



Concordia
UNIVERSITY • SAINT PAUL

Employee Handbook

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1 INTRODUCTION

This handbook exists to provide employees of Concordia University, St. Paul (CSP) with a working guide to understanding the day-to-day administration of personnel policies, pertinent employment law, employee benefits and employment procedures.

1.1 Welcome

Welcome to CSP. We are happy to have you as a new member of our community!

The mission of CSP, a university of The Lutheran Church--Missouri Synod (LCMS), is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, for enlightened care of God's creation, all within the context of the Christian Gospel.

1.2 Scope and Purpose

These policies and procedures are provided for informational purposes only. They are designed to provide employees with a general summary description of university personnel policies, programs, and employee benefits.

The personnel policies pertain to all employees of CSP except those whose terms and conditions of employment are established by a collective bargaining agreement or other employment contract.

These policies and procedures are not an employment contract, and should not be interpreted as creating an employment contract. CSP has the right to change, modify, delete or add to these policies and procedures.

1.3 The Employee's Responsibility

It is your responsibility as an employee to read these policies and abide by them. If further clarification or interpretation is necessary, please contact the Human Resources Department for assistance.

1.4 Faculty Handbook

The Faculty Handbook supersedes the CSP Employee Handbook for subject areas explicitly covered. The Faculty Handbook applies to those employees granted faculty status by the Board of Regents and/or the Vice President of Academic Affairs.

The Faculty Handbook is available at <http://www2.csp.edu/handbook/handbook.htm>.

1.5 Changes in Policy

Personnel policies at CSP will be revised from time to time to reflect any changes in federal laws, state laws, or policy changes at CSP. Revisions will be available online or directly from Human Resources. The Human Resources Department is responsible for announcing and implementing any new staff policies and revisions.

1.6 Employment at Will

Employment at CSP is classified as "Employment at Will" and is not for a definite term or guaranteed. Employment may be terminated at will by either CSP or the employee, with or without cause.

1.7 Responsibility for Administration of Personnel Policies

Complaints and differences are to be discussed with the employee's supervisor. If the issue cannot be resolved between employee and supervisor, the Director of Human Resources should be consulted. (See Grievance Procedure)

2 UNIVERSITY VALUES

2.1 Mission Statement

The mission of CSP, a university of LCMS, is to prepare students for thoughtful and informed living, for dedicated service to God and humanity, for enlightened care of God's creation, all within the context of the Christian Gospel.

2.2 Vision Statement

The vision of CSP is to be an exemplary Christian university. CSP St. Paul, an institution of LCMS, will be an educational community where the Good News of the Christian faith provides the context for intellectual inquiry and committed service to society.

To achieve this vision CSP has adopted the following strategic priorities:

- To offer programs of high academic quality at an affordable cost.
 - To promote a dynamic Christian spiritual life.
 - To achieve an outstanding, student-centered environment.
 - To enhance the curricular programs that address the future needs of students, including programs in the church and teaching professions, historic areas of strength.
 - To build a diverse campus community in the spirit of Christian harmony.
 - To develop innovative partnerships with the community.
 - To increase enrollment.
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3 EMPLOYEE DEFINITION AND STATUS

3.1 Terms used in this Employee Handbook

Director of Human Resources:

The Director of Human Resources serves as the editor and distributor of this manual.

Full-time employees:

Usually designates employees who work 40 hours per week for twelve months per year. When this term is used in relation to the Concordia Retirement & Disability Plans, "full-time" refers to those employees working 20 or more hours per week for 5 consecutive months or more. Concordia Health Plans refers to those employees working 30 hours per week for 5 consecutive months or more.

Part-time employees:

Employees who are employed for less than 40 hours per week (refer above to Concordia Plans' special definition)

Immediate supervisor or supervisor:

The person to whom an employee directly reports, as specified in the job description

3.2 Concordia Employee Classification

3.2.1 Faculty Employee

Member of the university community whose primary relationship to CSP is that of an employee granted faculty status by the Board or Regents and/or the Vice President of Academic Affairs

3.2.2 Staff Employee

Member of the university community whose primary relationship to CSP is that of an employee and are not designated as faculty

3.2.3 Student Employee

A student employee of CSP is hired for positions filled by students, upon certification that the individual is qualified to be hired as a student and receives the unique benefits and privileges afforded that group classification of employee by federal law. This Employee Handbook does not apply to this group classification.

3.3 Position Classification

3.3.1 Salaried (overtime exempt) or Hourly (overtime non-exempt) positions

All positions are evaluated for overtime exemption by the Director of Human Resources as currently defined by the United States Department of Labor.

3.3.2 Minister of the Gospel

Persons who are listed on the official roster of LCMS are eligible for this classification. Persons engaged in the classification are employed following the ecclesiastical procedures of LCMS.

3.4 Employment Types

3.4.1 Regular Hourly Employee

A regular hourly employee is an employee who fills an authorized hourly position on the campus. They are "regular" because they hold positions for at least one academic or fiscal year. The position may be full-time or part-time.

3.4.2 Regular Salaried Employee

A regular salaried employee normally fills an executive, administrative, or professional position. They are employed on a full-time basis. They are "regular" because they hold positions for at least one academic or fiscal year. If a salaried position is engaged via a contract, the employment contract shall prevail in any conflict with this Employee Handbook.

3.4.3 Temporary Employee

A temporary employee is a non-student employee who is not included in the "regular" employment category. Positions of this type typically have a known end date and the duration of employment is less than one fiscal or academic year.

4 EMPLOYMENT POLICIES

4.1 Equal Employment Opportunity

It is the policy of CSP to provide equal opportunity to all employees and applicants for employment in accordance with all applicable equal opportunity, directives and regulations of federal, state, and local governing bodies or agencies thereof, specifically Minnesota Statute 363.

CSP will not discriminate against or harass any employee or applicant for employment because of race, color, national or ethnic origin, disability, gender or age.

CSP is an institution of LCMS and, to the extent allowed by law, CSP reserves the right to give preference in employment based upon religion. In addition, preference in holding certain employment positions is given to ordained ministers of LCMS.

CSP, based on a religious tenet, recognizes only male ordained ministers of the Gospel, but recognizes both male and female commissioned ministers of the Gospel.

The Human Resources Department has been appointed to manage the equal employment opportunity program, including all equal employment opportunity activities, as required by federal, state and local agencies. If any employee or applicant for employment believes he or she has been discriminated against, please contact the Director of Human Resources.

Because CSP is a church-related institution all employees are expected to respect the official doctrines of the LCMS and to pursue lifestyles that are morally in harmony with its teachings.

4.2 Non-Discrimination Policy

4.2.1 General Policy

It is the policy of CSP not to discriminate on the basis of race, color, national or ethnic origin, gender, age or disability in the administration of its employment policies. This policy is in compliance with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, regulations of the Internal Revenue Service and all other applicable federal, state and local statutes, ordinances, and regulations. Inquiries regarding compliance with Title IX and Section 504 may be directed to the compliance coordinator.

CSP will ensure that all employment practices are free of discrimination. Such employment practices include but are not limited to the following: hiring, career advancement, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training.

4.2.2 Gender Discrimination Policy

CSP is an equal opportunity employer and it is the policy of this institution to provide equal employment opportunity for all employees and not to discriminate unlawfully against any employee or applicant because of their gender. CSP, based on a religious tenet, recognizes only male ordained ministers of the Gospel, but recognizes both male and female commissioned ministers of the Gospel.

4.3 Americans with Disabilities Act

It is the policy of CSP to consider qualified applicants with disabilities in its hiring process. If an applicant with a disability is qualified for a position that is available and can perform the essential parts of the job, either without help or with a reasonable amount of help, it is CSP's policy to consider that person on an equal basis with any other applicants who apply for the job. CSP will not make disability a factor in its hiring process. Its employment decisions are based on job-related criteria alone.

It is CSP's goal to hire the best qualified individual for every position. Employees are recruited and hired based on their abilities, not their disabilities. Every effort will be made by CSP to have job advertising and job applications that are accessible to persons with disabilities. In addition, CSP will make all reasonable accommodations to facilitate access to any location where it conducts interviews for persons with disabilities. Questions asked in interviews will be designed to find out whether the candidate is the best qualified person for the job and will not delve into non-job related areas.

CSP is dedicated to protecting the rights provided to individuals with disabilities by the ADA. Accordingly, it will in no way retaliate against anyone who asserts the rights provided by the ADA or any state human rights law.

In order to provide career opportunities to individuals with disabilities that would otherwise curtail their earning capacities, CSP may seek certification to employ persons with disabilities at a lower than normal wage rate. The wage reduction sought will, however, be related to each individual's productivity.

Even in sub-minimum wage payment situations, employees will be paid equal wages regardless of gender and will be paid overtime for hours worked in excess of the weekly maximum.

It is the desire of CSP to make its facilities accessible to customers with disabilities. If the employee is aware of areas or services in and around CSP that are not accessible to persons with disabilities, please contact the affirmative action officer.

Service animals accompanying persons with disabilities are welcome at CSP. The service animal should remain with the person it is assisting at all times. If an employee is serving a customer who is assisted by a service animal, please be aware that the service animal is not a pet and should not be treated as a pet. Make every attempt not to separate the service animal from the person whom the service animal is assisting.

4.4 Immigration Law Compliance

In accordance with the Immigration Reform and Control Act of 1986, it is our policy to hire only those individuals who are authorized to work in the United States. Pursuant to this law, all individuals who are offered employment will be required to submit documentary proof of their identity and employment authorization.

Employees will also be required to complete and sign Form I-9 (Employment Eligibility Verification Form). This form requires the employee to attest that they are authorized to work in the job for which they are hired and that the documents they submitted are genuine.

If the employee is authorized to work in this country for a limited period of time, before the expiration of that period they will be required to submit proof of employment authorization and sign another Form I-9 in order to remain employed.

4.5 Employee Background Check

Prior to making an offer of employment, CSP may conduct a job-related background check. A comprehensive background check may consist of prior employment verification, professional reference checks, education confirmation and credit check. When appropriate, a criminal record check is performed to protect CSP's interest and that of its employees and clients.

4.6 New Employee Orientation

Following the acceptance of the employment offer, the new employee will meet with a representative of human resources for an orientation to employment at CSP.

4.7 Personnel Records and Administration

4.7.1 Employee File Contents

Each employee of CSP will have an electronic record and a paper file. The employee's paper file will be subdivided into two sections. One section will be the personnel file. The other section will be the confidential file.

The personnel file will, according to Minnesota state law and CSP policy, contain records that can be viewed by the employee and the employee's supervisors. The confidential file will be separately filed and contain files that are available to authorized Human Resources staff only and, on a limited basis, to the employee (see Employee Access for details).

At all times, the highest standards of privacy and confidentiality will be exercised when working with these files. Employees will be bound to all federal and state laws in addition to CSP policy. Employees not following these rules will be subject to discipline or termination in addition to any Federal or State liability. (See Minn. Stat, Sec 181.960 for more detail). No original files will be removed from the Human Resources Department.

4.7.1.1 Personnel Record Contents

The following items will be filed in the personnel record:

- Application for Employment
- Cover Letter and Resume
- Payroll Authorizations
- W-4 Tax Forms
- New Hire letters
- Performance Evaluations
- Emergency Contact Information
- Employee Confidentiality forms
- Employee Handbook Acknowledgement forms
- Requests of employee file access - employee or supervisor
- Notices of Commendation
- Warnings, Discipline, or Termination Information
- Criminal investigation records where adverse action was taken by CSP as a result of the investigation
- Authorizations for Payroll Deductions or Direct Deposit paperwork
- Employment History
- Attendance and Leave Records
- Non-medical fringe benefit information
- Employment testing summaries or totals
- Employee's Statement of Disputed Record
- Retirement Records

4.7.1.2 Confidential File Contents

The following items will be filed in the confidential file:

- Employment related background checks including, but not limited to:
- Criminal
- Financial

- Driving
- Others as job-related
- Background Check Release of Information form
- Injury Reports
- Employment Verification
- Voluntary Self-Identification
- Medical Benefit Information
- Employment related medical records
- Employment related beneficiary designation information
- Letters of reference
- Records of ongoing employee criminal investigations (records may be viewed at the close of all legal proceedings)
- Any education records maintained by CSP on the employee as a student
- Detailed employment testing records (summaries are available for review)
- Any transcripts or letters concerning job performance or job-related misconduct provided by a co-worker that identifies that co-worker in any way

4.7.2 Access to Employee Files

4.7.2.1 Employee Access

What can be accessed: Employees may access all information in their individual personnel file. In addition, employees may access the following items in their confidential file:

- Any background checks, employment verification and related documents
- Voluntary self-identification forms
- Medical benefit enrollment information and employment related medical records
- Beneficiary designation information
- Injury Reports
- Records of employee criminal investigations when all legal proceedings are closed

4.7.2.2 Procedure to Access Employee Files

An employee must request access in writing. This request should be directed to the Director of Human Resources.

