projects and proposals
- Technological data
- Technological prototypes
- Trade secrets

All employees will be asked to sign this policy indicating their knowledge and awareness of Waldorf University's concerns about confidential business information. Employees who inappropriately use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment plus appropriate legal action, even if the employee does not benefit from the disclosed information.

This policy will remain in force for one full year after termination, regardless of the reason for termination. Therefore, all former employees will be subject to this policy up to one full year from date of termination. Former employees who violate this policy will be subject to legal action by Waldorf University.

This is not a non-compete agreement.

By my signature below, I, the employee, am voluntarily signing this policy and am agreeing to abide by all its provisions.

SIGNED: _____
(Employee)

DATE: _____

Employee Name: _____
(Printed or Typed)

Witness: _____

Witness: _____

Waldorf University is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, and lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

Waldorf University is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Waldorf University will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Waldorf University is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable Federal, state, and local laws.

Waldorf University provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted. Waldorf University does reserve its discretionary right to not post a particular opening if it could have negative effect upon departments within the University.

Job openings will be posted by e-mail and website system, and normally remain open for 7 days. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, and qualifications.

To be eligible to apply for a posted job, employees must have performed competently for at least 365 calendar days in their current position. Exceptions will be considered if a current employee is qualified for a position that would be considered a promotional opportunity and/or would significantly contribute to the success of Waldorf University. Employees who have a written warning on file, or are under any form of disciplinary action, are not eligible to apply for posted jobs. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, employees should submit, in writing, their qualifications and a current resume to the Job Posting authority, or follow the instructions for applying given in the announcement. Interested employees should include a listing of their job-related skills, experience, and accomplishments.

Waldorf University recognizes the benefit of developmental experiences and encourages employees to talk with their supervisors about their career plans and aspirations. Supervisors are encouraged to support employees' efforts to gain experience, educational achievements, and advance within our organization.

Waldorf University is an equal employment opportunity employer. All employees, regardless of their race, color, national origin, sex, religion and/or disability, will be afforded full and equal consideration for all open job opportunities.

Job Posting is a way to inform employees of openings and to identify qualified and interested employees who might not otherwise be known to the hiring manager.

201 EMPLOYMENT CATEGORIES

It is the intent of Waldorf University to clarify the definitions of employment classifications so employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship AT WILL, at any time, is retained by both the employee and Waldorf University.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws.

NONEXEMPT

Employees are entitled to overtime pay after 40 worked hours under the specific provisions of federal and state laws.

EXEMPT

Employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees are exempt from overtime as per the Fair Labor Standards Act and do not have to track time hourly. An exempt staff person usually works well beyond a normal forty-hour week.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME 12 MONTH

Employees are those who are not in a temporary or orientation status and who are regularly scheduled to work Waldorf University's full-time schedule. A full-time schedule is defined as working a minimum of 32 hours per week for 12 months. Generally, they are eligible for Waldorf University's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR FULL-TIME ACADEMIC YEAR

Employees are those who are hired to work during the academic year (minimum of 9 months, but less than 12 months). This category of employees may or may not be eligible for benefit programs, including vacation and personal leave. Benefits are subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME 12 MO / REGULAR PART-TIME ACADEMIC YEAR

Employees regularly work fewer than 32 hours each week, but more than 20 hrs each week

TEMPORARY

Employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not, in any way, imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated

benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Waldorf University's other benefit programs.

GRADUATE ASSISTANTS

Employees are those who are hired to work during the academic year for no more than a 2-year assignment to assist within a department while working as a student on their graduate degree through Columbia Southern University. While Graduate Assistant employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Waldorf University's other benefit programs.

FACULTY

See Faculty Handbook for descriptions of faculty categories.

Where business needs dictate, it is the policy of Waldorf University to rehire former employees who a) voluntarily left company employment or were b) laid off due to business slowdown(s) and who possessed a satisfactory record of service.

This policy sets forth the company's philosophy governing eligibility for reemployment and associated bridging of service and service recognition where appropriate.

Classes Eligible for Rehire

Employees who had completed their company orientation period and who were part of a reduction in force as well as those who voluntarily resigned will be eligible for rehire based on company records. Employees who have given a reasonable notice will be considered for rehire.

Classes Not Eligible for Rehire

Employees who were involuntarily terminated by Waldorf University or who were laid off (with a less than satisfactory work record) or who failed to complete their company orientation period will not be considered for rehire. Former employees who had a less than satisfactory work record appropriately noted at termination as not being eligible for rehire are excluded from rehire consideration. Employees who did not give a reasonable notice are ineligible for rehire.

Service Restoration Rules for Eligible Employees Hired after 1/8/2010

If a former employee is rehired where the period of prior company service is greater than the duration of the absence, the employee is granted eligibility to participate at the same level of benefits as when they left the company.

If a former employee is rehired where the duration of their absence exceeds their duration of prior company service, the employee is considered a new employee and is subject to the orientation period and is not eligible for prior service recognition benefit plan participation purposes.

Rehire Service Date Adjustment

When recognition of prior service is not granted, a rehired employee's company service date will be adjusted to the new hire date and all future benefits, accruals, and evaluations are subject to the new date hire date.

203 ACCESS TO PERSONNEL FILES

Waldorf University maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary information; plus any additional applicable information.

Personnel files are the property of Waldorf University, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Waldorf University who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in Waldorf University's offices and in the presence of an individual appointed by Waldorf University to maintain the files.

The Waldorf University Board recognizes its responsibility to ensure that students are protected by taking reasonable precautions to screen prospective (new) employees and volunteers who might pose a risk to students.

To ensure that individuals who join Waldorf University are well qualified and have a strong potential to be productive and successful, it is the policy of Waldorf University to check the employment references and background history of candidates being considered for employment. Refer to the Hiring Manual for procedures.

205 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Waldorf University of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

206 ORIENTATION PERIOD

The orientation period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Waldorf University uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Waldorf University may end the employment relationship, AT WILL, at any time, during or after the orientation period, with or without cause or advance notice.

All new and rehired employees work on an orientation basis for the first 90 calendar days after their date of hire. Any significant absence will automatically extend an orientation period by the length of the absence. If Waldorf University determines that the designated orientation period does not allow sufficient time to thoroughly evaluate the employee's performance, the orientation period may be extended for a specified period.

Each new employee will be given a performance review during the 90-day orientation period.

Upon satisfactory completion of the orientation period, employees enter the "Regular" full time or part time employee classification.

Employee Signature:

Date:

(Employee Name: Typed or Printed)

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

209 PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance reviews are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are to be scheduled during the employee's anniversary month each year. Each new employee, however, will be given a performance review during the 90-day orientation period.

Merit based pay adjustments are awarded by Waldorf University in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance review process.

The Human Resources Department will respond, in writing, only to reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only to dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

A favorable reference regarding an employee terminated for performance problems can become a litigation landmine. Meanwhile, a highly derogatory reference can potentially open the door to a defamation action that otherwise would not occur because of privileges which may be attached to such statements within the workplace. In any event, the determination of what should be communicated needs to be channeled through a central source. The central source is Human Resources.

References are not limited to formal letters. Verbal statements can have great impact in litigation. A national group of investigators exists who check references for potential litigants. They call managers and use court certified stenographers to take down verbal statements. They call multiple times and claim a 70% success rate in getting managers to talk. This is a growing problem in employment litigation throughout the nation.

If information is provided that is favorable, while the company knows of unfavorable information that it elects not to include in the favorable report, it may well be liable for negligent misrepresentation.

Because of the above factors, managers are not permitted to provide any reference, either written or verbal, regarding a current or ex-employee, without first consulting the Human Resources Department. The employee's written authorization should be on file with the HR department before any references are provided.

It is the policy of Waldorf University not to provide former employees a generic reference letter. Once a document exists, it lives forever. Some of these types of letters are long out of date or have been altered. After a certain period of time passes, you have no idea what kind of employee your former employee has become, unless he or she is the rare exception who stays in touch. And, you never know how your letter will be used or how your words will be interpreted.

PROVIDING REFERENCES FOR STUDENTS

Below are some things to keep in mind when you are asked to provide a reference for a student:

Written References

- Provide a written reference only if a student has given your name as a reference.
- When you prepare letters, be factual; do not editorialize. Avoid vague statements.
- Respond to the specific inquiry about the student or job applicant. Direct the response to the particular person who requested the information.
- If a student requests a "to whom it may concern" reference letter, document that this is the type of reference requested and that the student or job applicant takes the responsibility for distributing the letter to the proper persons.

- Relate references to the specific position for which the person applied and the work that the applicant will perform.

281 EMPLOYEE REFERENCE CHECKS & UNCONTROLLED LETTERS OF REFERENCE

- A good practice is to avoid giving personal opinions or feelings. However, if you are asked to make subjective statements and give opinions, clearly identify them as opinions and not as fact.
- If you give an opinion, explain the incident or circumstances upon which you base the opinion.
- Be able to document all information you release.
- State in the reference letter, "This information is confidential, should be treated as such, and is provided at the request of [name of student or applicant], who has asked me to serve as a reference." Statements such as this give justification for the communication and leave no doubt that the information was not given to hurt a person's reputation.
- Do not include information that might indicate the individual's race, color, religion, national origin, age, handicap, citizenship status, sex (this might be obvious by the individual's name), or marital status.

Verbal References

- Do not disclose information regarding a student's education record without the written consent of the student.
- Informal discussions (whether in person or by telephone) with prospective employers regarding a student's performance should be avoided unless the student is aware of the discussions and has given approval for such a conversation.
- The information you provide should be factual based upon your personal knowledge and observation of the student.
- If you are contacted by an employer for a verbal reference, you should obtain verification of the student's permission before giving any information to the employer. Such verification can include a copy of the student's signed employment application listing the faculty as a reference.
- When giving verbal references, you should also keep in mind the applicable guidelines regarding written references.

282 INAPPROPRIATE TALK ABOUT FORMER EMPLOYEES

Waldorf University managers must be aware that statements about disciplinary actions to other team members or managers could be introduced in the event of litigation. Personnel matters such as this require confidentiality within the organization.

Because of the above factors, managers are not to discuss any personnel matters that involved disciplinary actions regarding a former employee with anyone except your supervisor, Human Resources, Vice President of Academic Affairs/Dean of the University, or the President.

301 EMPLOYEE BENEFITS

Eligible employees at Waldorf University are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification, and your supervisor or the Human Resources Department can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Handbook.

The following benefit programs are available to eligible employees:

302	<i>Intentionally left blank</i>
303	Vacation Benefits
304	Paid Holidays
305	Workers Compensation Insurance
306	Personal Leave
307	<i>Intentionally left blank</i>
308	Leave Donation
309	Bereavement Leave
310	Birthday Leave
311	Jury Duty Leave
312	Witness Duty Leave
313	COBRA
314A	Educational Benefits for Waldorf University Residential/Blended/Hybrid Programs
314B	Educational Benefits at Columbia Southern University
315	Professional Development
316	Medical / Dental / Vision Insurance
317	Life, Accidental Death & Disability Insurance
318	FLEX Benefit Plan
319	Retirement Plan
320	Supplemental Insurance
321	Wellness Opportunities
322	Parking
323	Employee ID Card Benefits
324	Chapel

Some benefit programs require contributions from the employee, but others are fully paid by Waldorf University. The employee is responsible to assure that all necessary forms and paperwork, including any changes when necessary, have been completed for participation in the above listed benefits.

Unless otherwise specified at the time of enrollment, benefit eligibility is effective upon completion of the 90-day orientation period and reaching REGULAR FULL TIME status.

In cases where individual benefit plan(s) eligibility begins sooner than the completion of the 90-day orientation period, eligible employees will be notified.

Eligibility

- **REGULAR FULL-TIME, 12 MONTH** administrative and staff employees earn vacation leave as listed in the table below.
- **REGULAR PART-TIME, 12 MONTH (20+hrs/wk)** administrative and staff employees earn vacation leave at 50% of the rate established for Regular full-time employees as listed below.
- **ACADEMIC YEAR (less than 12mo) Full-time and Part-time employees and faculty DO NOT earn vacation leave.**

All employees are encouraged to take advantage of their vacation accruals.

