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# **STAFF HANDBOOK**

## **WILLIAM CAREY UNIVERSITY**

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**“Expect great things from God;  
Attempt great things for God.” – William Carey**

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**———— William Carey University ————**  
**Hattiesburg, Mississippi   ●   Biloxi, Mississippi**



## WILLIAM CAREY UNIVERSITY MISSION STATEMENT

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

### 2013-2014 Theme

Each year William Carey University chooses an annual theme which is designed to provide an idea for us to focus on and to unify the university. **The theme for 2013-2014 is “Building on a Firm Foundation.”** (I Corinthians 3:11 and Luke 6:48). In Luke is found the teaching of Jesus about building one’s life on a strong foundation, and in I Corinthians the Apostle Paul wrote, “For no other foundation can anyone lay than that which is laid, which is Jesus Christ.” Students at Carey will be challenged to build strong lives on the foundation of faith in Christ.

### Purpose of the Handbook

The purpose of this handbook is to provide a convenient source of information on the organization, administration, and policies of William Carey University that affect all staff. The policies set forth in this document are official policies of the university and all staff at all campus locations are responsible to know and abide by this *Handbook’s* policies.

### Disclaimer

This handbook does not supersede or take the place of the Bylaws of the university nor does it limit in any way the authority of the Board of Trustees. As circumstances warrant, the university reserves the right to make changes from time to time; however, final approval of all policies represented in this handbook resides with the Board of Trustees. See WCU COM handbook for exceptions for WCU COM personnel.

### Accreditation

William Carey University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor, master, education specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of William Carey University.

All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and *not* to the Commission. The Commission should be contacted **only** if there is evidence of significant non-compliance with the requirements or standards for accreditation.

The Winters School of Music is an accredited institutional member of the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248, (703-437-0700). The music therapy program is accredited by the American Music Therapy Association. The Joseph and Nancy Fail School of Nursing is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC, 20036-1120, (202-887-6792); by the board of trustees, Institutions of Higher Learning of the State of Mississippi, and approved in New Orleans by the Louisiana State Board of Nursing. Programs in education are approved by the Mississippi Department of Education using NCATE standards, [www.ncate.org](http://www.ncate.org).

William Carey University College of Osteopathic Medicine has received provisional accreditation status from the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA), which is the recognized accrediting agency for the approval of colleges preparing osteopathic physicians. The address and phone number of the accrediting agency are: Secretary, COCA; American Osteopathic Association; 142 East Ontario Street; Chicago, IL 60611; Telephone 312/202-8124; Fax 312/202-8424.

The School of Education at William Carey University is accredited by the National Council for Accreditation of Teacher Education (NCATE), [www.ncate.org](http://www.ncate.org). This accreditation covers initial teacher preparation programs and advanced educator preparation programs at Hattiesburg and Biloxi. However, the accreditation does not include individual education courses that the institution offers to P-12 educators for professional development, relicensure, or other purposes.

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## **PART 1. ORGANIZATION AND ADMINISTRATION OF THE UNIVERSITY**

### **A. Board of Trustees**

### **B. Administration**

1. President
2. Executive Vice President and Provost
3. Vice President for Academic Affairs
4. Vice President for Business Affairs / Chief Financial Officer
5. Associate Vice President of University and Athletic Advancement
6. Vice President for Institutional Effectiveness and Long Range Planning
7. Dean of Student Services
8. Dean of the College of Osteopathic Medicine

**The organizational chart is available on the university website at [www.wmcarey.edu](http://www.wmcarey.edu).**

## **II. Policies and Procedures Pertaining to Staff Personnel**

### **A. Equal Employment Opportunity Statement**

William Carey University provides equal employment opportunities and subsequent promotion, retention, termination and transfer without regard to race, age, color, sex, national origin, or physical and/or mental disability. This policy applies to all staff employees regardless of position or source of funds. To assure compliance with Standards (currently standards 2.8 and 5.6) of the Commission on Osteopathic College Accreditation (COCA), in administering its affairs the College of Osteopathic Medicine (COM) will not discriminate on the basis of race, gender, color, religion, creed, national origin, age or disabilities.

In order to comply with IRS regulations, the following statement is included: William Carey University admits students of any race, color, national and ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at the school. William Carey University does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **B. Employment**

The university at all times desires to fill vacancies with the best qualified persons available and with persons equipped to make value and moral judgments based upon the Biblical foundations of the Christian faith.

The Immigration Reform and Control Act of 1986 (IRCA) prohibits employers from knowingly hiring, recruiting or referring for a fee aliens who are not authorized to work in the United States because they illegally entered into the country or their immigration status does not permit employment.

All employees must complete Federal Form I-9, Employment Eligibility Verification, within three (3) days of employment. The employer must sign the form attesting that appropriate documents have been examined verifying the applicant's identity and authorization to work in the United States. Everyone hired after November 6, 1986 must complete the form and have it verified, by the employer, no matter what size or type of company.

The university may not employ any person in any capacity if such a person is related by blood or marriage within the third degree to any other employee in the same department or unit if either one of the two related employees in the same or different units will have direction or supervision of the other. A relation within the third degree is defined as a person related by blood or marriage which would include spouse, parents, children, brothers, sisters, aunts, uncles, nieces, nephews, grandchildren, grandparents, great-grandparents, and step relatives.

Employees who separate from service and are rehired within five years of their separation date will maintain credit for prior years of service for purposes of computing the employer's retirement contribution percentage and the employee's vacation accrual. Rehires will begin accruing vacation at the date of rehire based on prior years of service and the number of months worked in that calendar year. A rehired employee must satisfy another six (6) month's probationary period. Employees returning after more than five years of separation will return to base level benefits.

#### **1. Recruitment**

In consultation with the President each division head within the university's administrative structure initiates the recruiting task when there is a vacancy and has the responsibility of selecting and recommending to the appropriate vice president the candidate to be employed. The employment of staff personnel must be approved by the President prior to any commitment for employment or rate of financial compensation. All contracts or letters of employment are issued by the Office of the President.



## **2. Employment Status**

Employees of the university are classified as faculty, administrators, or staff. The employment status within each classification is of four basic types:

- a. Full-time employee: Employed in a full-time position for forty (40) hours per week; entitles the employee to the total university benefit program.
- b. Part-time employee: Employed under the same conditions as the full-time employee but works fewer than forty (40) hours per week and more than nineteen (19) hours per week; entitles the employee to selected university benefits based on number of hours worked. (See Benefits Eligibility Chart for clarification of benefits.)
- c. Temporary employee: Employed according to an established work schedule for a period not to exceed four and one-half (4 ½) months, or for services on an hourly basis with no established schedule of hours per day or days per week for a period not to exceed four and one-half (4 ½) months; not entitled to participate in the university benefit program.

## **3. Promotion and Transfer**

A promotion is movement to a position in another classification at a greater level of responsibility and may or may not entail an increase in pay.

A transfer is a personnel action that changes an employee's work assignment from one unit within the university to another and may entail a lower, a higher, or the same level of pay.

It is the responsibility of the university to announce and to fill job vacancies, whenever practical and deemed in the best interest of the university, by promotion or transfer within the university. All job vacancies will be announced via the university e-mail. The university is convinced of the value of promotion from within; however, no administrator or staff member is guaranteed or otherwise entitled to a promotion or transfer when a vacancy occurs.

Normally an employee can be considered for a transfer or a promotion only after the employee has been employed for at least six (6) continuous months. However, the President may authorize a transfer for an employee before the six (6) month waiting period when the needs of the university warrant such action.

## **4. Performance Evaluations**

Staff performance evaluations will be conducted annually prior to the deadline for contract or letter renewals. Evaluations may be used in determining promotions, pay adjustments, and continued employment at William Carey University. The person who directly supervises an employee will evaluate his/her performance. In some cases where a direct supervisor is not familiar with all areas of an employee's job, another supervisor may also evaluate the employee's performance.

Employees will have an opportunity to see, discuss, and sign their evaluations during the performance evaluation interview conducted by their supervisor. This is an interview process for employees to discuss openly their evaluation and job performance with their supervisor. The employees may submit a written response to be filed with their evaluations.