- A review will be scheduled within seven days at the human resources office during normal office hours.
- A review will take place in the presence of a Human Resources representative. Questions about the file will be directed to the Director of Human Resources.
- No documents will be removed from the file.
- The file will not be removed from Human Resources.
- Documents may be copied at the employee's expense.

4.7.2.3 Dispute of Information

If an employee, after reviewing their file, disputes information contained within, that employee may elect to provide a written response to the disputed information. The response will be retained with the document in question and given with the document as part of the record. The response can be revised in the future with the consent of the employee.

4.7.2.4 Supervisor Access

Supervisors may access all information in their subordinates' personnel file. A supervisor may access no information stored in a subordinates' confidential file.

4.7.2.5 Procedure to Access Subordinates' Files

A supervisor must request access in writing. This request should be directed to the Director of Human Resources.

- A review will be scheduled within seven days at the human resources office during normal office hours.
- A review will take place in the presence of a human resources representative. Questions about the file will be directed to the Director of Human Resources.
- No documents will be removed from the file.
- The file will not be removed from Human Resources.
- Documents may be copied at the supervisor's expense

4.8 Change of Personal Data

It is the responsibility of the employee to report changes in marital status, dependents, legal name, residential and mailing address(es), phone number, beneficiaries for institutionally-funded programs, and whom to notify in the event of an emergency to the Human Resources Department as soon as available or effective. Failure to do so promptly may incur loss of certain benefit programs. CSP will only provide official notifications, including tax returns, to the last home address reported.

4.9 Graduate Assistants in the Athletic Programs

An athletic graduate assistant is defined as a student enrolled in a graduate level program formally attached to a specific program within the athletic department.

- **Eligibility** - Must apply and be accepted as a student in a graduate program at CSP.
- **Scholarship** - A financial aid application must be completed in order to receive a scholarship for tuition.
- **Exempt Status** - Graduate Assistant will be considered a student position and must be paid for all hours worked.
- **Benefit Eligibility** - All student positions are considered temporary and not subject to employee fringe benefits.
- **Volunteer Status** - A graduate assistant may not serve as a volunteer in any capacity at CSP
- **Taxes** - Wages will be subject to federal and state withholding. Scholarship funds are not considered to be taxable income if the cost of tuition is not exceeded.

4.9.1 Graduate Assistant Hiring Procedure

The following procedure must be used when hiring a graduate assistant.

1. Position funding must be added to the current fiscal year budget and approved by the Vice President for Finance.
 - a. Incumbents must be paid an hourly wage of \$7.25 per hour (or the prevailing minimum wage) for every hour worked in the program.
 - b. The number of estimated hours must be provided when position funding is requested.

2. The candidate for the graduate assistant position must apply for and be accepted in a graduate program offered at CSP.
3. The candidate must complete a financial aid application at the Bear Center. (The scholarship for tuition will not be considered taxable income to the graduate assistant)
4. The candidate must complete a student employee background screen form at least one week prior to the expected start date.
5. Upon the completion of a successful background screening the candidate may then be hired as a student employee in the athletic program. A student payroll authorization must be completed authorizing a rate of \$7.25 per hour.
6. The graduate assistant student employee will complete an online timesheet that reflects the number of hours actually worked each pay period and submit it to the supervisor.
7. The supervisor will approve the timesheet within the timelines required by the payroll department.

The graduate assistant's wages will be subject to federal and state withholding.

The graduate assistant student employee will not be eligible for employer paid fringe benefits because all student employees are considered temporary employees.

5 HEALTH AND SAFETY

CSP maintains that the safety and protection of students and employees is one of our greatest concerns. Therefore, every supervisor and employee is responsible for working cooperatively with the Risk Manager to eliminate unsafe conditions that can cause unnecessary injuries and accidents. It is also the responsibility of all employees to follow all federal, state, and local standards, and for supervisors to stay current on these standards, to communicate them to their staff and to enforce them.

CSP complies with the Federal Occupational Safety and Health Act of 1970 (OSHA) regulations. Safety is a priority at CSP. Every effort is made to keep work areas safe and free from hazards. Supervisors are to assist employees with safety and health requirements. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous condition to his/her supervisor.

5.1 Work Related Injuries

If the employee is injured on the job, he/she should notify their supervisor immediately. Supervisors should notify the Risk Manager to be certain that CSP's workers' compensation carrier is notified immediately.

If an employee is seriously injured, call 911 and describe the emergency and location; also call the security office by dialing 0 for assistance.

5.1.1 First Report of Injury

A First Report of Injury form must be completed and returned to the Risk Manager within 24 hours following any work related accident or injury.

The supervisor should:

- Ensure that the injured employee receives necessary medical attention. Complete a "First Report of Injury" form and hand-deliver it to the Risk Manager immediately following the injury.
- Be familiar with the circumstances surrounding the injury.
- Maintain contact with the injured employee, and keep the department head informed.
- Work with the human resources office to identify transitional job duties for the employee when appropriate.
- Keep in contact with the human resources office to report any change in the status of the injured employee.

5.2 Personal Property

CSP assumes no risk for any loss or damage to personal property and recommends that all employees have personal insurance policies covering the loss of personal property left at the office.

5.3 Health-related Issues

Employees who become aware of any health-related issue that will affect his/her ability to perform their job should notify their supervisor of their health status as soon as possible.

5.4 Smoking Policy

In conformity with the Minnesota Clean Air Act, CSP is dedicated to providing a healthy and comfortable environment for students, faculty, staff, and visitors.

With the exception of off-campus housing and individually designated on-campus residential rooms, all indoor areas on campus are tobacco-free, thus creating a "Clean Indoor Air Policy." Beyond the residential exceptions noted, tobacco is not permitted in classrooms, offices, tunnels, the dining hall, the student union, athletic facilities, entrances to buildings or any other indoor areas.

All smoking must take place outside at least 20 feet from any building to insure building entrances are free of smoke. Receptacles for cigarettes, cigars and other tobacco products are positioned approximately 20 feet from the entrances to key buildings on campus.

5.5 Alcohol and Substance Abuse

In compliance with both the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989, CSP has established the following policies and procedures.

CSP prohibits the unlawful possession, use and distribution of illicit drugs and alcohol and expects that all students, faculty and staff members of the university community will conduct themselves in a responsible manner that shows respect for others and the community at large. This prohibition applies to all activities sponsored by CSP, whether on university-owned property or at other locations. As part of the larger community, CSP is subject to, abides by, and supports Minnesota state statutes and local ordinances.

In the event of the unlawful possession, use and distribution of illicit drugs and alcohol by a member of the university community, CSP will take action consistent with the state and federal laws, and with its policies governing its relationships with the students, faculty, and staff. Violation of this policy will result in sanctions being taken against the violator, from official warning through permanent separation (termination) from CSP, and may include referral to civil authorities for prosecution.

5.6 Weapons Policy for Employees

Concordia University is committed to maintaining a workplace that is free of violence. This obligation includes eliminating recognized hazards from campus communities that contribute to violence or serious harm.

Weapons and ammunition are potential safety hazards. Possession, use or display of weapons or ammunition are inappropriate in an academic community for any reason other than protection of University employees, faculty, students and members of the public invited on campus as allowed by law, and policies of Concordia University.

Definitions of Weapons and Ammunition:

A weapon is defined as: an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material. This shall include, but not limited to, firearms, bows, rockets and sling shots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational. This policy does not apply to the possession and/or use of disabling chemical sprays when used for self defense. (Training in the use of defensive sprays is strongly encouraged. Vendors should be able to provide this training and Material Safety Data Sheets.)

Weapons and Ammunition Prohibition:

Prohibition. Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off university property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy.

Employee reporting responsibility. An employee with a reasonable basis for believing an employee is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the Human Resources Office or the Security Office. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

Violation:

Any employee, faculty, student or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions up to and including termination.

Exemption:

All currently licensed law enforcement officers are exempt from this policy.

5.7 Employee Health Hazards

5.7.1 Bloodborne Pathogens

Current medical evidence indicates that the actual safety risks created for the transmission of the Hepatitis B or HIV/AIDS viruses are low in CSP's normal academic and employment setting. Any employee who may be exposed to bodily fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. CSP will make available the Hepatitis B vaccination series to all employees who have been identified as having the potential for occupational exposure. Training is provided at the time of initial assignments to tasks where occupational exposure may occur, and will be repeated annually. For more detailed information, contact the safety and security office.

EMPLOYEES WHO HAVE NOT RECEIVED SPECIAL BLOODBORNE PATHOGENS TRAINING should immediately notify the security office (x8777) or Risk Management (x8857) for any situation involving contact with bodily fluids such as blood.

DO NOT ATTEMPT TO CLEAN UP BODY FLUID SPILLS YOURSELF.

5.7.2 Infectious Waste

CSP has an infectious waste management plan. The plan is designed to ensure that all infectious waste is disposed of in a safe manner, avoiding any risk to employees. For more information, contact the Risk Management Department by dialing 8857.

5.7.3 Hazardous Waste

To comply with the federal and state right-to-know laws, and as an effective loss control/risk management program, CSP has adopted a hazard information/right to know and emergency medical response program. The program provides for emergency response to chemical spills, and other chemical emergencies, as well as immediate access to toxicology and medical information. For information, please call 8857.

5.7.4 Employee Right to Know

The Minnesota 1983 Employee Right to Know Act is intended to ensure that employees are aware of the dangers associated with hazardous substances, harmful physical agents (in

hospitals and clinics) that they may be exposed to in their work place. Written information on hazardous substances, harmful physical agents, or infectious agents are available on MSDS (Material Safety Data Sheet) sheets located within your department, or with the Employee Right to Know Hazard Hotline (612-617-0995). For more information, call the Risk Management Department at 651-641-8857.

5.8 Safety Watch and Safety Warnings

If circumstances warrant, special printed crime alerts can be prepared and distributed either selectively or throughout campus.

5.9 Crime Prevention

CSP would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is CSP's comprehensive crime prevention program based on the dual concepts of eliminating or minimizing criminal opportunities, and encouraging students and employees to be responsible for their own security and the security of others.

Some of the crime prevention programs and projects employed by CSP include crime prevention presentations, printed crime prevention materials, electronic alarm systems, facilities surveys, and sexual violence education and prevention. The CSP safety and security information brochure is available to all employees by contacting the Risk Management Department at 651-641-8857.

5.10 Security Escort

Security Escorts are intended to create a safer walking environment for members of the campus community who are traveling to and from a parking area, residence hall, campus building or off-campus housing units. Escorts are performed during the evening, night and early morning hours by uniformed CSP security guards, who are in radio contact with the campus switchboard operator. Use of the escort service is highly recommended for people walking alone or those who feel uncomfortable traveling in the immediate area.

An escort can be obtained by dialing 0 from any campus phone. Escorts are limited to campus boundaries. All escorts will be walking unless the escorting guard determines it necessary to drive.

5.11 Campus Emergency Procedures

5.11.1 Fire

When a fire is discovered:

- Pull alarm on the nearest alarm pull station
- Telephone the St. Paul Fire Department at 911 and report the precise location of the fire
- Call the security office at 0
- Only attempt to extinguish a fire if it presents no risk to your health and safety
- Vacate the building
- Remain in the area to guide the fire department to the fire

5.11.2 Severe Weather

In the event of a severe thunderstorm or tornado watch, listen to the radio (WCCO 830 AM) or television for further information. The National Weather Service will issue a forecast. The security department also monitors the National Weather Service radio frequency.

In the event of a severe thunderstorm warning, notices are given by the National Weather Service on radio and television. If threatening conditions develop, be prepared to go to your building's

basement or lower floor inner hallway. Stay away from windows or large open rooms that may have poorly supported roofs.

5.11.3 Bomb Threat

If a bomb threat is received by telephone, the employee receiving the call should obtain as much information as possible from the caller:

- Ask the caller to repeat the message
- Write down the exact message, asking for the bomb's location and time of detonation
- If possible, notify a supervisor or manager that the call is going on, without arousing the caller's suspicion
- Pay particular attention to the caller's voice and any background noises (train, traffic, etc.)
- Notify the security office at 0
- Notify the St. Paul Police by calling 911

If the building is to be evacuated

- Do not use the fire alarm system
- Advise building staff or faculty of the next steps

Announce the following over the public address system: "There has been a bomb threat for this building. Clear the building immediately, and leave the area. Stay at least 100 feet clear from the building.

