



**Dordt University
Staff Handbook**

August, 2024

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PREFACE

PURPOSE OF THIS HANDBOOK

This handbook is maintained to help administrative officers, administrative staff, clerical and service personnel understand the principles on which the university is founded and by which it operates, as well as to understand the procedures and policies of the university and the privileges and responsibilities of working at Dordt University. In all of its policies and practices, outlined herein, the university seeks to acknowledge that every member of this academic community—trustees, administrators, members of the faculty and staff, and students—is called to give positive response to the Lord's injunction to provide Christian service in a context

PURPOSE OF DORDT UNIVERSITY

Dordt University is a comprehensive

establishment of a Christian university. World War II put an end to these discussions; however, after the war the movement gained new impetus due to the critical shortage of qualified teachers for Christian schools in the area.

The university was organized in 1953 as

CHAPTER ONE: ORGANIZATION AND GOVERNANCE

1.0 BOARD OF TRUSTEES

1.0.1 FINAL AUTHORITY

The Dordt University Board of Trustees is the legally constituted body that is responsible for the overall operation of the university. The board has final control over the policies, budget, and property of the university. The board of trustees shall be the final authority in all matters pertaining to the staff handbook and contractual agreements.

1.0.2 EMPLOYMENT PRACTICES

Employment conditions, policies, and procedures cited in a letter of appointment or initial employment agreement may be amended annually by the board of trustees and shall be binding for all employees as per Board Policy 1041-38(271)10097

is expected that employees will understand that the university's foundation was built upon what is historically known as a Reformed (Calvinistic) worldview. Although there is an official church affiliation and Christian school requirement for full-time and proportional faculty and exempt staff, any person appointed to a position at Dordt University shall express an active Christian commitment, which shall include identification with a local organized church that holds to beliefs that are consistent with the mission of the university.

All employees who sign an official employment agreement with the university shall do so with the understanding that they agree with the purpose of the university. All employees shall actively support the measures taken by the university to further the Christian understanding and commitment of the members of the campus community. Each employee shall be prepared to offer official resignation from Dordt University if ever in good conscience they find they have an inability to agree with the Christian stance to which the university is committed or an inability to actively support its programs with integrity.

Being a member of the administration, faculty, or staff is a privilege and brings with it the responsibility to promote a wholesome, encouraging, service-oriented spirit within the university community.

2.1.2 SEXUALITY, GENDER IDENTITY, AND SEXUAL CONDUCT

2.1.2.1 INTRODUCTION

Dordt University is committed to a policy that maintains a Christian community including all on-campus, off-campus and online programs where faculty, staff, and students abide by biblical injunctions regarding sexual activity and refrain from sexual immorality. Every Dordt University employee and student has a responsibility to live Christianly in harmony with the guidance of Scripture as interpreted and set forth in the reformed confessions. Scripture is clear that God created humans as two distinct sexes, male and female; however, due to sin and brokenness, our experience of sex and gender is not always what God the Creator originally designed for His glory and our joy and flourishing as His servants.

A person's desire, and

Dordt University believes that the Bible encourages us to maintain a loving and supportive attitude towards each other and that there should be mutual respect for members of the opposite sex, as well as a loving and supportive attitude toward those who struggle with restricting their sexual interaction to marriage. The university will make efforts to work in a counseling context with individuals who find it difficult to restrict their sexual activity within the institution of marriage. Such counseling will be made available to all employees, whether local or not, through the Employee Assistance Program (EAP) and which can also assist in identifying counseling options for non-local employees.

Dordt University is committed to maintaining an environment free of sexual harassment. Members of our community have the right to work, study, and communicate with each other in an atmosphere free from unsolicited and unwelcomed communication of a sexual nature. The anti-harassment policy and procedures in this handbook are intended to provide fair and equitable treatment of both the complainant and the alleged harasser.

All students and employees involved in on-campus, off-campus and online programs are responsible to determine if they can abide by Dordt's sexual standards and conduct policy. If any individual doubts or questions his or her ability to do so, that person should speak to their Academic Dean, the executive director of human resources and organizational development, or the dean of campus life to receive guidance and/or instruction.

2.1.2.2 UNACCEPTABLE CONDUCT

Dordt University specifically holds the following behavior as unbiblical and therefore prohibited for as long as one is a member of the Dordt community, regardless of whether such behavior takes place on or off campus.

- A. Promoting or advocating sexually immoral activity. This does not prohibit members of various academic disciplines, including students and faculty, from studying, discussing, viewing films or other media about, or examining such issues as they affect individuals, society, or others.
- B. Enforcing anti-56-19TJ--1.De-6.9(-Ition)s.