Performance evaluations will be based on the following descriptions:

- \* Is committed to the Christian mission of William Carey University.
- \* At all times reflects Christian integrity and values at work and in the community.
- \* Arrives to work on time; remains to closing time.
- \* Maintains a neat appearance and good personal hygiene.
- \* Exhibits good interpersonal skills by maintaining a positive attitude toward students, visitors and other employees.
- \* Builds relationships by being courteous and helpful to students, visitors and other employees.
- \* Works well with others and contributes to the accomplishment of departmental goals.
- \* Does more than expected, gets involved and goes beyond their assigned role.
- \* Receives constructive criticism well.
- \* Exhibits a strong work ethic.
- \* Is self-motivated and anticipates needs.
- \* Meets deadlines and reports promptly.
- \* Develops goals and alternatives for accomplishing tasks.
- \* Demonstrates competence in required job skills and knowledge.
- \* Work is accomplished with accuracy, speed, clarity, consistency and thoroughness.
- \* Solves problems and takes action.
- \* Gives feedback for continuous improvement of work product.
- \* Is active in church/community service.
- \* Participates in campus events including religious emphases (chapel, preview day, homecoming, convocations, commencements, etc.).
- \* Is actively involved in contributing to the school's/department's Institutional Effectiveness Program.
- \* The employee's job description.

## 5. **Terms/Conditions**

All staff employees are required to serve on a six (6) month probationary basis. The probationary period shall be utilized by the department head for observing closely the employee's work and serves as a means of training or rejecting an employee whose performance does not meet required standards. The supervisor will complete an employee performance evaluation at the end of the probation period and make a recommendation to continue employment, request to extend probation or terminate employment. This letter, along with a copy of the performance evaluation, will be provided to and serve as notification of the employee's status to the human resources office.

Supervisors are responsible for initiating termination if a staff member's performance is not acceptable. The employee will be given a written notice from the supervisor if probationary termination is necessary. The President may extend the one-hundred-eighty (180) day probationary period upon the recommendation of a supervisor. Completing the probationary period is not a guarantee of continued employment.

## **6. Disciplinary Procedures and Termination of Employment**

Disciplinary Procedures – It is the policy of the university that supervisory efforts should concentrate on preventing serious personnel problems from occurring rather than on disciplining employees. However, certain standards of performance and conduct must be maintained in any work group. For this reason, the university shall have the right to discipline or discharge an employee for cause.

When the facts indicate that an employee has failed to perform either in work or by conduct in accordance with requirements, the supervisor should discuss the matter with the employee privately and should fully explain what is expected. The supervisor will give the employee a stipulated verbal warning with documentation of this warning included in the personnel file. A second offense of the same nature will be cause for a formal written warning in which the supervisor will refer to the first incident. This warning will be issued to the employee with a copy placed in the personnel file.

Termination of Employment – At any time during the probationary period, employment may be terminated immediately by either party. A written notice will be required. The following procedures outlined in the remaining paragraphs under this title do not apply to probationary personnel.

When an employee wishes to terminate, a notice of ten (10) working days is requested from all non-contracted personnel. In the absence of a valid reason for requesting release on the part of the employee and/or when release would affect an extreme hardship on the university, the university reserves the right to refuse a release for contracted personnel during the period of the contract.

Dismissal of employees for cause may be affected by the immediate administrative supervisor but must be cleared with the President. The dismissal of contracted administrative and staff personnel may be initiated upon the recommendation of the immediate supervisor but requires the action of the President. Two (2) week's notice of dismissal normally is given, but discharge without prior warning may be justified for very serious offenses.

An employee may be discharged for such cause as violation of university rules, gross negligence, insubordination, habitual tardiness, unauthorized absences, or unacceptable behavior.

Whenever it becomes necessary to reduce personnel in the university because of lack of funds or because of major changes in duties or organization, a thirty (30) day notice will be given to the affected employee(s).

## **7. Sexual Harassment Policy**

William Carey University is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the university community. Sexual harassment of any person is inappropriate, unacceptable, and contrary to the Christian standards of conduct expected of all members of the university community, students, faculty, and staff.

Employees have the right to be free from sexual harassment. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal comment or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or

implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Students have the right to be free from sexual harassment. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the university, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, and (2) such conduct has the purpose or effect of creating an intimidating, hostile, or highly offensive environment.

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding sexual harassment should contact the Vice President for Academic Affairs who will conduct an investigation in accordance with the complaint procedure listed below.

Employees are required to sign a certification of receipt annually acknowledging that they have received, read and understood the Sexual Harassment Policy of William Carey University.

## **8. Complaint Procedure for Sexual Harassment**

If the employee suspects that his/her rights, under the above-stated policy, have been violated, he/she may register his/her complaint in writing with the Vice President for Academic Affairs. Upon receipt of a complaint which alleges a violation of this policy, the Vice President for Academic Affairs shall begin an investigation of the charge(s) in conjunction with the Vice President for Student Services. An investigation shall include as a minimum an interview with the person filing the complaint, the person(s) accused of violating the sexual harassment policy and any person designated by either of the principal parties as witness to the incident(s) in question. The investigation shall be completed as expeditiously as possible, but in any case within thirty (30) days of the receipt of the complaint. The matter shall then be presented to the President in the form of a written recommendation. The President may accept the recommendation, interview the person[s] involved, direct further investigation by the university and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and the President shall make a final decision on the merits of the complaint within sixty (60) days of receipt of the complaint by the university. The decision of the president shall be final. Throughout this process the identities of the complaining party and accused will be kept confidential and disclosed only on a need-to-know basis. Any disciplinary action taken as a result of such findings will be noted in the employee personnel file.

## **9. Non-Discrimination Policy**

William Carey University is committed to providing an environment in which all persons are protected from discrimination and intimidation based on race, color, ethnicity, gender, national origin, age or disability. Such discrimination is contrary to the Christian standards of conduct expected of all members of the William Carey University community, whether student, staff or faculty.

Any person who engages in discrimination will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding discrimination should follow the complaint procedure listed below in section 10.

## **10. Anti-Harassment Policy**

William Carey University is committed to providing an environment in which all persons are protected from harassment and intimidation. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or an individual's relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, a hostile, a highly or consistently offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, whether student, staff, administrator, or faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding harassment should follow the complaint procedure listed below.

## **11. Complaint Procedure for Discrimination, Harassment and Workplace Issues**

The purpose of this procedure is to promote the orderly resolution of problems concerning discrimination, harassment and workplace issues. Employees who submit complaints or grievances in accordance with the procedures that follow may do so without penalty or fear of reprisal.

- a. Step One: An employee having a grievance concerning employment will first take the problem to the appropriate immediate supervisor: department chair, director, dean, or vice president. Most problems should be worked out with the supervisor. After investigation of the situation, the supervisor shall provide a written report to the employee within ten (10) working days.
- b. Step Two: If the employee is not satisfied with the decision by the immediate supervisor, within ten (10) working days the employee shall present the grievance in writing to the next highest official as determined by the university organizational chart available in the front of this handbook. The employee must provide (1) statement and basis of grievance (2) date(s) of the occurrence(s); (3) attempts made to resolve the grievance; (4) the remedy or corrective action sought; and (5) signature of the aggrieved employee and the date of signature. Within ten (10) working days after receiving a written complaint, the appropriate official shall ascertain all pertinent facts, discuss (if feasible) the matter with the employee, and provide to the employee a written report. If the employee is still not satisfied, he/she should repeat the process to the next highest official up through the level of the President.
- c. Step Three: Any employee or supervisor dissatisfied with the decision(s) in Step Two, may present those grievances in writing to the President within ten (10) working days after receipt of the appropriate official's decision. As before, the written statement should include (1) statement and basis of the grievance; (2) date(s) of the occurrence(s); (3) attempts made to solve the grievance, and (4) signature of the aggrieved employee and the date of signature.

The President shall render a written decision within ten (10) working days. The President may hold a hearing with the employee or may, at the President's discretion, refer the matter to a three (3) member committee within the university for a hearing. If the case is to be referred to a committee, the President shall make such referral within ten (10) working days after receiving the complaint. The committee shall be composed of a senior official designated by the President, one member selected by the aggrieved employee, and one

person selected by the first two members. The committee will submit a statement of its findings and recommendations to the President for final decision on the matter within ten (10) working days.

An employee dismissed by the university may, within ten (10) working days after notice of termination, submit in writing to the appropriate senior official a complaint concerning the discharge. This complaint will then be processed in accordance with Step Two and Step Three above.

## **12. Anti-Retaliation Policy**

In accord with the university's attempt to create an environment where employees feel comfortable to report possible violations of civil and legal rights, retaliatory actions will be strictly prohibited. Retaliation against any individual who has filed a complaint of discrimination, who has reported witnessing discrimination, who has participated in the discrimination complaint process, or who has been the subject of an investigation or the subject of a complaint of discrimination is illegal and will not be tolerated by the university. If, after investigating any complaint of unlawful discrimination, the university determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one reporting the false information.

## **13. Americans With Disabilities Act Policy**

An Act was passed on July 26, 1992, which makes job discrimination against people with disabilities illegal. The Act also makes it unlawful to discriminate against an applicant or employee, whether disabled or not, because of the individual's family, business, social or other relationship or association with an individual with a disability.

Under the ADA, a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity.

