



CLARK ATLANTA
UNIVERSITY



STAFF HANDBOOK

TABLE OF CONTENTS

INTRODUCTION

Executive Summary
History and Heritage
Mission
Vision
Core Values
Strategic Plan
 Strategic Pillar 1 – Student Transformation
 Strategic Pillar 2 – Academic Transformation
 Strategic Pillar 3 – Institutional Transformation
 Strategic Pillar 4 – Financial Transformation
Administration and Governance of the University

I. EMPLOYMENT POLICIES

1.0	EEO/AA Statement
1.1	Ethics & Business Conduct Policy.....
1.2	Anti-Harassment and Non-Discrimination Policy
1.3	Title IX Policy.....
1.4	Disability Accommodation
1.5	Immigration Law Compliance
1.6	Workplace Relationships.....
1.7	Orientation Program.....
1.8	Criminal Background Checks
1.9	Probationary Period
1.10	Job Announcements
1.11	Personnel Actions
1.12	Personnel Files
1.13	Policy on Infectious Diseases
1.14	Safety.....
1.15	Personal Property
1.16	Political Activity

II. COMPENSATION POLICIES

2.0	Compensation Policies.....
2.1	Classification of Employment
2.2	Work Hours
2.3	Recording Work Hours.....
2.4	Regular Pay Periods
2.5	Overtime Pay Procedures
2.6	Compensatory Time.....
2.7	Policy Against Working off the Clock
2.8	Garnishment of Pay

2.9	Pay Deductions
2.10	Salary Administration Programs.....
2.11	Salary Reviews
2.12	Performance Reviews
2.13	Compensation for Continuing Education.....

III. LEAVE BENEFITS

3.0	Leave Benefits
3.1	Holidays
3.2	Annual Leave
3.3	Personal Leave
3.4	Sick Leave
3.5	Family and Medical Leave Act Policy.....
3.6	Bereavement Leave
3.7	Voting
3.8	Jury Duty Leave
3.9	Personal Leaves of Absence
3.10	Military Leave
3.11	Other Leave

IV. GROUP HEALTH AND RELATED BENEFITS

4.0	Staff and Faculty Benefit Programs.....
4.1	Group Medical Insurance
4.2	Dental Insurance
4.3	Basic Term Life Insurance
4.4	Voluntary Term Life Insurance
4.5	Short-Term Disability Insurance
4.6	Long-Term Disability Insurance.....
4.7	Workers' Compensation Insurance
4.8	Social Security
4.9	Unemployment Compensation.....
4.10	Continuing or Converting Group Health
4.11	Basic Retirement Annuity
4.12	Supplemental Retirement Annuities
4.13	Employee Assistance Program
4.14	Tuition Remission Policy
4.15	Employee Recognition Awards
4.16	Staff Development.....

V. EMPLOYMENT CONDUCT

5.1	Personal Appearance and Demeanor
5.2	Discipline Procedures
5.3	Conduct Violations
5.4	Workplace Searches Policy
5.5	Absenteeism and Tardiness.....

5.6	Personal Business on University time
5.7	Office Decorum
5.8	Smoking
5.9	Complaint Resolution Procedure.....
5.10	Separation of Employment
5.11	Drug Free Workplace Policy
5.12	Use of the Telephone.....
5.13	Cell Phone Use
5.14	Computer and E-mail Usage
5.15	Internet Usage
5.16	Social Media Policy

VI. UNIVERSITY STAFF SERVICES

6.0	Identification Cards
6.1	Parking
6.2	Parking for Handicapped Individuals.....
6.3	Campus Police
6.4	Food Services and Cafeteria
6.5	Mail Services.....
6.6	University Keys
6.7	Library Services.....
6.8	Lost and Found

VII. STAFF ASSEMBLY

INTRODUCTION

This Employee Handbook is designed to acquaint you with Clark Atlanta University ("the University" or "CAU") and to provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Clark Atlanta University to benefit you. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

While we have used the highest efforts to create consistency with state and federal law within CAU's policies and procedures, if an inconsistency arises, the policy(ies) will be enforced consistent with applicable law.

As Clark Atlanta University continues to grow, and circumstances prompt a change in CAU's policy, process and/or practice, the University reserves the right to unilaterally revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of any such changes to the Employee Handbook as they occur.

This Handbook and the policies set forth in this Handbook are not, and should not be construed as a contract. The Handbook and policies set forth herein does not create or form a contractual obligation of any kind between Clark Atlanta University and any of its employees. All Clark Atlanta University staff members are at-will employees, unless otherwise provided by a signed written agreement, executed by Clark Atlanta University's President or other manager duly authorized by Clark Atlanta University to negotiate and/or sign such agreements.

The Board of Trustees (the "Board"), in its discretion, developed the provisions of the Handbook and at the Board's sole discretion, the provisions may be amended or cancelled at any time. These provisions supersede all existing policies and practices and may not be amended or supplemented without the express written approval of the Board.

EXECUTIVE SUMMARY

The 2023-2028 Strategic Plan: Destination 2028 was approved by the Board of Trustees of Clark Atlanta University (CAU) on Friday, October 13, 2023. Destination 2028 is the University's blueprint for directing the course of the future to preserve the sustainability and long-term health of the institution. Over the next five years there will be a transformational shift that is aimed at achieving positive breakthrough results by altering both the organizational culture and mindset.

CAU's mission is and always has been to transform student lives by preparing them for the challenges of our time. Destination 2028 serves as a proactive Plan designed to fortify our students and institution, equipping them to tackle unforeseen challenges on the horizon. The demonstrated impact of the new Plan will be evident by actualizing its vision and goals by working through four (4) strategic pillars:

- Student Transformation
- Academic Transformation
- Institutional Transformation
- Financial Transformation

CAU 2023-2028 Strategic Plan Approved by the Board of Trustees, October 13, 2023

HISTORY AND HERITAGE

Leveraging its distinctive and historic legacies of W.E.B. DuBois and Bishop Davis W. Clark, Clark Atlanta University (CAU) provides an exceptional educational experience at the undergraduate, graduate, and professional levels. A combined 300 Year legacy of Excellence, Innovation and Engagement, Clark Atlanta University has been a cradle of educational opportunity and a driver of learning.

Clark Atlanta University is the result of the consolidation of two historically significant institutions: Clark College, and Atlanta University. Clark College was founded in 1869 by the Freedmen's Aid Society of the Methodist Episcopal Church, which later would become the United Methodist Church and the nation's first private liberal arts institution to award baccalaureate degrees to African Americans. Atlanta University was founded in 1865 and was the nation's first graduate-level institution for African Americans. In 1957, the controlling boards of six institutions (Atlanta University, Clark College, Morehouse College, Morris Brown College, Spelman College and Gammon Theological Seminary) ratified new articles of affiliation to create the Atlanta University Center (AUC), the most prevalent consortium of African American private institutions of higher education in the United States. Connected by a common heritage, a shared set of commitments focused on providing quality education to African Americans, the historic consolidation brought together Clark College and Atlanta University to create "***One Exceptional University***" in 1988.

MISSION

Building on its social justice history and heritage, through innovative teaching, research, scholarship, and service, Clark Atlanta University (CAU), a historically Black university transforms student lives and equips them for leadership in the global society.

Approved by the Board of Trustees, October 13, 2023

VISION

Clark Atlanta University will have a cultural and transformative impact on future generations through thought-provoking research, innovative academic programs, and services and support.

Approved by the Board of Trustees, October 13, 2023

CORE VALUES

Our core values guide the University community and are foundational in achieving its strategic vision.



- **P e o p l e** – Create a culture of community and belonging that demonstrates/reflects a positive campus environment for all.
- **R e s p e c t** – Honor the dignity and worth of all individuals as we foster a culture of service.
- **I n n o v a t i o n** – Ignite new possibilities in research and advance knowledge that serves humanity.
- **D i v e r s i t y** – Embrace and celebrate the diverse experiences of our students, faculty, and staff as we work to build a supportive and inclusive campus community.
- **E x c e l l e n c e** – Commit to high-quality standards and quest for truth, in all we do.

Approved by the Board of Trustees, October 13, 2023

STRATEGIC PILLAR 1: Student Transformation

The student transformation at Clark Atlanta University is anchored in the institution's unique history and heritage. The CAU Student experience encompasses all aspects of a student's life both within and outside of the classroom. In a supportive and nurturing learning environment, students actively pursue academic achievement that incorporates knowledge,

innovation, research entrepreneurship, social justice, artistic expression, cultural awareness, and professional development.

GOALS

1. Attract and recruit talented students who will become future leaders committed to service and community.
2. Strengthen graduate student enrollment and funding to promote sustainable growth by discipline.
3. Foster student engagement through quality programming and personalized supports that nurture their holistic development, sense of well-being, and success both in, and outside of the classroom.

STRATEGIC PILLAR 2: Academic Transformation

Academic transformation at Clark Atlanta University will be centered on the development and support of our faculty, the intellectual growth of our students, and our ongoing commitment to innovation, transformative research, the arts, and scholarship.

The University will embrace the opportunities of the future through a commitment to developing and supporting high-quality academic programs that will enhance our reputation and support an ongoing culture of academic excellence.

GOALS

1. Promote the success of our faculty by creating an environment of excellence that supports and strengthens the University's academic enterprise.
2. Strategically invest in our current and future faculty in order to attract and retain world-class faculty committed to teaching and research excellence.
3. Provide students with access to the high-impact practices that shape a transformational undergraduate education.
4. Amplify Clark Atlanta University's academic reputation and distinction through focused and dynamic academic planning.
5. Leverage technology and online learning to create relevant and dynamic educational experiences which result in future ready credentials and increased revenue for the University.

STRATEGIC PILLAR 3: Institutional Transformation

Institutional transformation and effectiveness at Clark Atlanta University refers to the capacity to achieve strategic goals and objectives in a way that is efficient, effective, and accountable. It involves evaluating the institution's performance and making data-informed decisions to improve and strengthen the University's long-term health and sustainability.

GOALS

1. Strengthen the University's culture of accountability and assessment through an on-going, comprehensive, and systematic review process of institutional goals and outcomes.
2. Align the IT governance process with the University's shared governance structure to improve policy, planning efficiency, and cost effectiveness.
3. Align annual planning, budgeting, and employee performance reviews with strategic goals and priorities in academic and non-academic units.
4. Cultivate a culture of customer care where all connections are nurtured, issues are resolved with empathy and fidelity, and provide top-notch experiences and support.

STRATEGIC PILLAR 4: Financial Transformation

Clark Atlanta University's financial transformation expands on the opportunity for the campus community to participate in the diversification of revenue via the generation and stewardship of charitable investment, sponsored research, and auxiliary services.