For those persons in our community who struggle with restricting their sexual interaction to marriage, as well as for those in our community who struggle with

displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);

2. unsolicited and unwelcome demands or requests for sexual favors or social or sexual encounters.
3. an explicit or implicit promise of preferential treatment with regard to a person's employment, evaluation, grades, or other educational outcomes in exchange for sexual favors or sexual activity; and
4. the use of an employee's, applican

relationships, has the potential for serious consequences that may be damaging to the individuals involved and to the university.

B. *Rationale*

Romantic relationships of the type mentioned above – even if both parties appear to have consented – are of concern for several reasons. In the case of instructor and students, the respect and trust accorded the instructor by the student, as well as the power exercised by the instructor in giving grades, advice, evaluations, or recommendations for further study and future employment may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of a supervisor to hire and fire, to grant raises, and to oversee the work activities of subordinates may interfere with the subordinate's ability to choose freely in the relationship. There are substantial risks involved even in seemingly consensual relationships, where a power differential exists between the involved parties. Even where conflict of issues is resolved, charges of sexual harassment may occur. Claims of a consensual relationship in itself will not protect individuals from sexual harassment charges. It is the instructor or supervisor who, because of his or her special power and responsibility, will bear the burden of accountability.

C. *Action*

If a relationship, as described above, develops, the faculty or staff member shall notify in writing the person's immediate supervisor so that appropriate action can be taken.

2.1.3 REPORTING ILLEGAL OR UNPROFESSIONAL CONDUCT

Dordt University is dedicated to maintaining an environment that promotes responsible Christian living and holds to the highest standards of professional conduct. Any employee, student, vendor, guest

Dordt University desires to maintain a drug-free workplace and will, therefore, comply with all applicable laws. Federal and state required postings and resources

faculty) or the vice president of finance and risk management (if staff), with a brief rationale for consideration.

2.2 **UNIVERSITY COMPLIANCE STANDARDS**

2.2.1 EMPLOYMENT ELIGIBILITY VERIFICATION

Dordt University complies with the Immigration Reform and Control Act of 1986 and asks all new employees to provide documentation of their eligibility to be employed in the United States.

2.2.2 NONDISCRIMINATION POLICY

Dordt University will not unlawfully discriminate on the basis of age, color, disability, sex, national origin or ancestry, veteran status, genetic information, citizenship, race, or any other protected char

designing and implementing an internal system for auditing and reporting the program's effectiveness to the president of the university.

The vice president for finance and risk management is responsible to ensure equal opportunity by assuring that all individuals making employment decisions and personnel actions comply with these policies, monitoring all practices with respect to equal employment opportunities, and investigating complaints promptly and thoroughly.

Dordt University prohibits unlawful discrimination in its employment and programs. Any person who feels that they have been unlawfully denied employment opportunities or benefits because of race, color, national origin or ancestry, sex, age, disability, veteran status, genetic information, citizenship status, or any other protected characteristic has the right to pursue internal grievance procedures by contacting the vice president for finance and risk management.

CHAPTER THREE: EMPLOYMENT STATUS AND RECORDS

3.0 AT-WILL EMPLOYMENT

Employment at Dordt University is at-will, and either Dordt University or the employee can terminate employment at any time with or without cause and with or without prior notice, except as may be required by law. This paragraph is modified in the event the employee has a contract for a specific period and/or services. The terms of the contract will have priority over the terms of this at-will provision. Any such contract must be in writing and signed by the president or the vice president for finance and risk management.

3.1 EMPLOYMENT CATEGORIES

3.1.1 ADMINISTRATIVE CABINET

Employees appointed by the President as senior executive staff to whom he or she delegates presidential responsibilities within specific and defined areas of responsibility.

3.1.2 EXEMPT STAFF

Exempt staff consist of those employees whose responsibilities are predominantly managerial or administrative or require an advanced educational degree in a specific professional field as defined by the Fair Labor Standards Act. Exempt staff are paid on an annual salary basis. Their compensation is not based on the number of hours worked.

3.1.3 NON-EXEMPT STAFF

Non-exempt staff consist of those employees who perform support functions other than those stated above and whose main responsibilities are not administrative in nature. Such employees are paid at an hourly rate and qualify to be paid overtime rates (time-and-one-half) for hours worked more than 40 hours per week.

3.1.4 FULL-TIME/PART-TIME STAFF

Full-time staff consists of those employees who have been hired to work for the university for a minimum of 40 hours per week.

Part-time staff consist of those employees who have been hired to work for the university for fewer than 40 hours per week.

3.1.5 TEMPORARY/SEASONAL HELP

Temporary or seasonal help consists of those who are employed for a short period of time on an irregular basis. All temporary and seasonal employees must be hired

through the Human Resource Office with the approval of the vice president for finance and risk management.