To be protected under the ADA, an individual must have a record of, or be regarded as having, a substantial, as opposed to a minor, impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working. An individual must inform the university and request accommodations necessary to the performance of the job requirements.

An individual with a disability must also be qualified to perform the essential functions of the job, with or without reasonable accommodations, in order to be protected by the ADA. This means that the applicant or employee must

- satisfy job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related; and
- be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

The ADA does not interfere with the right to hire the best qualified applicant, nor does the ADA impose any affirmative action obligations.

Factors to consider in determining if a function is essential include

- whether the reason the position exists is to perform that function,

- the number of other employees available to perform the function or among whom the performance of the function can be distributed, and
- the degree of expertise or skill required to perform the function.

A reasonable accommodation is any change or adjustment to a job or work environment that does not promote an undue hardship on the employer that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include

- acquiring or modifying equipment or devices,
- job restructuring,
- part-time or modified work schedules,
- reassignment to a vacant position,
- adjusting or modifying examinations, training materials, or policies,
- providing readers and interpreters, and
- making the workplace readily accessible to and usable by people with disabilities.

It is a violation of the ADA to fail to provide reasonable accommodation to the known physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of a business.

Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. For more details regarding ADA, contact the personnel office.

## **C. Employee Records**

The human resources office keeps an individual record of personnel and payroll data for each employee. It is the employee's responsibility to keep the human resources office informed of any changes in personal status, and it is the appropriate supervisor's responsibility to inform the office of changes in professional and job-related status. Changes such as births or deaths in the employee's immediate family or a change in marital status may affect tax withholdings or rate of insurance must be reported. Employees are required to notify the human resources office within thirty (30) days of any change in marital or dependent status.

An employee's rate of pay and other personal information will not be disclosed by the human resources office to any unauthorized persons or agencies.

In the state of Mississippi, personnel files are considered the property of the employer and no right to view and/or copy is granted to Mississippi employees. William Carey University's policy is to allow the employee access to their file by scheduling an appointment to view it in the Human Resources office and take notes of items in the file. Please be aware that the term "personnel file" does not include records relating to: the investigation of possible criminal offense; information related to investigations concerning current or pending actions against the employee; letters of reference; documents that are being prepared for use in civil, criminal, or grievance procedures; information that would identify a source of information under confidentiality; materials that are used by the employer to plan for future operations; medical records; information available to the employee under the Fair Credit Reporting Act; and any other information required to be withheld by law.

Employers are required to give an employee or job applicant, upon request, a copy of any instrument that the employee or applicant has *signed* relating to the obtaining or holding of employment. This includes copies of annual evaluations; however, as copies are provided to the employees during the annual evaluation meeting, it is expected that employees will retain this copy for their personal records. If a copy is misplaced by the employee, the Human Resources office can provide a replacement copy.

## **D. Garnishment**

Employees are expected to meet their financial obligations promptly. A garnishment must be honored if it represents a court order to withhold and pay the court a specified amount of an employee's earnings from each paycheck until the amount of the judgment plus court fees are paid in full. Employees will be notified immediately when salary garnishments are to be made.

## **E. Employee Benefits**

### **1. Benefit Eligibility**

The chart on the following page presents the eligibility of employees to participate in the university's benefit programs.



## Benefits Eligibility Chart

<b>Employment Status</b>	Holidays	Annual Leave (Vacation)	Sick/Personal Leave	Jury-Civic Duty Leave	Military Leave	Family Medical Leave	Sabbatical Leave	Leave of Absence	Education Benefits for Employees	Education Benefits for Dependents	Health Insurance Benefits	Retirement Programs	F.I.C.A. *	Workman's Compensation	Long-Term Disability Insurance	Group Life Insurance
<b>Full-Time Employee – 12 Months</b> (Including those with faculty rank)	A	A	A	A	A	F	A	A	A	A	A	C	C	A	A	A
<b>Part-Time Employee</b> (Employed on a 12 month basis working less than 40 but more than 19 hours per week.)	B	B	B	A	A	F	B	B	B	B	E	C	C	A	E	E
<b>Part-Time Employee Working Less Than 20 Hours Per Week and Temporary Employee</b> (Employed on an established work schedule for a period not to exceed 4 ½ months.)	B	B	B	B	B	B	B	B	B	B	B	B	C	A	B	B

\*Optional for Ministers

### KEY:

A Fully Eligible

B Not Eligible

C Mandatory

D Must work at least 20 hrs per week

E Must work at least 30 hrs per week

F Eligible-Unpaid Leave

## 2. Holidays

The university will observe a uniform minimum number of holidays for all full-time salaried employees:

Fall and Winter Trimester Break Days- One day during the break between fall and winter trimesters and one day during the break between winter and spring trimesters. (must be taken within one week of trimester break)

Martin Luther King, Jr. Holiday

Spring Break\* - Wednesday through Friday of Student Spring Break Week

Friday preceding Easter

Memorial Day

July Fourth

Labor Day

Thanksgiving Break – Wednesday through Friday the week of Thanksgiving

Christmas Break – week of Christmas and the next week to include New Year's Day.

Additional holidays may be designated only by the President. The academic calendar is not to be confused with the official holidays of the university. Also, academic personnel may be required to teach an evening class on holidays.

University designated holidays will be observed on the calendar date on which each falls, and holidays falling on a Saturday or Sunday will be observed on a designated alternate work day.

Employees who are entitled to vacation and leave may not schedule either vacation or personal leave during registration, during the week prior to or immediately following spring break, Thanksgiving holidays, Christmas holidays, week before opening of school or prior to or following days when the employee is scheduled to be off-campus for more than two consecutive days. – Trustees approved 2-7-08

***Terminating employees must work a minimum of five (5) working days following Christmas, Thanksgiving, and Spring Break in order to be eligible for holiday pay.***

## 3. Leave Request

Employees will schedule leave with their immediate supervisor by filling out a leave request form. At the end of each month, each supervisor will use those forms to fill out a monthly attendance report for submission to the human resources office. The human resources office will return to each department a report listing all remaining leave for each employee.

## 4. Annual Leave (Paid Vacation)

Only twelve-month full-time employees are eligible for paid vacation benefits in accordance with the Benefit Eligibility Chart. Full-time employees are eligible for vacation time ***accrued in the prior calendar year*** after the completion of six (6) months of continuous employment. ***For example: An individual who began employment on September 1, 2005 would have accrued two days of vacation time through December 31, 2005. In this example the employee's sixth month of service would be February, 2006. Therefore, the two days of vacation earned in 2005 must be taken between March and December of 2006.***

***The vacation year is a calendar year that starts January first and ends December 31. Vacation time is determined by the number of months worked during the calendar year. All vacation time accrued during a calendar year must be taken by December of the following year.*** Unless the University approves it, employees will not be paid for unused vacation time.

Full-time employees accrue vacation leave based on the following scale:

First two calendar years of employment: .5 days per month up to 5 work days per year

Third through fifteen years: 1.0 day per month up to 10 work days per year

Over fifteen years: 1.5 days per month up to 15 work days per year

Employees who are terminated, resign, or retire are entitled to earned vacation provided the employee has completed at least six (6) months of continuous employment.

Vacation time must be arranged by the employee with the employee's supervisor. It is then the supervisor's responsibility to notify the appropriate vice president (if other than the supervisor) who in turn will advise the President. Preference will be respected wherever practicable; however, the university reserves the right to deny requests which may jeopardize the operation of the university. Employees should not make travel plans or deposits on accommodations prior to receiving approval for vacation.

## **5. Personal/Sick Leave Policy**

The university values its employees and realizes that at certain times employees must be absent from work due to illness, injury or personal business needs. The university provides a paid personal/sick leave policy to help protect employees against loss of income during these times. Twelve-month full-time employees begin to accrue personal/sick leave at the end of the first full month of employment. A full-time employee becomes eligible to use leave after six (6) full months of continuous employment. Full-time 12-month employees accrue sick leave at the rate of 8 hours per month up to a maximum accrual of 720 hours (90 days) and **the university encourages employees to accumulate this leave for times of emergency and extended illness.** Sick leave may be granted for personal illness, care of a sick family member, pregnancy and related issues, maternity leave following the birth, adoption or placement of a child, dental and eye care examinations and required medical examinations, or inpatient/outpatient treatment in approved centers for substance abuse, psychiatric or counseling care. Whenever possible, leave should be scheduled in advance with the employee's supervisor. Each employee will be granted six (6) personal days per year and then be allowed to "earn" up to six additional days, one-half for each month of work attendance with no absences. No more than 16 hours of personal leave may be taken in a calendar month. ***Employees will not be compensated for unused personal/sick leave upon termination of employment.***

In addition, up to 40 hours of accumulated sick leave may be used each calendar year for a death in the immediate family, temporary care of immediate family members, or a call to state active duty for military reserve or annual national guard training.