GOALS

1. Diversify and generate revenue needed to sustain the growth and enhancements of our comprehensive university.
2. Creation and implementation of a blueprint for the efficient and effective coordination, dissemination, measurement, and reporting of the University's local, national, and global mission, vision, and success.
3. Create a brand for the University that highlights its alumni and friends, as well as its culture, engagement, connectivity, and promise.

ADMINISTRATION AND GOVERNANCE OF THE UNIVERSITY

BOARD OF TRUSTEES

Clark Atlanta University operates in accordance with the authority of its Board of Trustees. The Board of Trustees is “vested with the authority to develop all policies and make decisions pertaining to the property, business and affairs” of the institution. Further, the Board is responsible for the selection and appointment of the President.

Legal authority for governance of Clark Atlanta University is vested in the Board of Trustees. The duties of the Board are set forth in a charter granted by the State of Georgia on July 11, 1988 and its Bylaws, approved November 20, 1988. The Board of Trustees (hereinafter referred to as “Board”) is empowered to establish general University policy. Among the powers granted to the Board through its corporate charter are “the promotion and extension of instruction and education in the arts, sciences, professions, and to encourage and promote research and study in all branches of learning. Toward that end, the Board may “establish or acquire such schools, departments, and faculties as it may deem proper.” It may also confer degrees upon persons recommended by the faculty.

Bylaws also specify the manner of operation of the Board. These Bylaws provide that there will be at least thirty trustees and stipulate that the Board may increase in membership to forty-nine. Further, the Bylaws require that at least one-fourth of the Board membership be United Methodist Church members because of the historical relationship that had existed between Clark College and that denomination. The President, as Chief Executive Officer of the University, is an ex-officio member of the Board.

There is a clear distinction, observed in practice, between the policy-making functions of the Board and the responsibility of the administration and faculty to administer and implement policy. The Bylaws specifically delegate responsibility for the instructional programs to the faculty under the direction of the President. Further, courses of study shall be the province of deans and faculties of the schools. The President, by Bylaw, is the chief executive officer of the University and is responsible to and reports directly to the Board of Trustees.

In exercising its authority, the Board assures itself of access to the thinking of the faculty by two principles of communication: faculty representation on the Board and defined procedures for direct communication with and from faculty members and faculty bodies.

THE PRESIDENT

The President is the chief executive officer of the University, elected by the Board of Trustees and charged with the responsibilities for providing overall leadership and administrative direction to ensure that the institution meets its goals and objectives. The Provost/Vice President for Academic Affairs and other vice presidents report to the President.

The Board has delegated responsibilities for the day-to-day operation of the University to the President who, with the Board of Trustees or its Executive Committee, shall establish such other officers of the administration as may be necessary for carrying on the work of the University.

THE PROVOST

The Provost/Vice President for Academic Affairs is responsible for developing and recommending policies and oversees the management, development and evaluation of the University's academic programs (graduate and undergraduate). The Provost ensures that academic programs comply with the requirements of external accrediting agencies.

The Provost is the President's deputy in all matters related to the operation of the University and acts in the President's stead in his or her absence. Reporting to the Provost is the Vice Provost, the Vice President for Planning Assessment and Research, the Vice President for Enrollment Services, the School Deans, and the Vice President of Research and Sponsored Programs in addition to other administrators designated by the Office of the Provost.

UNIVERSITY SENATE

The University Senate shall have the authority to consider and investigate any question of University policy, any aspect of governing the University, and any general issue related to the welfare of the University. It shall also have the authority to make recommendations regarding any such matters to the appropriate decision-making bodies of the University or to the appropriate officers of the University. The senate shall determine a means for distributing its minutes in a manner to ensure easy access by all members of the University community.

All deliberations of the University Senate must be publicized to the University community by explicitly defined procedures and distributed to all the faculty in the most expeditious manner.

The University Senate shall have the authority to adopt such bylaws and rules of procedures as are necessary or convenient for the exercise of its authority.

HUMAN RESOURCES

The Office of Human Resources is responsible for the daily administration, control, and maintenance of the personnel function of the University and the ongoing maintenance and updating of the Staff Handbook to ensure the appropriateness and uniform application of personnel policies and regulations.

All material contained in this Handbook is presented merely for the information of the employee. The information contained herein is not intended to form any agreement between the University and any employee. All information contained in this Handbook is subject to change, without notice, by the Board of Trustees.

EMPLOYMENT POLICIES

1.0

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION STATEMENT

Clark Atlanta University is an equal opportunity/affirmative action employer. The University provides equal employment opportunities to all faculty and staff without regard to race, color, religion, sex, sexual orientation, age, national origin, domestic relationship status, disability, gender identity, parental status, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law (referred to as "protected status")

This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all University facilities, participation in all University-sponsored activities, and all employment actions such as hiring, promotions, transfer, recruitment or recruitment advertising, compensation, benefits, and termination of employment.

Please follow the Complaint Procedure outlined in Section 1.2.1 for reporting any complaint of discrimination or perceived discrimination.

Implementation of the Affirmative Action Policy

The President has overall responsibility for the University and lends support to and oversight for the Affirmative Action Policy. Human Resources is responsible for the coordination and implementation of the policy.

1.1

ETHICS & BUSINESS CONDUCT POLICY

INTRODUCTION

Business at Clark Atlanta University will be conducted in accordance with the highest ethical standards. This Code of Conduct sets forth a statement of important policies to guide employees in conducting business on behalf of the University.

Please read this Code of Conduct carefully. Each employee is responsible for ensuring that his or her conduct follows all applicable legal requirements and University policies as well as other policies separately distributed. Unit Heads have an additional obligation to ensure that all employees they supervise are aware of and comply with this Code of Conduct and University policies.

Clark Atlanta University's fundamental premise is that the institution and all employees will comply with all applicable laws and regulations of the United States, and policies promulgated by the Board of Trustees. If an employee becomes aware of any violations of law or institutional policies, or suspects that the conduct of another employee may violate the law or institutional policy, she or he should promptly discuss the matter with his/her supervisor first. The supervisor

may wish to address the matter with the party in question first. Where appropriate, the supervisor may wish to discuss the matter with the Office of Human Resources and if indicated with a member of the Office of General Counsel.

All information provided will be investigated thoroughly and kept confidential to the fullest extent possible. An employee has the University's assurance that there will be no reprisal against you for disclosing suspected conduct, which potentially violates University policies and procedures.

1.1.1 IMPROPER PAYMENTS, GIFTS & ENTERTAINMENT

The University prohibits offering, giving, soliciting or receiving any form of bribe or kickback to or from any vendor, student or individual. Bribes and kickbacks are criminal acts and can result in a criminal prosecution of both the individual and the University. In connection with business activities, employees may provide and receive gifts and entertainment subject to the following guidelines.

Receiving Gifts & Entertainment

The receipt of ordinary business meals and entertainment from suppliers, vendors, contractors and others are permissible. Accepting novelties or promotions of nominal value (\$100.00 or less) is also permissible. Never ask for any gift or favor from any individual or organization that does business with CAU. If you are offered an unsolicited gift or entertainment, you should report the matter to your supervisor and make a full written and signed statement. Copies of the statement shall be forwarded immediately to your supervisor, Office of General Counsel and Human Resources.

Providing Gifts & Entertainment

Providing ordinary business meals and entertainment to customers, suppliers and others are permissible. Offering novelties or promotions of nominal value (\$100 or less) is also permissible. Any gifts should be reviewed in advance with your supervisor. If someone requests that you make a gift or payment you should report the matter to your supervisor. Your supervisor shall report the matter to the Office of General Counsel.

Providing Gifts or Entertainment to Government Officials and Personnel

No employee should use University funds or property of any kind to provide any payment, gift or entertainment to any federal, state, local or foreign government official or employee, or to any entity in which such official or a member of his or her immediate family is known to have a substantial interest. This policy does not prohibit lawful campaign contributions as discussed below. These rules apply whether such payments are made or offered directly or through an agent or other intermediary, and regardless of whether such payments are commonplace and accepted as a way of business in some areas. There may be certain narrow exceptions for gifts of nominal value (\$100 or less) and meals or food. These exceptions, however, must be approved in advance by the Office of General Counsel.

1.1.2 POLITICAL PARTICIPATION & LOBBYING

Clark Atlanta University encourages you to engage in political activity, by supporting candidates of your choice, participating in fund raising and, if consistent with your University duties, seeking and holding elective or appointive office. However, no funds or assets of the University may be used to assist any candidate for political office or for nomination of such office, nor for any political parties or committees. These prohibitions cover not only direct contributions but also indirect assistance such as furnishing goods, services or equipment to candidates, political parties or committees. These prohibitions also apply to the use of CAU stationary, the purchase of tickets for dinners or other fund-raising events or advertising space in political publications.

These restrictions apply only to the use of corporate funds or assets and are not intended in any way to discourage employees from making personal contributions to candidates, parties or committees of their choice, including political action committees. Under no circumstances shall employees be reimbursed in any way by the University, or any subsidiary, for personal political contributions.

No CAU employee should engage in any lobbying activity without the prior approval of the President. Under Federal law, employees who engage in any lobbying activity with Federal Government officials are subject to registration and reporting requirements. Activities subject to scrutiny include meetings and communications with government officials, as well as the preparation, planning, research and background work for lobbying. Similar restrictions apply to lobbying of state and local government officials.

1.1.3 CONFLICTS OF INTEREST

Each employee is expected to conduct himself or herself in such a way that nothing conflicts or appears to conflict with the employee's ability to discharge his or her primary responsibility to Clark Atlanta University. Personal investments or activities, which create or may appear to create a conflict of interest are not permitted. You are expected to test your conduct and its probable effect on the institution in accordance with exacting personal standards of integrity and loyalty. Gifts and entertainment involving vendors or customers are also a potential conflict of interest and are discussed in a separate section. The following common types of potential conflicts, while not an exclusive or exhaustive list, are presented to assist you in determining what situations may present problems:

University Related Transactions

Administrative officials and employees of the University who are not trustees shall disclose any conflict of interest in any transaction involving the University and shall not use their personal influence in connection with, participate in, or act on the matter.

Outside Employment

You should not engage in any outside employment or activities on your own time which might adversely affect your job performance with CAU unless approved in advance and in writing by either the Provost or Vice President for Administration and Finance.

Family Members

In the event your spouse or an immediate member of your family, or someone else close to you is a competitor or supplier to CAU or is employed by one, there are several factors to consider. Among them: the relationship between CAU and the other company, the nature of your job at CAU and the other person's job, and the access each of you have to your respective employer's confidential information. Often any risk to CAU's interests is sufficiently remote or can be eliminated, by taking every practical precaution, to prevent the inadvertent disclosure of confidential information. In some unusual circumstances, a change in your job responsibilities may be necessary.