3.2 **BACKGROUND CHECKS**

Dordt University is committed to providing a safe working and learning environment for its employees, students, and visitors. It also seeks to protect its assets and comply with laws, regulations, and agreements. Employment and/or continued employment may be contingent upon a satisfactory background check. The university will consider the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct, and the nature of the job held or sought when deciding eligibility for employment. Prospective and /or current employees who are subject to background checks will be given an opportunity to explain any discrepancies between the job application and the results of the background check. Any material misrepresentation on the job application, either by omission or falsification of information, may be grounds for denial of employment, withdrawal of an employment offer, or dismissal of an employee. All background check information will be kept confidential to the maximum extent possible. Departments or offices needing to conduct background checks on individuals serving on campus for various campus or events should contact the human resource office to administer the background check.

3.3 **PERSONNEL RECORDS**

A confidential file will be maintained in the Human Resource Office for every employee. Worker's Compensation claims and any private, medical-related information will be retained in a separate file. Personnel files are maintained by the executive director of human resources and organizational development, and these files are the property of the university.

An employee may review their personnel file by contacting the executive director of human resources and organizational development and scheduling an appointment to view the file in the Human Resource Office. This appointment should be within 3-5 business days but does not need to be granted immediately upon request as the Human Resource Office needs to find a time and space available where the employee can review the file in the presence of HR staff. The personnel file must not leave the Human Resource Office at any time. The individual reviewing his/her personnel file can request a copy of items within the file at their own expense. The Human Resource Office will be responsible for making any copies.

3.4 **ADVANCEMENT**

Promotions and transfers may be made and will be based primarily on the employee's qualifications for the job. Present job performance and past record may

CHAPTER FOUR: BENEFITS

4.0 OVERVIEW

For more information regarding any of the following benefits, listed here alphabetically, contact the executive director of human resources & organizational development. Dordt University may amend or terminate any of the benefits at any time, in its discretion. This handbook contains only limited descriptions of employee benefit plans, such as the Retirement Plan and health and welfare plans. Covered employees should review the summary plan descriptions of the plans in which they are enrolled for more detailed information. In the event of any discrepancies between the handbook and the benefit plan document, the benefit plan document will control. All summary plan descriptions are found online on the internal website for employees and are also available upon request by contacting the human resources office.

4.1 ADMISSION TO UNIVERSITY EVENTS

All employees and their immediate family are entitled to free admission to university-sponsored musical, theatre, and athletic events. This includes full and part-time staff, and full-time faculty, proportional faculty, and assistant and tutorial adjunct instructors. This does not apply to those who are hired as seasonal temp workers or independent contractors.

- A. The immediate family is defined as spouse and unmarried children under 25 years old.
- B. The pass does not reserve seats at any function, nor does it provide admission to events sponsored by a student or special organization on campus.
- C. The pass is not transferable to other individuals.

4.2 ADOPTION ASSISTANCE

Dordt University will provide a contribution of \$2,500 per employee toward the adoption costs of a child. This assistance will be provided when the adoption is finalized and upon submission of un-reimbursed expenses of at least that amount. Reimbursement submissions must be received in the year the adoption is finalized or in the year immediately following. An "Adoption Assistance Request Form" will be available upon request by contacting the Human Resource Office or is online in the employee toolkit.

Terms of this adoption assistance include the following:

- A. The maximum reimbursement per adopted child is \$2,500.
- B. Adoptive parents are eligible for two weeks of paid parental leave as well as unpaid FMLA leave which is run concurrently with the paid parental leave time allowed. Employees working at least 50 percent of fullallowem7b TDO Tc0 9o

- c. The adoption assistance is provided per child. If adopting a sibling group, Dordt University will contribute up to \$2,500 per child.
- d. Assistance will be pro-rated for employees working at least 50 percent FTE.

4.3 **DEATH BENEFITS**

When an employee dies while employed at Dordt, his or her beneficiaries may receive any worker's compensation and/or group life insurance benefits to which they are entitled (if any). Compensation for employment will cease at the time of death, other than any hours due to be paid out that were worked by the employee prior to death.

4.4 **DENTAL & VISION INSURANCE**

All full-time employees of Dordt University are entitled to enroll in the Dordt University dental or vision insurance plans. The university will pay a portion of the premium cost for the employee and family members who are enrolled and the employee will pay the other portion. The cost of coverage varies based on coverage selected. Additional information regarding premium costs and coverage details are available on the employee website under the employee toolkit and benefit information or by contacting the Human Resource Office.

4.5 **DISABILITY INSURANCE**

Full-time employees, not including temporary or seasonal employees, are eligible for short-term and long-term disability coverage. Premiums for the long-term disability plan are paid for by Dordt university. Employees are eligible from the date of hire. Employees who qualify for short-term disability may also qualify for FMLA (Family and Medical Leave Act) leave (see FMLA policies in the staff handbook). FMLA leave provides up to 12 weeks of unpaid leave time with job protection and benefit continuation. Any approved period of std leave that also qualifies for FMLA leave will be covered by both forms of leave running concurrently. Employees may be required to provide health care provider certifications to support leave eligibility. Details regarding insurance options are available from the human resource office.