- (a) **Advanced Leave.** An employee may request advanced vacation or sick leave for extended time off needed to recover from a major illness or injury not to exceed 19 working days (152 hours) per calendar year. An employee must have worked at least one year before becoming eligible for this privilege. Before advanced vacation or sick leave is granted, an employee must have used all of his/her accumulated sick leave and vacation leave. ***The request for advanced leave form must be completed and submitted along with a cover letter to the human resources office to be forwarded to the Office of the President. Advanced Leave forms are located in the human resources office.*** Requests will be answered in writing within one work week.

If the request is granted, the amount of time that is advanced will be charged to subsequent accrued vacation and sick leave and/or payroll deduction. In other words, advanced leave time must be paid back with future earned vacation and sick days or deducted from future pay.

- (b) **Unpaid Leave.** Once an employee has exhausted all vacation, sick leave, and advanced leave, he or she will be placed on unpaid leave under the Family Medical Leave Act of 1993. Leave status (paid and unpaid) for an employee will be for a maximum period of twelve (12) weeks. Accrued sick leave and vacation time are the only forms of paid leave.
- (c) **Long-Term Disability.** The university provides long-term disability coverage for all full-time employees, which may pay a *loss of income benefit to employees who are absent from work, for more than 90 days, due to sickness or injury. This policy has a 90-day elimination period and will not pay benefits until after the 90 day period has expired.* To receive this benefit, an employee must **file a claim** and **qualify** for the benefit under the terms of the policy. The insurance carrier determines who is qualified to receive this benefit. Long-term disability claim forms are located in the human resources office.
- (d) **Job Related Illness.** Employees who are absent from work due to a job related illness or injury and collecting workers' compensation benefits will be entitled to use earned sick leave to supplement workers compensation benefits up to 100% of their salary. The combined sick leave and workers' compensation pay can never exceed 100% of regular salary. Proof of workers' compensation benefits must be furnished to the human resources office.
- (e) **Short-Term Disability.** The university offers a short-term disability policy through its cafeteria plan for employees who choose to participate through payroll deduction. Information on this policy may be obtained from the human resources office.

## 6. Family and Medical Leave Act of 1993

### Leave Entitlement

The university will grant an eligible employee up to a total of 12 weeks of protected leave in a "rolling" 12 month period measured backward from the date of any FMLA leave usage. This time will be unpaid unless the employee has adequate leave available to cover all or part of this time. FMLA leave may be granted for one or more of the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- Placement of a child with the employee for adoption or foster care, and to care for the employee's newly adopted child or a child newly placed in the foster care of the employee.
- To care for the employee's spouse, child or parent with a serious health condition.
- The employee's serious health condition.

### Military Family Leave Entitlements

- Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month

period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### Employee Eligibility

Employees hired into leave-accruing positions are eligible for FMLA after they have worked at least 12 months (need not have been consecutive), and also have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Breaks in employment do not affect this total. It is a cumulative total of the number of months the employee has been employed by the university. For certain FMLA-qualifying reasons, eligible employees may take intermittent or reduced schedule leave. Leave lasting three days or more, or leave that will be on an extended intermittent basis will require a doctor's notice.

At the university's request, eligible employees requesting leave must provide certifications by medical professionals documenting the health conditions of the employee, spouse, child, or parent. At its own expense, the university may require the employee to secure second and third medical opinions should the university believe there is reason to doubt the validity of the initial certification.

During the leave period, the University will continue to pay its share of the employee's premium payments under William Carey University's group health insurance plan. Employees must reimburse the university the amount of these premium payments if they do not return to work at the expiration of the leave period. Premiums for any personal insurances are the responsibility of the employee and must be paid monthly during leave.

Upon return from leave, employees are entitled to their former position or an equivalent position with equivalent pay and benefits. However, the university may, at its discretion, deny employees who are among the highest paid ten percent of the University's personnel the right to return to their job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the university

Leave for childcare must be taken within twelve months of the date of birth, adoption or placement. Employees requesting leave will be required to use accrued vacation days or other personal leave as part of the 12 week leave. FMLA leave will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions, or attendance policies.

The employee is obliged to give at least thirty days notice of any foreseeable need for extended leave. For specific employee rights and responsibilities, contact the human resources office.

## **7. Jury Duty and Civic Duty Leave**

When called for jury duty and while serving as a juror, full-time and part-time salaried employees receive time off. Verification of jury service must be submitted to the supervisor to be filed with the appropriate monthly attendance report. Except in unusual circumstances, other civic duties should be performed during off-duty hours.

## **8. Military Leave**

Full-time and part-time salaried employees who are called to active military duty on short notice as a result of national emergencies may be granted a military leave without pay for a reasonable period of time. An **unpaid leave** of absence not to exceed two (2) weeks annually may be granted to members of reserve components of the armed forces for the purpose of serving on active duty.

## **9. Maternity Leave**

Maternity Leave is granted in accordance with the Family and Medical Leave Act of 1993 as shown in D-6.

## **10. Leave of Absence (without Salary)**

Leave of absence without compensation may be granted at the discretion of the President for good cause to any full-time employee after the employee has been employed for not less than one (1) year. Failure to abide by the terms of a leave of absence or to return to work as agreed will be considered a resignation. Good cause includes the employee's desire to be with a newborn or newly adopted child.

When on leave of absence without pay, an employee may continue to participate in certain employee benefit programs, such as the group health insurance plan. The employee must pay the total cost of participation while on leave without pay. The employee is responsible for making arrangements with both the insurance company and the human resources office so that benefits can continue during the absence.

## **11. Educational Benefits for Employees**

Following one year of employment, full-time employees of the university may take up to a maximum of 2 courses of undergraduate course work per trimester tuition-free with the approval of their supervisor. Master's level courses will receive a tuition waiver of 50%. No benefit is available at the specialist or doctoral levels. The employee will be responsible for all applicable fees and courses must be taken at times other than scheduled work hours. The employee's supervisor and the Vice President for Academic Affairs or the President must approve and sign the tuition waiver form. Tuition waiver forms are located in the human resources office and must be submitted to the financial aid office prior to each registration. In rare cases where the university requests the employee to complete advanced course work full tuition waivers may be granted. Full tuition waiver must be approved by the President and the employee is required to complete three years service to the university following completion of the program.

Under certain circumstances, a maximum of one (1) course may be taken during regularly scheduled working time provided (1) the course is necessary for degree completion; (2) such action is recommended by the employee's supervisor and approved by the Vice President for Academic Affairs and the Provost; and (3) time away from work is made up on the day work is missed either by lengthening the daily work schedule or during the lunch hour, or by working weekends.

Employees must meet all regular admission requirements for either undergraduate or graduate admission. If the employee is seeking a degree, the employee must maintain an "overall" 2.0

GPA to continue the free educational benefit. An employee who fails to maintain the required overall GPA will not receive the free courses until such time as the employee's overall GPA meets the 2.0 minimum.

In accordance with Internal Revenue Service Code, Section 117, the cost of graduate tuition is considered a taxable fringe benefit and must be processed through payroll where FICA, Federal and State tax will be withheld.

Prior to taking tuition free classes, employees will be required to sign a contract with the university guaranteeing two (2) additional years of service upon completion of any degree. This contract will be initiated through the human resources office and maintained in the employee's personnel file. This contract does not obligate the university to continued employment. This policy applies to employees hired after August 15, 2005. Employees must conform to all administrative processes of the university such as drop/add, withdrawal, and class attendance. Employees, who are enrolled in a free course at the time of termination of employment with the university and elect to continue the class, will be required to pay tuition.

## **12. Educational Benefits for Children and Spouse**

Following one year of employment, the child/stepchild or spouse of any full-time academic, administrative, or staff employee is entitled to full undergraduate tuition waiver. Master's level courses will receive a tuition waiver of 50%. No benefit is available at the specialist or doctoral levels. The student must meet the current admission standards of the university, maintain academic standards, pay all applicable fees, and, if the student elects to reside on campus, pay the regular dormitory and cafeteria charges. The child/stepchild tuition waiver will be continued until the end of the academic year of his/her 24<sup>th</sup> birthday.\*

**Employee dependants (immediate family) are entitled to educational benefits. In order to apply for the benefit a dependant must complete a FAFSA. If the dependant is entitled to full or partial Pell grant, or other external grants, the university will retain one-half of the funds to support the educational cost. The remaining funds will be refunded to the individual student.\*\***

The student must maintain the GPA required for academic good standing. All policies in the catalog relating to academic discipline apply. A student who loses the tuition waiver because of an insufficient GPA must re-apply for tuition waiver benefits when academic good standing has been re-established.