Serving Public Bodies or Organizations

CAU employees are encouraged to serve their communities in volunteer activities and public bodies – such as school boards, city councils, hospital boards, state legislatures, etc. – and to represent their constituents to the best of their abilities. There may be circumstances; however, when an issue before such a body affects CAU as well as constituents. Such circumstances, which may pose a conflict of interest for the individual, should be reviewed directly with the Office of General Counsel. You should be aware that any situation, however harmless it may appear to you, could arouse questions among others. The very appearance of a conflict of interest can create problems despite your best intentions. Therefore, any situation that might result in a conflict or the appearance of a conflict between your personal or family interest and the best interests of the University should be avoided.

CAU employees must avoid any conflict or appearance of a conflict of interest with any other employee, vendor, client, or with the University itself. Any potential conflicts must be reported immediately to the administration. Failure to report any conflict is subject to applicable disciplinary procedures. If it is unclear as to whether a conflict exists, you should immediately contact the Office of Compliance to address this matter.

1.1.4 PROPRIETARY INFORMATION & INVENTIONS

Clark Atlanta University may acquire and develop valuable information, which could be central to the institution's success. This information is proprietary and, in most cases, confidential.

Your obligation to protect CAU's confidential information continues even after you leave the institution. If you leave CAU for any reason, you must promptly deliver to the University all correspondence, reports, memoranda, records, manuals, notes, computerized files, drawings, business cards and other material and property belonging to CAU which may be in your possession or under your control. Should you continue to use CAU's confidential or proprietary information once you leave the university, CAU may pursue a range of legal remedies.

Any employee who develops an invention, or contributes to an invention which derived from the employee's work with the university, must assign all rights to the invention to the institution. In addition, the University shall be entitled to rights in any employee invention made on university time or with the use of the University's facilities, material or information as more fully described herein.

It is CAU's policy not to infringe upon the intellectual rights of others, including valid and enforceable patents, trademarks and copyrights. Any employee who suspects an infringement should report the matter to his or her supervisor and the Office of General Counsel.

All employees shall conduct their activities on behalf of the University, including but not limited to any research or writing activities, in such a fashion as to meet and comply with all of the requirements of federal intellectual property laws and regulations. As a condition of employment, each employee agrees to accept responsibility for reading and understanding the requirements of all federal intellectual property laws and regulations, as well as the University's guidelines regarding same. Research is recognized as an integral part of the corporate process to generate new knowledge and promote scientific, technological, social and cultural advancement. As a result of such research, new discoveries and inventions may be made by employees, which could have material commercial value and which, could contribute significantly to scientific, social, technological and cultural progress. In the best interest of the public, the inventory and the University and under some circumstances, the government, these accomplishments should be patented. The University claims ownership and control of worldwide patent rights that result from activities of its employees, including all publication rights. The inventor shall be entitled to receive twenty- five percent (25%) of any net financial returns from the sale, licensing, or other transfer of such patent rights. Except for writings that pertain to an invention or discovery of a patentable nature and writings done directly related to the University project, writing done under contract with a third party, and copyrightable works for which ownership is ascribed to the University through externally funded projects, all rights to copyrightable material shall be reserved by the author. All employees agree by these guidelines and obligations.

1.1.5 USE AND PROTECTION OF CLARK ATLANTA UNIVERSITY PROPERTY

You must respect and protect University property. CAU property of any kind, such as equipment (including office equipment), facilities, materials, and supplies should be used only for conducting university business. Employees are permitted to use office equipment for personal purpose as

long as such use is limited and reasonable. Institution property should not be removed from CAU premises unless approved in writing in advance. University property may not be sold, loaned, given away or otherwise disposed of without authorization.

1.1.6 ACCURATE DOCUMENT CREATION & RETENTION

The University's books, records and internal reports, as well as documents and reports filed with governmental agencies, must always be prepared accurately and reliably so that an accurate record of the University's transaction is presented. No one should make an entry on the institution's books or records, or fail to make a required entry, that intentionally hides or disguises the true nature of any transaction or action. No secret or unreported funds or assets should be created or maintained for any purpose. Any deliberate falsification of documents also is strictly prohibited. You should report any falsification of records or similar violations to your supervisor and the Office of General Counsel.

You must follow University policy regarding the retention, disposal or destruction of any University record or file. Various laws and regulations require the retention of certain records for various periods of time, particularly in the accounting, personnel, student financial aid and academic records, environment, contract and general corporate areas. The University's document policy applies to both written documents and electronic documents on computer disk drives and floppy disks.

When litigation or an investigation is pending, relevant records must not be destroyed. Any selective destruction of a document to avoid it being seen by a government official or other party is most likely unlawful and could lead to criminal prosecution. If you are concerned about any document, you should discuss it with the Office of General Counsel.

You should use care in creating all correspondence – voice mail, electronic mail, and written documents – on behalf of the University. What you may believe is a private message just between you and someone else could become subject to public scrutiny. You should consider whether you would be comfortable explaining your words under oath in court or having them repeated in news media.

1.1.7 CONCLUSION

A clear understanding of Clark Atlanta University's policies in this Code of Conduct is of great importance to you and to the University. Revisions will be made periodically in the future as legal requirements change and to reemphasize our policies.

Any employee who knowingly violates the law or the University's policies will be subject to disciplinary action. Failure to report violations is in itself a violation of University policy. Disciplinary action may include formal reprimand, loss of pay, demotion, suspension or even termination. These policies do not create any right of continued employment by the University. The University reserves the right at any time to change any of the policies stated in this Code of Conduct.

If you have a question about any law or policy described herein, please speak with your supervisor, appropriate Vice President, the Office of General Counsel or the Office of Human Resources.

1.2

Anti-Harassment ,Non-Discrimination Policy and Reporting Requirements

It is the policy of Clark Atlanta University to provide each student, faculty member and staff member with an environment free from harassment.

Clark Atlanta University is committed to providing a work environment that is free from all forms of conduct that can be considered harassing, coercive, disruptive, sexual, or otherwise. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic will not be tolerated.

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

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

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) Submission or rejection of the conduct is used as a basis for making employment decisions; or
- (3) Conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Regulations

- a. Any complaint relating to discrimination or harassment should be reported to the Chief Human Resources Officer immediately. Complaints will be treated confidentially and promptly, and will be carefully investigated. Examples of the kinds of discrimination/harassment covered are complaints based on race, color, religion, sex, sexual orientation, age, national origin, domestic relationship status, disability, gender identity, parental status, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law (referred to as "protected status").
- b. The University prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived discrimination and/or harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

Responsibilities

- a. The Human Resources Department is responsible for the implementation of the University's Anti-harassment and Non-discrimination policy and the coordination of the grievance process.
- b. Each Dean, Department Chair and Administrative Head of a unit is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise, and for dissemination and implementation of this policy within his/her area of responsibility. These individuals are also responsible for referring reported incidents of discrimination, or perceived discrimination, and any type of harassment to Human Resources.
- c. It is the responsibility of all members of the University community to discourage discrimination and harassment, sexual or otherwise, and to report such incidents, and cooperate in any investigation which might result.

1.2.1 PROCEDURE FOR COMPLAINT

- a Any employee who feels that he or she has been the victim of discrimination and/or harassment should contact the Chief Human Resources Officer within fifteen (15) working days of the incident. This report should be a written and signed statement of the complaint.
- b Upon receipt of the written complaint, the Chief Human Resources Officer will contact the person accused of discrimination and/or harassment, and inform that person of the basis of the complaint and the opportunity to respond to the complaint in writing within seven (7) working days.
- c Upon receipt of the written response, the Chief Human Resources Officer, after conducting a thorough investigation, will submit in writing a confidential summary of the complaint, the response, and the facts of the investigation to the Provost. The Provost, after conducting a review of the facts of the investigation, including possible interviews with all parties involved, will determine whether discrimination or harassment has occurred. All parties will be notified in writing of the Provost's decision.
- d If it is determined that discrimination or harassment has occurred, disciplinary action up to and including discharge will be taken. The severity of the discipline will be determined by the severity and frequency of the offense, or other conditions surrounding the incident.
- e An employee's failure to report the occurrence of discrimination or harassment within fifteen (15) working days may be deemed a waiver of any University action. If the person against whom the complaint of discrimination or harassment is filed fails to respond to the complaint within seven (7) working days of notification, the appropriate disciplinary measure will be taken if circumstances warrant. (See Discipline Procedures in this Handbook.)

Employees may not be represented by a lawyer in the complaint resolution process.

1.3 Title IX Policy

Clark Atlanta University (commonly referred to as "CAU or "University" within this policy) is committed to ensuring a safe learning environment that supports the dignity of all members of the CAU community. As a recipient of federal funds, the University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX") and therefore prohibits discrimination on the basis of sex, pregnancy, sexual orientation, gender, gender identity, gender expression, and parental status in its education programs or activities, including, but not limited to, admissions processes and extracurricular activities. In compliance with Title IX, the University is and remains committed to:

- Providing programs, activities, and an educational environment free from Sex Discrimination and Sexual Misconduct;
- Fostering an environment that encourages prompt reporting of all types of Sexual Misconduct and Sex Discrimination and a timely response to reports and formal complaints;
- Providing adequate, prompt, fair and impartial investigations into and resolution of formal complaints of Sexual Misconduct and Sex Discrimination; and
- Ensuring that Title IX processes are conducted by University officials who receive annual training on the issues related to Sexual Misconduct and Sex Discrimination, and on how to conduct an investigation and hearing process that is fair and impartial.

This Sex Discrimination and Sexual Misconduct Policy (hereinafter “Policy”) prohibits specific forms of behavior that violate Title IX and are antithetical to the educational mission of CAU. This Policy is not intended to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic and First Amendment freedoms.

General inquiries about the application of this Policy and the related grievance procedures should be directed to the University’s Title IX Coordinator:

Ramona Roman

AVP- Human Resources & Title IX Coordinator
Clark Atlanta University
223 James P. Brawley Drive SW, Harkness Hall, Room 206
Atlanta, Georgia 30314
Direct Dial: 404-880-6158 | Fax: 404-880-6115
Email: rroman@cau.edu

References to the Title IX Coordinator shall include the Title IX Coordinator and any other person expressly designated by the Title IX Coordinator to act on their behalf.

<https://www.cau.edu/student-life/title-ix>

1.4 DISABILITY ACCOMMODATION

Clark Atlanta University is committed to complying fully with the Americans with Disabilities Act ("ADA") and the Georgia Equal Employment for People with Disabilities Code to ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures are designed to provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries, if any, are made only regarding an applicant's ability to perform the essential functions of the position.