4.6 **EMPLOYEE ASSISTANCE PROGRAM**

Dordt university believes it is in the interest of the employee, the employee's family, and the university to provide an employee assistance program. The goal is to motivate employees to seek help with personal problems and to improve, maintain, or restore employee productivity through early identification of and assistance with problems. In many instances, employees will overcome personal problems before they cause serious difficulties in job performance or other areas of the employee's life. In other instances, the employee can benefit by consulting the

employee assistance program in appr

childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-employment reintegration briefings.

Military Caregiver Leave

In addition to the basic types of leave entitlements listed above, the FMLA includes a special leave entitlement that permits eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered servicemember to take up to 26 weeks of leave during a single 12-month period to care for that covered servicemember. The single 12-month period begins on the first day an employee takes military

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

If an employee fails to comply with the responsibilities described above, FMLA leave may be denied or delayed. If FMLA leave is denied or delayed, and the employee misses or has missed work anyway, the employee's absences could result in discipline or termination of employment unless the absences are covered by another type of job-protected leave.

4.7.6 CERTIFICATION AND RECERTIFICATION

Employees may be required to provide a certification and periodic recertification supporting the need for leave.

When an employee requests FMLA leave due to the employee's own serious health condition or the serious health condition of a family member, Dordt University may require the employee to submit a certification from the applicable health care provider. Additionally, when an employee requests leave due to a qualifying exigency or leave to care for a covered service member with a serious injury or illness, Dordt University may require a certification in support of the request. Human Resources will provide the appropriate certification form to employees when FMLA leave is requested or applicable.

Where FMLA leave is taken because of an employee's own serious health condition or the serious health condition of a family member and Dordt University has reason to doubt the validity of a certification, Dordt University may require a second and, in some cases, a third opinion, as allowed under the FMLA. Dordt University may also require that the employee, at the employee's expense,2.1 obta8.4(g)TJ-2

Dordt University will inform the employee if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If Dordt University determines that the leave is not FMLA-protected, Dordt University will notify the employee of this fact.

4.7.8 USE OF LEAVE

Employees do not need to use their entire FMLA leave entitlement in one block. When medically necessary, leave may be taken intermittently or on a reduced leave schedule. Leave due to qualifying exigencies may also be taken on an intermittent basis or reduced schedule. If Dordt University, in its sole discretion, consents, leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care may be taken intermittently or through a reduced work schedule. An employee's entitlement to FMLA leave for a birth or placement expires at the end of the 12-month period beginning on the date of the birth or placement of the child.

If an employee requests intermittent leave or leave on a reduced schedule that is foreseeable due to planned medical treatment, including during a period of recovery from a serious health condition, the employee may be temporarily transferred to another position if the position has equivalent pay and benefits and better accommodates the recurring periods of leave,

term disability (STD) program. For any employee who qualifies for STD benefits and is also eligible for FMLA leave covering the same period of absence, the STD and FMLA leave time will run concurrently.

The FMLA also permits employers to require employees to use accrued paid leave at the same time they are taking unpaid FMLA leave. Dordt University requires administrative staff and supportive staff employees who accrue paid leave time to use the following types of paid leave, if available and applicable, concurrently with unpaid FMLA leave: paid vacation, paid sick leave, paid personal leave, paid childbirth leave, and/or paid parental leave. Dordt University allows full-time faculty members to apply 12 weeks of paid leave concurrently with any unpaid FMLA leave time. For any faculty who are on proportional contracts between 50-99% FTE, the 12 weeks of paid leave will be pro-rated accordingly to the FTE of the faculty member at that time of the approved FMLA leave. FMLA leave for administrative or support staff will not be applied on any work days that take place during the FMLA leave period if they were days previously

Spending Account (FSA) or Health Savings Account (HSA) (HSA only available if enrolled in a high-deductible health plan option). An FSA or HSA allow employees to use pre-tax dollars to pay for qualifying eligible medical and dependent care expenses. Dordt University employees can choose to allocate funds to an FSA or HSA through a monthly payroll deduction. For more information contact the Human Resources office.

4.9

4.11 LEAVES

4.11.1 PARENTAL LEAVE

Upon the birth or adoption of a child, a full-time employee who has been employed at the university at least one full year shall be eligible for up to two weeks (80 hours) of paid leave by submitting an application form to the executive director of human resources and organizational development. Leave available under this policy must be used within three months of the adoption or birth. This leave is in addition to any benefits for which the employee may be eligible under the childbirth leave policy. Parental and childbirth leave is run concurrently with any FMLA leave. Additional unpaid leave may be applied for as outlined in the family and medical leave program.

