

CAPITAL UNIVERSITY MISSION STATEMENT
Approved, Board of Trustees, October 16, 2000

Knowing Ourselves

Capital University is a comprehensive, independent university, grounded in Lutheran tradition. It offers diverse undergraduate and graduate programs in the arts, sciences, and professions. It emphasizes excellence in teaching in a personalized, student-centered environment of robust academic challenge. It is committed to using multiple approaches to intellectual development in order to serve the lifelong learning of a heterogeneous population. It seeks to prepare individuals to live holistic lives of leadership and service.

MISSION

Transforming lives through higher education

By drawing on its Lutheran heritage of free inquiry, Capital University:

- Provides for personal growth by encouraging, enabling, and celebrating learning;
- Prepares individuals to be knowledgeable, independent, critical thinkers—educated for lives of leadership and services in an increasingly diverse society;
- Inspires individuals to be morally reflective, spiritually alive, and civically engaged through our Lutheran heritage of free inquiry.

SUPPORT STAFF HANDBOOK

This handbook will provide you with information on employment policies and practices at Capital University to help you better understand what is expected of you as an employee. This manual also will be helpful in answering questions on wages, benefits, and other working conditions. While the manual reflects uniform university policy, these policies are subject to revision at any time.

DEFINITION OF SUPPORT STAFF PERSONNEL

Support Staff personnel shall be interpreted as being all staff other than faculty and administration.

EMPLOYEE SERVICE STATUS OF SUPPORT STAFF PERSONNEL

The service status of non-academic employees falls into three categories:

1) temporary, 2) probationary, 3) regular.

1. Temporary Employees: Personnel employed for a specific purpose and length of time, not to exceed one year. The employee may be employed either full or part-time.
2. Probationary Employees: Those who are employed with a view of becoming regular employees of the university. The probationary period starts at the time of employment and will end upon completion of 90 calendar days. The employee will be observed during the probationary period, at the end of which the employee will be evaluated and notified of his/her status by the immediate supervisor. If at any time during the probationary period it is determined that the employee is not a good fit for the position, s/he will be discharged immediately.

An employee may be returned to probation for an additional period of time, not to exceed 90 days, when transferring to a new job or position or as a means of corrective action, providing that such action is in the best interest of the university.

3. Regular Employees: Those who have satisfactorily completed the probationary period. This includes part-time employees working on a regular schedule.

HIRING PROCEDURES

All search and hiring procedures shall be consistent with the provisions of the university job classification system. Detailed information on the classification system is available in the Human Resources Office. When a departmental opening exists, the supervisor must first receive approval to fill the vacancy from the appropriate vice-president or provost. Upon approval, the request is filed with the Human Resources Office, listing job title, qualifications, salary range, and responsibilities.

APPLICATION PROCESS

Application forms for employment at Capital University are available from the Human Resources Office and must be completed before consideration may be given for employment. All information is considered confidential. Typing, office skills, and any other tests will be administered by the Human Resources Office.

It is Capital University's policy to fill positions with the most capable persons available without regard to race, color, religion, age, sex, national origin, handicap, or ancestry. Our commitment to equal employment opportunity is contained in the university's Affirmative Action Plan.

EMPLOYMENT OF RELATIVES

The university employs persons from the same family but will only employ them in positions where duties will not interfere with each other's job performance. The university will not employ an individual in a position where a relative or family member is that employee's direct supervisor. Relationship by family or marriage shall constitute neither an advantage nor a deterrent to appointment by the university, provided that the individual meets appropriate standards for the position.

OFFICE HOURS, HOURS OF WORK, AND SUMMER SCHEDULE

Full-time clerical support staff maintain a 7 ½ hour day, five days a week schedule. Most office hours are from 8:30 a.m. through 5:00 p.m. daily, with one hour for lunch.

Beginning Monday, the first full week after Commencement and ending one week prior to the commencement of fall classes, office hours are 8:00 a.m. through 4:30 p.m. daily, with one hour for lunch

The physical plant employees work a 40 hour week. Each employee is advised of his/her work schedule.

REST PERIOD

There will be a ten minute rest period for each half day of work. The time periods are determined by the supervisor.

VACATIONS

All support staff members hired to work at least half-time shall request in writing the preferred time for annual vacation. This request will be submitted to the staff member's immediate supervisor for approval and, subsequently, as information to the Provost or appropriate Vice-President.