Children/stepchildren/spouses whose parent, guardian, or spouse terminates employment with the university will be required to pay tuition.

\*Policies in this section apply to employees hired after May 14, 1998.

\*\*This provision is effective for dependents entering spring trimester, 2009 and thereafter.

## **13. Medical Insurance**

A group medical insurance program for full-time employees and their dependents is made available through the university. It is also available for part-time salaried employees who work at least thirty (30) hours per week. The terms and conditions of this program are subject to the insurance policy provision in force at any given time. Details pertaining to the group medical insurance are available in the human resources office located on the Hattiesburg campus.

## **14. Group Life Insurance and Salary Continuation Insurance**

Both group life insurance and long-term disability insurance are provided to full-time employees of the university. Details pertaining to these programs are available in the human resources office located on the Hattiesburg campus.

#### **15. Tax Exempt Benefit Program (Cafeteria Plan)**

Pursuant to Section 125 of the Internal Revenue Code and Section 209 of the Social Security Act, the university provides a tax-exempt insurance program that allows premium payment through payroll deduction. This program is only available to full-time employees and their dependents. This program benefits employees by lowering their tax liability and at the same time, increasing the amount of their take home pay. Several coverage options are available under the pre-tax benefit plans including vision, dental, cancer and accident policies.

Voluntary insurance programs available through payroll deduction include employee and dependent life, short term accident/sickness income and accidental death. These plans are not tax exempt.

Employees will have the opportunity to enroll under the cafeteria plan upon employment. After enrolling, elective changes can only be made during the next annual enrollment period.

However, changes can be made within thirty (30) days of changes in family status as follows:

- a. marriage
- b. divorce
- c. death of spouse or child
- d. birth or adoption of a child
- e. termination or employment of spouse
- f. loss of insurance coverage

#### **16. State Continuation of Coverage**

All employees and employee's family members who are covered under the group health plan are entitled to continuation coverage (As Required by Section 83-9-51, as Amended, Mississippi Code of 1972.) In order to receive continuation of coverage under this benefit plan in the event of employment termination, divorce, separation, or death, the subscriber or other covered person must notify the insurance provider in writing of his or her election to continue coverage and pay any required contributions. It is the responsibility of the employee to notify the university within thirty days of qualifying events such as divorce, separation, death, a covered dependent ceasing to be eligible due to age or marriage and in certain other instances. Detailed information concerning State Continuation can be obtained from the human resources office.

#### **17. Retirement Plans**

All employees of the university working twenty (20) or more hours per week are required to participate in the university tax-sheltered retirement plan. Employees may choose either GuideStone Financial Resources of the Southern Baptist Convention or the Teachers Insurance and Annuity Association/College Retirement Equity Fund (TIAA/CREF) to administer plan contributions.

- a. The employee is required to contribute three percent (3%) of his/her salary from the first day of employment through year ten (10). In the eleventh (11) year and after, the employee is required to contribute five percent (5%).
- b. WCU and Employee contributions will be in accordance with the following schedule:



<b><u>Years of Service</u></b>	<b><u>Institution Contribution*</u></b>	<b><u>Required Contribution</u></b>
Years One to Six	3%	3%
7 Years	3.5%	3%
8 Years	4%	3%
9 Years	4.5%	3%
10 Years	5%	3%
11 Years	6%	5%
12 Years	7%	5%
13 Years	8%	5%
14 Years	9%	5%
15 Years	10%	5%
16 Years	11%	5%
17 Years	12%	5%
18 Years	13%	5%
19 Years	14%	5%
20 Years	15 % Maximum	5%

\*up to an annual contribution cap  
of \$15,000 per employee.

- c. **Member Contributions (Employer and Employee)**  
Tax-sheltered contributions and tax-paid contributions shall be fully vested from first day of employment. The contribution schedule lists minimum required contributions, but employees may make additional elective contributions up to the IRS 402(g)(1) limits in effect for the current year.
- d. The employee/employer contribution is determined by the salary stated on the contract or letter of employment. Increases in contributions will be made at the beginning of the contract or letter of employment year during which the change will occur. Summer employment, overloads, directed readings or any other payment type above the employee's normal annual salary are not included."
- e. **Retirement Benefits**  
An employee shall be eligible for retirement benefits if the employee terminates employment on or after such employee's retirement date. Payment of a retirement benefit shall commence in accordance with the employee's chosen retirement plan.
- f. **Early Retirement Benefits**  
Unless otherwise specified in the supplement, an employee shall be eligible for an early retirement benefit if the employee terminates employment on or after the employee's fifty-fifth (55) birthday and prior to the employee's normal retirement date. Payment of an early retirement benefit shall commence in accordance with the employee's chosen retirement plan. The amount of the early retirement benefit shall be an annuity benefit payable in accordance with the employee's chosen retirement plan.
- g. **Disability Retirement Benefits.**  
Unless otherwise provided in the supplement, an employee shall be eligible for a disability retirement benefit if the employee becomes disabled prior to the normal retirement date. Payment of a disability retirement benefit shall commence as of the later of (1) the last day of the fifth month following the employee's disability retirement date or (2) except as provided by in the chosen plan, such later date as the employee requests payment in writing, provided that the employee is disabled on the date the employee requests commencement of payment. Notwithstanding the foregoing, except as provided in the

chosen plan, no benefit payments shall be payable until the employee requests commencement of payment in writing.

The amount of the disability retirement benefit shall be an annuity benefit payable under the chosen plan, as applicable, which is the actuarial equivalent of the employee's contributions accounts as of the date the annuity benefit is to commence.

If an employee is receiving a disability retirement benefit, the employee's disability will be reexamined at the discretion of the governing body of the chosen plan. If the governing body receives satisfactory evidence that the employee is no longer disabled and distributions are not required under the chosen plan, the governing body shall terminate the employee's annuity benefit payments and, in lieu thereof, the actuarial equivalent of the employee's remaining annuity benefit shall be credited to the appropriate fully vested contributions accounts of the employee.

## **18. FICA**

The employee's contribution to Social Security is based on the current rates established by the Social Security Administration and is paid on all earnings. In addition to the employee's contribution, the university contributes a like percent of the employee's salary to the system. The FICA program is mandatory for all employees except ministers.

## **19. Credit Union**

William Carey University is a participating employer with the Central Sunbelt Credit Union. As a member, all full-time employees can participate in the benefits of the credit union. The credit union provides a place to save through payroll deduction, as well as a place to shop for loans at competitive interest rates for personal needs.

The employee should go by or call the human resources office on the Hattiesburg campus for further information and instructions on how to become a member of the credit union.

Central Sunbelt's main office is in Laurel, with branch locations in Hattiesburg.

## **20. FLSA and Overtime**

The Fair Labor Standards Act (FLSA) is a Federal law which establishes minimum wage, overtime pay, recordkeeping and youth employment standards affecting all full-time and part-time workers. As such, it is the university's policy to strictly follow that law, and it applies to all employees at the university. Overtime is not normally authorized for exempt employees (as defined by the FLSA). Non-exempt employees receive overtime pay in accordance with the Fair Labor Standards Act, as amended, but are expected to *obtain authorization from their supervisor prior to working beyond the prescribed 40 hour work-week. Failure to comply with this approval process may be grounds for disciplinary action.*

Nonexempt workers must be paid overtime pay at a rate of not less than one and one-half times their regular rates of pay after 40 hours of work in a workweek. While FLSA does set basic minimum wage and overtime pay standards and regulates the employment of minors, there are a number of employment practices which FLSA does not regulate.

For example, FLSA does not require:

- (1) vacation, holiday, severance, or sick pay;
- (2) meal or rest periods, holidays off, or vacations;

- (3) premium pay for weekend or holiday work;
- (4) pay raises or fringe benefits; or
- (5) a discharge notice, reason for discharge, or immediate payment of final wages to terminated employees.

Also, FLSA does not limit the number of hours in a day or days in a week an employee may be required or scheduled to work, including overtime hours, if the employee is at least 16 years old. The above matters are for agreement between the employer and the employees or their authorized representatives.

## **21. “Exempt” vs. “non-exempt” employees**

Due to the nature of their job duties and responsibilities, some employees are exempt from the overtime pay provisions or both the minimum wage and overtime pay provisions. In accordance with the law, the university has reviewed and regularly continues to review position descriptions and employees’ work duties and responsibilities in order to make certain they are properly classified as “exempt” or “non-exempt”.

## **22. Recordkeeping**

The FLSA requires the university to keep records on wages, hours, and other items, as specified in Department of Labor recordkeeping regulations. Most of the information is of the kind generally maintained by employers in ordinary business practice and in compliance with other laws and regulations. It is important that each employee keep the university informed of any changes to such personal information, and (particularly for non-exempt employees) that complete and accurate records are kept of all time worked.