If there is NO public address system

- Advise people in the building of the need to vacate the building
- Advise people leaving the building to clear the area
- If a residence hall is being evacuated, advise residents to clear the area and go to the student union for shelter, NOT to go to another residence hall

The Security Office will coordinate all communication, inside and outside the building. Employees should not discuss the threat with outside persons such as the news media.

St. Paul Police or bomb squad will assist CSP staff and faculty in a visual search of the building. Do not touch or move anything that appears suspicious - contact police or bomb squad personnel. The building will not be re-opened until authorized by the St. Paul Police and CSP security personnel.

6 HIRING POLICIES

Open positions at CSP will be posted to the online university job board for a minimum of two weeks. This Web page is available at <http://www.csp.edu/Employment/>.

6.1 General Policy

All new and replacement positions must be approved by the area Vice President (Cabinet Officer), Vice President for Finance, and Director of Human Resources, based on a review of the need, budget impact and benefit to CSP.

6.2 Application Procedure

All resumes and submissions should be directed to the Human Resources Department for distribution to the appropriate supervisor for review and screening. Information regarding all submissions will be maintained for legal compliance.

To apply for a position, a current employee must submit an application to the Human Resources Department. All hiring decisions will be made in accordance with CSP's Equal Employment Opportunity Policy.

After notification by the hiring department of not less than 2 final selections of candidates for interview, an application for employment will be given to the selected candidates which may be returned prior to or at the time of the interview. This process will insure that CSP has similar information regarding each finalist.

All preliminary interviews will be scheduled and completed by the hiring department.

Before an offer of employment is made, the Human Resources Department will perform a background check which may include but not be limited to references, employment, county and state criminal, education and credit reports.

A verbal offer of employment will be made by the appropriate department representative in consultation with the Director of Human Resources. After verbal acceptance, a formal offer letter of employment will be issued.

6.3 Employee Transfers

Vacancies may be filled by promotion or transfer within CSP. Generally, well qualified internal candidates will be given preference in filling an available position. However, it may be necessary to employ candidates from outside CSP in order to meet skill or experience requirements.

Current job performance and applicable job skills are a significant factor in establishing candidacy for other staff positions at CSP. Any staff employee desiring consideration for another position at CSP should communicate with the Director of Human Resources. An application or resume must be submitted to be considered for a new position. Application for a new position will be considered confidential until an offer is made. Upon acceptance of the new position the applicant must notify his/her supervisor. The Director of Human Resources will facilitate an orderly transition to the new position.

6.4 Employment of Relatives

CSP neither encourages nor discourages employment of relatives, however, the basic criteria for appointment and promotion of all employees shall be appropriate qualifications and performance.

Without the prior approval of the Director of Human Resources, no person shall be assigned to or work in a department or unit under the supervision of a relative who has or may have a direct effect on the person's promotion or performance.

6.5 Rehiring of Former Employees

No former employee of CSP who was dismissed for cause, other than lack of work, may be re-employed unless authorized by the Director of Human Resources. Authorization of re-employment may be made after reviewing the former employee's work record, including the circumstances involved in the separation, and having considered all other information pertinent to employment.

In the event a person ceases to be employed at CSP, and is subsequently rehired, credit is given for prior years of service if such service, as then rendered, was deemed satisfactory by the institution.

6.6 Direct Deposit for New Employees

As a condition of employment at CSP all employees must be paid electronically through direct deposit or other electronic transactions.

6.7 Paid Relocation

Paid Relocation for new employees must be authorized in advance by the Director of Human Resources and Vice President for Finance. In the event paid relocation is authorized, it will be coordinated in conjunction with the Human Resources Department.

7 TERMINATION POLICIES

7.1 Employment at Will

In accordance with the laws of the State of Minnesota, all employees, in the absence of a contract, are employees at will. The employment relationship between CSP and the employee is completely voluntary, and either the employer or employee can terminate the employment relationship at any time.

7.2 Accrued Paid Leave Time

At the effective date of termination, any unused, accrued paid leave time is converted to the cash equivalent, and paid out as part of the final payment process.

No additional benefits are paid on the final paycheck.

7.3 Holiday Pay

To be eligible for holiday pay near the end of employment, a terminating employee must work a minimum of 5 work days after the holiday.

7.4 Continued Rights

Upon termination of employment, employees may continue the group health plan and/or the tax sheltered medical and dependent care reimbursement program at their own expense. Refer to the Financial Policies section of this handbook.

7.5 Exit Interview

If you leave CSP, both you and CSP will be expected to follow certain procedures. Those procedures depend on the circumstances under which you leave. Employees leaving CSP are required to report to the Human Resources Department for an exit interview.

The function of this meeting is twofold: to provide the formal setting for the transfer of much vital information and institutional property; and for the debriefing of the departing employee to permit the institution to learn from this employee for future planning and policy provision.

Topics to be included should cover the following range as appropriate:

- Settlement of advances, petty cash funds, and other accounts receivable
- Return of institutionally-issued keys, access cards, IDs, credit cards, pagers, telephones, uniforms, badges, computers, terminals, modems, and other equipment
- Settlement of final wages earned and benefits payable
- Provision of forwarding address for any personal mail, tax reporting forms, and the like

7.6 Retirement

Retirement means separation from CSP under a university-sponsored retirement plan. When you make the decision to retire, notify the Human Resources Department at least 90 days in advance. The Director of Human Resources will help you obtain information on the various pension options and other benefits.

7.7 Voluntary Resignation

Voluntary resignation occurs when an employee voluntarily ceases employment with CSP. When possible, employees who wish to resign should submit a letter of resignation to their supervisor at least two weeks before they plan to leave, with a copy to the Director of Human Resources.

CSP would appreciate such official notification as early as possible to permit an orderly transition for the employee and the employer, with minimal impact on the employee's fellow employees.

7.8 Involuntary Resignation

When a supervisor initiates a recommendation of termination for an employee at will the supervisor will consult in advance with the Director of Human Resources to provide the reason(s) why the recommendation is being made. If the termination is due to a change in institutional policy or program, the Director of Human Resources will be alerted as early as possible in the process to permit alternatives to be reviewed for both the employee and the institution.

If the employee is serving under a written contractual arrangement, a recommendation for termination by the supervisor will be made to the Director of Human Resources. This recommendation will indicate the reason for recommending the termination of the contract.

Employees who have been involuntarily terminated from employment with CSP have a right to request in writing the truthful reason for the termination.

7.8.1 Release

Release occurs when CSP ends an individual's employment because of a reduction in the work force, the end of an assignment, reorganization, or unsatisfactory work performance.

Whenever possible, CSP will attempt to provide two weeks written notice to an employee whose position is being eliminated (lay off) or substantially changed in content and/or work schedule. Under certain conditions, however, less notice may be necessary.

7.8.2 Discharge

Discharge means separation due to serious breach of university policy or standards of behavior, including but not limited to insubordination, dishonest or gross misconduct. Advance notice is not required.

8 UNIVERSITY INFORMATION SYSTEMS

8.1 Network Access & Acceptable Usage Policy

It is the intent of CSP to provide a quality technological environment for the university community in which certain standards are observed. All CSP students, faculty and staff authorized to use CSP computing facilities are responsible for reading, understanding and complying with the following policies.

8.1.1 Access to Technology Resources

CSP technology resources are available to the following learning communities:

- Current students, faculty and staff
- Persons associated with official programs of CSP
- Visitors and guests associated with official university activities
- Emeriti faculty (university email account support)

8.1.2 Requirements for Use of University Technology Resources:

- Comply with the following Acceptable Use Policy
- Understand and agree that use of CSP technology resources indicates acceptance of the policy
- Obtain necessary accounts and passwords and be responsible for maintaining the security of all accounts
- Realize public computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority

8.1.3 Concordia University Acceptable Use Policy

The purpose of the CSP network is to support education, communication and research by providing access to unique resources and the opportunity for interaction and collaborative work on the Internet and through email and other applications. The following operations are acceptable uses of the computer network at CSP:

- Instructional use in CSP classes
- Faculty research
- Student research
- Class assignments
- Official work of students, faculty, administration, and staff, recognized student and campus organizations, and agencies of CSP
- Electronic communication that supports instruction, research, or official work of students, faculty, administration and staff
- Personal use by authorized users that does not interrupt or diminish access to resources for other users

8.1.3.1 Violations of Acceptable Use Policy

It is contrary to the CSP Acceptable Use Policy to engage in any of the following behavior:

- Violate the "Statement of Software and Intellectual Rights." Computer software must be used in accordance with license agreements, whether it is licensed to CSP or to them.
- Violate the Federal Copyright Law by downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements.

- Use another person's account or PIN or give your password, PIN or identification to another person for the purpose of gaining access to a university-owned computer, network or database resource. This includes, but is not limited to, unauthorized use of an account, use of an account for a purpose for which it was not intended or use of another person's email address. Changing another person's password may be considered harassment.
- Access a file on a university-owned computer or network without the permission of the owner to copy, rename, modify, examine or change file protection or visibility. Lack of protection on a file does not imply right of access.
- Interrupt or inhibit the access of CSP technology resources by actions such as distributing computer viruses, worms, or bulk email -- this includes any other procedures that interfere in any way with the information technology resources available to a user. Virus-scanning software is supplied and it is required for all student, faculty and staff to continually update their computers.
- Understand text and graphic files available over the Internet may be considered offensive by some members of the CSP community. As potential consumers of these materials, users are expected to exercise proper judgment and sensitivity as to how and where these materials are displayed.
- Operate a university-owned computer in a manner that is otherwise wasteful of any computing or network resource (for example, setting up file sharing servers/applications on the university network is not allowed).
- Employ a computer to annoy or harass other users (for example, to send obscene, abusive, or threatening mail).
- Use a computer to violate the principles of academic honesty
- Misuse information accessed while performing work as a CSP employee. Information stored on administrative computers is confidential; use or distribution of such information other than as assigned is prohibited by university policy and state and federal laws.
- Use or distribute any parts of CSP's administrative records that are accessed unintentionally. These include, but are not limited to, information stored on disk, tape, hardcopy, microfilm as well as information on terminal screens.
- Use university-owned computer resources for commercial work except as permitted by faculty and staff handbooks and licensing agreements.
- Tamper with terminals, printers or any other associated university-owned equipment, or remove computer equipment, disks, paper or documentation from a computing facility. Equipment and software failures should be reported to the Office of Information Technology.
- Gain access to CSP technology resources when one is no longer eligible.

8.1.3.2 Results of Failing to Follow Acceptable Use Policy

Failure to follow the policies set forth in this document constitutes an offense. As with all matters of law and ethics, ignorance of the rules does not excuse violations.

Authorized users learning of any policy violations should notify their immediate supervisor, who will notify the CIO and the appropriate division Vice President. Student violations will also be reported to the Dean of the student's college.

- Ethical policy abuses may result with immediate denial of service and penalties that range from the loss of computing privileges to suspension or expulsion from CSP (students) or termination of employment (Faculty & Staff).
- Ethical policy abusers are liable for monetary payment and may also be liable for civil or criminal prosecution under state and federal statutes.
- The Office of Information Technology will not provide support to users who fail to follow the Acceptable Use Policy.

8.2 Use of Computer Software & Copyright

CSP does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the user's right to make a backup copy for archival purposes (Section 117).

8.3 Information Access and Ownership

8.3.1 Files and Records

All files, whether hard copy or electronically machine-readable, remain the exclusive property of CSP. CSP policy alone determines who has access to any file. Employees are not to share the contents of confidential files with others except within a department's information dissemination policy.

The employee is warned that CSP, students, other employees, and third parties may be protected by federal or state law in addition to institutional policy. Non-compliance with this policy of the institution may place the individual at personal risk, as well as becoming subject to immediate dismissal.

8.3.2 Communication Media

All employees are alerted that CSP considers all media containing official institutional information as owned and accessible by the institution. This includes "campus" mail, U.S. mail, email, voice mail, FAX documents, "overnight" and "express" documents and the like. As such, appropriate administrative employees are granted the right to search for, look at, and otherwise utilize these documents in the course of performing institutional duties. Employees should minimize personal communications in these media, and use of campus facilities for utilizing these media. Also, any employee having access to such information in the primary custody of another employee is expected to use such information only in the performance of their duties, and not share any personal information they may have come upon in the course of the performance of their services to the institution.

8.3.3 Copyrighted Materials

CSP in no way condones the unlicensed exchange of proprietary products. All CSP employees, in the performance of their duties, will refrain from aiding others in such efforts and will advise other members of the university's community not to participate in such endeavors. Should an activity be undertaken, the responsibility for the consequences of such activity shall remain the sole fiscal and legal responsibility of the offender.

8.4 Use of University Telephones

Occasional use of university telephones for local calls for personal reasons is permissible, but calls should be limited in number and length. Personal long distance calls are not permitted on university phones.