Full-time employees working at the university less than a full year qualify for a pro-rated portion of parental leave. (If an employee has worked at the university for 5 months, for example, the individual would qualify for 5/12th or 41 percent of this benefit.) Likewise, part-time staff who work 50 percent of full-time or more also qualify for a pro-rated portion of this benefit.

4.11.2 CHILDBIRTH LEAVE

Absences related to pregnancy are treated the same as absences due to illness. Therefore, when it is determined that an employee cannot continue actively at work prior to childbirth, the employee can use accumulated sick leave. If she does not have enough accumulated sick leave, she can request unpaid leave under the family and medical leave program. A full-time employee who has been employed at the university at least one full year who gives birth to a child shall be eligible for up to four weeks of paid leave by submitting an application form to the executive director of human resources and organizational development. The leave shall commence upon the birth of the child and run consecutively from that date. An additional two weeks of paid leave may be applied for under the parental leave program. Parental and childbirth leave is run concurrently with any FMLA leave. Additional unpaid leave may be applied for as outlined in the family and medical leave program.

Full-time employees working at the university less than a full year qualify for a pro-rated portion of childbirth leave. (If an employee has worked at the university for 5 months, for example, the individual would qualify for 5/12th or 41 percent of this benefit.) Likewise, part-time staff who work 50 percent of full-time or more also qualify for a pro-rated portion of this benefit.

Up to 501 of the hours normally worked during a paid absence for childbirth will be counted towards the 1,000-hour requirement for eligibility to receive the matching contribution and profit-sharing contribution in the Retirement Plan, if the year of service requirement has not already been met.

At the time the employee becomes absent from work prior to childbirth, the supervisor will establish a tentative date of return with the employee. Normally, the date of return should be no more than 12 weeks following the birth of the child, unless there are medical complications related to the childbirth which merit consideration for an extension of absence. A written request for extensions from the attending physician indicating the medical necessity of the extension may be required. If the employee does not return within the time established or any extension thereof, employment may be54 (e899.001.28 TD.0005 T15.0537 Tmin(rel. Tin maxi

the funeral as operations allow. They are expected to limit this time off to a minimum. If more than one day is required, vacat

Out-of-State Sick Leave:

It should be noted that for those employees working for Dordt University remotely outside of the state of Iowa, there may be certain sick leave laws that will be applied and may be different than what the university provides in their regular sick leave policy for Iowa employees. If you are a faculty or staff member serving remotely out of the state of Iowa (especially if you are in California, Michigan, Minnesota, or Washington), please contact the HR Office for further information concerning how your sick leave will be managed and what paid time is available to you.

4.11.8 TIME OFF TO VOTE

Dordt University encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employee who has less than two hours outside of working hours to vote while the polls are open may take up to two hours off from work, without loss of pay, to vote.

Dordt University asks that employees provide written notice of the need for time off to vote, before Election Day, so that the time off can be scheduled to minimize disruption to normal work schedules. Dordt University may specify the hours during which the employee may be absent.

Proof of having voted may be required.

4.11.9 MILITARY LEAVE

It is the policy of Dordt University to comply with the Uniformed Services Employment and Reemployment Act of 1994 (USERRA) and applicable state laws which protect job rights and benefits for workers who serve in the military. The law covers all persons serving in the Army, Navy, Marine Corps, Air Force, Coast Guard, Public Health Service commissioned corps, and the reserve components of these services and the National Guard. To review the full list of guidelines related to military leaves, you can contact the executive director of human resources & organizational development. These guidelines include information about how to provide notice, how leave time, benefits, and compensation are handled, and

4.11.11 LEAVE ACCRUAL GUIDELINES

If an employee is absent due to any leaves covered in these sections, he or she will receive credit for any month worked or in which earned vacation time was applied for at least 12 regular days according to his or her regular work schedule. If the employee does not work or apply earned vacation time for 12 days during that month, he or she will receive a pro-rated portion of the vacation and sick leave accrual.

If the employee voluntarily or involuntarily leaves employment at Dordt University, he or she will not be eligible to receive the full monthly leave accrual, but will receive a pro-rated amount of vacation/sick leave based on the percentage of the final month worked.

In addition, benefits run through the end of the month in which the event occurs. The official resignation date (last date physically working on campus) is considered the "event". If the employee has any remaining vacation accrued at the time of the resignation, that vacation time will be paid out on the next available payroll date after the Human Resource Office has received the final signed timecard or vacation calendar from the supervisor. Vacation leave balances cannot be used to extend benefits into the month following the month that the employee officially resigns.

4.12 LIFE INSURANCE

Life insurance premiums are paid by Dordt University for term life insurance on each full-time employee. Eligible employees will begin coverage on the first day of employment. All eligible full-time employees have the option of purchasing additional life insurance coverage through a payroll deduction. For more information and current supplemental life insurance rates, contact the Human Resource Office.