Vacation time is to be taken according to the request of the individual and as approved by his/her immediate supervisor, with due consideration to the needs of the university. Specific policy which governs vacation time includes the following:

1. No vacation is granted until the 90 day probationary period has been completed. Vacation with pay will not be granted before earned.
2. No extra pay shall be granted in lieu of vacation time.
3. Twelve-month support staff employees working at least 20 hours per week (half-time) accrue vacation on an hourly basis. The following length of service schedule applies:

Service	Vacation	Accrual Per a Regular Hour
0-5 years	2 weeks per year (10 days)	.0385 hour
6-15 years	3 weeks per year (15 days)	.0577 hour
16 + years	4 weeks per year (20 days)	.0769 hour

4. The amount of accumulated vacation an employee may have to his/her credit is twenty-five (25) days. An employee will cease accruing vacation time once he/she meets the maximum allowable vacation time.
5. At termination of employment the employee shall be entitled to compensation for the vacation time earned but not used.
6. In case of death of an employee, the unused vacation shall be paid to the next of kin or the estate of the deceased employee.
7. If additional time is needed, a staff member may request a leave of absence without pay. The amount of time off without pay will depend on the circumstances of each case and will be at the discretion of the supervisor. (See Leave of Absence without Pay rules.)
8. Compensatory time off cannot be granted to extend vacation time.
9. Temporary and part-time employees working less than half-time will not be eligible for vacation.
10. The anniversary date of employment is the date used in determining years of employment.
11. All vacation leave must be reported and charged against the employee's vacation record during the pay period in which it was used.

HOLIDAYS

The university recognizes the nine (9) traditional paid holidays listed below. In addition, the university will generally be closed for holiday from December 26th through December 31st, making the Christmas to New Year's closing from December 24th through January 1st.

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving
8. Christmas Eve
9. Christmas Day

When a holiday falls on a Saturday, it will be recognized the workday immediately preceding. Holidays falling on a Sunday will be recognized the workday immediately following.

Some employees may be required to work on a holiday in order to maintain necessary services. In such cases the supervisor will make all arrangements.

HOLIDAY PAY

Non-exempt employees working at least half-time who work on paid holidays will be paid time and a half plus holiday pay.

GIFTS

A university-wide policy has been established that no gifts will be given by Capital University to any of its staff at Christmas or on other occasions.

PAYMENT OF EARNINGS

Support staff employees are paid every other Friday. Whenever the regularly scheduled payday falls on a holiday, the check is normally received on the preceding work day.

Capital University makes certain deductions as required by law, including federal, state, and city income taxes, and social security contributions (FICA taxes). Other deductions which are voluntary on the part of the employee include: insurance, pension plan premiums, flexible spending, United Way donations, and gifts to Capital University. The statement of earnings attached to each paycheck lists deductions which have been made.

The deadline for submitting all tax forms, direct deposit, and other necessary paperwork to the Human Resources Office is the Monday noon before payday in order for the new employee to receive his/her paycheck.

Effective January 1, 2008, Capital University mandates direct deposit.

OVERTIME

Consistent with the applicable provisions of the federal Fair Labor Standards Act relating to overtime and time off in lieu of monetary overtime payments, employees and supervisors are responsible for complying with the following policy guidelines.

"Workweek" and "Overtime". Capital University considers the single 40-hour workweek as its standard for determining overtime and does not permit averaging of hours over two or more weeks, regardless of an employee's schedule or pay period. Hourly non-exempt employees are expected to work the number of hours per week that is stipulated for their positions (37.5 hours per week unless otherwise specifically stipulated).

Approvals and Documentation. An employee is not authorized or permitted to work more than the position's stipulated number of hours per week without the approval of the employee's supervisor. The supervisor is responsible for maintaining appropriate documentation, signed by the employee and the supervisor, for each workweek in which the employee works more than the stipulated number of hours (normally, 37.5). If an employee is permitted to work more than 37.5 hours but less than 40 hours in a particular workweek, while not subject to FLSA overtime provisions, the employee should be given time off on an hour-for-hour basis at a reasonable and mutually convenient time, and documentation of the hours worked and time off provided shall be maintained by the supervisor. If the employee is permitted and works more than 40 hours in a particular workweek, the documentation of hours worked signed by the employee and the supervisor shall be submitted to the payroll office together with a notation of whether overtime pay is due or whether appropriate time-off is accorded during the pay period. A copy of the documentation shall be retained by the supervisor.

Overtime Pay. Unless the employee is accorded time off consistent with this policy, the employee who works more than 40 hours in a workweek is entitled to be paid overtime at one and one half hourly pay for all hours over 40 worked in a given workweek.