Waldorf University Vacation Time Benefits				
	Days	FT 40hr	FT 32-39hr	PT 20-31hr
Yrs of Service	1	8	6.4	4
1yr	5	40	32	20
2yr	11	88	70.4	44
3yr	12	96	76.8	48
4yr	13	104	83.2	52
5yr	14	112	89.6	56
6yr	15	120	96	60
7yr	16	128	102.4	64
8yr	17	136	108.8	68
Carry Over Maximum		40	32	20

Waldorf University Vacation Time Benefits				
	Days	FT 40hr	FT 32-39hr	PT 20-31hr
Yrs of Service	1	8	6.4	4
9yr	18	144	115.2	72
10yr	19	152	121.6	76
11yr	20	160	128	80
12yr	21	168	134.4	84
13yr	22	176	140.8	88
14yr	23	184	147.2	92
15yr	24	192	153.6	96
16+yr	25	200	160	100
Carry Over Maximum		40	32	20

Waldorf University employees and employees who transfer from CSU employed as of 1/8/2010 will retain their hire date and seniority. Employees who transfer between Waldorf and CSU will retain their original hire date and seniority.

Accrual Calculations

- Vacation Leave resets every year on the employee's anniversary date of hire.
- Accrual calculation will be processed with the payroll associated with the month of the anniversary date.
- Employees may carry over a set maximum of unused vacation hours from the previous year as listed above.

Termination of Employment

- Upon termination, for any reason, unused vacation accruals will not be redeemed for cash or be "paid out" beyond those days accrued during the **previous** "year."

Approval and Use of Vacation Leave

- **Non-exempt** employees may use as little as 15 minutes of vacation at a time.
- **Exempt** employees will generally not use vacation time unless working less than four hours on a given work day.
- The employees' supervisor must approve all vacation days in order to ensure there are no scheduling conflicts.
- All vacation time must have management approval, including vacation time taken in one-day increments. One day increments-minimum 48 hours' notice all others require 2 weeks' notice.
- Requests should be made on leave request forms found on the employee forms page of website.
- All leave request forms should be turned to the payroll office by the 15th of each month to be recorded with that month's payroll. This is especially important for exempt employees the month prior to accruals. Non-exempt employees should attach leave form to timecard and mark accordingly on timecard.
- Vacation time off is paid at the employee's base pay rate at the time of vacation leave is taken.
- Vacation hours will be counted as hours worked for the purposes of accruing personal leave.
- Vacation hours are not considered work hours when calculating hours for overtime.

304 HOLIDAYS

All **REGULAR FULL TIME AND PART TIME 12 MONTH** employees are entitled to holiday leave with pay in accordance with the number of hours hired to work per year divided by 2,080 hours. Staff hired to work less than 20hrs are not eligible for holiday leave.

***REGULAR PART TIME AND PART TIME ACADEMIC YEAR** employees will only receive holiday leave that fall within their scheduled employment.*

New Year's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving (Wed-Friday of Thanksgiving)
Christmas Day*

**Dates for Christmas and other University-wide breaks, if any, are announced by the President annually.*

FLOATING HOLIDAYS-OPTIONAL

Waldorf University offers **REGULAR FULL-TIME 12 MONTH EMPLOYEES** the opportunity to use **ONE (1)** Floating Holiday within a calendar year. Employees should consult their supervisor/manager using the time off request procedure.

As a reminder, one (1) Floating Holiday is provided to eligible employees who have completed their orientation period.

REGULAR FULL-TIME 12 MONTH EMPLOYEES

Waldorf University employees may use personal/vacation time before and after a holiday and still receive holiday pay if the time off is approved and excused. Approval must come from the immediate supervisor. **If there are multiple requests in a department to take off before and/or after a holiday, all requests may not be approved.**

REGULAR PART-TIME 12 MONTH EMPLOYEES

Waldorf University will grant holiday time off to regular part-time employees (defined as those hired to regularly work less than 32 hrs each week, but at least 20 hours per week) on the holidays listed below.

New Year's Day
Independence Day
Thanksgiving Day
Christmas Day

HOW VACATION IS APPLIED

A recognized holiday that falls on a Saturday will generally be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. This may change with the discretion of the administration.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, personal leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible non-exempt employee works on a recognized holiday, s/he will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday if requested and approved by management.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Paid time off will be counted as hours worked for the purpose of calculating personal time accruals.

306 WORKERS' COMPENSATION INSURANCE

Waldorf University provides comprehensive workers' compensation insurance coverage, at no cost, to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Waldorf University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Waldorf University.

Waldorf University provides paid personal leave benefits to all eligible employees for periods of temporary absence due to illnesses, injuries or personal reasons.

Eligible employee classification is **REGULAR FULL-TIME 12 MONTH EMPLOYEES**. New Employees must complete a 90-day orientation period before they may use personal leave.

Hourly employees: accrue at a rate of .0231hr/hour worked during a pay period, up to a maximum of 6 days annually.

Salary employees: accrue at a rate of .5 day/month for a maximum of 6 days annually.

Personal leave carries over to the following year up to a maximum total of 80 hours. Personal leave benefits will reset each year on January 1st.

Employees who are unable to report to work due to illness or injury must notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.

Personal leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Personal leave benefits are intended to provide income protection in the event of illness, injury, and absence for personal reasons. **Unused personal leave benefits will not be paid to employees while they are employed or upon termination of employment.**

Paid time off will be counted as hours worked for the purpose of calculating personal time accruals.

308 LEAVE DONATION

Waldorf University recognizes that employees may have a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available vacation/personal time. To address this need all eligible employees will be allowed to donate Personal time from their unused balance to their co-workers in need in accordance with the policy outlined below. This policy is strictly voluntary.

Eligibility

Employees who donate Personal time must be employed with Waldorf University for a minimum of six (6) months.

Guidelines

Employees who would like to make a request to receive donated Personal/Vacation time from their co-workers must have a situation that meets the following criteria:

Family Health Related Emergency: Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

Other Personal Crisis: A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm.

Employees who donate vacation/personal time from their unused balance must adhere to the following requirements:

Donation minimum: 4 hours

Donation maximum: 40 hours or no more than 50% of your current balance

Note: Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future vacation/personal time to donate.

Employees may receive no more than 240 hours (6 weeks) of donated time within a one year period of time.

Employees who are currently on an approved leave of absence are not eligible to donate vacation/personal time.

Procedure

Employees who would like to make a request to receive donated vacation/personal time are required to complete a Donation of Vacation/Personal Time Request Form.

Employees who wish to donate vacation/personal time to a co-worker in need must complete a Donation of Vacation/Personal Time Form.

All forms should be returned to the Human Resources Office.

Approval

Requests for donations of vacation/personal time must be approved by Human Resources, the employee's immediate Supervisor and a President's Council Member of Waldorf University (i.e. President, Vice President or Dean).

If the employee requesting leave has available vacation/personal time in their accrual balance, this time will be used prior to any donated time. Donated vacation/personal time may only be used for time off related to the approved request. Vacation/personal time donated that is in excess of the time off needed will be returned to the donor.

309 BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

Up to three days of paid bereavement leave will be provided to eligible employees classified as REGULAR FULL-TIME 12 MONTH EMPLOYEES.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

Waldorf University defines "immediate family" as the employee's spouse, parent, child, sibling; and/or the employee's spouse's parent, child, or sibling; or the employee's child's spouse; or grandparents or grandchildren.

310 BIRTHDAY LEAVE

Waldorf University provides a paid birthday leave day for all **REGULAR FULL-TIME AND PART TIME 12 MONTH EMPLOYEES**. Birthday leave must be taken within the two weeks' of the employee's birthday, after successfully completing their Orientation Period.

311 JURY DUTY

Waldorf University encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who are in an eligible classification may request, up to two weeks, paid jury duty leave over any one-year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence; less the amount paid for jury duty. Employee classifications that qualify for paid jury duty-leave are **REGULAR FULL-TIME AND PART TIME 12-MONTH EMPLOYEES**.

If employees are required to serve jury duty beyond the approved paid jury duty leave period, they may use any available paid time off (for example, vacation benefits), or may request a leave of absence to complete the required term of jury duty, without pay.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Waldorf University or the employee may request an excuse from jury duty if, in Waldorf University's judgment, the employee's absence would create serious operational difficulties.

Waldorf University will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, personal leave, and holiday benefits, will continue to accrue during unpaid jury duty leave.

312 WITNESS DUTY

Waldorf University encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed as witnesses, by Waldorf University, they will receive paid time off for the entire period of witness duty.

Employees will be granted a maximum of four hours paid time off to appear in court, as a witness, at the request of a party other than Waldorf University. Employees will be paid at their base rate and are free to use any remaining paid leave benefits (e.g., vacation leave) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

313 BENEFITS CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their Qualified Beneficiaries (QBs) the opportunity to continue health insurance coverage under Waldorf University's health plan when a "Qualifying Event" (QE) would normally result in the loss of eligibility. Some common QE are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirement.

Under COBRA, the employee or beneficiary pays a portion of the cost of coverage at Waldorf University's group rates plus an administration fee.

Waldorf University provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Waldorf University's health insurance plan. The notice contains important information about the employee's rights and obligations.

Waldorf University also provides each new employee with a written Initial Notification regarding COBRA per COBRA regulations. This "Initial Notification" advises each new employee of their "rights and obligations" under the COBRA law. Contact the Human Resources Department if you do not receive this COBRA "Initial Notification" within 30 days of your employment date. This notice will be mailed to your home address.

Only Covered Employees, Covered Spouses and/or Covered Dependent Children are eligible to receive COBRA coverage. "SIGNIFICANT OTHERS" are not eligible to participate in our group health plan. Neither can "SIGNIFICANT OTHERS" be enrolled or participate in COBRA.

Waldorf University offers educational assistance in the form of tuition benefits or discounts for employees and their dependents as outlined on the following pages.

Waldorf University recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Waldorf University. In addition, it provides a valuable benefit to both the employee and their dependents.

While educational assistance is expected to enhance employees' performance and professional abilities, Waldorf University cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

314A EDUCATIONAL ASSISTANCE: WALDORF UNIVERSITY EMPLOYEE TUITION GRANT

WALDORF EMPLOYEES TUITION BENEFITS WALDORF PROGRAMS

Grant Benefit for Residential Programs

100% Tuition Grant for eligible employees and their spouses and dependent children as defined below. The student is completely responsible for the payment of all fees, books, supplies or any other non-tuition costs.

Regular Part-time faculty and staff and adjunct faculty are eligible for \$500.00 Scholarship for the first year.

Eligibility

All **REGULAR FULL-TIME 12 MONTH and FULL-TIME ACADEMIC YEAR** employees are entitled to the Employee Tuition Grant as outlined below. Regular part-time employees and prorata faculty are not eligible for the Employee Tuition Grant.

- *Regular full-time 12 month and full-time academic year employees and regular full-time faculty with a hire date prior to January 8th, 2010 will receive 100% employee tuition grant for Waldorf University classes (residential, blended and online) through the duration of their continuous employment. Part-time (1,040hrs/yr) and prorata employees hired prior to January 8th, 2010 are eligible for the grant on a prorated basis through the duration of their continuous employment.*
- New eligible employees become eligible for the Employee Tuition Grant on the first day of the semester following their successful completion of their 90-day orientation period.
- Dependents and spouses of new employees become eligible for the Employee Tuition Grant on the first day of the semester following the employee's their successful completion of their 90-day orientation period.

Definitions

Spouses and Dependent Child

Dependent children and spouses of eligible employees are entitled to attend Waldorf University on a full Employee Tuition Grant (excluding fees, other charges and books) for full-time or part-time study during the Fall, Spring or Summer semesters. Dependent children and spouses receiving the Employee Tuition Grant may not receive financial aid funded by Waldorf University in excess of the amount set for full-time tuition.