The University will provide reasonable accommodations to employees with qualifying disabilities to enable them to perform the essential functions of your job and to enjoy equal benefits and privileges of employment, in accordance with any applicable state and federal law. If you believe that you require an accommodation in order to perform the essential functions of your job, you

may request that a reasonable accommodation be made. The request should be submitted to Office of Human Resources. It is your responsibility to inform administration of the need for an accommodation due to disability, or to promptly respond to the University's inquiries regarding same if the University believes that you may need a reasonable accommodation to perform the essential functions of your job.

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

1.5 IMMIGRATION LAW COMPLIANCE

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

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility, which may be checked through the Federal E-Verify System. Former employees who are rehired may also be required to complete the form upon your rehire.

Employees with questions about immigration compliance are encouraged to contact the Office of Human Resources – Cynthia Williams, cwilliams2@cau.edu . Employees may raise good-faith questions or complaints about immigration law compliance without fear of reprisal.

1.6 WORKPLACE RELATIONSHIPS

1.5.1 Employment of Relatives

Clark Atlanta University permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the University, create actual or perceived conflicts of interest. For purposes of this policy, “relative” is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or “step relation.

The University will exercise sound business judgment in the placement of related employees in accordance with the following guideline:

- Individuals who are related by blood or marriage are not permitted to work in the same department. No employee is permitted to work immediately within the “chain of command” of a relative such that the relative’s work responsibilities, salary, or career progress could be influenced by the supervising or more senior manager.

Employees who marry while employed are treated in accordance with these guidelines. That is, if a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.

This policy applies to all categories of employment at the University, including regular, temporary, and part-time classifications.

1.5.2 Other Relationships

Although the University has no prohibition against romantic relationships between current employees, we are committed to avoiding circumstances which may result in perceived favoritism or discrimination. Therefore, it is prohibited for employees to be in a romantic relationship with another employee within their chain of command. Employees are expected to report such relationships to Human Resources. In case of actual or potential problems, the University will take prompt action. This can include reassignment or, if necessary, termination of employment of one or both of the individuals involved.

** insert verbiage regarding prohibiting staff and student relationships. Review student and faculty handbooks to ensure the language is consistent.

1.7 **ORIENTATION PROGRAM**

All staff and faculty members will participate in an orientation program conducted by the Office of Human Resources, which may also include various members of other departments. During the program, each member will receive important information to acquaint them with the University. All necessary paperwork will be distributed at this time, such as medical benefit plan enrollment forms, beneficiary designation forms, and appropriate federal and state tax forms. Each member will be required to present the University with information establishing identity and eligibility to work in the United States in accordance with applicable law.

Employees should use this orientation program to familiarize themselves with the University, its policies, and benefits. Please ensure that you have read and signed the Acknowledgement Forms attached as Appendix A to this Handbook. Employees are encouraged to ask questions during this program so that they will understand all guidelines that affect and govern their employment relationship.

1.8 **CRIMINAL BACKGROUND CHECKS**

Every individual will be subject to a criminal background check before being considered for employment at Clark Atlanta University, and may be subject to period checks during employment. As part of this background check, the University may request disclosure of criminal convictions which are related to the applicant's job, except those which have been expunged, sealed or discharged under Georgia's First Offender Law. A conviction or convictions will not necessarily bar employment or continued employment. The University will not request the disclosure of an applicant's or employee's criminal arrest record.

1.9 **PROBATIONARY PERIOD**

All newly hired staff are required to satisfactorily complete a ninety (90) day probationary period. During this period the supervisor will be allowed an opportunity to determine if the employee demonstrates satisfactory temperament, knowledge and skills to perform the work requirements and expectations of the position. The employee is also given an opportunity to adapt to the work requirements and the University.

- At the end of the first ninety (90) calendar days of employment, the employee's performance will be evaluated by his/her supervisor in order to determine whether the employee will continue his/her employment with the University. If it is determined that employment should be terminated, a ten (10) calendar day notice will be given to the employee regardless of pay cycle.
- The probationary period may be extended in writing by the department head upon recommendation of the immediate supervisor and with concurrence of the Chief Human Resources Officer. Extensions to the standard probationary period may not exceed sixty (60) calendar days.
- At the end of an extended probationary period, the supervisor must complete another performance evaluation with the appropriate recommendation regarding the employee's continued employment. All documentation, including the performance evaluations, must be forwarded to the Office of Human Resources for inclusion in the employee's personnel file.
- After successfully completing the probationary period, the staff member will become a regular full-time or a regular part-time employee of the University.
- Probationary employees may be separated from the University without cause.
- Probationary employees have no recourse through the grievance procedure.
- An employee in probationary status may resign at any time by submitting a written notice to the department head with a copy to the Office of Human Resources.
- Regular full-time employees who are promoted, or transferred, or whose jobs are reclassified are not re-categorized to probationary employee status; however, the transferred, promoted or reclassified employee must satisfactorily complete a 90 day evaluation period with an accompanying performance evaluation in the new job.

1.10

JOB ANNOUNCEMENTS

Clark Atlanta University believes in promoting staff from within for those positions in which they are interested and qualify. The University has established a job-posting program to give all staff an opportunity to apply for these positions. Vacancies are normally posted on designated job search engines and on the CAU website. Postings generally include the title, the hiring salary range, the minimum hiring specifications, and the closing date for filing applications. Positions are posted for at least five (5) working days.

In order to be eligible to apply for a posted position, an employee must meet the minimum qualifications for the position, be in good standing in terms of his or her overall work record, and generally has been in his/her current position for a minimum of six months.

All staff members are responsible for monitoring job vacancy notices and for submitting appropriate application materials to the Office of Human Resources during the posting period for a specific opening.

A staff member is not required to notify his or her supervisor when applying for a posted position. However, if the staff member is a finalist for the position, the supervisor will be notified prior to the completion of the application process for a recommendation. A member of the Human Resources Department will contact the staff member regarding his/her application and the status of his/her candidacy.

1.11

PERSONNEL ACTIONS

All personnel actions which include, but are not limited to, employment, salary adjustments, separations, promotions and transfers, must follow the established procedures which are initiated through the University's Human Resources Requisition (ER) Form and the Personnel Action Form (PAF). These actions should come forth as recommendations requesting the appropriate authorized approval as indicated on the Human Resources Requisition Form and the PAF with the requested documentation.

Complete details on these procedures may be obtained in the Human Resources Department.

1.10.1 PROMOTIONS

Promotions are based on individual merit and involve the shift of an employee from one level to another one, the latter usually requiring the assignment of a broader range of duties or requiring a higher skill level. Staff members are encouraged to seek higher positions for which they qualify.

A request for promotion to a higher position within another unit is not grounds for dismissal or any other form of reprisal. Based on the needs of the departments involved,

the Office of Human Resources may delay the effective starting date for the new position for up to 30 working days.

Employees who wish to be considered for a promotion to another position in the University are encouraged, but are not required, to discuss the matter with their immediate supervisor prior to seeking information about the new position. However, the employee is encouraged to contact the Office of Human Resources to review the following:

1. Minimum job qualifications for the classification.
2. Employee's work history and performance of all previous assignments.
3. Educational background.
4. Training background.
5. Aptitude and/or familiarity with the required duties of the vacant position.
6. Other job-related items.

At the point that the employee is determined to be a top candidate, Human Resources and the employee should notify the employee's current supervisor.

1.10.2 TRANSFERS

Transfers often occur to better utilize an employee's skill and ability, to offer a more congenial work environment, to meet specific needs of the University or to assist the employee in meeting his/her career goals. A transfer is the shift of an employee from one position to another within the same classification or to one with comparable skills at the same salary. Staff interested in applying for a transfer are not required to secure the approval of their immediate supervisor.

A supervisor may recommend the transfer of an employee from his or her work unit. The supervisor will consult with the Office of Human Resources, which will take responsibility for identifying a comparable position within the University, if one exists. The recommendation shall be discussed with the employee prior to action being taken. Human Resources will assist in resolving issues any concerns surrounding the request for a transfer if positions are not available to accommodate the request. Transfers should not be used to resolve performance issues.

When an employee transfers from one position to another, his or her accumulated leave, retirement benefits and service record will be transferred. However, the use or scheduling of accumulated annual leave is subject to the approval of the new supervisor.

Transfers between departments are normally made with agreement -of the Department Heads concerned, the employee and the Chief Human Resource Officer. The welfare and qualifications of the employees involved, combined with the best interests of the University, are the governing factors.

All transfers are subject to the 90-day evaluation period as outlined in this Handbook.

1.10.3 DEMOTIONS

A demotion is the change in an employee's status from one level of a position to a position having lesser responsibility and/or a lower starting salary. A supervisor may recommend that an employee be demoted if he or she renders unsatisfactory service or if the employee voluntarily requests a demotion.

The employee must receive in writing, from the business unit manager, the reasons for the demotion and, prior to the effective date of the action, must be granted a reasonable opportunity (not less than five working days) to appeal to the next highest level of authority.

1.10.4 LAYOFFS

Because of lack of funds, program adjustments, reorganization, or other situations, the University may find it necessary to affect a general reduction in work force or reduction in a particular area(s). Where possible, the Office of Human Resources will assist staff members who have been laid off with transfers into other areas of the University based on qualifications, job performance and availability of funds.

1.12 PERSONNEL FILES

The University maintains personnel files on each staff and faculty member. These files contain documentation such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation, etc. An employee who provides false personal information (including information regarding dependents) will be subject to disciplinary action up to and including termination.

To ensure that an employee's personnel file is up-to-date at all times, employees should notify the Office of Human Resources of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designations, scholastic achievement, the individuals to notify in case of an emergency, and so forth. Your direct supervisor should have your direct and most up-to-date cell and home telephone numbers at all times. Employees will be apprised of documents sent to their personnel file upon request. Personnel files are the exclusive property of the University.

If an employee is interested in reviewing his/her file, he or she may contact the Office of Human

Resources to schedule an appointment. The employee may not remove any documents from the personnel file, but may make their own handwritten notes. The University may take reasonable steps to verify the identity of a current employee or the employee's representative to ensure that personnel information is only provided to authorize individuals.

Human Resources, and other relevant administrators are permitted to access and use certain personnel information, as necessary and appropriate to carry out tasks of the University and in accordance with the University's policy.

The unauthorized access, viewing, use, disclosure, or the intentional public display of such information and the unauthorized removal of documents from the University's premises that contain private personnel information is prohibited and can result in disciplinary action up to and including termination of employment.