Time Off in Same Pay Period. Under this policy time off means hours during which an employee is not working, which are not counted as hours worked during the applicable workweek for purposes of overtime compensation, and for which the employee is compensated at the employee's regular rate. An employee who works more than 40 hours in a workweek may be permitted or required by the supervisor to take time off at the rate of time and one-half for all hours over 40 worked in a week provided that the employee takes the time off during the same pay period in which it was accrued. It is expected that a worker will be accorded time off whenever appropriate, and will be paid overtime only when time off is not feasible.

Administration of Policy. Employees or supervisors having questions under this policy should contact the Human Resources Director for guidance.

Approved, President's Executive Committee, 12/18/95

REIMBURSEMENT FOR EXPENSES

Any staff member who uses his/her own car when traveling in the service of Capital University shall be reimbursed at the current rate per mile after submitting a travel expense voucher. The current rate of compensation shall be announced annually. Other authorized expenses may be included on the expense voucher.

GARNISHMENT OF WAGES

Capital University will comply with all court orders relative to garnishments of wages from any Capital employee.

EMPLOYEE JOB CLASSIFICATION APPEALS PROCESS

An employee may request an appeal of their job classification for one of the two reasons:

If an employee or employee's supervisor believes that the classification assigned in June 2003 does not accurately reflect the appropriate grade; or

If an employee believes his/her duties and responsibilities have changed significantly enough to warrant a review of the current classification, he/she should discuss a request for an appeal to the classification with his/her supervisor.

Here are the procedures that should be followed for the 1) initial appeal or 2) a significant change of duties and responsibilities appeal.

Initial Appeal

The supervisor presents to his/her vice-president an endorsement of an employee's request or the supervisor's request for a review of a classification. Each vice-president and law school dean has a spreadsheet reflecting the classification of every employee in his/her division. If the vice-president or law school dean believes that the position is misclassified and that the position merits review for reclassification, the approved request should be signed off on and submitted to Human Resources. Supervisors, vice-presidents and the law school dean may consult with the Human Resources Office if additional information is needed. If the VP does not believe the appeal is warranted, the decision is final. Initial appeals must be requested by October 24, 2003.

Significant Change of Duties and Responsibilities Appeal

If the supervisor believes that the request is valid, the employee must complete an up-to-date job description template, which may be obtained from the Human Resources Office. The completed job description template should then be reviewed by the supervisor and the employee.

If the supervisor agrees that the job responsibilities have changed, he/she should forward the request to the appropriate vice-president for review and approval. If the VP does not believe the appeal is warranted, the VP's decision is final.

Once the Human Resources Department receives the request with the supervisor and vice-president's approval, the Director of Human Resources will arrange for the Job Classification Appeals Committee (JCAC) to meet and review the request. The JCAC, consisting of representatives from different divisions from the university, shall meet within 15 working days of receipt of the request. If additional information is requested, the JCAC may ask to meet with the employee, supervisor, or appropriate vice-president. The JCAC will provide their recommendation to the VPRM. The final decision will be communicated as indicated below.

If the appeal is not approved, the appropriate vice-president, supervisor and employee will be notified in writing.

If the appeal is approved, the appropriate vice-president, supervisor, and employee will be notified in writing. A new job description reflecting the new responsibilities or classification will be provided to the employee, supervisor, and VP. A copy of the revised job description should be reviewed and signed off on by the employee, supervisor, and VP and returned to the Human Resources Office for the employee's personnel file.

If the "Significant Change of Duties and Responsibilities Appeal" is approved and results in a position receiving a new classification, the adjusted hourly rate will be effective the first date of the pay period for which the approval was made. If the "Initial Appeal" is approved and results in a position receiving a new classification, the adjusted hourly rate will be retroactive and effective as of June 2, 2003.

EMPLOYEE EVALUATION

Progress in one's work is important to the employee and to the university. Therefore, in an effort to improve work efficiency, performance, and services rendered by the university, it is necessary to periodically evaluate personnel. The purpose of this evaluation is to indicate to the employee his/her strong or weak work habits, thus giving the employee an opportunity to improve skills as needed. At the same time, the university can appraise total services performed and use these progress reports as measurements for promotions, transfers, and terminations.

The evaluation will be made by the supervisor and reviewed with the employee, after which the results will be forwarded to the Human Resources Office and become part of the employee's permanent record.

PROMOTION FROM WITHIN

When a position becomes vacant at the university, the Human Resources Office will consider current staff members who are interested and qualified for the job, and will normally post information regarding the position vacancy before advertising the position. Any employee wishing to know of position vacancies may contact the Human Resources Office, refer to the internal postings, or visit the employment section under Capital University's web page.