8.5 Library Technology Center

The staff is encouraged to utilize the library with its numerous services.

8.6 Concordia Bookstore

Employees are encouraged to utilize the Concordia Bookstore. CSP employees receive a 10% discount on all items purchased in the bookstore.

9 UNIVERSITY PROPERTY

9.1 Use of University Property & Equipment

CSP will provide employees with the equipment needed to do their job. This equipment should be used primarily for university-related tasks.

9.2 Personal Property

CSP assumes no responsibility for the personal property of employees. This is also true with personal property used in the course of job-related activities. Theft and damage are often covered under homeowners or tenants insurance, and if not presently covered, they may be included by requesting an endorsement from your insurance agent.

9.3 University Property

With several exceptions, all university property is insured with a \$750 deductible. This means that the first \$750 of any loss, fire, theft or vandalism is CSP's expense; and your care and precaution are essential to minimize losses. Please secure your departmental and personal property at all times. Because of insurance regulations, the use of university-owned equipment and vehicles for personal use is prohibited.

9.4 Identification Cards

The CSP ID card serves several roles on and off of campus. These include:

- Identifying employees of CSP
- Accessing buildings and parking lots on the CSP campus
- Using copier and printer services
- Acting as a debit card for various campus services
- Obtaining free or reduced admission for employees to CSP events
- Receiving MERSC discounts

ID cards are the property of CSP. All lost or stolen cards should be reported to the ID Card Services office immediately. Employees will incur a \$25 replacement fee for a lost card. Worn cards will be replaced free of charge with the presentation of the old card to ID Card Services.

Terminating employees must relinquish their CSP ID card at the end of their employment with CSP.

9.4.1 Who will be issued an Employee ID Card

- Regular faculty & staff
- Temporary faculty & staff who work on the CSP campus
- Third-party workers who work in an official capacity on the CSP campus
- Summer seasonal employees who are not students of CSP
- Former faculty members recognized by the Board of Regents as Emeriti Faculty
- Current members of the Board of Regents & President's Cabinet

9.4.2 Supervisor's Responsibility

The supervisor must notify ID Card Services in the event that their CSP employee needs additional access to perform their job. In addition, supervisors should notify ID Card Services in the event of access changes.

9.4.3 When and How to wear ID

9.4.3.1 Office and Classroom based Employees

Employees (regular, temporary and summer) and affiliated third-party workers working in the office or classroom environment should observe the following guidelines:

- ID cards should be displayed while on the CSP campus and working in an official capacity
- The CSP ID card should be worn at belt level or above, and in a manner to make it completely visible
- When off campus and acting as a representative of CSP, employees are encouraged to wear their CSP name badge but are not required to display the CSP ID card
- The CSP name badge may be worn in addition to the CSP ID card

9.4.3.2 Plant Staff, Coaching Staff, Hand in Hand Child Care Workers

The previously identified staff should observe the following guidelines:

- ID cards should be carried on your person while on the CSP campus and working in an official capacity
- The CSP ID should be worn whenever possible (in the manner stated above) but may be removed for safety considerations at the discretion of the employee

9.4.3.3 Student Employees

Student Employees are required to wear their Student CSP ID while working on the CSP campus and in an official capacity for CSP.

9.4.4 Display of Cards

ID Card Services will issue a plastic ID card at the start of employment. Student employees may obtain a lanyard or name badge style holder from their supervisor at the start of employment. Additional styles of lanyards are available for purchase at the CSP Bookstore.

9.5 Concordia Name Badges

CSP Name Badges are available for regular and temporary employees of CSP. CSP Name Badges are an important part of identifying yourself as an employee of CSP and member of the campus community. Name badges may be worn in addition to the CSP ID card. Name badges should be worn while off campus and representing CSP in an official capacity.

Terminating employees must relinquish their CSP Name Badge at the end of their employment with CSP.

9.6 Key Issuance

The Security Department has responsibility for the distribution and collection of keys on campus. A requisition for keys must be made in writing to the Security Department. The order must include the department chair or supervisor's signature, exact location for which keys are needed, how many keys for each area are to be made, and the name of the person to whom the keys are to be issued.

CSP key policy specifies that employees must return their keys prior to receiving their final paycheck. (For more specific information, see CSP key control policy, available in the Security Department.)

9.7 Parking Regulations

Campus Community members are requested to register their vehicles with the Security Department. Please see <http://concordia.csp.edu/security/Parking/Parking-Guide.html> for the most current regulations and procedures.

9.8 Return of University Property

Any CSP property issued to employees, such as computer equipment, keys, parking passes or company credit card must be returned to CSP at the time of termination. Employees will be responsible for any lost or damaged items.

10 STANDARDS OF CONDUCT

10.1 General Guidelines

All employees are urged to become familiar with CSP rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting CSP's business.

10.2 Attendance and Punctuality

Generally, University office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, with an unpaid half hour off for lunch each day. Changes from this schedule are made by the supervisor whenever he or she deems it appropriate or necessary.

Regular attendance and punctuality are important to job success and promotion. If one intends to be absent or late, notify the supervisor in advance. If this is not possible, inform the supervisor or the Human Resources Department as soon as possible.

Absence from work for three (3) consecutive days without notifying the supervisor or the Human Resources Department will be considered a voluntary resignation.

10.3 Work Schedule and Space

Unless otherwise specified, regular full-time employees are expected to work in the work space provided by the university at least forty (40) hours per work week. Any exception to this policy must be approved by the director of human resources.

10.4 Break Periods

Each employee may take a fifteen-minute rest period (break) mid-morning and mid-afternoon. Supervisors are responsible to determine if employees are to take their rest periods together or in rotation to assure adequate staffing of an area or office. The calculation of the 15 minutes begins when the employee leaves the work station and concludes when the employee returns to the work station.

All members of the campus community are welcome at the post-chapel fellowship and refreshments. A supervisor may grant this break as the mid-morning break.

10.5 Chapel Attendance

Chapel services for faculty, staff, and students are held daily. Members of the faculty and staff and guests serve as worship leaders. Regular attendance by all staff members is encouraged.

Employees may attend chapel services in addition to the 15-minute morning break if arrangements are made in advance with their immediate supervisor. The immediate supervisor shall determine if the office is to remain open during the chapel service, and if so, how it shall be staffed.

10.6 Harassment Policy

CSP does not tolerate workplace harassment. Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, intimidation, physical assaults or contact, or violence.

10.7 Sexual Harassment Policy

CSP prohibits sexual harassment and will not tolerate the sexual harassment of any member or guest of the university community by anyone associated or affiliated with CSP.

Sexual harassment is against the law. It is clearly prohibited by Title VII of the 1964 Civil Rights Act and by the Minnesota Human Rights Act.

"Sexual harassment" is understood here to designate any behavior that 1) emphasizes the sexuality of another person in a manner that prevents or impairs that person's full employment of the benefits, climate, or opportunities of learning or working at CSP; 2) is unsolicited; and 3) is met with resistance, with non-cooperation, or with coerced or self-defensive cooperation.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor, employee, or student shall indicate in any manner, either explicitly or implicitly, that an employee's, applicant's or student's refusal to submit to sexual advances will adversely affect that person's employment or any terms or condition of employment or a student's academic career. Similarly, no employee or student shall promise, imply or grant any preferential treatment in return for an employee, applicant or student engaging in any sexual conduct.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display of sexually explicit or suggestive jokes, physical assault, or any other conduct where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or creating an intimidating, hostile or offensive work or study environment.

Sexual harassment is a specific form of discrimination in which power inherent in a person's relationship to his/her subordinates is unfairly exploited. While sexual harassment most often takes place where there is a difference of power between the persons involved, this policy also recognizes that sexual harassment may occur between persons of equal status.

Although the policy does not specifically forbid consenting romantic and sexual relationships between individuals where a professional power differential exists, it is generally considered unwise. The respect and trust accorded a person by his/her subordinate, as well as the power necessarily exercised by that person in evaluating or supervising his/her subordinate, greatly diminishes the individual's actual freedom of choice. A faculty member who enters into a sexual relationship with a student or a supervisor with an employee where a professional power differential exists must realize that if a charge of sexual harassment is subsequently made, it will be exceedingly difficult to prove immunity on grounds of mutual consent. Also included are relationships between a student or employee and an administrator, coach, advisor, program director or residential staff member who has supervisory responsibility for that student or employee.

CSP places a strong emphasis on resolving complaints informally. The procedures include advising and mediation, but it is important to note that the procedures do not preempt other formal or informal channels available within CSP.

Any person who believes that his or her education or work experience is compromised by sexual harassment is encouraged to proceed with the various grievance procedures outlined in The Student Guide which is published and distributed annually to each member of the campus community by student services.

CSP expects the cooperation of all employees and students with respect to avoiding such harassment. CSP will investigate all complaints. If it is determined after an investigation that an employee or student has violated this policy, he or she will be subject to appropriate disciplinary action, up to and including suspension or expulsion from the institution or termination of employment.

10.8 Violence in the Workplace

CSP has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence including intimidation, harassment and/or coercion, which involve or affect CSP, will not be tolerated.

10.9 Confidential Information and Nondisclosure

By continuing employment with CSP, employees agree that they will not disclose or use any of CSP's confidential information, either during or after their employment. CSP sincerely hopes that its relationship with its employees will be long-term and mutually rewarding. However, employment with CSP assumes an obligation to maintain confidentiality even after an employee has left CSP's employ.

10.10 Standards and Ethics

Because academic freedom is an important and valued concept in determining the policies of CSP, it becomes increasingly important that each university employee recognize the value of personal responsibility at all times. The following guidelines describe additional university expectations of all employees.

CSP requires close attention to personal integrity of its employees. All activities of and decisions made by university employees should be free from conflict of interest, which may be defined as any situation in which private outside interests are in conflict with the best interests of CSP.

Furthermore, CSP expects each employee to maintain the highest ethical standards in all associations and activities involving students, staff, faculty, and the community at large. It is vital that each employee conduct business in a manner that will reflect well not only on the employee and his or her department, but CSP as a whole.

In addition, CSP is committed to the liberal arts tradition. Such a tradition values the free and open expression of ideas and opinions, not only in the classroom, but among employees as well. Employees, therefore, are encouraged to express their ideas through the normal communication channels as established by university policy and, when appropriate, to participate in the governance of CSP. Employees are expected to use appropriate internal structures to air differences because when these internal structures are circumvented, adverse reactions can occur.

While the legal authority of CSP resides in the board of regents, faculty and staff as well as students, do play a major role in campus governance. CSP encourages employees to communicate through appropriate channels their opinions, suggestions, ideas and grievances in a spirit of cooperation, trust and openness.

10.11 Whistleblower Policy

Concordia University, St. Paul has a responsibility to conduct its affairs ethically and in compliance with the law. If you suspect that the University or a particular CSP employee is engaged in improper governmental activities, you should know that CSP has policies that can show you how to "blow the whistle" and can protect you from retaliation if the need arises. Please see the official policy and procedure for submitting a report at <http://concordia.csp.edu/HumanResources/Policy>

10.12 Dress Code

Employees of CSP represent LCMS. Christian values dictate modest and appropriate business attire.

Employees should dress appropriately for their role at CSP. Clothing should be clean and in good repair.

Children in the Workplace

The University values family life as evidenced in the Hand in Hand daycare center located in the Woelleger Hall as well as supporting policies such as the Parental Leave and Family and Medical Leave Act. However, The workplace should not be used in lieu of a childcare provider. The University believes it is inappropriate for minor children of employees to be in work areas during work hours for several reasons.

- risk of harm to the children
- presence of children in the workplace can cause difficulty and awkwardness for co-workers and other members of the campus community
- potential of spreading infectious diseases to others in the campus community
- potential liability to the University, and
- decreased employee productivity due to distractions and disruptions.

It is the policy of the Concordia University that minor children of employees not be present at an employee's workplace (office, classroom, shop area, etc.) in lieu of other childcare arrangements, during the employee's working hours.

10.13 Solicitations and Distributions

CSP does not permit soliciting, peddling, or the canvassing of employees during working hours. No university facilities may be used for this purpose.

CSP does not permit any solicitation by employees for their personal businesses.

CSP does not permit any solicitation that takes place for any merchandise, product or food that is in direct competition with CSP's food service contract, bookstore contract, vending contracts and other vendors.

Any request for exceptions to this policy and contractual terms should be directed to the Vice President for Finance in writing for approval.

Any solicitation activity should be reported immediately to the Director of Human Resources.

Fund raising activities for institutional purposes which have been approved by the president, and student organizations whose activities have been approved by the Vice President for Student Services and the Director of Development are permitted.