The term dependent child(ren) refers to the natural born, adopted, or stepchild of an employee who, whether married or unmarried, is a dependent of the employee. The intent of this policy is to provide the Employee Tuition Grant to children who begin their University education before the age of twenty and make continuous progress towards graduation in a degree program. In consideration of diverse family situations, employees may request a "Special Ruling for Eligibility" for their child by inquiring with the Payroll & Benefits Coordinator.

WALDORF EMPLOYEES TUITION BENEFITS WALDORF PROGRAMS continued...

Spouses and dependent children of regular full-time employees who become permanently disabled or who die while employed by the University are eligible for the Employee Tuition Grant on the basis of years of service of the employee. For each full year of service completed at Waldorf, spouse and dependent children will receive tuition remission of 10%. Tuition remission for the surviving spouse of a deceased employee ceases at the time of remarriage.

Financial Aid Implications

- The actual amount of the Employee Tuition Grant may vary to accommodate various financial aid regulations as follows:
- The total amount of Gift Aid from Waldorf University cannot exceed the amount set as tuition.
Gift Aid: Financial aid that does not need to be earned or repaid by student. Examples include but are not limited to: Employee Tuition Grant, Iowa Tuition Grant, Pell Grant, and Waldorf-funded scholarships and grants for such areas as academic excellence or co-curricular participation.
- The Iowa Tuition Grant must be applied directly to tuition charges. Therefore, any student eligible for both the Iowa Tuition Grant and Waldorf's Employee Tuition Grant will receive through a combination of both grants an amount not to exceed the amount set as tuition.
- The total amount of Gift Aid from Waldorf University and any other gift aid sources cannot exceed the amount set as the direct cost of University. If the total amount of Gift Aid from all sources does exceed the direct costs of University, the Waldorf University funded gift aid will be reduced.

General Employee Tuition Grant Information

- To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.
- All employees' and/or immediate family members must follow the University's normal registration and/or Admission procedures.
- The Employee Tuition Grant is authorized by the Payroll & Benefits Coordinator and awarded by the Financial Aid Office.
- The Employee Tuition Grant is for Regularly Scheduled Classes. For purposes of this policy there are three semesters per year, Fall Semester, Spring Semester and Summer Semester.
- Employees enrolling in independent or directed study courses are completely responsible for the cost of the instructor hired by Waldorf to teach that course.
- Tuition or fee charges for Private Lessons are not included in this benefit.
- The Employee Tuition Grant applies only to tuition charges. All fees, books, fines, residential living or other incidental charges are the sole responsibility of the employee, dependent child or spouse.

314A EDUCATIONAL ASSISTANCE: WALDORF UNIVERSITY EMPLOYEE TUITION GRANT

WALDORF EMPLOYEES TUITION BENEFITS WALDORF PROGRAMS continued...

- Eligible employees may enroll in no more than one course (up to 4-credit hours) during regular working hours, with the approval of their supervisor. Supervisors will not unreasonably withhold approval. Staff employee's enrolling in a course during regular working hours will forego any Rest/Meal Periods on days they attend class.
- If an employee is enrolled in a class that has exceeded its maximum enrollment such that a student must be removed from that class; the employee registered for the course will be removed from the class in favor of the other students.
- The Employee Tuition Grant is given for full semesters only, except in the case of termination (see below).

Employee Termination

- Employees whose employment is terminated by the University without cause will receive the full Employee Tuition Grant for themselves and/or their dependents for the semester they are currently attending.
- Employees, who resign, retire or are terminated by the University for cause, will receive their Employee Tuition Grant on a pro-rated basis for the semester in which they are currently enrolled only, according to the percentage of the semester they were actually employed.

Discount Benefits for Waldorf University Online Programs

- 90% Tuition Grant for eligible employees plus the Loan a Book program.
- 50% Tuition Grant for eligible employee's immediate family members plus the Book Grant program.

ELIGIBILITY

All **REGULAR FULL-TIME 12 MONTH** and **FULL-TIME ACADEMIC YEAR** employees are eligible for discounts as described above

- ***Regular full-time 12 month and full-time academic year employees and regular full-time faculty with a hire date prior to January 8th, 2010 will receive 100% employee tuition grant for Waldorf University classes (residential, blended and online) through the duration of their continuous employment. Part-time (1,040hrs/yr) and prorata employees hired prior to January 8th, 2010 are eligible for the grant on a prorated basis through the duration of their continuous employment.***
- Part-time faculty and regular part-time employees are eligible for 90% discount toward online program tuition; however family members of these employees are not eligible for online program tuition discounts.

314A EDUCATIONAL ASSISTANCE: WALDORF UNIVERSITY EMPLOYEE TUITION GRANT

WALDORF EMPLOYEES TUITION BENEFITS WALDORF PROGRAMS continued...

Definitions

Immediate Family: Defined as spouse, legal child (dependent or independent), Mother, Father, and Spouse, Children (dependent or independent).

Book Grant/Loan A Book Program: Textbooks are provided at no cost through the Waldorf University / Columbia Southern University Book Grant or Loan-A-Book Program. The University or University determines whether the Book Grant or Loan-A-Book program is used for each course. Books may be new or used.

- **Loan-A-Book:** If the Loan-A-Book program is used for a course, instructions for returning the text will be provided. All books provided through this program must be returned to Columbia Southern University. Students will be charged for textbooks not returned.
- **Book Grant:** Textbooks are provided at no cost through CSU Book Grant as long as the student successfully completes the course. When a student drops, withdraws, or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text within 30 days to have the charge reversed. Alternatively, the student may re-enroll in the same course and indicate on the Course Retake Form that the previously provided text will be used. As long as the Enrollment Agreement is submitted within 30 days of the drop/withdrawal or failure, the text charge will be reversed. Upon submission of the Drop/Withdrawal Form at the CSU Student Center, a Textbook Return Form will be provided for printing and enclosing with the returned text. Students who return textbooks without proper paper work to identify them will not receive credit for the return. Students who do not return text and do not pay the text charge may not be allowed to enroll in future courses.

GENERAL INFORMATION for the Waldorf employee Online Tuition Grant Program

- An Employee or family member may begin immediately if they choose to pay full tuition until employee has been employed for 90 days. Grants will not be made retroactive for any enrollments processed before employee has passed their 90-day mark
- To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.
- All employees' and/or immediate family members must follow the Waldorf's normal registration and/or Admission procedures.
- In the event of a termination of employment the tuition benefit will cease at the end of the term the employee is currently enrolled.
- The only fee included in this benefit is the Admission Fee. All other fees are the responsibility of the student.
- *No discounts are allowed for courses that are retaken.*

WALDORF TUITION BENEFITS AT CSU

Waldorf Employees are also able to take courses through CSU Employee Tuition Discounts.

TUITION DISCOUNTS FOR CSU PROGRAMS

- 90% Tuition discount and application fee waiver for eligible employees, plus the “loan a book” program
- 50% Tuition discount and application fee waiver for eligible employees’ immediate family members, plus the “book grant” program
- 50% Tuition discount for eligible part-time staff, faculty and adjunct faculty. Adjunct faculty must be instructing during the term they wish to take classes.
- *“Loan a Book and Book Grant” programs are defined in the previous section of this handbook.*

ELIGIBILITY

- All **REGULAR FULL-TIME 12 MONTH and REGULAR FULL-TIME ACADEMIC YEAR** employees are eligible for Tuition Discounts at CSU as described above.
- All new employees become eligible for Employee Tuition Discounts on the first day of the semester following their successful completion of their 90-day orientation period.
- Family members of new employees become eligible for Employee Tuition Discounts on the first term following the employee’s successful completion of their 90-day orientation period.

DEFINITIONS

Immediate Family Members defined as: Mother, Father, and Spouse, Children (dependent or independent).

GENERAL INFORMATION for the Waldorf employee CSU Tuition Discount Program

- An Employee or family member may begin immediately if they choose to pay full tuition until employee has been employed for 90 days. Discounts will not be made retroactive for any enrollments processed before employee has passed their 90-day mark
- To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.
- All employees’ and/or immediate family members must follow the CSU’s normal registration and/or Admission procedures.
- In the event of a termination of employment the tuition benefit will cease at the end of the term the employee is currently enrolled.
- The only fee included in this benefit is the Admission Fee. All other fees are the responsibility of the student.
- *No discounts are allowed for courses that are retaken.*

315 PROFESSIONAL DEVELOPMENT

Waldorf University recognizes the need for professional development budgets for certifications, professional memberships, professional conferences, continuing education and knowledge updates in specific fields. As budgets allow, employees may request professional development funds through their supervisor/manager.

MEDICAL HEALTH COVERAGE

Waldorf University provides an excellent Medical Insurance program for all **REGULAR FULL-TIME 12 MONTH and REGULAR FULL-TIME ACADEMIC YEAR** employees. Eligibility begins the first of the month following a 90-day waiting period.

This coverage is provided at reasonable cost to the employee. If you elect to cover other members of your family, which are dependent upon you and eligible as defined by the policy, you may do so at a reasonable monthly premium. The company will make a major contribution towards your dependent coverage. The balance must be paid through payroll deduction.

The provisions and benefits of this program are far too numerous to discuss here, but are covered in detail in the Basic Plan Summary each new employee receives. If you have additional questions concerning this plan or claims handling, contact the Human Resources Department.

Only covered employees, covered spouses, and/or covered dependent children are eligible to participate in our Group Health and Insurance Plan. "Significant others" are excluded from coverage. "Significant others" may not be covered by COBRA.

DENTAL/VISION COVERAGE

In addition to Medical Health Coverage, Waldorf University also offers participation in a group Dental Health Coverage plan for all **REGULAR FULL-TIME 12 MONTH and REGULAR FULL-TIME ACADEMIC YEAR** employees. Eligibility begins the first of the month following a 90-day waiting period.

Coverage is provided at a reasonable cost to the employee. Premiums are paid through payroll deductions. For plan details see the Human Resources Department.

Waldorf University offers all eligible employees as defined as **REGULAR FULL-TIME 12 MONTH and REGULAR FULL-TIME 12 MONTH ACADEMIC YEAR** employees, the opportunity to participate in a FLEX Benefit Plan as established under Section 125 of the Internal Revenue Code.

This plan allows the employee to set aside dollars each year from your paycheck to pay for qualified health and dependent care expenses. These dollars are deducted from the employee's wages before any income or social security taxes are paid. By using this plan, the employee will not only notice an increase in your take home pay, the employee will also have access to a reimbursement account throughout the year to pay for qualified expenses.

See benefit plan summary details for more information. For plan details, please contact the Human Resources Department.

318 RETIREMENT PLAN - 401K

Employees in the **REGULAR FULL-TIME 12 MONTH and REGULAR FULL-TIME 12-MONTH ACADEMIC YEAR** classification are eligible for participation in the University's 401K plan option. After 180 days of employment, Waldorf University allows eligible employees to enroll into the 401K plan. Waldorf University will match a discretionary percent of the employee's contribution.

For plan details, please contact the Human Resources Department.

319 LIFE, ACCIDENTAL DEATH & DISABILITY INSURANCE

Waldorf University provides all benefit eligible employees with group life and accidental death and dismemberment insurance, and pays the full cost of this benefit. Employees who want to supplement their group life insurance benefits may purchase additional coverage for themselves, spouse and/or children at full cost to the employee. These premiums will be treated as a payroll deduction.

Waldorf University also provides all benefit eligible employees Long Term Disability benefits, for which the University pays the full cost of this coverage. In the event the employee becomes disabled from a non-work related injury or sickness, disability income benefits are provided as a source of income.

Employees in the **REGULAR FULL-TIME 12 MONTH and REGULAR FULL-TIME 12-MONTH ACADEMIC YEAR** classification are eligible Life, AD&D and Long Term Disability benefit plans.

For plan details, please contact the Human Resources Department.

320 SUPPLEMENTAL INSURANCE

As an added benefit supplemental insurance or workplace products are also available for employees at the time of hire or during open enrollment. Examples of these plan option are: Critical Illness, Accident and Cancer coverage. The cost of these plan(s) is paid 100% by the employee and is available as a payroll deduction.

For plan details, please contact the Human Resources Department.