If you inadvertently receive personnel data, including Social Security Numbers or other sensitive information without authorization from the University or under circumstances outside of your assigned tasks, you may not use or further disclose the information. You should contact Human Resources and turn over all copies of the information in whatever form it exists.

When necessary, documents containing personnel information will be properly destroyed through shredding or other means prior to disposal to ensure confidential personnel information is not disclosed.

If you have any questions regarding this policy or if you have questions about requesting access to your personnel file that are not addressed in this policy, please contact the Office of Human Resources.

1.13

POLICY ON INFECTIOUS DISEASES

Clark Atlanta University recognizes that employees with what is commonly understood to be an infectious disease may wish to continue their employment and, in fact, continued employment may be therapeutically important. As long as employees who have such diseases are able to maintain acceptable performance standards in accordance with established University policies and procedures, and the weight of the medical evidence continues to indicate that the disease cannot be transmitted by casual workplace contact, employees with such disease will be permitted to continue to work.

The University will assure that people with infectious diseases are treated the same nondiscriminatory practices, equitable treatment and opportunities as people with any other illness. Depending upon the medical circumstances of each condition, the University may regularly monitor or require the monitoring of the person's medical condition by requesting statements from the doctor.

The University administrators and supervisors have a duty and a responsibility to protect the confidentiality of medical information on all employees.

1.14

SAFETY

To assist in providing a safe and healthy work environment for faculty, staff, students, and visitors, the University has established a workplace safety program. This program is a top priority for Clark Atlanta University. Its success depends on the alertness and personal commitment of all.

You are required to obey all safety rules, exercise caution in all work activities, and comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. Employees must immediately report any unsafe condition to the Facilities Management and/or the Office of Human Resources. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including suspension and/or termination of employment.

In the case of accidents or incidents that result in damage or injury to a person or property, regardless of how insignificant the damage or injury may appear, employees should immediately notify Public Safety and/or the Office of Human Resources. Such reports are necessary to comply with state and federal law and initiate insurance and workers' compensation benefits procedures, if applicable.

1.13.1 Workplace Violence Prevention Policy

Acts of violence in the workplace are strictly prohibited. The University is committed to preventing workplace violence and to maintaining a safe work environment. The University encourages you to bring your disputes or differences with other employees to the attention of Public Safety and/or the Office of Human Resources before the situation escalates into potential violence. The University is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. The University has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during school or business hours or on its premises:

1. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. You are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

2. You are prohibited from possessing, carrying, or concealing a weapon on the University's property, including within the University's parking lot. The term weapon includes any type of firearm, fireworks, dangerous knives, mace, Taser guns, pepper spray or other objects that could be used to inflict serious injury. Violation of this policy may result in immediate termination.
3. You are prohibited from engaging in conduct on the University's premises that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time.
4. You must report to The Department of Public Safety, all suspicious individuals or activities as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede or see what is happening.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, Public Safety or the Office of Human Resources. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

The University will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected to the extent practical. In order to maintain workplace safety and the integrity of its investigation, the University may suspend employees, either with or without pay, pending investigation.

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

1.13.2 Workplace Bullying

The University defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates University policy, which states that all employees will be treated with courtesy and respect.

The purpose of this policy is to communicate to all employees, including supervisors, and managers, that the University will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. The University considers the following types of behavior examples of bullying:

- a. **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- b. **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- c. **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- d. **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

1.15

PERSONAL PROPERTY

The University is not responsible for damage or theft of motor vehicles or any other personal property while on University property. Protection of vehicles, your contents, or other personal property cannot be guaranteed against loss of any kind. Owners should always lock valuables in the trunk area of the vehicle and consider purchasing anti-theft devices.

1.16

POLITICAL ACTIVITY

An employee engaging in any partisan political activity, meaning the election of a person to a public office, may not use the University's name, stationery, telephone, office, postal privilege, nor anything directly under the University auspices that will portray the University in a partisan political position. Any employee who violates this policy is subject to disciplinary action up to dismissal.

The intention of this policy is to assure University neutrality in partisan political issues and to encourage good citizenship by supporting the right of all persons to engage in the furtherance of democratic government.

COMPENSATION POLICIES

2.0

COMPENSATION POLICIES

Clark Atlanta University adheres to and is covered by the provisions of the Fair Labor Standards Act with regard to the employment of staff. This Act, in part, establishes a minimum hourly wage and requires that the University provide payment of overtime for nonexempt employees.

In accordance with the Act, the University also supports the provision that employees of one sex are not offered or paid wages at a rate lower than those offered or paid employees of the opposite sex for substantially equal work with comparable experience. The provision is specific to the job which requires equal staff, effort and responsibility when such work is performed under similar working conditions.

2.1

CLASSIFICATION OF EMPLOYMENT

For purposes of salary administration and eligibility for overtime payments and employee benefits, the University staff is classified as follows:

- 2.1.1 Full-time Regular Staff. Staff hired to work the University's normal, full-time, thirty-five-hour workweek on a regular basis. Such employees may be "exempt" or "nonexempt" as defined.
- 2.1.2 Part-time Regular Staff. Staff hired to work fewer than twenty-five hours per week on a regular basis. Such employees may be "exempt" or "nonexempt" as defined.
- 2.1.3 Temporary Staff. Staff engaged to work full-time or part-time with the understanding that their employment will end upon completion of a specific assignment. (A temporary may be offered and may accept a new temporary assignment.) Such employees may be "exempt" or "nonexempt" as defined.
- 2.1.4 Nonexempt Employees. Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours in a workweek, in accordance with the applicable federal wage and hour laws.
- 2.1.5 Exempt Employees. Employees who are not required to be paid overtime in accordance with applicable federal wage and hour laws, for work performed beyond forty hours in a workweek. Executives, professional staff, and certain employees in administrative positions are typically exempt.

All staff members will be informed of employment classification and status as an exempt or nonexempt employee during the orientation session. If there is a change in position

during employment as a result of a promotion, transfer, or otherwise, Human Resources will inform staff members of any change in exemption status.

Any questions regarding employment classification or exemption status should be directed to the Office of Human Resources.

2.2 **WORK HOURS**

The regular work week for all full-time staff is thirty-five hours divided into five days, Monday through Friday, with employees regularly scheduled to work seven hours per day.

The normal work hours for full-time staff are 9:00 a.m. to 5:00 p.m., with a one-hour unpaid lunch period, normally taken between 12:00 noon and 2:00 p.m. The time of staff lunch period will be designated by the supervisor. Part-time employees' working hours and schedule will be arranged by the supervisor.

Daily and weekly work schedules may be changed from time to time at the discretion of the University to meet the varying conditions of the department. Change in work schedules will be announced as far in advance as practicable.

2.2.1 Alternative Scheduling

In general, work-related tasks for all positions are *intended to be performed on-site during work hours as defined by the policies of the University*. However, **during the pandemic** the University recognized that certain job tasks can be carried out just as effectively from a remote work location as they can on campus and such an arrangement might improve work-family life balance for staff employees as well as increase productivity by eliminating commute times.

In addition to the University's regular five (5) days on campus schedule, the University will also offer alternative schedule work week options as follows:

Schedule A: Monday, Tuesday and Wednesday on campus, Thursday and Friday remote

Schedule B: Wednesday, Thursday and Friday on campus, Monday and Tuesday remote

Schedule C: Monday, Wednesday and Friday on campus, Tuesday and Thursday remote

Requests for alternative scheduling should be submitted to and must be approved by the immediate supervisor in consideration of the work that needs to be performed for the business unit to satisfy its goals and objectives. Once approved, the employee will be permanently assigned to the requested alternative schedule without the option to switch until the following fiscal year. However, at any time the employee can return to the regular five-day on campus schedule either by choice or as required by the supervisor without explanation or justification based on the needs of the University. All new hires must complete their 90-day probationary process before they become eligible for an alternative work schedule. **All work schedules are subject to change based on the requirements of the department as determined by the staff employee's immediate supervisor.**

2.3

RECORDING WORK HOURS

It is the policy of the University to comply with applicable laws that require maintenance of hours worked by our staff. To ensure that accurate records are kept of the hours actually worked including overtime (where applicable) and of the accrued leave time which has been taken, and to ensure that the employee is paid in a timely manner, staff will be required to record the time worked and their absences on the University's official time forms. The form reporting hours worked should be signed and forwarded to the supervisor on a bi-weekly or monthly basis. After reviewing the form and resolving any discrepancies, the supervisor will sign the form and forward it to Payroll.

Employees should ensure that the actual hours worked and leave time taken are recorded accurately. Falsification of a time record is a breach of the University policy and is grounds for disciplinary action, including separation from the University.

2.4

REGULAR PAY PERIODS

Normally all University staff are paid every two weeks or on a semi-monthly basis (the 15th and the 30th of each month.) If a scheduled payday falls on Saturday, Sunday, or University-observed holiday, employees typically will be paid on the day preceding the weekend or holiday. All required deductions such as federal, state and FICA taxes and all authorized voluntary deductions, such as health insurance contributions, will be withheld automatically from the paychecks.

Employees should review their paycheck for errors. If an error is found, it should be reported immediately to the Office of Human Resources.

In the event that a paycheck is lost or stolen, the Payroll Department should be notified immediately, and it will attempt stop-payment on the check. If successful, payment will be replaced. Unfortunately, however, the University is unable to take responsibility for lost or stolen paychecks, and if unable to stop payment on the check, the employee alone will be responsible for such loss.

2.5

OVERTIME PAY PROCEDURES

An employee that holds a position that has been classified as non-exempt per the Department of Labor guidelines will receive compensation for overtime when that overtime has been requested and approved in advance by the business unit leader. Overtime will be paid at the rate of one-and-a-half times the employee's regular hourly rate for hours worked beyond forty in a given workweek. A work week in this case is defined as Sunday through Saturday. Employees that hold positions that have been classified as exempt are ineligible for overtime pay even if

they work more than 40 hours in a given workweek. In certain situations, the employee might be considered for supplemental pay for those hours at their regular rate of pay.

The supervisor will provide the employee with reasonable notice when the need for overtime work arises. Advance notice however, may not always be possible.

Normally the payment for overtime is received in the pay period following the period in which such overtime is worked, providing that the official time form has been prepared, approved by the supervisor, and forwarded to Payroll for processing in a timely manner.

2.6

COMPENSATORY TIME

The awarding of compensatory time for employees classified as exempt is prohibited by the University; and all non-exempt employees should receive overtime for any hours worked beyond forty in a week.

2.7

POLICY AGAINST WORKING OFF THE CLOCK

The University specifically forbids employees from working "off the clock," or otherwise failing to report all hours worked. The University's express policy is to pay its employees for all hours worked. If an employee is asked not to report certain work hours, immediately notify the Office of Human Resources.