Promotion and position transfers proceed consistent with the provisions of the university job classification system. Information on the classification system is available in the Human Resources Office.

NON-ACADEMIC APPOINTMENTS

Although an employee may have been hired initially to fill a specific vacancy within a particular department or office, the university may request that a person transfer from one position to another. Such transfer shall be made only after consultation with the staff member and immediate supervisor. Transfers within the university normally shall be made at no less than the salary stated for the appointment year involved. Transfers within the university shall be handled by the Human Resources Office.

PROGRESSIVE DISCIPLINE OR CORRECTIVE ACTIONS

Occasionally, it is necessary to discipline employees for violation of University policies, rules, and regulations, marginal performance, and general misconduct. Our desire at Capital University is to be constructive and corrective in disciplinary matters. Supervisors are urged to discuss marginal work performance and employee conduct in a constructive manner when these incidents occur and during annual performance reviews.

Violations of work rules, instances of unacceptable behavior or misconduct, or continued poor performance will be subject to a corrective action. If the behavior is that of gross conduct, similar to those listed under termination, termination may be an immediate step. Depending on the severity or frequency of the infraction, an employee may start at the first level or anywhere in between.

1. Verbal Reprimand – Formal conversation between the supervisor and the employee. Clear expectations with the employee are to be shared during this meeting.
2. Written Reprimand – Formal documentation of the incident(s) involved and a clear corrective action plan.
3. Suspension – A 3-5 day suspension without pay. Review and update the corrective action plan discussed during the written reprimand stage.
4. Termination – refer to the policy on termination.

TERMINATION

Capital University is an employer-at-will. No employee's service will be terminated without written prior warning, unless highly unusual circumstances exist. Possible reasons for termination include:

1. Inability to perform duties
2. Insubordination
3. Alcoholism or narcotics
4. Property damage
5. Theft or dishonesty
6. Physical intimidation or combat
7. Absenteeism
8. Persistent lateness
9. Breach of confidentiality
10. Falsification of records
11. Other (It is impossible to detail all other potential reasons for termination, but among them are unheeded reprimands, gross neglect of work or duty, indecent conduct, or acts that jeopardize the safety of other.)

In case of voluntary resignation, written notice is requested two weeks in advance. Vacation due at the time of resignation may be determined in accordance with university policy based upon longevity and classification. Vacation will not be recognized to extend a resignation period.

Persons dismissed for severe infraction of rules are not entitled to two weeks notice.

All terminating employees should go to the Human Resources Director's office before the end of the last day of employment to return their keys, parking permits, I.D. card, and to handle other necessary details.

Each terminating employee will be asked to complete an Exit Interview giving their opinion of university policies and practices.

UNEMPLOYMENT COMPENSATION

Capital University employees are covered under the provisions of the Unemployment Compensation Act, and, therefore, are accorded the rights and privileges of the Ohio Statute.

SOCIAL SECURITY

All Capital University employees are covered under Social Security. The employee's share is deducted from each paycheck and the employer's share is paid on a monthly basis.

SICK LEAVE/SHORT-TERM DISABILITY RESERVE

Support Staff working half-time or more earn 0.0385 hours of sick leave for every regular hour of service, which equates to approximately 2 weeks a year. Sick leave may be used due to the illness of the employee or up to five days may be used for the care of members of the employee's immediate family

Up to three days of sick leave per year may be taken as personal days. The University reserves the right to require documentation of illness for the utilization of sick days.

At the end of each fiscal year, any unused sick days in excess of the five carry over days will be placed in a short term disability reserve along with ten additional days (or proration thereof for those employed less than a full year). This short term disability reserve can be accessed on the first day of a hospitalization or the sixth day of continuous absence due to documented illness or injury. At such time as an employee becomes eligible for long-term disability, utilization of short term disability reserve shall cease. A maximum of 180 days may be accrued in the short-term reserve.

Employees shall not be paid for unused sick leave or unused short term disability leave.

MILITARY OBLIGATION AND LEAVE OF ABSENCE

Leave of absence without pay for service in the United States Armed Forces shall be granted when a full-time employee is inducted into the service. The employee shall be restored to his/her former position or, at the discretion of the university, to one of similar nature or compensation if: 1) re-employment is requested within 90 days from date of discharge; 2) official discharge papers are presented; 3) the employee is qualified for the duties of the former position. The period of time served in the Armed Forces shall not be deducted from seniority or other institutional privileges. The same policy shall apply to members of the National Guard or the Reserves who are called to active duty. Such employees shall have the option of applying vacation time against their absence from the university.