10.14 Grievance Procedure

During the course of employment at CSP, there may arise a job-related problem that an employee feels should be corrected. The employee is to bring the problem first to the attention of his or her supervisor. If the problem is not resolved to the employee's satisfaction, the problem is to be presented to the department head or to the area vice president. The goal of these discussions is to resolve the problem. However, if no solution is reached through this process, a formal procedure (a grievance procedure) is available.

Any employee has the right, without prejudice, to initiate a grievance procedure.

The grievance or appeals process should be initiated only after all other approaches to resolving a disagreement or grievance have been exhausted.

10.14.1 Limitations

Grievances which arise from a specific occurrence must be presented in writing not later than five working days after the occurrence. Any grievance not presented in writing within the five working days time limit shall be deemed withdrawn and ineligible for subsequent hearing.

10.14.2 Level 1

If an employee decides to initiate the grievance or appeals process, the employee must complete a grievance filing form, available in the human resources office. The grievance is to be as specific as possible in describing the nature of the grievance. Pertinent data which should be included are date, specific events, written correspondence, background information and any other data which will be helpful in determining the facts of the case.

The grievant is to supply a copy of the completed grievance form to the Director of Human Resources within five working days after the occurrence. The Director of Human Resources will act as the chair of an ad hoc committee. This committee shall include the grievant's immediate supervisor and area vice president. This committee will meet and respond in writing to the grievant within 10 working days after receipt of the grievance.

10.14.3 Level 2

Should the solution recommended by the above committee be deemed unacceptable by the grievant, then the grievant is to provide written notification to the Director of Human Resources, requesting that the grievance be brought to the President. The President will consider the grievance and render a decision which will be considered final. The President will notify the grievant of the decision and rationale in writing within 10 working days.

10.14.4 Grievance Records Retention

Records of the hearing will be kept for a period of three years after the resolution of the grievance and maintained on a confidential basis unless otherwise specified by the grievant.

10.15 Corrective Procedure

Standards of performance and conduct for employees are necessary at CSP just as in any other work setting. If these standards are violated, disciplinary action will be taken by supervisors in order to maintain effective operations and to provide employees with an opportunity to correct their shortcomings.

The corrective procedure is as follows:

10.15.1 Warning (Step 1)

For relatively minor infractions, the supervisor will talk to the employee on the first offense to clarify the rule(s) involved and to explain what is expected of the employee in such circumstances. Generally, this type of reminder is sufficient and for most situations further action is not necessary.

10.15.2 Reprimand (Step 2)

For problems requiring additional action after a warning, the supervisor will prepare a written reprimand which reviews the facts of the case, cites specific improvement that is to be demonstrated by the employee within a clearly defined period of time, and states the disciplinary action that will result if the improvement does not occur within the time designated. This written reprimand is to be signed by both the supervisor and the employee after they have discussed the contents, and then it is to be sent by the supervisor to the Director of Human Resources to be placed in the employee's personnel file.

The issuance of a written reprimand is a serious step in that said reprimands are given careful attention when such employment matters as annual evaluations, salary increases and promotions are considered.

10.15.3 Penalties (Step 3)

After a reprimand, depending on the severity of the offense, if there is insufficient improvement within the stated time, disciplinary action such as transfer to other work, suspension without pay, demotion or dismissal may result.

10.15.4 Exceptions

It is important to note that the severity of the offense may warrant not following the usual sequence of warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a flagrant first offense, and immediate dismissal could result without prior warning or suspension in the case of major acts of misconduct or serious dereliction of duty.

10.16 Transfer Policy

CSP recognizes that a desire for career growth and other needs may lead an employee to request a transfer to another position. An employee with proper qualifications will be eligible for consideration for transfer to another department provided that the transfer does not occur within one year of the employee's date of hire or within one year of any previous voluntary transfer.

10.17 Outside Employment

CSP does not favor the performance of outside work by full-time employees. Outside work may not interfere in any way with the employee's performance or duties at CSP.

10.18 Animals in the Workplace

The University recognizes the important role animals can play in the lives of employees and students. At the same time, certain animals are not appropriate companions to bring on campus, and there are people who have fears or allergies associated with certain animals. Therefore, no animals, with the exception of service animals and animals being used for instructional purposes, are allowed on campus. Any exceptions to this policy must be approved by the Risk Manager. Students or employees with service animals should refer to the Disability Services policy at http://concordia.csp.edu/Disability/_Documents/Service_Animals.html

10.19 Political Activity in the Workplace.

It is the policy of Concordia University, St. Paul to comply with IRS Regulations which prohibit participation in political activities and to protect the university from imposition of excise tax, penalties or revocation of tax exempt status.

The Internal Revenue Code prohibits the university from participating or intervening directly or indirectly in any political campaign activity or supporting any such activity. To maintain adherence to this prohibition, the following guidelines govern the university's faculty and staff ("employee" or "employees") in their relation to political campaign activities:

1. Neither the name nor seal of the university or any of its schools or other units may be used on the letters or other written materials intended for support for a political campaign on behalf of or against any candidate for public office, political party, or political action committee, including the solicitation of funds for such purpose or activities. This includes a prohibition on use of university letterhead, envelopes, email accounts, telephone lines and voicemail systems for communication.
2. University employees may not state orally or in writing that they are speaking for or on behalf of the university when expressing support for or opposition to a candidate for public office, and should state explicitly that they are speaking as individuals, not on behalf of the university, when the failure to do so might be construed as an expression of support or opposition by the university. University titles should be used for identification only.

3. No university office and no employee's office may be used as a return mailing address for the solicitation of funds for political campaigns on behalf of or against any candidate for public office or the solicitation of an endorsement of any candidate for public office, political party, or political action committee.

4. University funds, duplication machines, computers, telephones, fax machines, or other equipment or supplies may not be used on behalf of or against any candidate for public office, political party, or political action committee.

5. University facilities (office space, meeting rooms, classrooms, lecture halls, etc.) in general may not be used on behalf of or against any candidate for public office, political party or political action committee. If a university facility is regularly made available to non-university groups, however, such facilities may be made available for political campaign activities if (a) the facility is provided on the same terms and conditions governing the use for purposes other than political campaign activities, and (b) the facility are made available on an equal basis to other candidates.

6. University web pages may not be used on behalf of or against any candidate for public office, political party or political action committee.

7. No employee of the university may perform tasks in any way related to a political campaign for public office, a political party, or political action committee in their capacity as a university employee, this includes endorsement of candidates or amendments in any university setting. No employee should be coerced to engage in any type of political activities, including monetary contributions.

Nothing in this policy prohibits university employees from participating in political activity in their individual capacity separate from their relationship to the university. In addition to the restrictions set forth above, any such political activity should be performed (a) outside of normal work hours, or (b) during a leave of absence without pay taken with the university's approval, or (c) during a sabbatical leave, or (d) within ordinary work hours, if the time is charged to vacation time to which the person is then entitled.



11 COMPENSATION POLICIES

11.1 Wage and Salary Plan

11.1.1 Objectives of the Wage and Salary Plan

CSP's human resources -- faculty, staff and student employees -- are an important and vital part of the institution. In an effort to attract, retain and reward our human resources, CSP is committed to a total compensation program of which salaries and wages are an important part.

The wage and salary plan covers the salary component of the employee's total compensation. Total compensation also encompasses benefits, which are covered under "Employee Benefits."

The wage and salary plan at CSP, incorporating the institution's goals, has the following objectives:

- To provide a wage and salary program that is as internally equitable as possible for employees
- To provide staff with a cash salary that is as externally competitive as possible, so as to attract and retain qualified employees
- To insure that the staff wage and salary program of CSP will have a high priority in planning and building of CSP's budget
- To provide a total compensation program that, as appropriate, will assist supervisors and administrators in encouraging employees to maximize their job performance
- To accommodate annually and as equitably as possible, wage adjustments for increased job responsibility
- To provide a total compensation program that is in compliance with applicable legal requirements

11.1.2 Job Analysis

Job evaluation is a systematic method of using the collected information for determining the relative value of a particular job in relation to other jobs at CSP. Job evaluation results in the assignment of jobs to defined pay grades based on the information provided in the job evaluation questionnaire.

Jobs are evaluated using the point method plan. This method subdivides each job into twelve allocation factors. The factors selected, such as job complexity, and judgment and consequence of error, measure the extent or degree to which each factor is present in each job. The greater the degree that a factor is present in a job, the higher the number of points that will be assigned to that factor. The sum of the points for each of the twelve factors results in a total point value for each job. All non-exempt and exempt jobs are measured against twelve allocation factors resulting in an internal (within CSP) array of jobs based on difficulty and responsibility.

11.1.3 Job Classification/Pay Grade Assignment

Job classification is the process of assigning jobs to pay grades through the use of job evaluation. The objective is to classify the position, not the individual.

The goal of the job classification process is to provide each employee with salary that is internally equitable and externally competitive. In addition, the plan provides a base for job comparison both inside and outside of CSP, which aids in recruiting and provides a rationale for salary decisions.

11.1.4 Plan Maintenance

The implementation and maintenance of a viable salary program is a complex but essential undertaking. It requires study of each job on campus. Furthermore, it requires the combined cooperation of all employees to furnish precise factual information about jobs when requested. Wage and salary ranges resulting from pay grade assignments, and ultimately from job evaluations, are reviewed annually incorporating local, regional and national salary survey information when appropriate.

CSP is committed to maintaining an equitable wage and salary schedule for all its employees. University personnel costs constitute one of the most significant items in CSP's budget. Consequently, the careful administration of the plan is necessary if employees are to be treated equitably and personnel costs are to be kept in the proper relationship to the total university budget.

11.1.5 Wage and Salary Administration

The staff wage and salary plan provides an outline and procedure for the cash salary component of total compensation for those university employees who are not members of a collective bargaining unit. The other component of total compensation is employee benefits which are significant and are listed elsewhere in this handbook.

11.1.6 Wage and Salary for New Employees

New staff employees are normally hired at or near the minimum of the appropriate pay range. Exceptions to this policy may include extraordinary qualifications possessed by the new employee in education, training and/or experience.

11.1.7 Wage and Salary for Demotions, Transfers, and Promotion

Staff members who move to a lower pay grade, transfer to a position in the same pay grade or move to a higher pay grade will have their salaries adjusted using criteria listed in the employee wage and salary review.

11.2 Overtime Pay (Hourly Employees)

The normal work week is 40 hours. There are times when overtime hours are required. Overtime hours are defined only as those worked over 40 hours within a given work week. Holiday hours, paid leave time hours, paid sick leave hours, earned sick and safe time and miscellaneous paid time hours are not counted as "worked" for determination of overtime applicability within a work week. Any hourly employees working more than 40 hours in any one week shall be paid at the rate of one and one-half time the regular rate for hours actually worked in excess of 40 hours in one work week.

All overtime must be with advance approval from the supervisor. All overtime hours must be included in the employee's work week. No compensatory time off can be given in lieu of paying overtime unless within the same work week. Supervisors may not authorize this activity for hourly employees; it is illegal and will not be tolerated.

11.3 Payroll Schedule

All employees are paid bi-weekly on Fridays. See the current payroll schedule at <http://concordia.csp.edu/humanresources/>.

11.4 Online Timesheets

11.4.1 Timesheets: Hourly Staff

All hourly employees (eligible for overtime) are required by law to complete a timesheet. Timesheets must be completed accurately and truthfully each week. The employee records all hours actually worked each day. At the end of each two-week period, the timesheet is submitted to the supervisor for verification of the hours worked. After verification, the supervisor electronically "signs" the timesheet to indicate its correctness and submits it to payroll. If there is a question concerning the hours worked, the problem should be resolved before the timesheet is submitted to payroll. The timesheet must be submitted to the payroll office by Monday at 12:00 p.m.

Failure to complete timesheets will result in delay of payment until the timesheets are submitted.

In determining the hours worked, the hourly employee must record all hours worked in the office, at home or away from the campus on university business. Each timesheet must clearly report each unpaid break or lunch period that the employee took, but exclude paid breaks.

Compensatory time off (Comp Time) is not permitted for hourly employees.

All overtime (hours worked in excess of the regular 40-hour work week) must be approved in advance by the supervisor.

11.4.2 Timesheets: Salaried Staff

Salaried employees must submit a timesheet indicating any whole days taken off. Timesheets must be completed accurately and truthfully. It must be approved and signed by the supervisor. At the end of each two-week period, the timesheet is submitted to the supervisor for verification. After verification the supervisor electronically "signs" the timesheet to indicate its correctness and submits it to payroll. If there is a question concerning time taken off, the problem should be resolved before the timesheet is submitted to payroll. Salaried employees are expected to observe normal working hours. Extended work hours may be expected or required. Salaried employees do not receive overtime pay.