321 WELLNESS OPPORTUNITIES

Waldorf University encourages participation in the various opportunities offered as a way to engage and interact with the students and benefit your personal wellness. Some opportunities available are:

- Intramural programs/leagues are open to all students and Waldorf University employees and their dependents. Activities and times are communicated through email announcements.
- All employees of Waldorf University have access to the field-house facilities (weight/exercise room and gymnasium) at no cost; however, student programs have priority.
- There are other wellness opportunities that will be presented by student groups to support their academic programs: Wellness Fair held in the spring, Personal Training from WEL 405 class, and other programs offered through courses and the Wellness Club.
- Waldorf University hosts multiple Run/Walks each year.

In addition to the above, at times the University may offer the opportunity to participate in a Wellness Screening and/or other services provided as a part of the Medical Health plan.

For employees located in Forest City, a payroll deduction for the YMCA of Forest City is available. Waldorf University may elect to contribute a portion of the membership costs for the employees, however is subject to annual review.

For employees located onsite at Columbia Southern University, a fitness center, is available for use at no charge. Contact the onsite Human Resources office for more information.

322 PARKING

If desired, a parking permit is available to all employees to park in a campus-operated lot at no cost. However, any car parked in a campus-operated lot, must have a parking permit displayed. Permits can be obtained at the Campus Center. Please see the parking policies and procedures located on the Waldorf University website:

<http://www.waldorf.edu/studentlife/services/security.asp>

323 EMPLOYEE ID CARDS

Waldorf University issues employee ID cards to all employees upon hire. In addition to security, employees who show their ID Card will receive the following benefits:

- Library card on campus
- Debit card on campus for campus dining venues. Any dollar value can be put on the card. If \$50 or more dollars are put on card, a 10% bonus will be applied. Funds can be placed on the card at the Business Office and they do not expire.
- Gate admission for employee and family members into University athletic events at no charge
- Gate admission for employee only to Forest City Community School athletic events, exclusions may apply for district or other regulated tournaments.
- Discounts at local establishments.

There is a replacement cost for lost cards. See the Business Office for more details.

The purpose of Chapel is to provide an opportunity for worship to the students and the employees of Waldorf University during the regular academic year. The following guidelines should be followed.

- Chapel attendance is not mandatory, but all employees are welcome to attend
- Employees may attend Chapel in addition to their Meal Periods
- Employees are expected to return to work immediately after the Chapel service
- Supervisors have the right to restrict Chapel attendance to cover office/department needs. However, supervisors will not unreasonably restrict Chapel attendance.
- Employees should coordinate their Chapel attendance with their supervisors to ensure that department's needs are met and that phones, etc. are covered.

Processing of the salary and wage payroll each month is a complex and difficult process requiring considerable cooperation from departments and adherence to schedules. Most payroll input comes to the Business Office from the Employee Benefits Coordinator and not directly from departments. The Business Office cannot process paychecks on a timely basis unless departments and individuals forward information on changes, hours worked, new hires, terminations, and any other items to the Employee Benefits Coordinator *on or before* the dates indicated in the following schedule.

PAYROLL ITEM	DUE DATES
End of hourly pay period	2 nd Friday of each month
Hourly timecards due to Business Office	The Monday following the end of the hourly pay period
W-4's and benefit / insurance information for all new employees due to Human Resources	Within one week of employment date
Information on new appointments, changes in benefits or payroll deductions or any other changes affecting current employees	The 15 th of the month that the change is to affect.
Paychecks distributed to employees	The 25 th of the month. If the payday falls on a holiday or weekend, the payday will occur on the immediately preceding regular workday.

PAY PERIODS

Non-Exempt Employees – paid hourly: The workweek begins on Saturday and ends on Friday. The monthly pay period begins on the first day of the month and ends on the last day of the month. Overtime pay is calculated based on the number of hours over 40 (forty) actually worked in the workweek. Overtime earned in one month is paid in the following month.

Exempt Employees – paid salary: The monthly pay period begins on the first day of the month and ends on the last day of the month.

Faculty Employees – paid salary: The monthly pay period begins on the first day of the month and ends on the last day of the month. **Full-time Faculty** are paid in twelve installments from September through August. See Faculty Handbook for other faculty pay schedules.

Special Payroll - payments for work done outside of an employee's regular position are paid on a special payroll. Special payroll is scheduled at the same time as regular payroll but on a separate check. If the employee is participating on direct deposit, this check will NOT be direct deposited.

MID-MONTH PAYROLL ADVANCES

Purpose:

To allow eligible employees to opt for a regular payroll advance on the 10th of each month. The intent is to lessen the impact for new employees of waiting up to six weeks to receive their first paycheck and to help with cash flow/budgeting for employees in this category

Who is Eligible?

All full-time non-exempt employees whose pay period ends on the second Friday of each month.

Procedures:

The maximum payroll advance would be calculated at 40% of their anticipated monthly paycheck, and would be automatically deducted from their regular paycheck on the 25th. Eligible employees may enroll in this plan through the Human Resources Office.

DISTRIBUTION OF CHECKS

Checks are available for pick up at the Business Office window on payday. Employees have the option for ACH Deposit or Direct Deposit. If participating in ACH Deposit, copies of the check stub will be available for pick up. Waldorf University will not release a payroll check to a third party without written authorization. Waldorf University will not mail a payroll check without written authorization, per Iowa state law. Copies of check stubs will be held for a period of up to 3 months before mailing. Payment for compensation in addition to regular payroll for any employee will be paid at the same time as payroll, however, will be on a separate check and cannot be an ACH Deposit.

405 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization. Many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION: Employment termination initiated by an employee who chooses to leave the organization voluntarily.

DISCHARGE: Employment termination initiated by the organization.

LAYOFF: Involuntary employment termination initiated by the organization for non-disciplinary reasons.

MEDICAL TERMINATION: Employment termination initiated by the employee or by the organization when an employee is unable, for health reasons, to continue to work.

RETIREMENT: Voluntary retirement from active employment status initiated by the employee.

Waldorf University will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Waldorf University, and return of Waldorf University's property. Suggestions, complaints, and questions may also be voiced.

Since employment with Waldorf University is based on mutual consent, both the employee and Waldorf University have the right to terminate employment AT WILL, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense, if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

407 SEVERANCE PAY

Waldorf University does not provide any form of severance pay or benefits to any class of employee regardless of length of service.

408 ADMINISTRATIVE PAY CORRECTIONS

Waldorf University takes all reasonable steps to assure that employees receive the correct amount of pay in each paycheck; and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Waldorf University Payroll Department so that corrections can be made as quickly as possible.

Once underpayments are identified, they will be corrected in the next regular paycheck.

Overpayments will also be corrected in the next regular paycheck unless this presents a burden to the employee (where there is a substantial amount owed). In that case, Waldorf University will attempt to arrange a schedule of repayments with the employee to minimize the inconvenience to all involved.

409 PAY DEDUCTIONS

The law requires that Waldorf University make certain deductions from every employee's compensation. Among these are applicable Federal, State, and local income taxes. Waldorf University also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Waldorf University matches the amount of Social Security taxes paid by each employee.

If you have questions about any deductions from your paycheck or how they were calculated, your supervisor can assist you.

To provide a safe and healthful work environment for employees, customers, and visitors, Waldorf University has established a workplace safety program. This program is a top priority for Waldorf University. The Human Resources Department has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Waldorf University provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Human Resources Department. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, who fail to report, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources Department or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Building security is administered to provide a safe and secure work environment. All employees are expected to accept the responsibility for security awareness and implementation. Any violation of established procedures shall be reported immediately and suggestions are encouraged to improve the safety and security of Waldorf University.

As a vital part of our security system, A Waldorf University or Waldorf University/CSU identification badge with your name and photo will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas as needed.

If your identification badge is lost or stolen, you must obtain a replacement. Lost or stolen ID Badges should be reported to the Business Office, as soon as possible.

A) For all Waldorf University employees

Upon termination, employees will be required to return employee ID card, keys, credit cards, IT equipment return form and any departmental items or University property to the Department Director/Manager/Supervisor or Human Resources as part of an Exit Interview.

Please see Waldorf University's website for other emergency safety and policies at: <http://www.waldorf.edu/studentlife/procedures>

B) For Waldorf University employees working at CSU Campus

Upon termination, employees will be required to return ID cards, keys, credit cards, to the Department Director/Manager/Supervisor or Human Resources as part of an Exit Interview.

Everyone is required to wear an ID badge in plain view while on the CSU Alabama Campus. Failure to wear your ID badge or excessive loss or damage to cards may lead to disciplinary action.

All employees should be mindful that our building is a secure environment. Employee ID Badges are the keys to the building. Employees should not hold doors open for extended periods of time and/or prop doors open for any reason.

Employees who do not have their badge for access into the building are required to request a Visitor's ID Badge from the Receptionist. The ID Badge must be returned to the Receptionist at the end of the day. Employees who request a Visitor's ID Badge for two consecutive days are required to purchase a new badge. An employee's badge will be replaced two times before they are required to purchase a new I.D. Badge. Replacement ID Badges will cost \$10.00 each. Employees working at CSU Alabama Campus must follow ID badge requirements as outlined by CSU.

All employees should enter the building through the front doors only. Regardless of your work area, employees should only enter through the front doors of the University and scan ID Badges as they enter. CSU employees may exit the building through the side doors.

C) For Contractors and Temporary Staff working at CSU Campus

At Waldorf University/CSU Alabama Campus: Contractors and temporary staff will be issued a Visitor's ID badge on a daily basis. The ID badge must be visible at all times. Temporary and contractor staff members are required to return Visitor ID badges to the Receptionist on a daily basis.

D) VISITORS

Visitors to the University are required to obtain a parking permit through Student Life if parking is necessary on campus.

At Waldorf University/CSU Alabama Campus

Visitors to the University are required to sign the Visitor Log at the Reception Area. Visitors will be issued a Visitor's Badge. Proof of identity is required (driver's license, photo identification) at the time a Visitor's Badge is issued. The Receptionist shall contact the party that the Visitor has requested to see, and that person shall provide an escort.

Guests and family members of employees are required to sign in and obtain a Visitor's Badge (with the exception of children under the age of twelve). Access to areas other than the Lobby and the 1st Floor Kitchen require prior approval from management.

503 WORK SCHEDULES

The normal work schedule for full-time non-exempt employees is forty hours per week unless otherwise notified. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Occasionally mandatory overtime may be required. Advance notice of required overtime will be given to employees if at all possible.

Waldorf employees in Alabama and Admissions employees in Iowa are scheduled to work: 8:00 am – 5:00 pm Monday through Friday, and work on one Saturday per month. In exchange for the Saturday employees will take the Friday off before the scheduled Saturday.

For all other employees who work on weekends, time may be exchanged and coordinated with the supervisor. Time exchanged should be used within the same pay week.

The University President may at times make decisions that affect the general hours of the University such as early closures and/or change to summer hours. It is the discretion of the President to determine if shorted summer workweeks will be allowed. The President will announce any adjusted University operating hours.

During the summer months, typically, June, July and part of August, the University MAY choose to shorten the workweek by closing early on Fridays at 3pm. In this case, employees would be allowed to take off Friday's at 3pm, provided that they have adjusted their weekly work schedules to still meet a 40hr work week by 3pm on Friday. At times it may be necessary to make an exception to this type of schedule due to a scheduled University event, such as an Orientation Day. The decision to change the workweek is discretionary and will be announced by the President annually.

504 USE OF TELEPHONES & CELL PHONES

Personal use of telephones for outgoing and incoming calls is discouraged. Please restrict your personal usage to a minimum.

To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner, using correct grammar. Please confirm information received from the caller, and hang up only after the caller has done so.

PERSONAL CELL PHONE USAGE

Waldorf University employees are expected to give full attention to the needs and requests of students. While it is recognized that employees have situations that may require they be contacted during working hours, it is critical to the success of Waldorf University that cell phone usage be minimal (including text messaging) unless business needs dictate otherwise.

Positions responsible for answering phones, live chat, making outbound calls, and responding and sending emails to Waldorf University students must not allow cell phones or any type of non-work related communications to distract them from their duties.