## **23. Terms Used in FLSA**

**Workweek** – A workweek is a period of 168 hours during 7 consecutive 24-hour periods. It may begin on any day of the week and at any hour of the day established by the employer. The university’s workweek begins at 12:01 a.m. Saturday and ends at 12:00 midnight the following Friday. For the purposes of minimum wage and overtime payment, each workweek stands alone; there can be no averaging of 2 or more workweeks.

**Hours Worked** – covered employees (“non-exempt”, or hourly) must be paid for all hours worked in a workweek. In general, “hours worked” includes all time an employee must be on duty, or on the employer’s premises or at any other prescribed place of work, from the beginning of the first principal activity of the work day to the end of the last principal work activity of the workday. Also included is any additional time the employee is allowed (i.e., suffered or permitted) to work. By law, William Carey University is not permitted to provide non-exempt employees with compensatory time off for hours worked outside the normal workweek; however, time within the same workweek may be taken to remain within the 40 hour prescribed work week.

## **24. Safe Harbor for Salaried Exempt Employee Deductions**

William Carey University compensates certain exempt executive, administrative, professional, and computer employees on a guaranteed salary basis. Deductions from these salaries may only be made in full-day increments when the employee absents himself/herself for personal reasons, for sickness when his/her bona-fide sick leave plan has been exhausted, for disciplinary reasons for infractions of major safety or conduct rules, or in initial or terminal weeks. It is the policy of the university to not make any improper salary deductions based on variations in quantity or quality of work done. Any salaried exempt employee who believes that an improper deduction

was made from his/her salary may file a written complaint with the Human Resources Department over such deduction. The Human Resources Department will conduct an investigation into the deduction to determine if it was improper. If it is found that the deduction was improper, the amount of the deduction will be reimbursed to the employee by no later than the next pay period, and the university will ensure that such deduction is not made in the future from any exempt employee's salary. There will be no retaliation against an employee for filing a complaint under this section.

## **25. Workmen's Compensation**

The university maintains standard workmen's compensation insurance coverage in accordance with Mississippi and Louisiana State laws.

All injuries that have been sustained by an employee while at work must be reported to his/her department head or supervisor. The department head or supervisor should make sure the injured employee is being provided medical attention and if necessary to transport the employee or call for ambulance transportation to nearby medical facilities. The injured employee or his/her supervisor should instruct the treatment facility to contact the William Carey University human resources office for verification of insurance coverage.

For an injury requiring medical attention, the supervisor must complete the worker compensation "First Report of Injury" report within forty-eight (48) hours of the injury/accident. The report must be forwarded to the human resources office for completion and notification of the insurance carrier. Failure to file this report may jeopardize payment of any medical bills resulting from the injury/accident.

## **F. University Travel and Trips**

Each administrative department is given an annual budget for travel. It is the responsibility of each department not to exceed the budget.

All expenditures for departmental travel are reported on an expense voucher, signed by the department head and the area vice president. After obtaining all necessary signatures, the expense voucher is routed to the budget office for review and to accounts payable for reimbursement.

University authorized travel shall be administered in accordance with the following policy provisions:

- a. As determined by the President, reimbursement for travel in private vehicles will be made based on either the university-wide pre-approved rate, currently (\$.40 per mile), or by actual fuel cost for roundtrip travel. Based on budget constraints, the President will determine which reimbursement plan will apply.
- b. If available, university-owned or leased vehicles must be utilized for school travel.
- c. Travel between campuses, especially for meetings, should be planned to provide for group travel.
- d. Cost of van and bus rentals are to be planned and included in the annual departmental expenditure budgets authorized by the President and approved by the board of trustees.

- e. Advance written approval by the budget director is required for all travel. Travel without such approval will not be eligible for reimbursement. It is also the responsibility of the designated person to coordinate all travel for which reimbursement is to be claimed. Travel cost will be charged against the appropriate academic school or administrative department.
- f. Employees who hold fuel cards will not be reimbursed for mileage.

Any university employee who is planning a mission or study trip under the auspices of WCU must first submit a proposal for the trip to the Office of the Provost. This must be done well in advance of the planned trip (minimum of 8 months) with a general itinerary and cost, as well as the method for financing the trip. No university budget funds may be used for such trips. Some mission endowment funds are available from time to time to help partially finance mission trips but all other costs of trips must be paid from restricted funds or raised by the students. Approval of the trip proposal does not obligate the university to provide any funding for such trips. As the time for the trip draws near, but not less than two weeks before departure, a detailed itinerary with contact information and plans for emergency must be submitted to the Provost.

## **G. Outside or Additional Employment**

No full-time employee of William Carey University shall be permitted to serve full-time any church, agency, or company as a permanent member of its staff. With the permission and approval of the President, interim positions of service may be accepted for a period of no longer than nine (9) months. If special situations warrant, requests for additional service may be made to the Office of the President to obtain permission for extension.

### Employees holding faculty rank

Faculty who seek contractual agreements outside of the university must make a written request to the Vice President for Academic Affairs and to the President describing how those activities would contribute to their academic and professional role as a faculty member of William Carey University. Consulting or outside work of a professional nature is normally permitted provided that the time commitment requires no more than 20% of a faculty member's time. Approval requests must disclose the following information:

1. the entity or person for which or for whom the outside activity is to be performed;
2. the dates on which, or the period during which, the outside activity is to be conducted;
3. the approximate number of hours to be devoted by the employee to the activity;
4. a statement attesting that the activity does not constitute a conflict of interest for the university.

In no case will the university allow a faculty member's contractual obligations to be impeded by external contracts that the university administration judges to be outside the assigned duties or expectations for a William Carey University faculty member or to be incongruent with the mission of William Carey University. Any additional employment should be in keeping with the principles of the university and should not in any way bring discredit upon the institution or the denomination.

### Employees not holding faculty rank

Staff and administrative employees are employed with the understanding that their energies are to be concentrated on their duties and responsibilities to the university during normal working

hours. Therefore, no commitments should be made which would necessitate the use of university time or resources.

While the university discourages staff employees from teaching classes during their normal working hours, rare instances may arise where they may be called upon to do so. In these situations, employees who receive additional compensation above their normal salary will charge this time to vacation or personal leave. If the employee does not have sufficient leave to cover their time, the employee will be required to report the time taken as leave without pay. As it is the responsibility of the supervisor to ensure the employee complies with these policies, written approval must be obtained from the employee's supervisor prior to teaching any classes. This written approval must be attached to the original copy of the adjunct contract to authorize payment.

## **H. Payroll Information**

Each new employee of the university is required on or before the first day of employment to complete personnel records (choice of insurance, retirement plan, pay schedule, etc.) a U.S. Treasury Form W-4, a Mississippi State Tax Commission Form 43030 or a Louisiana State Tax Form R-6406, and an I-9 Immigration Form. The employee's social security number must be recorded on the tax-withholding forms. Federal and state laws require the following payroll deductions by the university: Federal Withholding Tax, State Withholding Tax and Social Security Tax. The university will also withhold the retirement percentage amount as defined by the university's Retirement Plan document. Other withholdings will be made at the selection of the employee. All salary information is regarded as strictly confidential.

### Change in Payroll Information

It will be the employee's responsibility to report to the human resources any changes in mailing address, marital status, number of dependents, insurance beneficiaries, and all other information that effects pay, benefits, and the receiving of mail.

Salaried employees are paid on the 15<sup>th</sup> day and the last day of the calendar month beginning with the first month of employment.

## **I. Work Hours**

Offices operate 8:00 a.m. – 5:00 p.m. Monday through Thursday, and 8:00 a.m. – 4:30 p.m. on Friday except on official university holidays. However, these hours may be varied to meet special departmental or campus needs. It is intended that the workday be eight (8) hours; thus, supervisors should arrange the work schedule to allow for lunch hours and extended operational needs.

When an employee is asked by the university to work other than the normal work day, time off equivalent to the overtime worked will be granted within the same work week. Such time off will be arranged by the employee's supervisor.

All employees of administrative offices are required to work an assigned graduation ceremony. Employees will be given time off equivalent to the overtime worked during the week of graduation (Monday – Friday prior to graduation).

## **J. Attendance and Punctuality**

Regardless of the position an employee fills or the duties the employee performs, the employee is needed in order for the department to function properly. If for any reason the employee cannot report to work, the employee must notify his/her supervisor within one (1) hour of his/her scheduled start time. It is the responsibility of the employee to keep his/her supervisor aware of the situation during absences in excess of two (2) days. Failure to inform the supervisor in the event of an absence is grounds for immediate termination.

Employees are responsible for starting and ending their work shift at the time scheduled by the supervisor. Coming to work late and leaving early can cause complications with university operations. Disciplinary action up to and including termination will be taken when a supervisor determines tardiness is a problem.