4.13 MEDICAL INSURANCE

Employees working 75% full-time or 30 hours per week are eligible for medical and major-medical insurance for themselves and their eligible immediate family. Eligible immediate family includes the employee's spouse and children under age 26. Working spouses who work 30 hours or more per week and are eligible for their employer-sponsored coverage must select that plan as their primary coverage and Dordt's plan can serve as their secondary coverage. Rlnor ic-.002325cw[.00i.0005 T

to be eligible (for example, coverage for an employee will cease at the end of the month in which he/she resigns, and coverage for an employee's child ends on the last day of the month in which the child reaches age 26).

B. **COBRA INFORMATION.** The Consolidated Omnibus Budget Reconciliation Act (COBRA) gives workers and their families who lose their health benefits the right to choose to continue group health benefits provided by the group health plan for limited periods of time under certain circumstances, such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, and other life events. Qualified individuals may be required to pay the entire premium for coverage up to 102 percent of the cost to the plan.

1. The Human Resource Office will be responsible for informing employees and their family members how to elect continuation coverage. If an event occurs that entitles one to elect COBRA coverage and, if required, one properly notifies the university of that event, the university must give notice stating one's right to choose to continue coverage under the plan. One will have at least 60 days from the date of that notice to choose COBRA coverage or lose all rights to benefits.

C. **CERTIFICATE OF CREDITABLE COVERAGE**

1. For those who need to obtain a certificate of credible coverage to show proof that they were covered for a specific time period on the Dordt University group health insurance plan, they should contact the executive director of human resources and organizational development.

Anyone with questions or concerns about the university group health plan or for those wanting more information about COBRA and other federal laws affecting group health plan benefits, should contact the executive director of human resources & organizational development.

4.14 **PROFESSIONAL LIABILITY INSURANCE**

Dordt University provides professional liability insurance for faculty and staff during the performance of their duties on behalf of the university. For information regarding specific coverage, contact the vice president for finance and risk management.

4.15 **RECREATION CENTER MEMBERSHIP**

All employees are eligible for a free family membership to the Recreation Center, for the employee and spouse, and any dependent children that are high school age or younger.

4.16 **RETIREMENT PLAN**

The Dordt University Defined Contribution Plan (“Retirement Plan”) is available to all employees unless excluded according to the terms of our summary plan description. Employees are eligible to make elective deferrals to the Retirement Plan as of their hire date. In order to receive matching contributions an employee must be at least age 21 and have completed one year of service (1,000 hours within a twelve-month period measured from the employee’s hire date). Matching contributions are not available for employees who are excluded according to the terms of our summary plan description. A summary plan description is made available on the internal website available to employees or by a request submitted to the HR Office. The summary plan description describes the Retirement Plan’s rules and features in greater detail, including eligibility, elective deferrals, matching contributions, investment options and distributions...

4.17 **SOCIAL SECURITY**

Dordt University participates in the Social Security program. Social Security is based on an employer/employee relationship, and the amounts deducted are those required by law.

4.18 **TUITION WAIVER**

A. Full-time exempt and non-exempt staff are entitled to a discount of up to half the tuition rate as a student at Dordt University, at

- D. Dependent children shall be eligible for the reduced tuition rate until age 25.
- E. The tuition waiver applies to all Dordt University courses, or to off-campus programs sponsored by Dordt or the Council for Christian Colleges and Universities (CCCU). The tuition waiver does not apply to audited courses, tuition overload fees, music lessons, or programs offered through other universities.
- F. The employee's eligibility for the tuition waiver ends immediately upon termination of employment; however, the university reserves the right to review each situation on an individual basis.

4.19 **UNEMPLOYMENT INSURANCE**

All employees are covered by unemployment insurance. It is not intended to cover voluntary resignations. Current benefits and information may be obtained from the Iowa Workforce Development office.

4.20 **WORKER'S COMPENSATION INSURANCE**

Worker's compensation insurance provides compensation for medical bills incurred and lost wages to employees who are injured while on the job or have a sickness related to employment. Employees must notify their supervisor and the Human Resource Office immediately, no matter how minor the incident, so that their rights may be protected, and a proper claim form completed.

5.3 **VACATIONS**

The university operations normally govern vacation periods. However, consideration will be given to the employee's preference whenever possible. Vacations should be arranged at least two weeks in advance and approved by the employee's supervisor.

Vacation days will begin to accrue at the end of the first full month of employment. The maximum number of continuous workdays the employee can take for vacation at one time is fifteen. Under special circumstances, exceptions may be granted by the executive director of human resources and organizational development with the approval of the supervisor.

Administrative cabinet employees accrue 160 hours (20 days) of vacation per year.