Waldorf University's intent is to provide a safe and healthful work environment and to comply with Iowa State Law and the Smoke Free Air Act.

On Tuesday, April 15th, 2008, Iowa Governor Chet Culver signed House File 2212 – the Smoke Free Air Act – into law, making Iowa the 14th state in the nation to pass a statewide smoking ban that includes restaurants, bars and workplaces. This means that all Waldorf University property and grounds are smoke-free as of July 1, 2008.

The bill states that smoking is prohibited on "school grounds, including parking lots, athletic fields, playgrounds, tennis courts, and any other outdoor area under the control of a public or private educational facility, including inside any vehicle located on such school grounds."

This law applies equally to all employees, customers, and visitors.

Waldorf University employees working on the CSU premises must follow CSU policies and guidelines.

Some non-exempt positions require travel in the United States.

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

“Normal work hours,” for the purpose of this policy, are defined as 8:00 a.m. to 5:00 p.m. This definition applies to normal workdays (Monday through Friday) and to weekends (Saturday and Sunday).

Travel Time Defined

“Travel time” is defined as including the time the employee arrives at the airport to the time the employee reaches his/her destination.

- If an employee is traveling *to* a location, then the destination is either the hotel or the work site (if the employee travels directly from the airport to work).
- If the employee is returning home *from* a location, the destination is the airport of final arrival.
- If an employee is traveling by air and will require an overnight stay, then travel between the employee’s residence and the airport is considered travel time and is eligible for compensation in accordance with the policy.
- Travel between home and work or between the hotel and worksite is considered normal commuting time and is not eligible for compensation.
- If an employee requests a specific travel itinerary or mode of transportation that is different from the one authorized by the company, only the estimated travel time associated with the itinerary and mode of transportation that has been authorized will be eligible for compensation.

Travel Time within Normal Work Hours

Any portion of authorized travel time that takes place within normal work hours (defined as 8:00 a.m. to 5:00 p.m. on Monday thru Thursday and 8:00 a.m. to 3:00 p.m. on Friday and Saturday); is treated as work hours. Travel time within normal work hours will be paid at the employee’s regular hourly rate and will be factored into overtime calculations.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

Travel Time Outside of Normal Work Hours

Any portion of authorized travel time (with the exception of driving time) that takes place outside of normal work hours is considered to be outside travel hours.

When a non-exempt employee is required to travel as a passenger in an automobile, plane or any other mode of transportation *outside* of normal work hours, he/she will be compensated at the overtime hourly rate (1-1/2 times regular hourly pay) for that portion of travel time that takes place outside of normal work hours.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls outside of normal work hours.

Travel Time as the Driver of an Automobile

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

Travel as a *passenger* in an automobile is not automatically treated as work hours. Travel as a passenger in an automobile while away on business travel is considered as work hours during normal or outside of normal work hours.

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

Calculating and Reporting Travel Time

Employees are responsible for accurately tracking, calculating and reporting travel time on their time sheets in accordance with this policy. Supervisors must approve all travel time reported for pay purposes.

Meal periods should be deducted from all travel time.

If an employee requests a specific travel itinerary or mode that is different from the one authorized, only the estimated travel time associated with the schedule, route and mode of transportation authorized should be reported on the time sheet.

507 MEAL PERIODS

All REGULAR FULL-TIME EMPLOYEES are provided with one meal period each workday.

Non-exempt employees must clock out / record time away for their meal period.

Supervisors will schedule meal periods to accommodate operating requirements. Non-exempt employees will be relieved of normal active responsibilities (examples are: answering the phone; receiving freight, etc.) and restrictions (examples are: using the phone for personal business; leaving the Campus premises for personal reasons, etc.) during meal periods and will not be compensated for that time. Exempt employees will be relieved of any of the above listed restrictions during their meal period.

Exceptions to this policy require supervisor approval.

However, all policies relating to alcohol/drug use and sales are still applicable and in force during meal periods for all employees.

508 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, non-exempt employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Occasionally mandatory overtime may be required. Advance notice of required overtime will be given to employees if at all possible.

Overtime compensation is paid to all nonexempt employees in accordance with Federal and State laws at the following rate(s): **One and one-half times straight-time rate for all hours over 40 in a workweek.**

As required by law, overtime pay is based on actual hours worked. **Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.**

Overtime hours for non-exempt employees are not permitted unless the employee's immediate supervisor grants prior, specific approval.

509 CARE FOR AND USE OF EQUIPMENT

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operating of equipment can result in disciplinary action, up to and including termination of employment.

510 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or hurricanes, can disrupt University operations. In extreme cases, these circumstances may require the closing of work facilities. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid from the first day of the emergency. This pay will be considered emergency conditions pay.

If Waldorf University closes early, employees will only receive emergency conditions pay from the time the University announces the decision if the employee came into work.

*Example: If the University closes at 12 noon, the employee would be paid for what they worked plus the remainder of the day. However, if the employee left prior to the announcement of the closure and/or choose not to come in, is not scheduled or is already off for personal or vacation they are **not** entitled to emergency conditions pay and must take the time as personal or vacation.*

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

For non-exempt employees who are asked to come in for snow removal operations, these hours will be paid as “work” hours, but would not count against hours paid as holiday or emergency closing pay. Any hours that put an employee into overtime must be actual hours worked. If the week includes any type of leave or holiday, the hours will be paid at straight time until actual hours worked exceed 40hrs.

General

All necessary and reasonable expenses for authorized University travel will be paid or reimbursed in accordance with the following guidelines. Exceptions will be necessary from time to time, and should be cleared, in advance if possible, with the President or the Vice President of Business Affairs. Unreasonable costs (e.g., very expensive restaurants or exclusive hotels) and travel expenses incurred by a companion cannot be paid by the University and are not reimbursable. Upon completion of a trip, an Expense Report form must be submitted to the Business Office, along with the required vouchers and original receipts to document business related expenses. Travel expenses paid by a University credit card must be documented via the monthly credit card statement along with the required supporting documentation. Travel expenses must be approved by your immediate supervisor. Department heads and managers expense reports are reviewed and approved by the Business Office. The VP of Academic Affairs approves all faculty travel expenses. Consult the Faculty Handbook regarding faculty travel. Please remember to convert foreign expenditures into a U.S. dollar equivalent. When employees travel together, the most senior person should pay for shared meals, taxis, tolls, etc.

Transportation

Airplane and Train: All efforts should be made to obtain the lowest, coach fare (or other intermediate class) available. This usually requires 14 to 30 days' notice and often, a non-refundable ticket. Ticket stubs should be attached to the request for reimbursement.

Automobile: The University owns or leases vehicles for use by employees for business related travel. A University owned or leased vehicle or a rental car should be utilized first unless it can be justified in advance that use of a personal auto will cost less or a University vehicle is not available. When calculating mileage for use of personal vehicle that involves a trip that is both personal and professional, use reasonable and fair logic to track mileage. Travel by private auto is reimbursable at a fixed rate per mile of \$.046 for trips no longer than two days.

Rental Automobiles: As indicated above, University owned or leased cars should be utilized first before renting vehicle. Partner agencies should be used for rental cars unless not practical or available. A University credit card should be used for car rentals and optional collision damage waivers should be declined.

Taxi and Shuttle Service: Fares including reasonable tips are allowable (standard is 15%).

When making travel arrangements, check with the list of Waldorf University and Columbia Southern University partners for guaranteed discounts. They offer significant discounts for car rentals, hotels and air travel. In addition for professional use, some of these discounts are extended to employees for personal travel. Contact the University Operations Office for a list of partners of Waldorf University and Columbia Southern University.

Meals, Lodging and Other Expenses.

Meals: Reasonable and customary expenses for meals and tips are reimbursable. Out-of pocket meal expense should normally be limited to \$40.00 or less per day. Alcoholic drinks are not reimbursable, unless preapproved for foreign trips through the VPAA. If purchasing meals for other persons, for approved activities, such as recruiting or professional courtesy, then the names and the purpose must be listed on the original detailed receipt (showing the items purchased). Your supervisor must preapprove these activities.

Lodging: Reasonable hotel/motel expenses when supported by original receipts are reimbursable. (While no maximum is established since it is recognized that reasonable expense differs according to size of town and area of the country, moderate price hotels should be used when possible.)

Other Necessary Miscellaneous Expenses

Reimbursement is provided for such items as customary gratuities, parking, business telephone calls, special fees for foreign travel, costs of obtaining passports, and registration fees at conferences and conventions. All expenses require original receipts for reimbursement. Personal entertainment (e.g. movies, concerts and athletic events) and other personal expenses are not eligible for reimbursement.

Travel Advances

Travel advances are only provided when absolutely necessary. A cash advance equal to estimated out-of-pocket travel costs may be requested using the standard check request form. Please have the advance approved by your department head. At the conclusion of the trip, all expenses must be itemized on the reimbursement request form. A cash advance in excess of actual costs incurred by the employee must be returned to the University. All receipts or unused monies must be turned in to the Business Office within 15 working days after the trip. If this is not followed, the privilege of using the cash advance option may be denied.

Entertainment Expenses

Reasonable and necessary expenses to entertain official University visitors (such as speakers and prospective faculty) or partners must be approved by the President, Vice Presidents, or the Dean of Student Affairs. Names of all parties involved and the justification for the expense must be included with the original receipts.

Gratuities

Gratuities should not exceed 15%.

Credit Cards

Lost or stolen credit cards should be reported immediately to the Business Office. All credit cards issued to an individual should be returned to the individual's supervisor before that individual resigns or otherwise leaves the University. It is the responsibility of the supervisor to enforce this policy. The cards should then be forwarded to the Business Office for cancellation.

PURCHASES

All purchases over \$50 made for the University are to be approved by a direct supervisor **PRIOR** to the purchase being made. **Purchase Order, Employee Reimbursement and Check Request Forms** submitted to the Business Office need to be filled out completely. There are three basic forms to use for purchasing:

1. PURCHASE ORDER

PURPOSE: used to charge a purchase. When dealing with a vendor that will bill Waldorf University directly, use a Purchase Order (PO) and have them invoice the University.

PROCEDURES

- PO forms are available at the Business Office window or from your Budget Officer. Please remember, PO forms sent out to vendors are legal documents. Any member of the University community requesting goods or services from a vendor who will be paid by the University must use the purchase order system in order to make purchase.
- Purchase orders must be completely filled out and signed by you, your Budget Officer and Council Member if needed for purchases \$500 and over.
- Please allow three working days for Accounts Payable to process the PO. After processing the PO, it will be placed in the original requester's mail box.
- It is at the discretion of Accounts Payable to request the Vice President of Business Affairs' approval on any purchase orders.
- You can order the goods or services after receiving the PO back with the assigned PO number. The white copy is the vendor's. The yellow and pink copies are yours; Accounts Payable does **not** need them back.
- Once an invoice is received by Accounts Payable, it will be stamped and put in your mail box. If everything has been received in good condition, sign and write the PO number on the invoice and return to the Business Office. Your signature authorizes the Business Office to pay the invoice.

2. CHECK REQUESTS

PURPOSE: Used to issue a check when a vendor will not accept a PO. Check request forms are available on the website under Human Resources / Employee Forms or from your Budget Officer.

PROCEDURE

For General Use

- Check requests are used infrequently and in cases when a purchase must be accompanied with a payment.
- Check requests must be completely filled out and signed by you and your Budget Officer. If the check request is for \$500.00 or more, it must also be signed by your President's Council member.
- Completed check requests must be submitted to the Business Office no later than 10:00 am on Wednesday for pick up at the Business Office Window or mail out on Friday of the same week.
- It is at the discretion of the Business Office to request the Vice President of Business Affairs' approval on any check request, including Travel Advances.

For Travel Advance Use

- These need to be submitted at least ten (10) working days before the anticipated trip.
- The funds requested will be provided no earlier than five (5) days before the trip begins.
- All cash advances are to be settled within fifteen (15) days after the return from the trip. Original receipts must be submitted. Unused portion must be returned to the Business Office per IRS guidelines. Amounts owed to the employee will be processed as an employee reimbursement (see below).
- If the unused portion of the cash advance is not returned or the expenses are not substantiated within thirty (30) days from the return of travel, those amounts will be taxable income to the employee, included in his/her W-2 and not allowed future advances. Once an unsettled cash advance has been added to the employee's W-2, it cannot be reversed even if settled.