Whether an employee is entitled to overtime for hours worked in excess of forty in a workweek depends on whether the employee is an exempt or non-exempt employee as those terms are defined by Fair Labor Standards Act. (See Section 2.1). Employees should direct any questions regarding his or her position classification to the Office of Human Resources.

2.8

GARNISHMENT OF PAY

The manner in which an employee makes use of his or her personal wages is a private matter. However, the creditors of employees may by law seek legal assistance to recover delinquent monies owed them through the process of garnishment of wages. The University will adhere to this judicial process and to deduct the required amount from the employee's paycheck when required by law.

2.9

PAY DEDUCTIONS

University employees are expected to timely satisfy all financial obligations owed to the institution. When an employee fails to meet this obligation, the University may deduct from the employee's paycheck any outstanding amount owed the institution as a result of an accrued bill for goods, services or damages to University property. In accordance with the FLSA, the University will not deduct from an employee's paycheck to the extent such a deduction reduces an employee's wages below the federal minimum wage (\$7.25) or cuts into the employee's overtime compensation.

2.10

SALARY ADMINISTRATION PROGRAMS

The University endeavors to pay salaries competitive with those paid by other universities and colleges. In line with this objective, the University monitors its wage scales to ensure that they are kept in line with local as well as national economic conditions.

Periodically, the University may revise its job descriptions and evaluate individual jobs to ensure that they are directly job related.

2.10.1 POSITION CLASSIFICATION

Human Resources has the basic responsibility for the development, refinement, and implementation of a position classification system for the University.

Position classification groups or the various categories into which employees are classified are based on the duties and responsibilities, skill and training requirements, and the general level of compensation. However, this information is general and does not include all of the specific tasks that the employee may be expected to perform on the job. Specific job duties and responsibilities are included in the respective departmental or the individual and unit position descriptions.

2.10.2 ASSIGNMENT OF POSITIONS TO CLASSIFICATION

The classification of a staff position shall be assigned by the Office of Human Resources. Consideration will be given to the duties, specific tasks, responsibilities, qualification requirements, and relationship of the position to other positions throughout the University in determining the assignment of a position to a classification.

2.10.3 ASSIGNMENT OF JOB TITLES

Job titles shall be assigned by the Office of Human Resources. Official position titles shall be used in all personnel, accounting, budget appropriation, and financial records. Individual departments or units may not arbitrarily assign, reassign or create a job title for a position.

2.10.4 APPROVAL OF CLASSIFICATION PLAN

The Board of Trustees of the University shall have final approval for the position classification and salary plans. Described in the plans will be general duties and responsibilities, titles, minimum qualifications and salary ranges to be used by the University.

2.10.5 POSITION RECLASSIFICATION AND AUDITS

A position may be reclassified to another classification and title as a result of a position audit, program reorganization, or the establishment of a new classification. A reclassification occurs when a determination has been made about the actual duties and responsibilities of the position. The Office of Human Resources shall have the responsibility to routinely review the classification

of all positions. An employee's request for reclassification may be submitted in writing by his or her supervisor to the Office of Human Resources.

An employee (with the support of his or her supervisor) may request an audit of his or her job to determine if it is properly classified. The audit process consists of the following: the staff member's completion of a position description questionnaire (available in the Office of Human Resources), an on-site interview with the staff member and the staff member's supervisor by Human Resources, and a recommendation for an appropriate classification. A staff member may request a job audit not more than once in any two-year period. Audits that result in a reclassification do not require a probationary period in the new classification.

All audits are based on the actual duties performed, level of responsibility, job knowledge, and skills required. Audits are not based on salary, desired position, and length of employment, quality of work, personalities or proposed assignments. If an employee is not satisfied with the results of an audit, he or she may file an appeal with the Provost.

2.10.6 REQUESTS FOR NEW POSITIONS

The establishment of new staff positions requires prior approval by the Provost and/or Vice President of Finance & Administration. Department or Unit Heads may not establish new positions without the final approval of the Provost. Newly approved staff positions may not be filled nor may commitments be made to a prospective or current employee until the position has been properly posted and advertised. The University is under no obligation to a prospective or current employee if proper procedures have not been followed.

2.11

SALARY REVIEWS

Salaries normally will be reviewed on an annual basis according to the recommendations made by supervisors to the President/Provost. The supervisor makes recommendations for salary increases based on the overall job performance of the employee, which will be considered within the salary increase guidelines established annually in developing the University's budget.

The total compensation at the University consists not only of the salary an employee is paid but also various benefits that are provided, such as group health and life insurance, total disability and retirement, as described in this Handbook.

Questions regarding the salary administration program or an employee's salary should be directed to the individual's supervisor or the Office of Human Resources.

2.12

PERFORMANCE REVIEWS

To ensure that an employee performs his or her job to the best of their abilities, it is important that staff be recognized for good performance and that employees receive appropriate suggestions for improvement when necessary. Consistent with this goal, the employee's performance will be evaluated by the supervisor on an annual basis. The employee will receive periodic written evaluations of his/her performance. Written evaluations normally will occur after three (3) months of employment. The University requires that all staff members receive a written annual performance evaluation by June 30 of each year. Completed performance evaluations are a critical component of the merit review process. Failure to comply with this requirement will result in removal from scheduled merit events for both the employee and the supervisor.

All written performance reviews will be based on an employee's overall performance in relation to his/her job responsibilities and will also consider his/her conduct, demeanor, and record of attendance and tardiness.

In addition to the regular performance evaluations described above, special written performance evaluations may be conducted by a supervisor at any time to advise an employee of the existence of performance or disciplinary problems.

2.13

COMPENSATION FOR CONTINUING EDUCATION

Faculty and professional staff members of the University may receive extra salary for teaching in Continuing Education activities upon the recommendation of the area unit head and approval of the Provost providing the following conditions are met:

1. Prior approval;
2. The work is performed in addition to the normal workload and outside of assigned regular work
3. The additional duties do not interfere with the performance of regular duties; and
4. The program generates sufficient income to be self-supporting (i.e., the program generates sufficient revenue to at least cover both direct and indirect costs).

LEAVE BENEFITS

3.0

LEAVE BENEFITS

Leave time is important to provide the opportunity for rest, recreation, and personal activities. Clark Atlanta University grants leave to its regular full-time and part-time staff as indicated below.

3.1

HOLIDAY BENEFITS

Clark Atlanta University observes thirteen (13) paid holidays annually:

MEMORIAL DAY	MARTIN LUTHER KING, JR.'S BIRTHDAY
INDEPENDENCE DAY	GOOD FRIDAY
LABOR DAY	JUNETEENTH
THANKSGIVING DAY	DAY AFTER THANKSGIVING
CHRISTMAS EVE	CHRISTMAS DAY AND THE DAY FOLLOWING CHRISTMAS
NEW YEAR'S DAY	NEW YEAR'S EVE

Holiday Observance

When a holiday falls on a Sunday, it will be observed on the following Monday. When a holiday falls on a Saturday, it will be observed the preceding Friday. The University Holiday Calendar with the actual dates on which all holidays will be observed for the year will be distributed at the end of each calendar year.

3.1.2 ELIGIBILITY

- a. Full-time, benefits-based employees are eligible for this benefit after they have completed thirty (30) days of employment.
- b. Part-time employees that are benefits based are eligible for this benefit after they have completed thirty (30) days of employment.
- c. This benefit will be granted in consideration of their regularly scheduled work hours. For example, if you are not scheduled to work, you will not receive the paid holiday. (An exception is granted for hourly employees in Public Safety.)

- d. Eligible employees are required to work the scheduled workday preceding and the schedule workday following the holiday in order to receive holiday pay.

In accordance with the University policy, an approved annual leave day or any other prearranged excused and paid day off is considered a day work for the purpose of holiday pay eligibility.

- e. Non-benefits based part-time, temporary and contract status employees are not eligible for holiday pay.

3.2

ANNUAL LEAVE BENEFITS

The Annual Leave Benefit has been established by Clark Atlanta University to allow regular, full-time and part-time staff employees, for the good of their health and in the interest of work/family life balance, time away from their jobs for rest, relaxation, recreation and personal activities. The amount of leave time granted will be according to an accrual established by the University. The University offers this benefit program at its discretion and reserves the right to modify this benefit at any time.

3.2.1 ELIGIBILITY

- a. Benefit based employees working full time and part time are eligible for Annual Leave after ninety (90) days of service, so long as the employee has satisfactorily completed their new hire probation period.
- b. Eligible part-time employees will accrue annual leave on a prorated basis based on the hours worked.
- c. Non-benefit-based part-time, temporary and contract employees are not eligible for annual leave benefits.
- d. Eligible Administrative Personnel as defined for the purpose of this policy are those classified as Area Unit Heads and Operational Unit Heads and other professional level personnel as designated by the President working twelve (12) months per year.

Administrators on twelve (12) month appointments earn two (2) days per month and are eligible to receive twenty-four (24) working days of annual leave per year (July 1 - June 30). Administrators on regular, part-time twelve (12) month appointments earn annual leave on a prorated basis.

Administrative Unit Heads: Vice Presidents who supervise the administrative units.

Operational Unit: A sub-division of an administrative unit that carries out one or more discrete functions of the administrative unit. Examples: Financial Aid is an operational unit of the Office of Academic Affairs.

Operational Unit Head: Associate/Assistant Vice President, Director or other appropriate designations who supervise operational unit(s).

Sub-unit: A sub-division of an operational unit responsible for a single function. Example: Accounts Payable is a sub unit of General Accounting.

Sub-unit Head: Supervises the functions of a sub-unit. Although this position is supervisory, it is not classified as administrative.

3.2.2 GENERAL

- a. Annual Leave will be administered according to the University's fiscal calendar, July 1st through June 30th of the following year.
- b. Annual Leave will be accrued from the date an employee is hired into a regular position, at the rate as indicated in the Annual Leave Accrual Schedule, to the maximum number of accrued leave days as indicated.
- c. Employees are encouraged to take Annual Leave to the maximum of the annual accrual. However, employees will be allowed to carry-over a designated maximum number of days at the end of the fiscal year (June 30th).
- d. an employee will be given whatever preference is possible in scheduling annual leave, contingent upon the operations of the department in which the employee works and the supervisor's approval.
- e. When an employee transfers from one department to another, the annual leave accrued will transfer with the employee. The receiving manager may request an accounting of the balance of the employee's Annual Leave after the employee has transferred.
- f. Accrued Annual Leave will be calculated at the base rate of pay and will not be considered time worked when computing hourly employees' overtime.
- g. In the event a holiday is observed by the University, during an employee's scheduled annual leave period, the holiday will not be charged against the employees' annual leave.