Exempt employees accrue paid vacation as follows:

Years of Service	Vacation
<i>1st - 5th year</i>	<i>120 hours (15 days)</i>
<i>6th year and beyond</i>	<i>160 hours (20 days)</i>

Accrued vacation will carry over from year to year, but accrual of additional vacation time will stop when an administrative cabinet member or exempt employee accrues a maximum of 200 hours.

Vacation days for exempt part-time employees will be a pro-rated amount of that allowed full-time exempt employees.

Non-exempt full-time employees accrue paid vacation time as follows:

Years of Service	Vacation
<i>1st - 5th year</i>	<i>80 hours (10 days)</i>
<i>6th year</i>	<i>88 hours (11 days)</i>
<i>7th year</i>	<i>96 hours (12 days)</i>
<i>8th year</i>	<i>104 hours (13 days)</i>
<i>9th year</i>	<i>112 hours (14 days)</i>
<i>10th year and beyond</i>	<i>120 hours (15 days)</i>

Accrued vacation will carry over from year to year, but accrual of additional vacation time will stop when a non-exempt employee accrues a maximum of 150 hours.

Vacation days and maximum accrual limits for part-time employees scheduled to work 1,000 hours per year or more will be a pro-rated amount of that allowed full-time employees. If it is estimated that a part-time employee will reach the

that are not overtime. Night incentive pay of \$1.00/hour is paid out on the total number of hours worked during the week.

5.8

Computer account access will not be granted to those who do not submit required employment paperwork and have a regular contract or temporary employment agreement that is on file in the Human Resource Office.

If a new employee requires account access prior to the agreed start date, appropriate authorization from their Academic Dean or administrative cabinet officer must be communicated to the executive director of human resources and organizational development.

6.5 **GIFTS AND GRATUITIES**

Employees are asked to use caution in regard to accepting gifts from vendors, students, or parents. Gifts of any real monetary value from individuals or organizations may not be accepted. Token gifts may be accepted in the spirit in which they are given. Employees should not accept any gift of such significance that it could create the perception or reality of a conflict of interest. Address all questions about any gifts you may receive to the executive director of human resources and organizational development or the vice president for finance and risk management.

6.6 **SOLICITATION AND RECEIPT OF DESIGNATED GIFTS**

In an effort to provide uniform, consistent and equitable treatment to all departments regarding the solicitation and receipt of designated gifts, the following policy is in force:

- A. It is expected that faculty and other staff members will not initiate contacts with prospective donors to solicit or suggest gifts for a particular project, item, or department unless given prior authorization by the vice president for university advancement.
- B. If an unsolicited gift is tendered by a donor, the employee shall contact the vice president for advancement immediately so that the value and intent of the gift may be evaluated and the donor apprised of university protocol and tax implications.
- C. Unsolicited gifts received by the university and designated for a department, general activity, or program, are subject to the following guidelines:
 1. Gifts of \$500 or more. The designated recipient group or department shall be allowed to use the gift as specified by the donor. The vice president for university advancement shall notify the administrator responsible for the department or area of the university designated to receive the gift; the administrator shall consult with the staff members involved to decide how to use the gift.
 2. Gifts of less than \$500. Such gifts will be placed in the general operations or capital gift account, which will benefit the designated recipient group or department in a general way.

D. Unsolicited gifts received by the university and designated for a particular use, such as the purchase of a specified piece of equipment, are subject to the following guidelines:

1. Gifts of \$100 or more. The vice president for university advancement will notify the administrator responsible for the department or area of the university designated to receive the gift; the administrator will consult with staff members involved in deciding how to use the gift. If possible, the gift shall be used as designated by the donor. If impossible to use as designated, or if the gift amount is inadequate for the intended purpose, the vice president for university advancement shall be notified and will contact the donor to work out various alternatives.
2. Gifts of less than \$100. The donor is to be contacted by the vice president for university advancement and encouraged to allow the gift to be used for the general benefit of the university.

E. All gifts of cash or securities received directly from a donor by a department or administrative unit of the university must be submitted to the office of university advancement for gift accounting and acknowledgment.

All gifts of property or service to the university must be reported to the office of university advancement for gift accounting and acknowledgement.