Failure to complete timesheets will result in delay of payment until the timesheets are submitted.

11.5 Compensatory Time Off (Comp Time) - Salaried Only

Compensatory time off is defined as any time granted a salaried employee in lieu of previous service provided to CSP. This service is deemed above and beyond the normal expectations of service to be provided by a salaried employee.

CSP does not normally grant compensatory time off for salaried employees except by advance arrangement with the supervisor and the Director of Human Resources. Should compensatory time be granted, it is provided on a "regular time" basis, not on an "overtime" basis.

11.6 Pay Distribution & Electronic Payment

Participation in electronic payment is mandatory for all employees and a condition of employment at CSP.

Direct deposit is a service whereby an employee has their pay automatically deposited into checking or savings account(s) on payday.

Pay earnings statements will be available on CSP's online Bear Path service.

11.7 Payroll Deductions

A difference exists between gross earnings and take-home, or net, earnings. Two reasons account for that difference: deductions required by federal and state government, and voluntary deductions authorized by the employee.

11.7.1 Automatic Deductions

The earnings statement shows how much has been taken out for each of the following categories:

11.7.2 Federal and State Withholding Taxes

The amounts withheld for taxes based on earnings, marital status and the number of exemptions claimed. During January each year, employees receive a W-2 form. It indicates total pay and the taxes withheld for the previous year.

11.7.3 Social Security (FICA)

Each lay employee of CSP is required to participate in this program. It is designed to provide retirement, disability, medical and death benefits. Deductions are made at a rate established by law.

11.7.4 Self Employment Contribution Act (SECA)

All minister of the Gospel employees are subject to SECA and while CSP cannot deduct for these taxes on the same basis as it is required to for lay employees, CSP does provide a "voluntary" withholding for those ministers who so choose. Such withholding amounts are not determined by regulations, so the employee is responsible to notify the payroll office of the amount he/she desires to be withheld.

11.7.5 Other Deductions

In some cases, additional required deductions may include wage garnishments, wage assignments, third party levies and income-withholding orders (child or spousal support) levied against an employee's pay. Under the federal Child Support Enforcement Act of 1984, income-withholding orders for child support take priority over all other wage withholding orders.

11.7.6 Voluntary Deductions/Reductions

In addition, the earnings statement will show any voluntary deductions or reductions. The employee authorizes those deductions or reductions by filling out the appropriate forms. They will remain in effect until the employee notifies the human resources office in writing of the change, or the human resources office notifies the employee that a new enrollment is necessary.

Deductions can include deposits or payments to a credit union or financial institution, contributions to United Way and CSP.

Reductions can include tax deferred annuities contributions, and tax shelter health care reimbursement and dependent care plan contributions.

11.8 Performance Reviews

CSP believes that review of performance is essential for the well being of employees and the continued excellence of services. The purpose of this review is to evaluate past performance, to discuss future performance expectations and to encourage and promote the personal and professional growth of the employee.

An important part of the performance review is a review of the current job description.

Supervisors are expected to review each employee's performance annually on or about the anniversary date of employment. A co-signed, dated copy of the evaluation is to be placed in the employee's personnel file in the human resources office. An employee's signature on the review does not indicate agreement with it, but merely indicates that the employee has reviewed and discussed the written evaluation with the administrator or supervisor who completed it.

Performance reviews and job descriptions templates are available on the Forms Page of the Human Resources Web site.

12 EMPLOYEE BENEFITS

Following is a summary of CSP's benefit program:

- Health Care Benefits
- Disability and Survivor Plan
- Retirement Plan
- AIP (Accident Insurance Program)
- Workers' Compensation Insurance
- Unemployment Insurance
- Flex Spending Program
- TSA (Tax Sheltered Annuity)
- Tuition Waivers
- Athletic Facilities Use

12.1 Benefits Eligibility

CSP is owned and operated by LCMS. Health, retirement, disability and survivor, and accident insurance benefits are administered for the LCMS by Concordia Plan Services. Detailed descriptions of these plans can be found at <http://www.concordiaplans.org/>.

Regular full-time employees are eligible to participate in Concordia Plan Services according to each program's eligibility requirements.

Regular part-time employees are eligible to participate in Concordia Plan Services on a proportionate basis according to their FTE percentage during the months worked.

A part-time employee who works 30 hours or more per week and more than 5 consecutive months per year is eligible for the health plan, retirement, disability, the flex spending program, the accident insurance program and the tax sheltered annuity plan.

A part-time employee who works 20 hours or more per week and more than 5 consecutive months per year is eligible for prorated benefits according to each program's eligibility requirements. The employee is eligible for retirement, disability, the flex spending program, the accident insurance program and the tax sheltered annuity plan.

A regular part-time employee who works 20 or fewer hours per week or less than 5 consecutive months per year is not eligible for health, retirement, disability, the flex spending program, the accident insurance program and the tax sheltered annuity plan

Temporary employees are not eligible for benefits.

12.1.1 Medical Care Summary

This program is administered by Blue Cross & Blue Shield of Minnesota

See summary plan description for the medical plan at <http://concordia.csp.edu/HumanResources/EmployeeBenefits/CHP.html>

12.1.2 Prescription Program Summary

This program is administered by Express Scripts

See summary plan description for the prescription drug plan at <http://concordia.csp.edu/HumanResources/EmployeeBenefits/CHP.html>

12.1.3 Dental Care Benefits Summary

This program is administered by Cigna Dental

See summary plan description for the dental plan at <http://concordia.csp.edu/HumanResources/EmployeeBenefits/CHP.html>

12.1.4 Vision Benefits Summary

Cole Managed Vision administered by Vision Service Plan

See summary plan description for the vision plan at <http://concordia.csp.edu/HumanResources/EmployeeBenefits/CHP.html>

12.1.5 Mental Health Benefits

Mental Health and Substance Abuse Care is administered by Cigna Behavioral Health. Cigna Behavioral Health's phone number is 1-866-726-5267

In addition, the Mental Health and Substance abuse Hotline through the Employee Assistance Program (EAP) is available for immediate assistance. EAP's number is 1-800-428-0957.

12.1.6 Effective Date

Coverage in the Concordia Health Plan begins the first day of the month following the date of employment. New employees have 60 days to apply for health care coverage. An employee who wishes to not participate in the health care coverage of the Concordia Health Plan must sign a waiver.

12.2 Disability and Survivor Plan

CSP enrolls all regular full-time employees and regular part-time employees, who work more than 20 hours per week and more than 5 consecutive months per year in the Concordia Disability and Survivor Plan of Concordia Plan Services.

This comprehensive plan covers up to 70% of gross monthly wage for eligible injury or illness. CSP pays the premium for all eligible employees.

For a comprehensive explanation of benefit coverage the employee should consult the current applicable Concordia Disability and Survivor Plan publication, available from the human resources office or by contacting Concordia Plan Services at <http://www.concordiaplans.org/benefitpgs/index.htm>

Domestic partners are not eligible for participation in the program.

12.2.1 Using your Disability Benefit

Notify human resources any time you suspect you may have a disability, whether maternity leave or because of an illness or injury. Human resources will notify Concordia Plan Services to report the disability. Human resources needs the following to process the benefit:

- The name of your physician
- The phone number of your physician
- The last day you worked

12.2.2 Disability Pay

- Staff members will use Paid Leave Time for the first 14 calendar days.
- Concordia Plan Services will begin to pay 70% of your monthly compensation directly to you starting on the 15th calendar day of your disability. Checks are distributed on the first of each month.

- You may continue to receive the additional 30% of your monthly compensation using your Paid Leave Time to the extent that you have them available.

12.2.3 Return to Work

Turn in the physician-signed "return to work" slip to the human resources office the day you return to work.

12.3 Retirement Plan

CSP enrolls all regular full-time employees and regular part-time employees, who work more than 20 hours per week and more than 5 consecutive months per year, in the Concordia Retirement Plan of Concordia Plan Services.

For a comprehensive explanation of benefit coverage the employee should consult the current applicable Concordia Retirement Plan publication, available from the human resources office or by contacting Concordia Plan Services at

<http://www.concordiaplans.org/benefitpgs/CRP/index.htm>

Domestic partners are not eligible for participation in the program.

12.4 AIP (Accident Insurance Program)

CSP enrolls all regular full-time employees and regular part-time employees, who work more than 20 hours per week and more than 5 consecutive months per year, under the age of 70 in the Concordia All-Cause Accident Insurance Program of Concordia Plan Services.

This program is available to individuals or family units. CSP will pay the base premium for the employee only. This provides the employee \$25,000 coverage at no cost. Additional amounts for both employee and family coverage are available. The employee will pay additional premium charge, which is pre-taxed.

An informational pamphlet is available in the human resources office or by contacting Concordia Plan Services at <http://www.concordiaplans.org/benefitpgs/AIP/index.htm>

12.5 Workers' Compensation Insurance

CSP provides worker's compensation benefits for those employees covered as determined by the laws of the state of Minnesota. No premium for this coverage is charged to the employee.

All injuries sustained on the job, even if you feel such to be minor, must be reported within 24 hours. To read the policy click here

http://concordia.csp.edu/HumanResources/EmployeeBenefits/Workers_Compensation.html

12.6 Unemployment Insurance

While employed at CSP, the state provides unemployment benefits as prescribed by Minnesota law. In the event of unemployment, you may apply for this benefit with the Minnesota Department of Labor.

12.7 Flex Medical and Dependent Care Reimbursement Program

This plan allows employees to set aside pre-tax salary dollars to pay for un-reimbursed health and/or dependent care expenses.

Regular employees with .50 FTE are eligible

- To elect up to \$5,000 annually for health and/or dependent care reimbursement program
- For open enrollment at the end of each calendar year

Summary plan descriptions, plan election forms and claim forms are available online and from the human resources office.

12.8 TSA (Tax Sheltered Annuities)

CSP offers the following benefit plan to employees and their families. If you have any questions regarding the benefit plan, please call Human Resources at 651-641-8268.

12.9 Tuition Waivers

CSP offers the following benefit plan to employees and their families. If you have any questions regarding the benefit plan, please call Human Resources at 651-641-8268.

12.9.1 Policies for Dependent Children Tuition Grant

A tuition grant of 100% of tuition is given to the full-time employee's children who attend CSP. The employee must be employed for at least one year to be eligible for this grant. This grant is applied after all other grants and scholarships including (but not limited to) state, federal, institutional and private, have been applied towards applicable fees for tuition costs each year. The dependent Children Tuition Grant requires completion of the FAFSA form one time each year. This grant is available at the beginning of the semester after one full year of full-time employment.

12.9.1.1 Part Time Employees

The children of part-time regular employees are given a tuition grant according to the FTE percentage. The following categories are used to determine the amount of the grant:

- If the part-time employee works 20-29 hours per week, the dependent receives a 50% tuition grant. If the part-time employee works 30-39 hours per week, the dependent receives a 75% tuition grant.
- A parent must be employed a minimum of 20 hours per week on a regular basis to be eligible for the grant. If more than one parent is employed part-time by CSP, the part-time tuition grant will be awarded on the basis of the parent with the greater number of FTE.
- Temporary employees are not eligible for the grant.

12.9.1.2 Stipulations of the Grant

The calculation of the amount of the grant is made on the first day of the semester in which the child is enrolled, regardless of any modification of hours worked during that semester.

Fees assessed other than tuition are paid by the registered student. The following specifications apply to the awarding of the grant:

- Dependent sons and daughters of employees (students whose parent, as a university employee, is required to report parental income and assets when the student applies for financial aid) who are registered at CSP are eligible to apply.
- Eligible students may not have completed a baccalaureate degree.
- The grant is not determined on 'Financial Need / EFC' as outlined by the US Department of Education in conjunction with the FAFS.

Students who wish to apply student loans in conjunction with the CSP Dependent Children Tuition Grant *may* be awarded up to the published cost of attendance (Tuition and fees, book and supplies, and living costs). This grant is applied after all other grants and scholarships including (but not limited to) state, federal, institutional and private, have been applied towards applicable fees for tuition costs each year. The dependent Children Tuition Grant requires completion of the FAFSA form one time each year.

- The student must maintain satisfactory academic progress to qualify for continued receipt of the grant.
- The student must complete the financial aid application each year.
- If more than one parent is employed by CSP, a dependent student shall receive one tuition grant, not one per parent employed by CSP. If more than one dependent child is attending CSP, each is eligible to receive a dependent tuition grant.

The tuition benefit terminates once the student has received the total of 128 credits (including transfer credits) or is not making academic progress toward the attainment of a degree, or obtains the first bachelor's degree.

There is no benefit for graduate programs.