## **K. Parking Regulations**

Each car that is parked on the Hattiesburg, Tradition, or New Orleans campuses must bear a current William Carey University parking permit. In order to avoid parking citations, a parking permit must be secured by September 1st in the Office of Student Life on the Hattiesburg campus, the Student Services Office on the Tradition campus, or the Registrar's Office on the New Orleans campus.

The regulations concerning parking and traffic on campus are available in printed form at the appropriate campus office as noted in the above paragraph. The security officers enforce these regulations. Any person who receives a ticket for a violation has five (5) working days to pay the fine or appeal it. After five (5) days, the fine is automatically increased. Fines are payable at the Student Life Office, and forms for making appeals are available at the student development office. The traffic appeals committee will review appeals in a timely manner.

## **L. Campus Services and Activities**

### **1. Metered Mail**

Official university mail, written on university stationery must be sealed, bundled, and delivered to the post office for pickup. Departmental budgets are charged for postage at the end of each month. Procedures for special mailings are available at the post office.

### **2. Post Office**

On-campus mail services are available at each location. Check at each site location for time and types of services available.

### **3. E-mail and Internet**

The university provides Internet access and e-mail capabilities to employees by request to the Director of Network Services. If a user does not access his/her mail for ninety (90) consecutive days, the mail account may be removed. William Carey University reserves the right to monitor the use of its computer resources including e-mail and Internet usage.

### **4. Cafeteria**

The Hattiesburg campus cafeteria is open to faculty and staff during regular trimesters. For the convenience of employees, cost for meals may be payroll deducted. A payroll deduction meal sheet is located in the dining area of the cafeteria. Reservations for special meals for groups, banquet style, may be made through the cafeteria manager.

## **5. Office of External Relations**

The main function of the Office of External Relations is to communicate William Carey University's mission to the various publics, including students, alumni, the general public, faculty, staff and administration, Mississippi Baptists, prospective students, and prospective donors. This is achieved through various channels, including the news media, brochures, advertising, and public speaking. This office is responsible for preparing all news releases, coordinating photography, writing and designing brochures, writing and placing advertising, designing displays for regional and national events, promoting good denominational relations and, along with the alumni office, publishing the university magazine.

Faculty and staff may help this office by:

- a. providing news and feature ideas in writing,
- b. cooperating in photography scheduling,
- c. keeping biographical files up-to-date in the external relations office,
- d. considering themselves as communicators both on and off the campus.

## **6. Notary Public**

For the convenience of the university employees, a notary public is available in the business office on the Hattiesburg campus and in the Office of the Administrative Dean on the Tradition campus.

## **7. University Vehicles**

A limited number of university vehicles are available to employees for official university travel through the campus facilities office on the Hattiesburg campus. Vehicles should be scheduled in advance and are issued on a first-come basis. A driver must be registered on the university insurance policy and approved by the Human Resources Office prior to operating any university vehicle.

## **8. Campus Security Police**

The security of the buildings and property on each campus is the task of the campus security force. Security maintains communication with the sheriff's office and the city police departments. They also regulate parking and traffic control on each campus.

Each department is responsible, along with the security officer on duty, for the security of its own building, offices, classrooms, and equipment; hence, locking windows and doors prevents rain damage and vandalism. Specifically, the faculty and staff who have keys to buildings and offices are expected to follow these guidelines:

- a. If the building is entered after 10:00 p.m. on weekends or holidays, always lock the door upon entering and leaving.
- b. Refrain from lending personal keys to students or leaving the keys unguarded (or unattended).



## **9. Use of University Facilities for Public Group Meetings**

Some university facilities may be reserved for use of approved university or non-university groups as follows on the Hattiesburg campus:

1. Student Conference Center: by application to the Office of External Relations.
2. The Kresge Room and Glass Room of the Thomas Business Building: by application to the Office of External Relations.
3. Ross Lecture Hall: by application to the Vice President of Academic Affairs and the Dean of Natural and Behavioral Sciences.
4. Dumas L. Smith Auditorium on the Hattiesburg campus may be used by area civic groups. A fee is required. The auditorium may be reserved for university functions without payment. Reservations for its use in the evenings are handled by the Office of External Relations. No food is allowed in the auditorium.
5. The Lucile Parker Art Gallery on the Hattiesburg campus is used for exhibits and university and community-related functions. Application for use of the Lucile Parker Gallery must be made to the Office of External Relations.
6. The Sarah Gillespie Museum of Art on the Hattiesburg campus is used for art exhibits, lectures, recitals and other events. Application for use of the Sarah Gillespie Museum of Art must be made, and fees paid, to the Office of External Relations.

## **10. Copying and Printing Services**

Each campus is equipped to handle copying needs for university-related business. Copying services are available on the Hattiesburg campus on the main floor of Tatum Court in a room designated for that purpose. university-related copying costs are applied to departmental budgets. Any personal copies may be made for a nominal fee.

Requests for printing are routed through desktop publishing. This office can fill most of the needs of administration, staff, and students for printing, such as letterheads, forms, and posters.

When developing printed material for distribution, please refer to the William Carey University Policy on University Publications which is as follows:

All materials (magazines, brochures, flyers, form letters, etc.) published for external distribution must be reviewed and approved by the Publications Review Council. The membership of this council includes the President, the Vice President for Academic Affairs, the Vice President for Institutional Effectiveness and Long Range Planning, and the Executive Assistant to the President. Materials for approval should be submitted to the Executive Assistant to the President.

1. Materials related to the Coast campus must also be reviewed by the Administrative Dean of the Tradition campus.

2. Materials related to the New Orleans campus must also be reviewed by the Dean of the New Orleans Nursing Program.

## **11. Pearson Loan Fund**

All employees with a minimum of one year of service are eligible to apply for the Pearson Loan.

An application must be completed and returned to the human resources office for review by the loan committee. The employee will then be notified of the loan committee's decision within seven (7) working days of receiving the application.

Loans are made primarily for emergency reasons and limited to \$500.00. Loans are to be repaid through payroll deduction and not to exceed one year in duration. An employee can only have one loan outstanding at any given time. A minimum of three (3) months must have passed after paying off one loan and applying for a new loan. The committee reserves the right to waive the maximum amount and waiting period between loans based on the employee's particular circumstance surrounding the request.

## **M. Conduct**

Personal conduct is regarded as an aspect of employee effectiveness and relates to the university's overall image to students and the general public. Personal behavior of employees is expected to be in keeping with Christian values and ideals. Employees must not engage in behavior that is inconsistent with these ideals, that would bring discredit to the university, or that would disrupt or interfere in any way with the mission of the university.

Expectations of appropriate conduct apply while on the job and non-work related activities in the community.

### **Examples of improper conduct include, but are not limited to, the following:**

1. Disrespectful behavior - Contemptuous or disrespectful treatment of students, administrators, staff, faculty, or other employees, including abusive or vulgar language.
2. Unauthorized recording – Recording, or causing to be recorded, the voice or image of any member of the university community without first obtaining the recorded person's permission, or the written permission of the President.
3. Dating relationships - Engaging in a dating or other romantic relationship with any student at William Carey University. This may include inappropriate show of affection toward a student by a faculty or staff member.
4. Use of alcohol - Use or possession of alcoholic beverages on campus, or at university-sponsored activities off-campus, or as a representative of the university at any event.
5. Lying and falsification - Intentionally giving false information to university officials.
6. Profanity, cursing, or vulgar or suggestive language.
7. Sexual misconduct – Engaging in or advocating engagement in sexually immoral acts or lifestyles is deemed inappropriate by the university. Such acts and lifestyles

deemed inappropriate include any act of sexual relations outside of marriage, adultery, cohabitation with an unmarried partner, incest, and sexual abuse. Sexual acts on university premises are prohibited, except in apartments designated by the university as married apartments, in accordance with this section.

8. Encouraging or facilitating students in behavior listed in #7.

Persons who are found to be in violation of the code of conduct are subject to disciplinary action ranging from a warning to discharge.

## **N. Public Health**

It is the policy of the university that employees with contagious, infectious, long-term, life-threatening or other serious diseases may work as long as, with reasonable accommodation, they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees or students.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate employees with contagious diseases. Their determinations will be based on the consideration of factors such as:

- a. the duration of the risk;
- b. the nature and severity of the potential harm;
- c. the likelihood that potential harm will occur; and
- d. the imminence of the potential harm.

## **O. Other Policies and General Information**

### **1. Drug-Free Workplace**

William Carey University has adopted a policy of maintaining a drug-free workplace. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Any employee violating this prohibition will be subject to termination. As a condition of employment, all employees will abide by the terms of this statement and will also notify the William Carey University administration within five (5) days of any criminal drug statute conviction. For information on available drug counseling and rehabilitation, please contact the Office of Student Services. In order to assure compliance with Federal law pertaining to a drug-free workplace any employee may be required to submit to periodic drug screening.