CHAPTER SEVEN: FACILITIES AND EQUIPMENT

7.0 KEYS AND CAMPUS SECURITY

- A. Campus security must be the aim of each employee. Responsible management of keys/fobs safeguards equipment, university supplies, offices, and personal property. Lost and unreturned keys/fobs compromise campus security and incur costs for replacement and rekeying. Replacement and re-keying costs may be charged to the responsible employee.
- B. Policies
 1. Buildings are locked by facilities and services personnel or security at stated times. An employee entering a building after it has been locked is responsible for keeping the entry door locked while in the building and for locking it upon departure.
 2. The director of facilities and services supervises and controls issuing of keys for offices and buildings and maintains a master file of keys. If a faculty member requires regular access to a room, their Academic Dean shall request a key from the director of facilities and services.
 3. Keys must not be loaned to other employees or students. If there is a legitimate request for a door to be opened, the employee who has been issued the key should unlock and relock the door.
 4. Campus security can be contacted to unlock/lock a door during the academic year from 5:00 p.m. to 6:00 a.m. For entry after the stated hours that a building is to be locked, the security staff member must receive signed permission from a faculty or staff member to authorize the unlocking of a room or building.
 5. Keys must never be duplicated. A lost key to a campus building must be reported immediately to one's supervisor and the director of facilities and services. If another key is needed, or the lock is changed, the director of facilities and services will issue the key(s). Keys that are no longer required must be returned. Retiring or discontinuing employees must return keys to the Human Resource Office.
 6. Logistics for temporary use of vehicle keys are the responsibility of the facilities and services department.
- C. Annual Notices
 1. In compliance with the requirements of the Jeanne Clery Disclosure of Campus

In conjunction with the Department level IT billing program, Computer Services will maintain a supported hardware and software list.

Supported: hardware and software that Computer Services purchases and recommends for use on campus. Computer Services will provide maintenance and support for all supported items.

Unsupported: hardware and software that is no longer supported by the manufacturer or by Computer Services.

Certain computer hardware and software are known to cause communication, security, compatibility, or other problems. Computer Services may request that such hardware or software not be used.

CHAPTER EIGHT: EMPLOYEE DEVELOPMENT AND CONDUCT

8.0 DISCIPLINE AND DEVELOPMENT

When issues arise involving employee attendance, performance, conduct, or incidents that must be addressed, the supervisor will work with the executive director of human resources and organizational development to evaluate the situation and discuss the appropriate steps to be taken. Depending on the situation, a personal development plan may be put in place to provide better training for an employee. There may be times when expectations need to be clarified in coaching sessions or when verbal or

benefits, and other terms and conditions of employment or workplace matters of mutual concern that are protected by Section 7 of the National Labor Relations Act.

8.4 **RESPONSIBLE USE OF TECHNOLOGY**

Every employee is encouraged to use university equipment for business purposes only, related to their position and responsibilities. Personal phone calls during working hours are discouraged, as well as internet surfing and emailing of personal communications. All long-distance personal calls should be reimbursed to the university at the Telecommunications Office. If an employee is found to be using university technology or equipment in an excessive way for personal things, disciplinary action may follow. All employees are expected to become familiar with the "Responsible Use of Technology" document, which is found on the Computer Services website, or available upon request by contacting the Human Resources office.

- music downloads,
 - mobile apps,
 - CDs and DVDs
1. Dordt University designates the director of library services as the copyright officer to administer our copyright policy. The director of library services can help to determine whether a work is covered by fair use, the TEACH Act, or existing licenses and can provide advice on how to handle any special copyright issues.
 2. To obtain permission to reproduce copyrighted works outside of Dordt University and I8 toor ex095ttt,

8.8 **WORKPLACE COURTESY**

- A. Do not burn candles in the office area or cook any type of food without prior permission from one's supervisor. Use of a microwave oven is permissible.
- B. During work hours children are only allowed in the office areas of campus for a brief visit.
- C. If using perfume, cologne, or scented lotions, please wear in moderation and make sure that it does not cause a reaction or discomfort to fellow colleagues. Personal dress and appearance are important for co-workers, students, and visitors on campus. Business casual is a good standard to use. When questions arise, contact one's immediate supervisor or the executive director of human resources and organizational development.
- D. Pets, other than approved service animals, are not appropriate in the workplace.
- E. Treat campus visitors, faculty and students with courtesy and respect and be as helpful as possible.

8.9 **SUGGESTIONS**

Any employee who has constructive suggestions or criticism that will improve the operation of the university should talk with his or her supervisor or the executive director of human resources and organizational development. It is everyone's responsibility to make the university a better place to work.

Suggestions concerning safety are always welcome and should be addressed to the vice president for finance and risk management or the Human Resource Office.

8.10 **CONFLICT OF INTEREST**

A conflict of interest exists when an employee has an outside interest that has the potential of being at variance with the best interests of the university. When an employee's outside interests, whether real or perceived, could conflict with their dedication to the best interest of Dordt University, a conflict of interest arises. The test of a conflict of interest is not just whether the employee is influenced by an outside interest, but whether circumstances lend themselves to such a possibility.

Conflicts of interest must be avoided; should one arise; the employee must notify his or her supervisor or the executive director of human resources and organizational development. The complete policy can be reviewed on the internal employee site (u.dordt.edu) under "Employee Toolkit/Policies and Guidelines".

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