12.9.1.3 Employment Disability and Continued Grant Status

The tuition benefit at CSP also applies to the dependent children of employees who become disabled while employed by CSP and continue to be unable to work. The tuition grant will be applied using the employee's FTE percentage at the time of the disability.

- If the employee was eligible for tuition benefits at the time he/she became disabled, and is still disabled, the employee and spouse may be eligible to use any accrued and unused tuition points. See eligibility requirements below.

12.9.2 Policies for Employee and Spouse Tuition Waivers

CSP offers the following tuition waiver plan to employees and their spouses. If you have any questions regarding the benefit plan, please call human resources at 651-641-8268.

- An employee or spouse seeking a degree must apply and be accepted for admission to CSP. Employees not seeking a degree must complete a visiting student form in the Registrar's office.
- Application for the tuition waiver benefit must be made by the employee through the Human Resources Department before registration in any class may take place. Any employee who does not complete this form will be financially responsible for all tuition associated with any class attended. There is no benefit for any course that is delivered individually, e.g. independent study, music lessons, etc.
- Employees wishing to enroll in a cohort delivered program prior to attaining the required number of points to fund the program will be responsible for any initial tuition charges. Please schedule an appointment with human resources to review point calculations.
- Degree-seeking employees or spouses enrolled half-time or more must apply for financial aid through the Bear Center. Unlike financial aid, points have no dollar value. The number of points an employee uses is in conjunction with the number of credits registered in each term. For students in the cohort programs, the number of credits will be the registered credits. For students who are registered full-time in the traditional program, the number of credits will be the lowest of the full-time rate, 12 credits.
- Arrangements must be made with the employee's supervisor to ensure there will be no conflict with work responsibilities and that any regular work hours lost while attending classes will be made up.
- Tuition benefit levels are noted below. All fees and other charges will be the responsibility of the individual taking the course.
- Space limitations do exist. Contact Admission or Continuing Education Department for more details.
- There is no benefit for an employee's spouse for graduate level courses.

For tuition benefit purposes:

Full-time is defined:

- Staff: 40 hours/week or 1.00 FTE
- Faculty: 24 workload credits or greater per academic year

Part-time is defined:

- Staff: 20 hours/week or greater or .500 FTE
- Faculty: more than 12 workload credits per academic year

12.9.2.1 Employee Undergraduate and Graduate Tuition Benefit Waiver

Education Assistance (IRS Code Section 127)

Regular active full-time and part-time employees (as defined above) may take courses offered at the undergraduate and graduate level using tuition waiver points earned each pay period.

Space limitations do exist. Contact Admission or Continuing Education Department for more details.

12.9.2.2 Tuition Points and Waivers

Tuition points are accrued by each full-time employee at the rate of 40 points per pay period. Part-time employees with a full-time equivalency of .5 or more will earn tuition waiver points on a pro-rated basis. The maximum number of points allowed in an employee's account will be 5,200. Tuition points have no monetary value and will not be considered as compensation for an employee.

- Undergraduate classes will have a value of 50 points per credit
- Graduate classes will have a value of 70 points per credit

Employees enrolled in a course or program through Fall Term 2010 (201110) will receive a 100% waiver of tuition.

Employees enrolled in a course or program for Spring Term 2011 (201120) will receive a 90% waiver of tuition.

Employees enrolled in a course or program for Summer Term 2011 (201130) and beyond will receive a 75% waiver of tuition.

Spouses of employees will be entitled to a 50% waiver for undergraduate courses only. There is no benefit for an employee's spouse for graduate level courses

Employees who separate from CSP will not be entitled to compensation for any unused points.

Employees who are rehired within 6 months will be eligible to have any unused point balance restored.

12.9.2.3 Taxability of Employer Sponsored Education Tuition Waivers

Education Assistance (IRS Code Section 127)

In general, gross income of an employee does not include amounts paid or expenses incurred by the employer for educational assistance to the employee if:

1. The assistance is furnished pursuant to a written educational assistance program established for the benefit of employees who qualify under a classification set up by the employer;
2. The program is not discriminatory in favor of highly compensated employees; and
3. Reasonable notification of the availability and terms of the program is provided to eligible employees.

Congress retroactively re-enacted this section (with changes) for the eighth time with passage of the Taxpayer Relief Act of 1997. Legislation passed in November of 1999, extended this tax protection through Dec. 31, 2001 for undergraduate courses only. It did not include graduate courses. The Economic Growth and Tax Relief Reconciliation Act of 2002 extended the provisions for Code Section 127 through 2010 with the inclusion of graduate classes. The current regulations include:

1. All course/class work beginning before December 31, 2010
2. Undergraduate and graduate course work. (The graduate provision was not included from July 1, 1996 to December 31, 2001).
3. A maximum cap of \$5,250 for non-taxable educational assistance per calendar year
4. Payment of or provision for (waiver) tuition, fees, books, supplies and equipment (does not include tools and supplies retained by the employee after completion of the course). Current university policy does not allow payment of employee personal expenses which includes books for classes.

The current regulations disallow the following:

1. Any payment for a course or education involving sports, games or hobbies (unless the course is required as part of a degree program).
2. Any payment for meals, lodging or transportation

Qualified tuition reduction (IRS Code Section 117-d)

This is a special provision that only applies to the educational assistance offered by educational institutions to their employees (including retired or disabled former employees, spouses and dependent children). Regulations include the following:

1. Qualified tuition reductions (waivers) are tax-free. Qualified expenses are required tuition, fees, books and equipment. The CAPP Manual does not allow payment of employee personal expenses which includes books for classes;
2. Only undergraduate courses/classes are tax-free with the following exception. Graduate level courses taken by teaching or research assistants are entitled to the income exclusion (tax-free status). Note, however, that payments for services, even if required of all students receiving assistance, are taxable wages. A classification of Graduate Teaching Fellow, Graduate Teaching Assistant or Graduate Research Assistant by the Graduate School qualifies graduate employees for the tax-free benefit of this code section;
3. There is no requirement that the education be job related, nor is there a maximum dollar limitation;
4. The program must not favor the highly compensated;
5. There are no restrictions on the type of courses/classes taken except that they may not be graduate classes (exception as noted above); and
6. There is no requirement that the employee be a candidate for a degree (only recipients of scholarships and fellowships are required to be candidates for a degree).

12.9.3 Assistant Athletic Coaches

Assistant Athletic Coaches may take 4 credits of tuition-waived undergraduate or graduate classes.

12.9.4 Concordia Academy

CSP will reimburse full-time employees \$100 per student per year in which a legal dependent is enrolled at Concordia Academy. A receipt for the paid Concordia Academy tuition must be

presented to the Director of Human Resources before the close of Concordia Academy's academic year to qualify for the \$100 reimbursement to an employee.

12.9.5 LCMS Colleges and University Tuition Exchange Program

CSP participates in the "LCMS Colleges and Universities Tuition Exchange Program" and other programs of the CSP System. For detail of eligibility for participation and benefits available, consult with the Director of Financial Aid.

12.10 Athletic Facilities Use

The Gangelhoff Center and Bear Den Fitness Center are available for use by faculty and staff during those times when they are not being utilized for classes or team practice. Check with the coordinator of the Gangelhoff Center and the Bear Den Fitness Center for a schedule of open staff and faculty hours.

12.11 Free or Reduced Admission to Campus Events

ID cards may be used for free or reduced admission to home athletic events, concerts, plays and other events which may be designated as requiring ID cards. These ID cards will admit the employee and one guest.

Dependent children of staff members receive free admission passes to athletic events. Certain events may not be free to dependents. The employee should check with the appropriate sponsor of the event prior to the event as to cost, ticket requirements, etc.

12.12 Campus Dining Services

CSP contracts with a food service company to provide meals in the dining hall, snacks at Union Station in the student union, refreshments at sporting events and catering of special events on campus. Employees are welcome to use all the food services. For more information contact the Director of Food Service.

12.13 Notary Public Service

CSP can provide employees notary public service for either personal or professional use. For more information, contact the Director of Human Resources.

13 LEAVE POLICIES

13.1 Holiday Policy

All staff employees who are regularly scheduled to work are eligible for holiday pay if the holiday falls on a normally scheduled workday. In the event they are regularly scheduled to work on the same day of the week as a holiday falls, they would receive the same number of paid work hours for that holiday as the scheduled workday. (For example, a staff employee normally scheduled for 4 hours during a Thursday would receive 4 hours of holiday pay if the paid holiday fell on a Thursday).

To be eligible for holiday pay for the Christmas break an employee must be in active status as of December 1st before the start of the break.

All staff employees in active status are granted the following 12+ paid holidays per year. These include:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The day after Thanksgiving
- Christmas Eve Day through New Year's Eve Day

Holidays for day care staff members may vary; variances are published in the center's handbook.

13.2 Paid Leave Time

The purpose of Paid Leave Time is to provide time off from work with pay due to illness, vacation or personal convenience. Paid Leave Time begins to accrue at the start of employment and may be used after 60 days of employment (the pay period after it becomes available on paycheck). If an employee requests to use Paid Leave Time before 60 days, days taken will be considered unpaid time off. Employees must use available paid leave before they can take any unpaid leave.

13.2.1 Full-time staff (exempt and non-exempt) (Effective 07/01/2010)

- Maximum 200 hours in bank (5 weeks) (Effective June 30, 2011)
- 0-72 months of eligible service (<6 years approx.) - Accrues 15 days or 120 hours per year, **4.6 hours** per pay period
- 73-144 months of eligible service (6 years approx.) - Accrues 20 days or 160 hours per year, **6.15 hours** per pay period
- 145-216 months of eligible service (12 years approx.) - Accrues 25 days or 200 hours per year, **7.69 hours** per pay period
- 217-300 months of eligible service (18 years approx.) - Accrues 30 days or 240 hours per year, **9.23 hours** per pay period

13.2.2 Part-time staff

- Maximum 100 hours in bank

- Accrue as above, pro-rated for full time equivalency over 50%

Part-time regular staff members normally scheduled for 20 hours or more per week and more than 5 months per year accrue Paid Leave Time according to their FTE percentage during the months worked.

13.3 Bereavement Leave

Bereavement leave of up to 3 days may be given to an employee for the death of a member of the employee's immediate family; spouse, children, parents, brother, sister, father-in-law or mother-in-law, brother-in-law or sister-in-law, son-in-law or daughter-in-law, grandchildren and grandparents. Such leaves are to be arranged and approved through mutual consent of the employee and the supervisor.

Members of the staff may be excused without loss of pay for up to 1 day to attend funeral services of other relatives and close friends.

13.4 Family/Medical Leaves of Absence

It is the intention of CSP to support to the greatest extent possible, and in a manner consistent with the effective and efficient operations of CSP, employees who have special needs for reasons of pregnancy, childbirth, infant care, adoption, foster care, family care for the employee's spouse, child or parent with a serious health condition.

Policy

CSP is committed to providing Family and Medical Leave (FML) to eligible employees in accordance with the Federal Family and Medical Leave Act of 1993 (Final Rule issued April 1995). Eligible employees are entitled to a total of up to 12 work weeks of Family and Medical Leave during a 12 month "leave year." For any FML absence, an eligible employee is required to use accrued sick leave and/or paid leave time.

The Federal Family and Medical Leave Act (FMLA) prohibits any university employee or supervisor/administrator to:

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

13.4.1 Eligible Employees

Employees eligible for family and medical leave are those who:

- have been employed for at least 12 months;
- have worked at least 1,250 hours during the previous 12-month period

An employee may take unpaid leave for the following reasons:

- the birth of the employee's child;
- the placement of a child with the employee for adoption or foster care;
- the care of a child, spouse or parent ("family member") who has a serious health condition; or
- the serious health condition of the employee.

13.4.2 Length of Leave

An eligible employee may be entitled to up to 12 weeks of unpaid leave within a 12-month period without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking back at the amount of leave taken within the 12-month period immediately preceding the requested leave. An employee who fails to return to work immediately following expiration of the authorized leave period is subject to termination. All leave taken under this policy and leave for any other reason which would qualify under FMLA (e.g. workers' compensation leave) will be counted against the employee's leave entitlement under FMLA.

13.4.3 Substitution of Paid Leave

During family or medical leave provided under this policy, an employee shall first exhaust all available paid leave before continuing such leave on an unpaid basis.

13.4.4 Certification

If an employee requests a leave of absence because of a serious health condition of the employee or the employee's "family member," the employee must submit to the Director of Human Resources written medical certification from a health care provider documenting the serious health condition. Failure to provide such certification upon request may result in a denial or a delay of leave. CSP reserves the right to require that the employee receive a second (and possibly a third) opinion from a health care provider (at CSP's expense) certifying the serious health condition of the employee or the employee's "family member." CSP reserves the right to require an employee to provide CSP with recertification of the medical condition for which leave is taken.