### **2. Computer Use**

The university policy on computer usage provides guidelines for appropriate and inappropriate use of computer resources. In particular, the policy prohibits the use of computer resources to: (a) harass, threaten, or otherwise harm specific individuals or class of individuals; (b) impede, interfere with, impair, otherwise cause harm to activities of others; (c) download, post, or install on university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution; and (d) recklessly or maliciously

interfere with or damage computer or network resources or computer data, files, or other information. Employees may not engage in computer games or other activities that detract from their job performance.

### **3. Firearms**

The use or possession of firearms, explosives, fireworks, or weapons is prohibited on all campus sites and adjacent streets and right-of-ways. Firearms are strictly prohibited on university property except by authorized security personnel.

### **4. Tobacco Free Campus**

Use of tobacco is prohibited on all campuses of William Carey University. This includes streets and right-of-ways that pass through or adjacent to William Carey University property.

### **5. Pets**

No pets of any kind are allowed in the academic or administrative buildings or in the residence halls on all campuses of William Carey University.

### **6. Personal Attire, Appearance and Neatness**

University employees contribute to the positive and professional demeanor of the university and to the overall effectiveness of the university's image to the students and the general public. It is therefore very important to be well groomed, neat, and conscious of personal hygiene. As it is essential to be appropriately dressed for the job function, some departments may require stricter guidelines in those areas where a more professional appearance is necessary. Supervisors should practice good personal appearance standards for their employees to follow.

The university strives to ensure that the work environment maintains a level of professionalism and is free from safety hazards, offensive behavior and harassment of any kind. In keeping with this goal, the following is a list of guidelines for what would be considered inappropriate attire.

Examples of unacceptable attire would include:

#### **Men**

Jeans\*, Pants worn below the waistline, Shorts\*\*, Cotton or Nylon Sweatpants, Athletic Attire\*\*, Sweatshirts, T-Shirts\*\*, Shirts with inappropriate slogans or images, Sleeveless Shirts, Athletic Shoes\*\*, Work Boots\*, Sandals, visible body piercings

#### **Women**

Jeans, shorts\*\*, sweatpants, athletic attire\*\*, stretch pants or leggings, stirrups, cotton or nylon sweatpants, spandex, pants or skirts worn below the waistline, tank tops, sweatshirts, t-shirts\*\*, shirts with inappropriate slogans or images, Halter Tops or other low cut attire, Spaghetti Straps, form fitting clothing, min-skirts, flip flops, hiking boots, athletic shoes\*\*, visible body piercings except for earlobes

\*permitted for the Maintenance staff

\*\*permitted for the Athletic coaches

## **7. Policy on Telephone Use**

Personal calls should be kept to a minimum in number and duration. Employees must use a PIN number in placing long distance calls. The Business Office issues PIN numbers and information on using them. Any personal long distance calls are to be reimbursed to the university within five (5) days of receipt of the bill.

## **8. Policy on Housekeeping**

In promoting safety, personal well-being and a pleasant working atmosphere at all campus locations, the university expects all employees to keep their work areas clean and neat. Supervisors are responsible for ensuring that work areas assigned to them are being maintained and may assign clean-up duty to employees as is necessary to carry out this policy.

Neat working areas also help prevent waste of university resources. All University employees should take every reasonable step to avoid waste. The more employees help save, the more the university has available to remain competitive in recruiting students and increasing salaries and benefits.

A list of all university policy statements is contained in the *William Carey University Policies & Procedures Manual*.

## **9. Carey Currents Bulletin**

The Office of External Relations publishes weekly a faculty/staff bulletin called *Carey Currents*. The bulletin, which contains items concerning the university family such as birth or death announcements, professional achievements, scheduled activities, and other related announcements, is sent by e-mail to all faculty and staff. Items to be published in the bulletin should be submitted to the Office of External Relations.

## **10. Calendar of University Activities**

A calendar of activities is maintained by the Office of External Relations on the Hattiesburg campus, the administrative dean's office on the Tradition campus, and the Administrative Services office on the New Orleans campus. Anyone needing to schedule a campus-related function should do so through the appropriate office. Other university functions that involve faculty, administration, or staff should also be placed upon the same official university calendar.

## **11. Chapel and Assembly Announcements**

Chapel is held weekly during the fall, winter, and spring trimesters on the Hattiesburg and Tradition campuses. Students are required to attend and faculty, administration, and staff are expected to attend. All offices will be closed during Chapel. A single Chapel service will be held during summer trimesters.

## **12. Social, Cultural, and Recreational Opportunities**

William Carey University employees are encouraged to obtain a picture I.D. card from the Student Development Office on the Hattiesburg campus and from the Student Services Office on the Tradition campus. The card will entitle the employee, the employee's spouse and

children, free admission to university sponsored athletic events and discounts to certain other designated university functions and activities.

William Carey University fields intercollegiate teams in baseball, basketball, soccer, golf, and softball. Intramural sports opportunities are provided through the Office of Student Activities.

The Winters School of Music provides an annual concert series featuring guest artists in addition to performances given by various University ensembles, by faculty, and by students. A madrigal dinner at Christmas has become a major annual event, and is preceded on the Hattiesburg campus by an annual Christmas tree lighting ceremony, a tradition on that campus.

The William Carey Lectures feature a prominent missions scholar on the Hattiesburg campus each year. The faculty forum, sponsored by the Faculty Development Committee and the Faculty Senate, addresses issues of interest with the faculty and students participating. The Mississippi Humanities Council recognizes an outstanding scholar annually who presents a lecture or program to the university community.

Christian Leadership Lecture Series -- The Mission Statement of William Carey University states that "The individual student is encouraged to develop his or her highest potential in scholarship, leadership and service. In order to encourage the development of leadership skills the university sponsors a lecture each trimester by an outstanding Christian who has distinguished himself or herself in a recognized field of endeavor. Invited lecturers will emphasize the role that Christian principles contribute to their success.

The Serampore Players is an organization sponsored by the Theatre Department. The purpose of the organization is to stimulate interest in all aspects of a producing theatre.

The Carey Dinner Theatre (CDT) operates during the summer as a professional theatre. The purpose is to give talented young people an opportunity to work in a concentrated theatre environment. CDT serves the entertainment needs of the community in a unique way.

Art exhibits by well-known artists and students are shown in the Lucile Parker Gallery and the Sarah Gillespie Museum of Art located on the Hattiesburg campus.

Homecoming is a major university event which offers a variety of activities for alumni as well as the university family.

### **13. Privacy Rights of Students**

William Carey University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974. This federal law affords students rights of access to education records and imposes regulations on the university in the release and disclosure of education records to third parties.

In order to comply with this law, William Carey has formulated and adopted institutional policies and procedures to be followed by the university and by those interested in gaining access to education records. These policies and procedures allow students the right to inspect substantially all of his/her education records; the right to prevent disclosures of education records to third parties; and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the office of Vice President for Student Affairs.

An employee shall not disclose an education record which is in his/her possession or control to any person other than the student to whom the records pertain unless the student has a signed release on file in the Office of the Registrar. Information may be disclosed only to the party or parties listed on the release form. Parents who claim their child as a dependent for tax purposes have a right to access his/her child's academic records provided the parent has documentation on file that shows that the child was claimed as a dependent on the most recent income tax return. In either of these cases, employees must make certain that the proper documentation is on file in the Office of the Registrar.

Education records may be disclosed to other employees of William Carey University if they have a legitimate educational need to review the records in question. Faculty should take care when returning papers or discussing grades so that grade information is not displayed in a way that would make it visible to anyone other than the faculty member and the student. University policy prohibits the posting of grades in any form.

All requests to inspect and review records not within the faculty/staff member's possession or control and all requests by third parties (including the student's parents) to inspect and review records shall be referred to the Vice President of Academic Affairs. It is the policy of the university to allow students to inspect and review their education records unless those records contain any of the following:

1. Information on more than one student;
2. Financial information on his or her parents; or
3. Confidential letters and statements of recommendations if the student has waived his or her right to inspect the letters and the letters are related to the student's admission to the university, application for employment or receipt of honorary recognition.

The university will release "directory information" on students to any interested member of the public unless the student has requested in writing that it be withheld. "Directory information" is defined as follows: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

All employees should be familiar with the FERPA statement as to what types of information may be released from a student record. Extreme caution should be exercised when talking to anyone about student information. Computer terminals within the office should be positioned for maximum privacy so that visitors in the office cannot see student information. Terminal access should be limited to only those persons authorized to work with student records. Requests for official disclosure of student information are completed in registrar's office.