Employees having completed their military obligations but not having requested re-employment within 90 days as specified herein shall be given the same consideration as other former employees.

Any employee who is a member of the National Guard or the Armed Forces Reserves shall be granted a two-week military leave of absence without pay upon presentation of orders calling the employee to annual training; such leave will be in addition to the normal vacation period.

MEDICAL INSURANCE

Employees contracted to work three-quarter time or greater are eligible to participate in the university's sponsored group health insurance plan.

Coverage is effective the first day of the month following the date of employment provided that the employee applies for coverage within 31 days of their start date. Changes to existing coverage can be made during the established open enrollment period once a year unless a qualifying event occurs in an employee's life. Detailed information on premiums, deductibles and covered expenses is available in the Human Resources Office.

DENTAL INSURANCE

Employees contracted to work three-quarter time or greater are eligible to participate in the university's sponsored group dental insurance plan.

Coverage is effective the first day of the month following the date of employment provided that the employee applies for coverage within 31 days of their start date. Changes to existing coverage can be made during the established open enrollment period once a year unless a qualifying event occurs in an employee's life. Detailed information on premiums, deductibles and covered expenses is available in the Human Resources Office.

PENSION PLAN

All employees hired to work at least half-time are eligible to participate in the Teachers Insurance Annuity Association/College Retirement Equities Fund (TIAA/CREF) programs. The university contributes 9% of gross earnings and the employee may contribute via payroll reduction agreements. The Human Resources Director has all necessary information and application forms. The pension plan documents are available in the Human Resources Office.

FLEXIBLE SPENDING ACCOUNTS

Employees contracted to work three-quarter time or greater may elect to have pre-tax contributions made from their paychecks to establish one or both of the following flexible spending accounts:

- A Health Care Reimbursement Account to cover family health care expenses not covered by insurance or other sources
- A Dependent Care Account to cover certain expenses involved in caring for dependents while the employee is working

Detailed information is available in the Human Resources Office.

LONG TERM DISABILITY INSURANCE

The university provides for long-term disability for full-time employees who have enrolled in the program. After a qualifying disability period of six consecutive months, the disability policy will pay a benefit of 66.66% of monthly compensation up to a maximum of \$7,000 per month reduced by the amount of any other income benefits available for such monthly period. Detailed information on this group policy is available in the Human Resources Office.

LIFE INSURANCE

The university provides group term life insurance for employees contracted to work three-quarter time or greater. Coverage is effective the first day of the month following the date of employment. The amount of insurance is two times an employee's annual salary with a minimum of \$50,000 and a maximum of \$500,000. The benefit amount is reduced to 65% at age 70 and 50% at age 75.

The university also maintains an accidental death and dismemberment policy. The death benefit is equal to two times an employee's annual salary with a minimum of \$50,000 and a maximum of \$500,000; the benefit amount is reduced to 65% at age 70 and 50% at age 75. The dismemberment benefit varies with the severity of dismemberment.

The university also provides full-time employees the option to purchase supplemental life insurance for themselves, spouse and dependents.

Detailed information on these policies is available in the Human Resources Office.

RETIREMENT – MEDICAL INSURANCE

A person who was employed on a full-time basis prior to January 1, 2008 qualifies for early retirement. An employee who is at least 59 1/2 years of age who retires as a full-time employee of Capital University and who has served as a full-time employee of the university for at least the tenth consecutive year immediately prior to such retirement, shall be eligible to participate in the university's medical insurance plan, with the university making the same premium contribution as it would for active employees and their dependents, until such employee reaches the age of 65 years.

LONG TERM CARE INSURANCE

The university provides the option for employees contracted to work three-quarter time or greater to purchase long-term care insurance. Long term care is the type of care received either at home or in a facility, when someone needs assistance with activities of daily living, or suffers from severe cognitive impairment. Eligible employees electing to participate in this insurance plan will be responsible for 100%

of the monthly premiums. Detailed information on this supplemental policy is available in the Human Resources Office and on Capital's website under Human Resources.

DOMESTIC PARTNER BENEFITS

The university provides medical, dental and life insurance for the domestic partners of employees who are contracted to work three-quarter time and greater. For the purpose of Capital University's benefits policy, a "domestic partnership" is a relationship between an unmarried employee and one other unmarried person over 18 years of age of the same or opposite sex as the employee and who has a single, dedicated relationship, intend to remain in the relationship indefinitely, and meet all of the requirements for eligibility stated in the Capital University Affidavit of domestic partnership. Upon completing the university's required Affidavit of Domestic Partnership, your domestic partner is eligible to receive coverage for health care, dental, voluntary life insurance, long term care insurance and tuition benefit. Detailed information on this group policy is available in the Human Resources Office.