- h. An employee may elect to use Annual Leave in the case of illness after the accrued sick leave has been depleted.
- i. An employee separating from the University will be paid the unused annual leave that is accrued in the final regular pay date.

3.2.3 LIMITATIONS

- a. This policy does not allow payment in lieu of Annual Leave except at the time of separation of employment from the University, at which time all accrued leave will be paid.
- b. If an employee's Annual Leave accrual is in excess to the allowable carry- over days, the employee will lose those days. Carry over of Annual Leave is not permitted except in extenuating circumstances; which will require the written approval of the President/Provost of the University or the President's designee.
- c. Employees hired on a temporary or contract basis are not eligible for this benefit.
- d. Exceptions to this policy require the approval of the President of the University.

3.2.4 ANNUAL LEAVE POLICY ACCRUAL SCHEDULE

Regular Staff Employees

Length of Service	Monthly Accrual	Maximum Yearly Accrual	Maximum Allowable Carryover
1 thru 3 years	.83	10 days	5 days
4 thru 7 years	1.08	13 days	8 days
8 thru 15 years	1.33	16 days	11 days
16 thru 20 years	1.58	19 days	14 days
21+ years	1.75	21 days	16 days

Administrative Personnel -- Area and Operational Unit Heads

Length of Service	Monthly Accrual	Maximum Yearly Accrual	Maximum Allowable Carryover
1 thru 3 years	2 days	24 days	12 days
4 thru 7 years	2 days	24 days	15 days
8 thru 15 years	2 days	24 days	17 days
16 thru 20 years	2 days	24 days	18 days
21+ years	2 days	24 days	19 days

- a. Administrative personnel are those classified as Area Unit Heads and Operational Unit Heads, and other professional personnel designated by the President. Eligible administrators as defined for the purpose of this policy, on 12-month appointments earn 2 days per month. Eligible administrators on regular, part-time 12-month appointments earn annual leave on a prorated basis.
- b. Part-time regular staff accrue leave on a prorated basis based on the hours worked.

EXCEPTIONS TO THIS POLICY ARE RARELY GRANTED AND WILL REQUIRE THE WRITTEN APPROVAL OF THE PRESIDENT OF THE UNIVERSITY.

3.3

PERSONAL LEAVE

The University grants two (2) Personal Leave days annually to full-time regular staff who have completed one year of continuous service for personal business that cannot be taken care of during regular business hours and for religious observances, ethnic holidays, and other events of personal significance.

The two (2) Personal Leave days are granted at the beginning of each fiscal year on July 1 and must be used by the end of that fiscal year June 30 of the following calendar year. Employees may not carry-over personal days at the end of the fiscal year and personal days are not paid if an employee separates from the University.

Personal Leave days must be scheduled in advance and an employee is encouraged to make use of these days before annual leave days if possible. To arrange a personal day from work, an employee must submit a Leave Request Form to his/her immediate supervisor to obtain approval to observe a personal day(s). This Request Form must be submitted at least one week before the day(s) of anticipated observance, except in emergency situations. The supervisor must consider workload priorities in determining whether to approve the request. Special consideration is given to requests for observance of holidays of religious significance and reasonable accommodation will be made with adequate notice that should exceed the normal one-week requirement.

3.4

SICK LEAVE BENEFITS

The University recognizes that absences from work due to illness and injury may cause economic hardship. For this reason, the University has established a means by which eligible employees will continue their base salary. It is the policy of Clark Atlanta University by means of Sick Leave, to grant eligible employees the opportunity to accrue a specific number of days each year they are employed and to accrue these days to a maximum amount that will cover short-term illnesses. The University provides, free of cost, a disability insurance plan for long term illness. No payments are made for Sick Leave when an employee voluntarily or involuntarily separates from the University.

3.4.1 ELIGIBILITY

- a. Full-time or part-time benefits-based employees are eligible for sick leave benefits after they have completed thirty (30) days of employment.
- b. Part-time, non-benefit based, temporary and contract employees are not eligible for this benefit.

3.4.2 ACCRUAL OF SICK LEAVE

- a. Accrual of sick leave will begin the date of hire; however, an employee is not eligible to use the sick leave until after they have completed thirty (30) days of employment.
- b. Eligible full-time employees will accrue sick leave at the rate of one day per month. The maximum amount of sick leave an eligible full-time employee may accrue is one-hundred twenty (120) days (or 840 hours.)
- c. Eligible benefit-based part-time employees will accrue sick leave at the rate of 1/2 day (4 hours) per month. The maximum amount of sick leave eligible part-time employees may accrue is sixty (60) days or four hundred eighty (480) hours.
- d. An eligible employee on an unpaid leave of absence for thirty (30) or more days cannot accrue sick leave until they return to active status.
- e. An employee on a Workers' Compensation Leave for thirty (30) or more days cannot accrue sick leave until they return to active status. This process will be completed by the Office Human Resources.

3.4.3 ADMINISTRATIVE RESPONSIBILITY

Employee

It is the responsibility of the employee to complete and submit a Leave Form to his/her supervisor/manager upon arrival and return to work. If an employee has a prescheduled medical procedure, they are required to request the use of sick time in advance. This request must be accompanied by supporting documentation from the employee's health care provider. All medical documentation will be submitted to the Office of Human Resources.

Manager

The supervisor/manager is responsible for recording absences due to sickness by assuring that a Leave Request indicating the dates of the employee's absence is completed by the employee on the first day the employee returns to work. The Leave Form must be signed by the supervisor/manager and submitted to Human Resources (by the supervisor/manager) within one day from the date the employee returns to work. The supervisor is also responsible for recording and maintaining department records of sick leave absences. In the event the employee is absent (due to sickness) and does not have accrued sick leave, the manager must:

- a. Determine if the employee has annual leave to which the employee's absence may be charged.
- b. If the employee has also exhausted their accrued annual leave, the absence must be reported and recorded in a non-pay status to Human Resources on a Personnel Action Form for payroll processing.
- c. In the case of hourly personnel, the non-pay absence dates should be recorded on the employee's time sheet and a copy of the time sheet must be submitted to Human Resources for record keeping purposes.

In all cases, the no-pay absence must be reported within the same pay period in which it occurred, no later than the following pay period.

Human Resources

The Office of Human Resources will work closely with managers/deans and Payroll to review and record sick leave requests. In addition, the Office of Human Resources will provide managers/deans with information regarding the exhaustion of sick leave. If an employee has exhausted all sick leave, he or she will be placed in a non-pay status by the Office of Human Resources.

3.4.4 EXCEPTIONS

Exceptions to this policy will require the approval of the President of the University.

3.5

FAMILY AND MEDICAL LEAVE ACT POLICY

GENERAL PROVISIONS

It is the policy of Clark Atlanta University to grant up to twelve weeks of family and medical leave during any twelve-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The leave may be a combination of paid and unpaid, depending on the availability of accruals of leave of the employee. FMLA is intended to balance the demands of the workplace with the needs of families.

Clark Atlanta University will comply with the confidentiality requirements of the Genetic Information Nondiscrimination Act of 2008 (GINA) when administering FMLA leave.

3.5.1 ELIGIBILITY

In order to qualify to take family and medical leave under this policy, the employee must meet ***all*** of the following conditions:

1. The employee must have worked for the University at least twelve months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
2. The employee must have worked at least 1,250 hours during the twelve-month period immediately before the date when the leave would begin.

3.5.2 TYPE OF LEAVE COVERED

In order to qualify as FMLA leave under this policy, the employee must take the leave for one of the reasons listed below:

1. the birth of a child and in order to care for that child;
2. the placement of a child for adoption or foster care;
3. the care of a spouse, child, or parent with a serious health condition;
4. the serious health condition (described below) of the employee; or
5. qualifying exigencies arising out of the fact that the spouse, son, daughter, or parent of the employee is on or has been notified of an impending call to active duty military service.

An employee may take leave because of a serious health condition that renders the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition which requires inpatient care in a hospital, hospice, or residential medical care facility, or a condition that requires continuous care by a licensed health care provider. (A health care provider is defined as: a doctor of medicine, doctor of osteopathy, podiatrist, dentist, clinical psychologist, optometrist, chiropractor, nurse practitioner.)

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that, if left untreated, would result in a period of incapacity of more than three days, which would be considered a serious health condition. Examples of serious health conditions include: heart attacks or other serious heart conditions, most cancers, strokes, appendicitis, pneumonia, and ongoing pregnancy and prenatal care.

Employees with questions about what illnesses are covered under this FMLA policy or under the University's sick leave policy are encouraged to consult with the Office Human Resources.

The University will require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in this policy under the section entitled "Certification of the Serious Health Condition".

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the University may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

An eligible employee can take up to twelve weeks of leave under this policy during any twelve-month period. The University will measure the twelve-month period as a rolling twelve-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the University will compute the amount of leave the employee has taken under this policy and subtract it from the twelve weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

If a husband and wife both work for the University and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of twelve weeks of leave.

3.5.3 EMPLOYEE STATUS & BENEFITS DURING LEAVE

While the employee is on leave, the University will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued work. If the employee does not return to work, the employee should also consult the University's COBRA policy.

Under current University policy, the employee pays a portion of the health care premium. While

on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Human Resources Department by the 18th day of each month. If the payment is more than thirty days late, the employee's health coverage may be dropped for the duration of the leave.

If the employee contributes to the supplemental life insurance or the additional disability insurance offered by the University, the University will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments, along with the health care payments. If the employee does not continue these payments, the University may discontinue coverage.

3.5.4 MILITARY CAREGIVER LEAVE UNDER THE FMLA

Eligible employees may take up to 26 weeks of job-protected "military caregiver leave" during a single 12-month period. This leave must be used to care for a covered family member with a serious illness or injury. In this context, a "covered family member" means a spouse, child, parent, or next of kin who is a "covered service member." A covered service member is a person who is or was a member of the regular armed forces, National Guard, or Reserves and is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

An employee's entitlement to military caregiver leave is limited to 26 workweeks of leave within each 12-month period, per covered service member, per injury. Each 12-month period in which up to 26 weeks of military caregiver leave may be taken must be measured forward from the date when the caregiver leave begins. Thus, an eligible employee may take 26 workweeks of military caregiver leave in different 12-month periods to care for multiple service members or to care for the same service member with a subsequent serious injury or illness. The University may, at its discretion, request that an employee seeking to take military caregiver leave provide a certification from the U.S. Department of Defense that the covered service member's serious injury or illness was either incurred in the line of duty or aggravated by service in the line of duty in the Armed Forces.