3. EMPLOYEE REIMBURSEMENT

PURPOSE: Used to reimburse an employee for business expenses, including travel. This policy is to reimburse employees for expenses that are reasonable, necessary and actually incurred for authorized University business. Employee reimbursement forms are available online or from your Budget Officer. Please do not by pass the purchase order policy by purchasing big-ticket items personally and submitting them through the reimbursement form. If you do this, your council member will review it and you should expect delays in processing.

PROCEDURES

- Employee reimbursement forms must be completely filled out and signed by the employee and the respective Budget Officer. If the request is for \$500.00 or more, it must also be signed by the respective President's Council member. If the employee is a budget officer, then it must also be signed by the employee's President's Council member.
- Always check with the Budget Officer to make sure you will be reimbursed before you make a purchase for the University. If a purchase is \$50.00 or more, a Purchase Order should be used instead of purchasing with employee funds.
- Completed employee reimbursement requests need to be submitted to the Business Office no later than Wednesday 10am prior to pick up the following Friday.
- It is at the discretion of the Business Office to request the Vice President of Business Affairs' approval on any employee reimbursement.
- Documentation REQUIREMENTS:
 1. Itemize all expenditures by date and attach all original itemized receipts, not just the credit card copy.
 2. Original itemized receipts must be submitted for all reimbursements. Copies of receipts are not sufficient documentation.
 3. If no receipt is available (gate fees or concession food), please use your business card and have the person taking your money to sign, date and write the dollar amount on the back.
 4. Substantiation must be provided to show both proof of purchase and proof of payment.
 5. Cancelled checks or credit card statements by themselves are not adequate substantiation for proof of payment.
- Requests must be submitted within 45 days for non-travel expenses and 15 days for travel expenses from being incurred in order to be reimbursed.
- Travel Advance funds must be returned to the Business Office within fifteen (15) days of conclusion of trip. Failure will restrict any future advances for you.
- Employee reimbursement for vehicle expense will be given only if the vehicles use policy has been followed.

Computers, computer files, the e-mail system, access to the Internet, and software, available to Waldorf University employees, are Waldorf University's property intended only for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization.

Accessing the Internet from any Waldorf University supplied portal site must be for Waldorf University business only. No employee is authorized to use Waldorf University's computers, computer files, e-mail system, or Internet access for any non-Waldorf University business purpose. Personal use of any Waldorf University owned electronic communication media is strictly forbidden.

A Waldorf University employee may not use the Waldorf University Internet media to listen to radio and/or music broadcasts or the viewing of public events, including trials, parades, speeches, etc., etc. A Waldorf University employee may not use the Waldorf University's e-mail media to send and/or receive personal messages; solicit others for commercial ventures, political causes, outside organizations, or other non-business matters.

Furthermore, Waldorf University strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Waldorf University prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

Remember, everything we do via e-mail and the Internet is public and official record. **Anyone who accesses the electronic media forfeits all his/her privacy rights.**

Waldorf University purchases and licenses the use of computer software for business purposes only. Employees may only use software on local area networks or on multiple machines according to the software license agreements. Waldorf University prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Human Resources Department, or any member of management upon learning of violations of this policy.

Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Waldorf University makes available access to computers and computer resources, including hardware, software e-mail, online services, Internet and the World Wide Web, to provide our employees with the best tools to perform their jobs. The University encourages the use of these computer resources because they enable employees to access information for the performance of their duties and can make communication more efficient and effective.

All employees should remember that the computers and computer resources provided by the University are University property and their purpose is to facilitate and support Waldorf University's mission of higher education and the individual performance of job functions. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all employees are responsible, the following guidelines have been established. No policy can lay down rules to cover every possible situation. Instead, it is designed to Waldorf University's philosophy and set forth general principles when using computer resources.

PROCEDURES

A. Privacy, Confidentiality and Public Records Considerations

Waldorf University will make reasonable efforts to maintain the integrity and effective operation of its computer applications and electronic mail systems. Because of the nature and technology of electronic communication, the University can assure neither the privacy nor confidentiality of an individual user's computer resources nor the confidentiality of records or messages that may be created, transmitted, received, or stored.

B. Permissible Uses of Computer

The computers provided by Waldorf University are primarily to assist employees in the performance of their jobs. Any incidental and occasional use of electronic mail (sending or receiving) or the Internet for non-business purposes should be limited to a few minutes per day and not result in additional direct cost to the University or negatively affect the systems' use for business purposes and staff work.

C. Prohibited Uses of Computer

1. Internet activity unrelated to the users assigned duties and responsibilities including:
 - a. Entertainment
 - b. Streaming media
 - c. Storing or printing personal Internet material
2. Electronic communications to Waldorf University's distribution lists for the purposes of:
 - a. Selling personal items
 - b. Soliciting funds or donations for an event that is not endorsed or sponsored by the University
 - c. Telling jokes
 - d. Sending 'chain' electronic mails
 - e. "Chatting" back and forth
 - f. Political solicitations or opinions
3. Intentionally disabling, impairing, or overloading performance of any computer system or network
4. Circumventing any security measures intended to protect the privacy or security of another user or system.
5. Unauthorized use of other people's log-ins or passwords, electronic files and e-mail.
6. Personal use that creates a direct cost for University.
7. Personal use for monetary gain or for commercial purposes that are not directly related to University business.
8. Use to disparage Waldorf University or its faculty or employees.
9. Downloading or sending copies of documents and files in violation of copyright laws.
10. Inclusion of the work of others into electronic mail communications in violation of copyright laws.
11. Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.
12. Constructing an electronic mail communication so it appears to be from someone else.
13. Attempting to breach any security measures on any computer system, or attempting to intercept any electronic mail transmissions without proper authorization.
14. Knowingly transmitting, retrieving, or storing any communication that is:
 - a. Discriminatory or harassing;
 - b. Derogatory to any individual or group;
 - c. Obscene, sexually explicit or pornographic;
 - d. Defamatory or threatening;
 - e. In violation of any license governing the use of software; or
 - f. Engaged in for any purpose that is illegal or contrary to Waldorf University's policy or business interests.
15. Exceptions are made for employees who "live-on" for personal use during non-working hours; however items in #14 above still apply.

D. Access to Employee Electronic Information

Employees should not assume electronic data or communications are completely private. Waldorf University reserves the right at its discretion and without permission of the user to review any employee's electronic files, messages, electronic information accessed, created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, Internet and /or similar electronic media to the extent necessary:

1. to ensure that computers are being used in compliance with the law, this policy and other Waldorf University policies
2. for the purpose of maintaining the integrity and effective operation of the University's computer systems
3. in the course of an investigation triggered by indications of misconduct or misuse,
4. as needed to protect health and safety,
5. as needed to prevent interference with the academic mission, or
6. as needed to locate substantive information required for University business that is not more readily available by some other means.

Electronic mail regarding students may constitute "education records" subject to the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

All users are required to obtain written authorization from IT before using any form of encryption not provided or maintained by the IT department. Any user of the University electronic mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic mail must provide access to such encrypted communications when requested to do so under appropriate University authority.

E. Software

To maintain optimal performance and prevent computer viruses from being transmitted through the University's computer system, unauthorized installation or downloading of unauthorized software is strictly prohibited. Only software licensed and registered through Waldorf University may be downloaded or installed. Employees should contact the Help Desk if they have any questions.

F. Participation in Online Forums

Waldorf University recognizes that participation in some forums might be important to the performance of an employee's job. Employees should remember that any messages or information sent to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Waldorf University.

G. Disciplinary Action

Appropriate disciplinary action will be taken against individuals found to have engaged in prohibited use of Waldorf University's computer resources.

518 WORKPLACE MONITORING

Waldorf University reserves the right to act upon workplace monitoring to ensure quality control, employee safety, security and customer satisfaction.

Waldorf University equipment and network are property of the University. As such, phone records and/or computer usage, including email, internet usage, stored files...may be accessed as required by law or for internal investigations. All communication from Waldorf University equipment (computers, PDA's, phones or other) is potentially discoverable in the event of any litigation.

Because Waldorf University is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that any workplace monitoring is done in an ethical and respectful manner.

Waldorf University is committed to preventing workplace violence and to maintaining a safe working environment. Given the increasing violence in society in general, Waldorf University has adopted the following guidelines to deal with intimidation, harassment, or other threats (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of Waldorf University without proper authorization from the President’s Council member from the employee’s area.

Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, or any characteristic protected by Federal, state, or local laws.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work- station, do not try to intercede or see what is happening.

Waldorf University will promptly and thoroughly investigate all reports of threats (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Waldorf University encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. Waldorf University is eager to assist in the resolution of employee disputes, and will not discipline employees for raising concerns.

523 OFFICE DECORATING

Waldorf University expects that employees keep their workspaces in a professional and productive work manner. Care should be taken when displaying any items on the wall, surface spaces, shelves, or desktop with limited personal items.

Food items should be stored in break rooms, so as not to attract unwelcome visitors or potential messes within the workspace. In addition, all cups should be covered and in spill-proof containers.

For employees working at CSU, please refer to the CSU employee handbook regarding office and cubicle decorating.

In concert with Waldorf University's mission the University strives to provide a conducive, safe, and "family-friendly" atmosphere. The University would, however, like to ensure everyone's safety and minimize interruptions and distractions to students, faculty and staff, that may be caused by having a child/children on campus. No matter how well-mannered or quiet a child is, his or her presence creates distractions during office hours or during class when the child is on campus for an extended period.

The University, therefore, does not permit the continual presence of children on campus in lieu of other childcare arrangements. Emergency situations which require child/children to accompany a parent or caregiver to campus needs to be discussed and approved with your supervisor before the child/children accompanies you to campus.

Children visiting the Waldorf University campus must:

- Be under direct supervision at all times.
- Not use University computers or other University properties and vital equipment, intended for use by employees in fulfillment of their assigned duties
- Not be allowed in laboratories, classrooms, workshops, storerooms, kitchens, and all areas that pose safety risks to children, unless on those occasions when programs are being presented and children are supervised in those areas
- Not be left in the care of other employees in order for the parent(s)/caregiver(s) to work or run errands

This policy is not intended to prohibit the presence of children at events, at campus dining venues or the authorized use of the library and gymnasium, but children using those areas must be accompanied by a parent/guardian/other adult who will supervise the children in accordance with the guidelines for those areas.

This policy does not prohibit "live in" staff members from having their children live with them, but other aspects related to taking their children to the office applies to them as it does to all other employees.

601 MEDICAL LEAVE

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Waldorf University provides medical leaves of absence with pay to eligible employees who are temporarily unable to work due to a serious health condition or disability, including birth of a child. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Waldorf University.

Week 1 - First 2 days full pay, remaining 3 days unpaid. May use personal time or vacation days

Week 2 - 5 days unpaid. May use personal time or vacation days

Week 3 -80% of standard salary

Week 4- 80% of standard salary

If employee comes back early (before the end of the 4th week) any days remaining will be applied back to their personal time or vacation days used in the first two weeks.

This benefit can only be used once in 12 consecutive months.

Employees in the **REGULAR FULL TIME 12 MONTH or ACADEMIC YEAR EMPLOYEES** classification are eligible to request medical leave as described in this policy:

Eligible employees may request medical leave only after having completed **365 calendar days** of service. Exceptions to the service requirement will be considered to accommodate disabilities.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events or as soon as possible for unforeseeable events.

Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit.

Employees will be required to first use any accrued paid leave time (personal days and vacation days) before taking unpaid medical leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Waldorf University with at least two weeks' advanced notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, Waldorf University will assume that the employee has resigned.

601 MEDICAL LEAVE continued

Subject to the terms, conditions, and limitations of the applicable plans, Waldorf University will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon returning to active employment.

602 FAMILY LEAVE

Waldorf University provides family leaves of absence without pay to eligible employees to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider.