LEAVE OF ABSENCE

Occasions may arise when time off from work is needed for personal reasons or an emergency. The supervisor may grant a leave of absence for such purpose either with or without pay, according to kind of leave.

Each leave of absence request is considered individually, taking into account the employee's work record, attendance, length of service, and the nature of the request. Approval of a personal leave depends upon whether the employee can be spared from his/her duties at that time.

The following rules will apply for leave of absence:

1. Request for leave must be in writing, explaining reason for request, and submitted to the immediate supervisor with a copy to department head for approval. The written request should be submitted at least two weeks prior to departure, unless an emergency arises, to allow the supervisor time to obtain a temporary replacement if needed.
2. While an employee is on an approved leave without pay, legal holidays will also be without pay.
3. When a leave of absence is granted, the employee should contact the Human Resources Director to make necessary arrangements to continue any benefit payments. No other fringe benefits, including accruing of vacation or sick leave will be extended during the period of leave of absence.

4. Unless prior arrangements are made for an extension, if the employee fails to return to work at expiration of the leave, his/her employment is deemed to have been terminated.
5. Unauthorized absence may result in loss of pay or dismissal.

PREGNANCY LEAVE

Pregnant employees must arrange for a personal leave of absence if they wish to resume employment at Capital University. Such arrangements should be made through the immediate supervisor to the Human Resources Office with sufficient time for adequate replacement (part-time) to be obtained. A leave of absence will be granted according to the conditions of the university's approved sick leave policy and the leave without pay policy. Based on employment status, an employee may also be eligible under the Family Medical Leave Act provisions.

Notification should include the expected date of delivery and anticipated return date. It is understood that these dates are flexible but necessary to show "good faith". In all cases of pregnancy and its many possible complications, the university has a moral obligation to the employee to assure that the good health of the employee is being maintained. The moral obligation also satisfies the need for the university to be protected against litigation as a result of injury or previously mentioned complications.

Capital University requires a statement from a proper medical authority as to the state of health of the employee before resuming his/her duties. Following the end of leave for childbirth, the employee will be offered reinstatement to the original position or one of like status and pay without loss of seniority.

The employee must make arrangements with the university payroll department for the payment of benefit premiums during the time for which no salary is paid. No other benefits such as vacation or sick leave accrual will be extended during which time no salary is paid.

BEREAVEMENT LEAVE

Full-time employee are eligible for a maximum of three (3) days leave due to a death in the immediate family. Immediate family is defined as an employee's spouse, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandmother or grandfather. If additional time is needed, an employee may request vacation or a leave without pay to extend his/her leave.

JURY DUTY

When a member of the staff has received a notice to serve jury duty, the employee should notify his/her supervisor immediately. The university recognizes the importance of citizens exercising the responsibility of performing jury service. However, in the

event that jury service imposes hardships upon either the individual or upon the university, the university will request an excuse or delay of jury service for the staff member involved. Employees are expected to report to work all or part of any day not engaged in jury duty. The earnings of employees will be continued at their present level less their jury duty compensation after deducting the cost of downtown parking.

LEAVE RECORDS

Each department will see that accurate information is reported to payroll on all sick leave, leave without pay, vacation, or other absences as they occur.

ADMINISTRATIVE/STAFF GRIEVANCE POLICY (Board of Trustees adopted, 6/14/93)

1. Applicability This policy applies to a grievance against an administrator or hourly staff person (hereafter referred to as “staff person”) by a student, a faculty member, hourly staff, or administrator (hereafter referred to as “grievant”). A grievance alleges a violation of university policy by the staff person that is damaging to the grievant, or a malicious, arbitrary or capricious action by the staff person that is employment related and damaging to the grievant.
2. Submission of Grievance. A written grievance signed by the grievant should be submitted to the provost or vice president of the division in which the staff person works. A grievance against a vice president or provost should be submitted in writing to the president. A grievance should be submitted within a reasonable period of time following the incident or circumstances giving rise to the grievance, normally within 30 days.
3. Grievance Process
 - a. The grievance process is instituted by submitting a written statement of the grievance with the provost or vice president of the division in which the staff person works.
 - (1) Upon receipt of a signed, written statement asserting a grievance, the divisional vice president or provost will appoint a panel as provided in section (3) (d) below, If the panel concludes that the allegations of the written statement do not constitute a grievance under this policy, the grievant shall be so informed in writing. If it is concluded the allegations, if true, would constitute a grievance under this policy, the procedures in sections (3) (b)-(f) will apply.
 - (2) If the person submitting a grievance is unwilling to be identified as the grievant based upon a reasonable fear of retaliation or for other bona fide reason, an investigation will proceed in a manner that is fair to the staff person, including review of documents, provision of opportunity for the staff person to respond to the specific allegations,

and interviews of other appropriate persons. The university will protect the confidentiality of the parties to the greatest extent feasible, and will take appropriate action reasonably based only upon reliable information determined in the investigation.

b. A mediator acceptable to the grievant and the staff person will normally be appointed by the provost or divisional vice president to attempt informal and voluntary conciliation of the grievance. Mediation discussions will be treated as confidential by the mediator, grievant and staff person.