Before being returned to work, an employee who is on a leave of absence as a result of his or her own serious health condition must submit a health care provider's written certification that the employee is able to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee's leave CSP may also periodically inquire as to the employee's intent to return to work.

13.4.5 Intermittent or Reduced Schedule Leave

Leave taken because of the employee's or "family member's" serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary. If an employee seeks leave on an intermittent or reduced schedule basis the employee must submit medical certification, as discussed above, and additional certification from the health care provider that the intermittent or reduced schedule leave is medically necessary. CSP may require an employee taking intermittent or reduced schedule leave to transfer temporarily to an alternative position for which the employee is qualified or may modify the employee's recurring periods of leave.

13.4.6 Insurance Premiums

During the employee's family or medical leave of absence, CSP will continue to provide health insurance coverage for the employee; however, the employee will remain personally responsible for paying the employee's portion (if any) of the health plan insurance premiums covered in our policy. Such payment may be made directly to human resources.

13.4.7 Job Restoration

Upon return from family or medical leave in accordance with this policy, the employee will be returned to the same or equivalent position with no loss in benefits which accrued prior to the leave of absence. An employee who does not return to work at the end of an authorized leave is subject to termination.

Certain "key employees" may not be eligible to be restored to the same or equivalent job at the conclusion of their leave. CSP will notify such employees of their "key employee" status and the condition under which job restoration may be denied, if applicable.

13.4.8 Employee Notification

An employee who anticipates taking a family leave is required to notify the Director of Human Resources in writing of the date of commencement and the expected duration of the leave at least 30 days in advance of the leave, or if the need for the leave is not foreseeable, as soon as practicable.

An employee who anticipates the possibility of taking family or medical leave, or has any questions about the application of this policy to a particular situation should contact the Director of Human Resources.

13.4.9 Extended Disability Leaves

If a period of disability continues beyond the 12 weeks provided for within the Family/Medical Leaves of Absence section, an employee may apply in writing for an extended disability leave.

13.5 Civil Leave

Employees called to serve on an election board or a counting board or court appearance as a voluntary witness or to defend yourself in non-work related court appearances will be granted time off without pay.

13.6 Jury Duty

Notification of summons to serve on a jury is to be communicated to the employee's supervisor. As a matter of good citizenship, employees are expected to serve when called upon for jury duty.

CSP grants full pay to an employee called to jury duty. Notification of jury duty should be made to the Director of Human Resources. If jury duty does not require the full work day, employees are expected to report for work for the remainder of the day.

13.7 Time Off To Vote

It is the policy of CSP to give employees time off to vote.

Time off to vote is granted if the polls open fewer than 2 hours prior to work starting time or close fewer than 2 hours after quitting time. The employee is allowed 2 hours of time off to vote. Time off to vote may be taken before coming in to work or at the end of the workday.

Time off to vote will be treated as a paid absence.

13.8 Uniformed Services Employment and Reemployment

As an Equal Opportunity Employer, CSP is committed to providing the basic employment and reemployment services and support as set forth in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

13.9 Personal Leaves of Absence

CSP may grant an unpaid leave of absence of up to 12 months to full-time employees if it is determined that the best interests of CSP will be served. Reasons for a leave of absence may include illness or death in the immediate family, marriage, education, and advanced study.

The request must be made in writing, approved by the supervisor, the area Vice President, and the Director of Human Resources. There must be reasonable expectation that the individual will return to full employment status following the leave of absence. CSP will make a good faith effort to return the employee to a position that is similar to the one vacated, however, there is no guarantee of return to the same position.

An employee on a leave of absence does not accrue paid leave time, but is eligible to continue his or her participation in benefit plans. The individual on a leave for reasons other than those covered by the Family Medical Leave Act is responsible for payments of premiums (if any) and making the necessary arrangements to ensure uninterrupted coverage.

13.10 Earned Sick and Safe Time

In compliance with legal requirements established by the city of Saint Paul, Concordia University provides Earned Sick and Safe Time (ESST) to employees working in Saint Paul. The purpose of ESST is to provide time off from work with pay due to illness, medical appointments, or critical safety issues, including domestic violence, sexual assault or stalking.

Employees who are scheduled to work in St. Paul at least 80 hours annually and who are not already eligible to receive Paid Leave Time that meets or exceeds the requirements established by the ordinance are eligible for ESST. Employees who are not required to track time away from work due flexible scheduling agreements are not eligible for ESST.

Sick time is defined as time taken to care for one's own mental or physical illness or preventative medical care or that of a family member.

Safe time relates to reasons related to domestic violence, sexual assault, stalking, school closures due to inclement weather or other public safety issues for an employee or an employee's family member.

ESST begins to accrue at the start of employment and may be used after 90 days of employment (the pay period after it becomes available on paycheck). Employees must use available ESST before they can take any unpaid leave. Employees are allowed to use only accrued ESST hours and cannot have a negative balance in their ESST accrual bank.

Requests to take accrued ESST for unforeseeable circumstances must be made as soon as practicable.

ESST in excess of three consecutive days requires reasonable documentation that the time is being used for a reason consistent with definitions of sick and/or safe time. Reasonable documentation for sick time includes any documentation that indicates the employee sought and received medical treatment.

Reasonable documentation for paid safe time must communicate that the employee or the employee's family member is experiencing domestic violence, sexual assault, or stalking and that the leave as taken for a purpose consistent with the ESST ordinance

13.10.1 ESST Accrual

- Employees accrue 1 hour of ESST per 30 hours worked in St. Paul
- Employees can accrue up to 48 hours per year and can save unused time
- Employees can roll up to 80 hours of unused ESST hours per fiscal year
- Time spent traveling to and from work is not calculated in the ESST accrual.

14 EMERGENCY CLOSINGS AND INCLEMENT WEATHER

CSP expects that employees make a good faith effort to get to work during inclement weather conditions if CSP is operating and does not declare an emergency closing. On rare occasions when weather has been determined to pose a potential threat to the life or safety of students, staff and faculty, the decision has been made to close CSP.

CSP urges all faculty, staff and students to use their own discretion in determining whether it is safe for them to travel to campus, regardless of whether the institution is officially closed.

Those employees who are unable to get to work under inclement weather conditions, where CSP has not declared an emergency closing, will be granted an authorized but unpaid absence. Paid Leave Time may be substituted, if desired. Employees who are late because of weather conditions may be given a chance to make up their missed time if work schedules and conditions permit.

Notification Guidelines

Weather-related and other emergencies are difficult to predict and, by virtue of their dynamic nature, are difficult to plan for, but the campus community may use the following timeframes as a guideline regarding weather-related closings or delays.

In addition to notification to broadcast media, notices of school closings or delays will be posted on the Campus Portal.

CSP has designated WCCO Radio (AM 830) and KSTP-TV (Channel 5) as its official closing notification stations.

- **7 AM** – Notice to broadcast media of class cancellation/delays for day classes
- **11 AM** – Notice to broadcast media if conditions change and afternoon day classes are cancelled
- **2 PM** – Notice to broadcast media if conditions have significantly changed since 11 AM to necessitate cancellation of face-to-face evening classes
- All employees, except members of the maintenance, security, and food service departments are relieved of duty, with no change in compensation for the day of the emergency. **Food service, maintenance, and security employees are required to report to work as scheduled.**
- Cohort-based classes are canceled on a class-by-class basis

The safety and security department continually monitors the National Weather Service radio frequency of potentially threatening weather situations. If a storm or other severe weather condition develops during working hours, all employees are encouraged to monitor the progress of the storm, be ready to seek appropriate shelter if a notice is received by the safety and security department, or a civil defense siren is sounded, or if instructed to do so by announcements aired on local radio or TV stations. All employees are encouraged to become familiar with the best route to the emergency shelter area designated for their building. All employees are required to seek shelter if directed to do so by the safety and security department. During these emergencies, no employees will be released to leave the campus, and any who choose to do so will be taking this action at their own risk.

14.1 Environmental Conditions

If environmental conditions in a building or work area are inappropriate for employees to perform their normally assigned tasks (such as lack of heat or water, chemical spills, emergency asbestos abatement), the head of the department should report this condition to the Director of Human Resources and with his or her approval the staff will be excused if no other alternative is practical.

Other alternatives will be considered, such as:

- arranging for use of another building;

- rescheduling work for Saturday; or
- allowing employees to take work home.

If these alternatives are not possible due either to the institution's inability to make arrangements or the employee's inability to make the accommodation attempted by CSP, employees will be excused with pay. These absences would be only for those who reported for work at the time the decision was made.

When it can be determined in advance that a department or work area will be temporarily closed down, or facilities or equipment for work cannot be provided and employees are notified, the above policy is not applicable. Alternatives will be considered. If advance arrangements cannot be made, employees will be given at least one week prior notice that they will be placed in a non-working status without pay. Employees may be paid for their accumulated Paid Leave Time before being placed in a non-working status without pay.

15 PURCHASING & BUSINESS RELATED EXPENSES

15.1 Introduction

The following is a guide to the CSP expense policy and procedures for the reporting and reimbursement of expenses. Any manager who approves expense reports should be familiar with this policy. Authorizing an expense report indicates that the expenses reported are legitimate, reasonable and comply with this policy.

15.2 Travel Expense Reimbursement

Under ordinary circumstances it is the policy of CSP to reimburse travel expenses on the basis of actual expenses involved. Persons traveling on CSP business are entitled to transportation, hotel accommodation, meals and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety and comfort. Alcohol is not included as a reimbursable expense.

Travel reimbursement must be claimed using the appropriate processes and approvals developed by the Vice President for Finance.

15.3 General Purchasing Policy

Only authorized persons may purchase supplies in the name of CSP. Authorization is obtained through the Vice President for Finance. No employee whose regular duties do not include purchasing may incur any expense on behalf of CSP.

Without a properly approved purchase order, CSP is not obligated for any purchase. It is the policy of CSP to hold the individual personally responsible for the cost of unauthorized purchases.

Institution vendors have been informed not to accept orders from unauthorized persons or authorized persons working outside of the regular purchasing process. Items ordered "on approval" are subject to the same prior approvals and purchase order processes as all other items.

The employee requesting to purchase a commodity or service must fill out a "Purchase Order Number Request Form" or its electronic equivalent (depending on the type of purchase).

The form must be signed or electronically approved according to the following approval levels:

- **\$0 to \$1000** – Department Head or Chair
- **\$1,000 to \$4,999** – College Dean (Academic Divisions) or Director
- **\$5,000 or over** – Division Vice President
- **Capital Expenditures** – Vice President for Finance

After initial approval, the request will be submitted to the Purchasing Department for processing.

The Purchasing Department will check the budget accounts to insure that funds are available for the request.

- If funds are available the request is processed
- If funds are not available the request is denied until funds are made available

After confirmation from the Purchasing Department, the employee may proceed with the purchase.

15.4 Office Supply Purchases, Stationary, & Letterhead

An online ordering account has been set up for each organization or department. The employee who has been authorized to order accesses the associated supply website and proceeds with their order. Once the order has been submitted an email is sent to the Purchasing Department for

approval. The Purchasing Department checks the budget to insure that the funds are available for the purchase:

- If funds are available the order is approved and submitted for processing
- If funds are not available the order is denied until funds are made available

15.5 Use of University Purchasing Processes for Personal Use

Employees may not use the purchasing process of CSP for any item, service, etc., which is for the personal use of an employee. This restriction includes the purchase of travel tickets.

16 EMPLOYEE COMMUNICATIONS

16.1 Open Communication

CSP encourages employees to discuss any issues they may have with a co-worker directly with that person. If a resolution is not reached, employees should arrange a meeting with their direct supervisor. If the concern, problem, or issue is not properly addressed, employees should contact the Human Resources Department. Any information discussed in this meeting is considered confidential, to the extent possible while still allowing management to respond to the problem. Retaliation against any employee for appropriate usage of this method of communication channels is unacceptable. (See also Grievance Procedure)

16.2 The *CSP Update*

CSP emails and posts online an electronic newsletter, The *CSP Update*, where employees can find organizational announcements, news/events and discussions about specific topics. The employee is responsible for reading necessary information posted in the *CSP Update*.

16.3 Suggestions

CSP encourages all employees to bring forward their suggestions and good ideas about making CSP a better place to work and enhancing service to students. Any employee who sees an opportunity for improvement is encouraged to talk it over with management. Management can help bring ideas to the attention of the people in the organization who will be responsible for possibly implementing them. All suggestions are valued.

16.4 Closing Statement

Successful working conditions and relationships depend upon successful communication. It is important that employees stay aware of changes in procedures, policies and general information. It is also important to communicate ideas, suggestions, personal goals, or problems as they affect work at CSP.

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