Employees in the REGULAR FULL TIME 12 MONTH and ACADEMIC YEAR EMPLOYEES classification are eligible to request family leave as described in this policy:

Eligible employees may request family leave only after having completed **365 calendar days** of service. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family and medical leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Waldorf University will continue to provide health insurance benefits for the full period of the approved family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Waldorf University with at least two weeks' advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Waldorf University will assume that the employee has resigned.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

603 MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U. S. Armed Services.

Employees will continue to receive full pay while on leave for two-week training assignments or longer absences. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Benefit accruals, such as vacation, personal leave, or holiday benefits, will continue during the leave.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Waldorf University until the end of the month in which the military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, Waldorf University will again provide benefits according to the applicable plans.

Employees on two-week active duty training assignments or inactive duty training drills are required to return per the USERRA guidelines for returning to employment.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

701 EMPLOYEE CONDUCT AND WORK RULES

To assure orderly operations and provide the best possible work environment, Waldorf University expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Employment with Waldorf University is at the mutual consent of Waldorf University and the employee. Either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking on Waldorf University grounds or property
- Sexual or other unlawful harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from assigned work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business “secrets” or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Signed: _____

Date: _____

Waldorf University is committed to providing a drug-free, healthful, and safe workplace. The role of the employees in this endeavor is their requirement to report to work in the appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Waldorf University's premises and while conducting business related activities off Waldorf University premises, no employee may distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Waldorf University has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program through WALDORF UNIVERSITY's insurance benefit coverage. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Waldorf University's policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Waldorf University any undue hardship.

NOTE: The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Under the Federal Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Waldorf University of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Waldorf University is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Waldorf University will not tolerate any actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic. Waldorf University provides ongoing sexual harassment training to ensure you the opportunity to work in an environment free of sexual and other unlawful harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- a. Unwanted sexual advances.
- b. Offering employment benefits in exchange for sexual favors.
- c. Making or threatening reprisals after a negative response to sexual advances.
- d. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- e. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- f. Verbal sexual advances or propositions.
- g. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- h. Physical conduct that includes touching, assaulting, or impeding or blocking movements.

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

If you experience or witness sexual or other unlawful harassment at work, report it immediately to your supervisor. If your supervisor is unavailable or you believe it would be inappropriate to discuss it with your supervisor, you should immediately contact the Human Resources Department or any other member of President's Council. There will not be punishment or reprisal if you report harassment or ask questions or raise concerns about it.

703 SEXUAL AND OTHER UNLAWFUL HARASSMENT continued

All allegations of sexual harassment will be quickly and discreetly investigated following the University's Harassment response policy. To the extent possible, your confidentiality and the confidentiality of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Any employee who engages in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Waldorf University expects employees to consistently report to work as scheduled and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Waldorf University. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

In particular, when an employee is absent from work for three consecutive days without medical authorization and does not notify proper authority within the company, it will be presumed the employee has resigned.

705 PERSONAL APPEARANCE

Although the University does not have a specific dress code, it is expected that all employees will dress professionally and in a manner consistent with the University's environment, in most cases "business casual." It may be appropriate for certain departments to develop their own dress code compatible with that department's work requirements and appropriate to the degree and level of public contact. Any dress code established by a University department should be enforced consistently within that working environment. Employees are asked to discuss specific questions regarding appropriate dress with their supervisor.

Some general guidelines include:

- Choose clothing that communicates professionalism.
- Wear clean, pressed and wrinkle free clothing.
- Do not wear worn, torn or faded clothing.
- Tattoos and body piercings (other than earrings) should not be visible.
- Waldorf University allows for a more casual Friday, where employees are allowed to wear jeans.
- The University may approve more casual dress for special occasions or for special circumstances.
- *When in doubt, LEAVE IT OUT. Don't wear it.*

706 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all Waldorf University property immediately upon request or upon termination of employment. Where permitted by applicable laws, Waldorf University may withhold from the employee's check or final paycheck the cost of any item(s) that are not returned when required. Waldorf University may also take all action deemed appropriate to recover or protect its property.

By signing this statement, I voluntarily agree to return to Waldorf University any and all Waldorf University owned property in my possession at the time of my employment termination. If, for any reason, I do not or cannot, Waldorf University is hereby authorized to deduct from my final paycheck any amount owed or required to cover the cost of any or all Waldorf University -owned property remaining in my possession at the time of my employment termination.

SIGNED: _____

DATE: _____

WITNESS: _____

708 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Waldorf University. Although advance notice is not required, Waldorf University requests at least two weeks' written resignation notice from all employees.

As of January 1, the entire years of vacation time while not earned is available to be used. By your signed acknowledgement of the receipt of this handbook, you agree that vacation time used, but not earned as of the date persons terminates employment will be deducted from final payroll. Any unused vacation accruals will be paid out on next pay period after termination of employment.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

I. Regulations

- A. In compliance with Iowa Code §260C.14, this policy requires all employees who, in the scope of their employment responsibilities, examine, attend, counsel, or treat a child, to report suspected physical or sexual abuse.
- B. In compliance with Iowa Code §232.69, Mandatory Reporters are required to make a report of all suspected incidents of child abuse.
- C. Employees designated as Mandatory Reporters include, but are not limited to, instructors, counselors and any employees who in the scope of their employment responsibilities, examine, attend, counsel, or treat a child and reasonably believe a child has suffered abuse.
- D. Child means any person under the age of 18 years.
- E. Retaliatory action against an employee for participation in making a good faith report of child abuse or aiding and assisting in an assessment of a child abuse report is prohibited.
- F. Any other person who believes that a child has been abused may make a report.

II. Procedures

A. Hiring and Training

- 1. All Employees or representatives of the University who have direct contact with minors are required to have a current background check on record with the University at the time of hire and/or beginning work with minors. This background check must be reviewed and approved by the applicable Human Resources department prior to being hired and/or working with minors.
- 2. Costs for non-employees will be the responsibility of the individual unless specifically authorized for processing and/or payment by the hiring unit.
- 3. Employees designated as Mandatory Reporters who are required to make a report of child abuse shall complete necessary training as required by Iowa law related to the identification and reporting of child abuse involving the examination, attending, counseling, or treatment of children on a regular basis.
- 4. Training records shall be maintained in the Human Resources Department.

B. Abuse to be Reported

- 1. All employees who in the scope of their employment responsibilities, examine, attend, counsel or treat a child are required to report suspected physical or sexual abuse in accordance with Section C below.
- 2. Mandatory Reporters are required to report all forms of “Child abuse” or “abuse” under the law to the Department of Human Services as described in Section C below.
- 3. “Child abuse” or “abuse” is defined in **Iowa Code §232.68** to mean:
 - a. Any non-accidental physical injury, or injury which is at variance with the history given of it, suffered by a child as the result of the acts or omissions of a *person responsible for the care of the child*.
 - b. Any mental injury to a child's intellectual or psychological capacity as evidenced by an observable and substantial impairment in the child's ability to function within the child's normal range of performance and behavior as the result of the acts or omissions of a *person responsible for the care of the child*, if the impairment is diagnosed and confirmed by a licensed physician or qualified mental health professional as defined in section 622.10.
 - c. The commission of a sexual offense with or to a child pursuant to chapter 709, section 726.2, or section 728.12, subsection 1, as a result of the acts or omissions of the *person responsible for the care of the child*. Notwithstanding section 702.5, the commission of a sexual offense under this paragraph includes any sexual offense referred to in this paragraph with or to a person under the age of eighteen years.

- d. (1) The failure on the part of a *person responsible for the care of a child* to provide for the adequate food, shelter, clothing, medical or mental health treatment, supervision, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.
 - (2) For the purposes of subparagraph (1), failure to provide for the adequate supervision of a child means the person failed to provide proper supervision of a child that a reasonable and prudent person would exercise under similar facts and circumstances and the failure resulted in direct harm or created a risk of harm to the child.
 - (3) A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child, however this provision shall not preclude a court from ordering that medical service be provided to the child where the child's health requires it.
 - e. The acts or omissions of a *person responsible for the care of a child* which allow, permit, or encourage the child to engage in acts prohibited pursuant to section 725.1. Notwithstanding section 702.5, acts or omissions under this paragraph include an act or omission referred to in this paragraph with or to a person under the age of eighteen years.
 - f. An illegal drug is present in a child's body as a direct and foreseeable consequence of the acts or omissions of the *person responsible for the care of the child*.
 - g. The *person responsible for the care of a child* has, in the presence of the child, as defined in section 232.2, subsection 6, paragraph "p", manufactured a dangerous substance, as defined in section 232.2, subsection 6, paragraph "p", or in the presence of the child possesses a product containing ephedrine, its salts, optical isomers, salts of optical isomers, or pseudoephedrine, its salts, optical isomers, salts of optical isomers, with the intent to use the product as a precursor or an intermediary to a dangerous substance.
 - h. The commission of bestiality in the presence of a minor under section 717C.1 by a *person who resides in a home with a child, as a result of the acts or omissions of a person responsible for the care of the child*.
 - i. Knowingly allowing a person custody or control of, or unsupervised access to a child or minor, after knowing the person is required to register or is on the sex offender registry under chapter 692A for a violation of section 726.6.
 - j. The *person responsible for the care of the child* has knowingly allowed the child access to obscene material as defined in section 728.1 or has knowingly disseminated or exhibited such material to the child.
3. Child abuse" or "abuse" shall not be construed to hold a victim responsible for failing to prevent a crime against the victim.

C. Procedure for Reporting

1. All Employees who in the scope of their employment responsibilities, examine, attend, counsel or treat a child must report physical or sexual child abuse as indicated in 2 below when they see, know about, or reasonably suspect the physical or sexual abuse of a child. Proof that abuse has occurred is not required in order to be obligated to report.
2. Suspected abuse shall be reported to Waldorf University **Dean of Students** (administration) within 24 hours using the Waldorf University incident report located at <http://www.waldorf.edu/Residential/Current-Students/Campus-Safety/Emergency-and-Safety-Procedures/Incident-Report>. The suspected abuse shall also be reported to the University President/VPBA and local law enforcement within 24 hours by University Administration.
3. If there is reason to believe that immediate protection for the child is advisable, an oral report shall be made immediately to the appropriate law enforcement agency by calling 911.
4. In compliance with Iowa Code 232.70, each report made by a Mandatory Reporter shall also be made as follows:
 - a. The Mandatory Reporter along with the University Administrator shall make an oral report within 24 hours by telephone to the Department of Human Services through the Child Abuse Hotline at 1-800-362-2178.
 - b. A written report shall be made to the Department of Human Services within 48 hours of submitting the oral report. http://www.ifapa.org/pdf_docs/470-0665.pdf. Copies of forms are available in the Human Resources Office and the Dean of Student's Office.
 - c. *Waldorf University encourages everybody, including those who are not Mandatory Reporters under Iowa Code §232.69, to report all forms of child abuse to the Department of Human Services in addition to reporting to the University Administration and the local law enforcement under this policy. Consistent with Iowa law, the University will take no retaliatory action against an employee who makes a good faith report of child abuse.*

712 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by Waldorf University may not solicit or distribute literature in the workplace at any time for any purpose.

Waldorf University recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Affirmative action statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information
- Mandated Federal Postings

713 Employee Conduct Disciplinary Process

Waldorf University has established a disciplinary process to aid in the communication with employees regarding their conduct. When and where appropriate, there will be a 3 step approach when dealing with disciplinary incidents. Each incident will be treated separately, however will be placed into consideration when making employment related decisions.

- 1st Offense – Supervisor will inform the employee of the violation. The employee may be written up and the violation will be placed in your Waldorf University employment file.
- 2nd Offense – Supervisor will inform employee of the violation. The employee may be written up and the violation will be placed in your Waldorf University employment file.
- 3rd Offense – Supervisor will inform the employee of the violation. The employee may be written up, and the employment with Waldorf University may be terminated.

The disciplinary process will be applied to any type of conduct include but not limited to: attendance and punctuality, personal appearance, inappropriate use of University property or equipment, general conduct and performance.

I understand the conduct policies within this handbook that Waldorf University has established, and I also understand the protocol for disciplinary action for violating conduct policies.