In the event of a successful conciliation, the grievant should notify the divisional vice president or provost that the grievance is withdrawn, and both parties to the grievance should notify the vice president for legal affairs that they accept the results of the conciliation. The results of the conciliation will be forwarded to the provost or appropriate divisional vice president.

c. If the mediator reports to the provost or divisional vice president that voluntary conciliation is not feasible, a copy of the written grievance will be provided to the staff person. The staff person will be asked to submit a written reply to the grievance, a copy of which reply will be provided to the grievant.

d. The responsible divisional vice president or provost will appoint a panel to conduct a prompt and thorough investigation of the grievance. Reasonable efforts will be made to ensure that members of the investigative panel will be impartial. The grievant and the staff person will be consulted with respect to the composition of the panel. All parties will be assured confidentiality to the greatest extent feasible. The panel will include (1) at the request of the grievant, either a student (if the grievant is a student), a faculty member (if the grievant is a faculty member), an hourly staff member (if the grievant is an hourly staff member), or an administrator (if the grievant is an administrator); (2) the vice president for legal affairs; and (3) such other person(s) as may be deemed appropriate in the judgment of the responsible divisional vice president or provost. The divisional vice president or provost will meet with the panel and participate fully in the investigation.

e. The panel will review all pertinent documents and will interview the grievant, the staff person. The panel may interview such other persons as the parties may request or the panel may identify. The grievant and the staff person may be accompanied during the interview by an advisor who is not an attorney, provided that the conduct of such advisor shall be only to advise the parties and not to participate, and shall be subject to the authority of the panel to conduct the interview and investigation in a fair, reasonable and efficient manner. The panel's interviews shall not be open to persons other than the person being interviewed, unless mutually agreed by the grievant, staff person and panel.

f. At the conclusion of its investigation, the panel will issue a written report on its findings to the appropriate vice president or provost.

4. Grievance Determination. The divisional vice president or provost will make a written determination on the grievance, a copy of which will be provided to the grievant, the staff person, and the members of the investigative panel. The president will make a written determination on a grievance against a vice president or provost, a copy of which will be provided to the grievant, the vice president or provost, and the members of the investigative panel.

5. Appeal. The decision of the divisional vice president or provost will be appealable to the president. The president's decision on an appeal is final and will be communicated to the parties and to the members of the investigative panel. The decision of the president on a grievance against a vice president or provost is final.

6. Administration of Policy. The vice president for legal affairs is responsible for administration of this grievance process in a prompt and fair manner. Formal judicial rules of evidence and procedure shall not apply to this grievance process, nor shall deviations from prescribed procedures or schedules necessarily invalidate a decision unless significant prejudice resulted to the complainant or the staff person.

HEALTH AND SAFETY

The university encourages its employees to make recommendations and assist staff in adopting safety measures for improved health and safety. If a healthy and safe work environment is to be maintained, there must be joint input and cooperation from employees and management.

Capital University continues to encourage safety in work habits, environment, and working conditions. Further, the university will continue to make reasonable provisions for the health and safety of its employees while these employees are on the job. Protective devices and other safety equipment necessary to safeguard employees from injury will be provided in accordance with current practices in each department, or as may be developed in the future as required by law and by change in university policy.

SAFETY

All university employees must have a concern for safety on the job. If practices relative to safety or health need to be corrected, they should be reported immediately to the director of the physical plant (in writing for the records.) All illnesses or injuries occurring on the job must be reported to the appropriate department head, Provost, or Vice-President, as well as to the Human Resources Office. Appropriate forms are secured from and are filed in the Human Resources Office.

WORKER'S COMPENSATION

Staff members who become injured in the course of employment at Capital University can apply for compensation in accordance with the Worker's Compensation Act. The

university does not guarantee receipt of compensation. Information regarding Worker's Compensation is available through the Human Resources Office.

CONFIDENTIALITY

University business is privileged information and its disclosure may be cause for dismissal. Some information and records are specified as confidential and must not be discussed either on or off-campus.

TELEPHONE USE

Employees are reminded that telephones are installed for the purpose of the university rather than personal business. Holding up lines for personal conversations is not permitted; emergency calls are, of course, considered appropriate. The finance office provides a means to reimburse the university for personal use of phones.

KEYS

Keys must not be loaned to anyone. The privilege of carrying a key is not transferable. Keys may only be duplicated upon authorization of the Facilities Management Office. A lost key must be reported at once to the employee's immediate supervisor and to the Facilities Management Office. A charge will be made for replacement.

ACTIVITY TICKETS

All full-time and regular part-time employees are provided I.D. cards for themselves and Activity Cards for the members of their immediate families. This privilege is extended to each child until the end of the academic year in which they reach their eighteenth birthday.

Unmarried staff members employed by Capital University are also entitled to an activity card, which will allow the employee to bring a guest to most university sponsored events free of charge.

Activity cards may be used when employees are on an approved leave of absence.

When an employee leaves Capital University, the employee will be responsible for returning all ID cards and activity cards to the Human Resources Office.

MAIL ROOM

The University's mailroom is located in the northeast lobby of the Campus Center and handles distribution and collection of campus mail for the University. United Parcel Service (UPS) packages may be sent from the mailroom. Postage stamps may be purchased at the University Bookstore in the Campus Center.

LOST AND FOUND

Items found on campus should be turned in to the Information Desk in the Campus Center or to the Security Office on Mound Street.

CHAPEL AND CONVOCATIONS

Capital University provides regular chapel services and convocations throughout the academic year. All staff are encouraged to attend. Supervisors will make every effort to excuse employees who wish to attend. Chapel services are normally held on Wednesday mornings at 10:00 - 10:45 am in the Kerns Religious Life Center. Dates and locations of convocations will be announced. Sunday morning worship at 10:45 am is also open to all employees, families and students.

PERSONAL INFORMATION CHANGES

Staff must report to the Human Resources or Payroll office as appropriate the following changes in personal records:

1. name change
2. home address change
3. home phone change
4. change in income tax exemptions
5. change in designated beneficiaries of university insurance
6. adding or terminating benefits
7. change affecting individual or dependent medical coverage
8. marital status change
9. work location, phone change
10. other data relevant to employment relationship

TUITION REMISSION AT CAPITAL

Interested persons should contact the Human Resources Office for detailed information on Capital's Tuition Remission and Tuition Exchange programs. Information is also posted online at www.capital.edu/cc/hr/policy/tuitionbenefitpolicy.pdf. It is the employee's responsibility to understand and comply with applicable program requirements. It is the Human Resources Office's responsibility to provide accurate information on these programs including annual tuition benefit program reminders, and to include information on tuition benefit programs as part of the orientation of new employees.

TORNADO WARNING PROCEDURES

A tornado watch means that a tornado may develop. A warning means that a tornado has been spotted in the area. Southwest corners of building are not the safest areas for cover. Tornadoes may move through quickly, and there may not be time for a warning. During a watch be alert for the sudden appearance of a violet wind, rain, hail, and funnel

shaped clouds. When in doubt, take cover. Tornadoes are often obscured by rain or dust; some occur at night.

This warning signal is a three minute siren blast which begins every ten minutes. This sequence (three minutes of siren, seven minutes of silence, three minutes of siren, etc.) will continue throughout the tornado warning period. There is no all-clear signal at the end of the warning period.

Procedures:

1. Upon hearing the warning siren, persons close to the storm should take cover immediately. Places designated for shelter are: Learning Center, Library basement, Campus Center basement, and Bexley Hall. In all buildings, basements are the safest; top floors are least safe.
2. If you have access to radio or television, listen to local broadcasts from National Weather Service. Broadcasts will alert area residents of tornado sightings.
3. Stay out of large rooms with free-span roofs such as gymnasiums, cafeterias, auditoriums.
4. When possible, take shelter in the side of a building which is likely to be away from the tornado.
5. Seek out spaces protected by interior walls. In small frame houses, closets and bathrooms are relatively safe areas due to the extra strength provided by walls and plumbing.
6. Corridors are usually safer, especially those facing north and east, as they generally are away from the direction of the tornado.
7. Avoid areas with large spaces of glass.
8. If persons are outside in a large open area and cannot get indoors, they should upon sighting a tornado lie in a fetal position in a ditch or low area in the ground.
9. Keep calm so that you can think clearly. When the siren has not blown for more than ten minutes, the tornado warning is over.

Fall 1989