Employee Signature

Date

Supervisor's Signature

Date

Waldorf University is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g., blood, urine) to determine the illicit use of drugs. Waldorf University will attempt to protect the confidentiality of all drug test results. Drug tests are to be conducted in any of the following situations:

PRE-EMPLOYMENT: All new job applicants must agree to a drug test as a condition of employment. Applicants are to be informed of this requirement during their initial interview and advised the drug test will be the final step in the hiring process.

POST-ACCIDENT: Any current employee who is involved in a serious incident or accident while on duty, whether on or off the employer's premises, may be asked to provide a body substance sample.

FITNESS-FOR-DUTY: This test may be required if significant and observable changes in employee performance, appearance, behavior, speech, etc. provide reasonable suspicion of the influence of drugs. A fitness-for-duty evaluation may include the testing of a body substance sample.

An individual who is involuntarily relieved of duty solely because of drug testing will be paid for time away from scheduled work if the drug test results are negative.

An individual who tests positive and who successfully completes rehabilitation will be subject to unscheduled testing for a twelve-month period following reinstatement.

Waldorf University's drug testing policy will abide by the requirements established by the U.S. Department of Transportation. The DOT criteria require testing for marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP) using the split sample method of collecting and analyzing urine specimens.

Questions concerning this policy or its administration should be directed to the Human Resources Department.

Introduction

Waldorf University has established an anti-fraud policy to enforce controls and to aid in the prevention and detection of fraud, theft or abuse against the University. This policy applies to any fraud, theft or abuse or suspected fraud, theft or abuse involving an employee (including management), a consultant, vendor, contractor, or person doing business with the University or in any other relationship with the University.

Waldorf University does not tolerate any type of fraud, theft or abuse. The University's policy is to promote consistent, legal, and ethical organizational behavior by:

- assigning responsibility for reporting fraud, theft or abuse;
- providing guidelines to conduct investigations of suspected fraudulent behavior;
- requiring each employee to be informed about fraud awareness.

Failure to comply with this policy subjects an employee (including management) to disciplinary action, including immediate termination. Failure to comply by a consultant, vendor, contractor, or person doing business with the University or in any other relationship with the University could result in cancellation of the business or other relationship between the entity and the University.

The University will pursue prosecution if the results of an investigation indicate the possibility of criminal activity.

For purposes of this policy only the term *fraud* or *fraudulent* includes theft, and abuse as defined below. The term *employee* includes employees in management positions. The term *management* includes directors, managers, assistant managers, supervisors and any other employee who has authority to sign another employee's performance evaluation.

Definitions and Examples of Fraud, and Abuse

Fraud is defined as an intentional deception designed to obtain a benefit or advantage or to cause some benefit that is due to be denied. Examples of fraud include:

1. Forgery or alteration of a check, bank draft, or any other financial document;
2. Theft of a check or other diversion of a payment;
3. Theft of a customer's identity or credit card information
4. Misappropriation of funds, securities, supplies, or other assets;
5. Impropriety in the handling or reporting of money or financial transactions;
6. Profiteering as a result of insider knowledge of University operations;
7. An employee with access to confidential information who sells this information or uses it in the conduct of an outside business activity;
8. Disclosing to others the securities activities engaged in or contemplated by the University.

Abuse is the intentional, wrongful, or improper use of resources or misuse of rank, position, or authority that causes the loss or misuse of resources, such as tools, vehicles, computers, copy machines, etc. Examples of abuse include:

1. Using University equipment or supplies to conduct personal business;
2. An employee using non-confidential information to get new customers for his/her outside business.

Theft is defined as the act of taking something from someone unlawfully. An example of theft is taking home a printer belonging to the University and keeping it for personal use.

Responsibility to Report Suspected Fraud

Each employee is required to report any suspected fraud, theft or abuse or other dishonest conduct to the employee's management or to the Director of Human Resources.

Management is required to report suspected fraud, theft or abuse or other dishonest conduct, including reports from employees or other individuals, to the Director of Human Resources.

Management does not have the authority to determine the merits of a report of suspected fraud - the Director of Human Resources makes this determination with the assistance of executive management, as provided by this policy.

The identity of an employee or complainant who reports suspected fraud will be protected to the full extent allowed by law.

Suspected improprieties and/or misconduct concerning an employee's ethical conduct should be reported to division management or the Director of Human Resources. Note that there are many instances of prohibited actions that do not rise to the level of fraud, such as an improper relationship with a vendor.

Guidelines for Handling a Report of Suspected Fraud, Theft or Abuse

Whether the initial report is made to management or the Director of Human Resources, the reporting individual should receive the following instructions and information:

1. Do not contact the suspected individual in an effort to determine facts or demand restitution.
2. Allow the Director of Human Resources to conduct the investigation. Do not further investigate the allegations.
3. Observe strict confidentiality. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Director of Human Resources or executive management.
4. Retaliation will not be tolerated. The University will not tolerate any form of retaliation against individuals providing information concerning fraud or suspected fraud.

5. Every effort will be made to protect the rights and the reputations of everyone involved, including the individual who in good faith alleges perceived misconduct as well as the alleged violator(s).
6. The identity of an employee or other individual who reports a suspected act of fraud will be protected as provided by this policy.

Responsibility of Director of Human Resources

On receiving a report of suspected fraud, the Director of Human Resources shall document the contact and conduct a preliminary investigation to determine the credibility of the report. If the report is credible, the Director of Human Resources shall follow the investigation guidelines provided in this policy.

The Director of Human Resources shall make every effort to protect the rights and the reputations of everyone involved in a report of suspected fraud, including the individual who in good faith alleges perceived misconduct, as well as the alleged violator(s). The Director of Human Resources also shall make every effort to protect the identity of a person who in good faith reported the suspected fraud. However, disciplinary action may be taken as provided by this policy if a report is made in bad faith

On determining that a report is not credible or is not a report of fraud, the Director of Human Resources shall document this determination. The Director of Human Resources' documentation shall include support for the determination. The Director of Human Resources will refer questions as to whether an action constitutes fraud to executive management.

In addition to reporting each suspected fraud to executive management, the Director of Human Resources is responsible for reporting confirmed fraud to the State Auditor's Office in the manner required by state law.

The Director of Human Resources is responsible for the administration, revision, interpretation, and application of this policy.

Guidelines for the Investigation of Suspected Fraud

The Director of Human Resources is responsible for the full investigation and documentation of suspected fraud.

The Director of Human Resources has primary responsibility for the investigation of reported wrongdoing and all suspected fraud and for coordinating investigative activities with the executive management. Each employee involved in an investigation of suspected fraud shall keep the content of the investigation strictly confidential to the full extent provided by law. Investigation results shall not be disclosed or discussed with anyone other than those who have a legitimate need to know.

Any required investigative activity shall be conducted without regard to the suspected wrongdoer's length of service, position/title, relationship to the university, or any other perceived mitigating circumstance.

The Director of Human Resources shall maintain appropriate documentation regarding incidents of fraud. The Director of Human Resources shall develop and maintain guidelines for access to and security of this documentation.

If an investigation substantiates fraudulent activities, the Director of Human Resources will prepare an incident report to the University's executive management and the Director of the division in which the fraud occurred. The Director of Human Resources shall prepare the report as soon as possible after the fraud is confirmed and shall document the content of the investigation, the findings, and any disciplinary action taken as a result of the finding.

Any inquiries from the suspected individual, his or her attorney/representative, or any other inquirer shall be directed to the Director of Human Resources. If necessary, the Director of Human Resources will refer these inquiries to the appropriate division.

Disciplinary Action

Failure to comply with any part of this policy is grounds for disciplinary action, including immediate termination.

An employee who:

- has engaged in any form of fraud or abuse;
- suspects or discovers fraudulent activity and fails to report his or her suspicions as required by this policy; or
- intentionally reports false or misleading information is subject to disciplinary action, including termination.

Any member of management who does not pass to the Director of Human Resources each and every report of suspected fraud made by an employee or other person is subject to disciplinary action, including immediate termination.

Annual Report

Incidents of suspected fraud determined by the Director of Human Resources to have merit shall be reported to executive management on an annual basis. The annual report shall include: whether the report was from an employee; the determination of merit; whether a full investigation was conducted and if so, the results of the investigation; the disciplinary action, if any resulting from the investigation; whether the report was referred to an outside entity and if so, the current status or final results of the referral.

The annual report shall also be provided to the President's Council

Access to the Waldorf University Accounting System, Document Manager, Credit Card Manager, and the Student Database is restricted to Waldorf University employees or auditors due to confidential information such as credit card numbers, social security numbers, and academic information. To perform the responsibilities of my job, I am requesting access to the accounting system and images of Waldorf University accounting documents. I acknowledge that some documents and information that I access might include confidential information. I agree to maintain the confidence of all information included on all Waldorf University accounting documents and not disclose confidential information to unauthorized persons. I will only use the information available on images of Waldorf University accounting documents for performing authorized responsibilities of my job.

Waldorf University has established an anti-fraud policy to enforce controls and to aid in the prevention and detection of fraud, theft or abuse against the University. By signing below, you acknowledge you have read and understand the Waldorf University Anti-Fraud Policy.

Date Printed Name Signature

Department: _____

800 LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Waldorf University supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Waldorf University will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. Waldorf University will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Human Resources Department for information and referral to appropriate services and resources.

Any fire, no matter how small, can be a potential catastrophe!

Learn the locations of fire exits and firefighting equipment throughout the building. Fire extinguishers are placed at convenient locations and are clearly marked. If you don't know specifically the one location closest to your work location and how it is used, ask your supervisor.

Be aware of fire prevention methods. It may help you to save property, your job, or even your life or that of your fellow workers.

In case of fire, stop work, shut off any equipment, tools, or machinery you may be using and **SOUND THE ALARM!**

Do not leave your work area to go to the scene of a fire unless you are a member of the **FIRE RESPONSE TEAM!**

Be aware of all flammable materials. Do not use solvents or thinners in a closed room or near any open flame or hot surface.

Do not leave flammable materials in uncovered containers. Do not allow any waste materials to accumulate inside or near the building, thus creating a serious fire hazard as a result of spontaneous combustion.

Our Fire and Safety program will include:

- All necessary mechanical and physical safeguards;
- Inspections to find and eliminate unsafe fire conditions and/or practices;
- Training for all employees in good fire safety practices;
- Training in the use of personal protective equipment and fire extinguishers.

In the event of a fire:

- **SOUND THE ALARM** and call "911."
- Evacuate the building to your assigned assembly area
- Report your presence to your supervisor or proper authority
- Do not leave the area without permission!
- It is essential that everyone be accounted for. Do not risk someone looking for you in a burning building.

Other Fire Safety Procedures can be found at:

http://www.waldorf.edu/studentlife/procedures/fireplan_0809.pdf

881 CONTRACTING FOR EMPLOYER

This policy addresses events and/or situations when an employee makes and/or enters into a contract with a third party that commits Waldorf University to monetary liability when:

- Entering into such a contract or commitment is clearly beyond the employee’s authority;
- Entering into such a contract or commitment is not a function of the employee’s commonly recognized job functions and responsibilities; and
- Entering into such a contract or commitment is clearly not identified as an essential job function in the employee’s job description.

An employee entering into any contract or commitment as described above is hereby defined as “unauthorized.”

When a Waldorf University employee enters into any “unauthorized” contracts or commitments on behalf of Waldorf University, the employee must first obtain written permission from Waldorf University. The written permission may be in the form of an authorized Waldorf University Purchase Order Number or written memo.

The Waldorf University employee, by signing this policy, gives full permission and authority to Waldorf University to deduct from his/her paycheck all or part of any “unauthorized” contract or commitment, made with any third party, requiring monetary satisfaction.

Waldorf University agrees that the Waldorf University employee assumes no liability whatever if s/he obtains an authorized Waldorf University Purchase Order Number or written memo from his/her supervisor prior to entering into an “unauthorized” contract or commitment.

Date: _____

Waldorf University Employee Signature: _____

Waldorf University Employee Printed/Typed Name: _____

Witness: _____

Witness: _____