3.5.5 QUALIFYING EXIGENCY LEAVE UNDER THE FMLA

Eligible employees may take exigency leave for a "qualifying exigency" arising from the employee's spouse, child, or parent who is in the regular armed forces, National Guard, or Reserves being notified of an impending federal call or order to duty in support of a contingency operation through deployment to a foreign country. There are nine situations when qualifying exigency leave may be taken:

- a. In "short-notice deployment" situations, where a covered military member is notified of an impending call or order to active duty 7 or fewer days from the date of deployment, in which case an eligible employee may take military exigency leave for a period of 7

days beginning on the date when the covered military member is notified of the impending deployment;

- b. To attend military events, ceremonies, or programs sponsored by the military that are related to the active duty or the call to active duty of a covered military member, or to attend similarly related family support or assistance programs for informational briefings sponsored or promoted by the military;
- c. For certain childcare and school activities necessitated by active duty or the call to active duty status of a covered military member, including to arrange for alternative childcare, to provide childcare on an urgent, emergency need (but not routine, regular, or everyday) basis, to enroll or transfer a child in a new school or day care facility, or to attend meetings with school or day care staff;
- d. To make or update financial or legal arrangements to address a covered military member's absence while on active duty;
- e. To attend certain counseling arising from active duty or the call to active duty status of a covered military member;
- f. To spend time with a covered military member who is on a short-term, temporary rest and recuperation leave during a period of deployment (must be taken while the military member is taking rest and recuperation);
- g. To attend certain post-deployment activities, such as arrival ceremonies and reintegration briefings, and to address issues arising from the death of a covered military member while on active duty status;
- h. For certain additional activities arising out of a covered military member's active duty or call to active duty where the employer and employee both agree on the timing and duration of the leave; and
- i. To care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis or transferring the parent to a care facility, or attending meetings with staff at a care facility.

The amount of time an eligible employee may take for Rest and Recuperation qualifying exigency leave is a maximum of 15 calendar days. The remaining situations allow for eligible employees to take up to 12 weeks of job-protected leave.

3.5.6 EMPLOYEE STATUS AFTER LEAVE

An employee who takes leave under this policy will be able to return to the same job or a job with equivalent status, pay, benefits, and other employment terms. The position will be the same or one that entails substantially equivalent skill, effort, responsibility and authority.

Where required, the University will consider making reasonable accommodation, including additional leave, for any disability an employee may have in accordance with applicable law.

3.5.7 USE OF PAID AND UNPAID LEAVE

If the employee has accrued paid leave, the employee must use paid leave first and take the remainder of the twelve weeks as unpaid leave.

An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave.

An employee taking leave for the birth of a child must use paid sick leave first for physical recovery following childbirth. Pregnancy disability or other leave taken under the University's disability plan is considered paid sick leave for purposes of FMLA substitution. The employee may then use all paid vacation and personal leave, and then will be eligible for unpaid leave for the remainder of the twelve weeks.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation and personal leave prior to being eligible for unpaid leave.

3.5.8 INTERMITTENT LEAVE OR A REDUCED WORKSCHEDULE

The employee may take FMLA leave in twelve consecutive weeks, may use leave intermittently (take a day periodically when needed over the year), or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve weeks over a twelve-month period.

The University may temporarily transfer an employee to an available alternate position with equivalent pay and benefits if the alternate position would better accommodate the intermittent or reduced schedule.

For birth, adoption or foster care of a child, the University and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child. If the employee is taking leave for a serious health condition or

because of the serious health condition of a family member, the employee should try to reach agreement with the University before taking intermittent leave or working a reduced hour schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary. The University will require certification of the medical necessity.

3.5.9 CERTIFICATION OF THE SERIOUS HEALTH CONDITION

Employees who take FMLA leave are expected to provide a completed, signed certification from a health care provider demonstrating that the leave is medically necessary and covered by the FMLA. In obtaining this certification, employees are expected to work with human resources to gather and complete all necessary documentation. The employee should try to complete the required certification within fifteen days of the request for leave, or provide a reasonable explanation for the delay. Failure to provide certification may result in the leave being denied or delay the commencement of the leave. If an employee fails to submit a completed certification to the University within a reasonable time (generally, within 15 days) after the commencement of an unexpected leave, the University may deny the leave request, including the FMLA's reinstatement protections. Medical certification may be provided by using the Medical Certification Form which can be obtained from the Office of Human Resources.

The University may, in its discretion, seek clarification and authentication of completed certification forms. The University may also require that employees take appropriate steps to cure deficiencies in any certification form within 7 days. Employees requesting an FMLA leave may be required to provide the University with subsequent re-certifications of their continued serious health condition and inability to work as permitted by the FMLA. This includes recertification of ongoing conditions at least every 6 months in conjunctions with an absence, and more frequently in some instances. For medical conditions that last longer than a single leave year, the University may request that employees who wish to use FMLA leave for that ongoing condition provide a new medical certification each leave year.

Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

The University has the right to ask for a second opinion if it has reason to doubt a certification. The University will pay for the employee to get a certification from a second doctor, which the University will select.

If necessary to resolve a conflict between the original certification and the second opinion, the University will require the opinion of a third doctor. The University and the employee will jointly select the third doctor, and the University will pay for the opinion. The third opinion will be considered final.

3.5.10 PROCEDURES FOR REQUESTING LEAVE

Except where leave is not foreseeable, all employees requesting leave under this policy must submit the request in writing to their immediate supervisor, with a copy to the Office of Human Resources. When an employee plans to take leave under this policy, the employee must give 30 days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule treatment to minimize disruptions to the University's operations. If an employee fails to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until thirty (30) days from the date the University receives notice.

While on leave, employees are requested to report periodically to the University regarding the status of the medical condition, and their intent to return to work.

3.5.11 RETURNING TO WORK

Before an employee on an FMLA leave for his or her own serious health condition (including pregnancy) will be permitted to return from leave, the employee will be required to present the University with a statement from the employee's health care provider certifying that he or she is able to resume work and perform the essential functions of his or her position, with or without reasonable accommodation.

Employees who wish to return to work from an FMLA leave due to their own serious health condition must first provide the University with a certification from a health care provider stating that they are fit to return to work. Under certain circumstances, the University may require that this certification state that the employee can perform all of the essential functions listed in their job description. Where reasonable job safety concerns exist, the University may also require that employees who wish to return to work from intermittent FMLA leave provide certification from a health care provider that they are fit to return to work. Under certain circumstances permitted by the FMLA, employees may also be required to cooperate with the University's request for a second or third opinion from health care providers designated by the University at its discretion and expense for purposes of confirming eligibility for FMLA leave. The University may also require an employee on FMLA leave to report periodically on his or her status and intent to return to work.

3.6

BEREAVEMENT LEAVE

When a death occurs in the family of a full-time regular or part-time regular employee, the employee will be compensated for time lost from the regular work schedule in accordance with the following guidelines.

Spouse, child, parents, siblings	5 days
Grandparents, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law	3 days
Relative not a member of an employee's immediate family	1-day
Non-Relative (employee may use annual or personal time)	0 day

Request for bereavement leave should be made to an employee's immediate supervisor and forwarded to the Office of Human Resources.

3.7

VOTING

Staff and faculty members of the University are encouraged to exercise their constitutional rights and to participate in local, state and federal elections. Employees are permitted a maximum of two hours unpaid leave to vote in any municipal, county, state, federal or general election. An employee must provide reasonable notice to his or her supervisor of your intent to take such leave, and supervisors may designate the specific hours to be taken. This policy does not apply in instances where you commence work more than two hours after the polls have opened or leave work more than two hours prior to the closing of the polls.

3.8

JURY DUTY LEAVE

For a full-time regular staff member summoned to jury duty, the University will continue their salary during their active period of jury duty. They are also permitted to retain the allowance they receive from the court for such service. If they are not full-time regular staff members, they are given time off without pay while serving jury duty.

To qualify for jury or witness duty leave, staff must submit to their supervisor a copy of the summons to serve as soon as it is received. In addition, proof of service must be submitted to the supervisor when their period of jury or witness duty has been completed.

A leave request form must be completed with appropriate documentation attached and submitted to the Office of Human Resources.

Employees will not be retaliated against for time off for jury duty.

3.9

PERSONAL LEAVES OF ABSENCE

Unpaid personal leaves of absence for a period up to ninety (90) days may be requested by full-time regular and part-time regular employees who have one year of continuous service. They must request personal leaves in writing at least two weeks prior to the time they wish such leave to commence. If the personal leave request is necessitated by an emergency, they must notify their supervisor or the head of their department in writing stating the nature of the leave and the expected length of absence. The written request must be submitted within three days of the beginning of the leave. A Leave Form must be completed and submitted to Human Resources.

Personal leave of absence may be granted only for justifiable reasons (e.g., child care or care for an ill family member) **at the University's discretion**, provided the leave does not seriously disrupt the University's operations. Personal leaves of absence are not granted until all accrued unused vacation and personal days have been exhausted.

The University endeavors to place employees returning from personal leaves of absence in their former positions or positions comparable in status and pay, subject to budgetary restrictions, the University's need to fill vacancies, and the ability of the University to find qualified temporary replacements.

3.10

MILITARY LEAVE

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and Georgia law. Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. A copy of military orders or other authorized documents for such duty must be presented to the faculty or staff member's department chairperson and to the Office of Human Resources.

Military leave with pay may not exceed seven and one-half (7 1/2) working days in one calendar year unless a state of emergency is declared. In this instance however, the leave with pay may not exceed thirty (30) days.

Periods of absence for military leave of thirty days or more, but not exceeding six months, will be treated as leave without pay. Extensions are possible depending upon circumstances.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as vacation or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment. Nevertheless, while on military leave, an employee continues to accumulate time for purposes of continuous employment-based policies.

Employees on military leave for up to 30 days are required to return to work for the first regularly-scheduled shift after the end of service, taking into account safe travel home plus an eight-hour rest period. Employees on longer military leave must apply for reinstatement in accordance with USERRA.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Contact the Office of Human Resources to request military leave or for more information or questions about military leave.

3.11

INFANT FEEDING

In compliance with the Affordable Care Act, the University provides reasonable break time for an employee to express breast milk for her nursing child for 1 year after the child's birth each time such employee has need to express the milk. The University will also provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Please consult your supervisor or a member of the Office of Human Resources to discuss this policy and make any necessary arrangements.

3.11.1

OTHER LEAVE

In the event of inclement weather or other temporary emergency situation, the President or his designee may (1) cancel or suspend classes, or (2) close the University except for essential services.

- The cancellation of classes means that students should not report to their classes. However, all other support functions will be maintained and all staff members should report to their work stations at the regularly scheduled time, or as soon as possible thereafter. Employees unable to report to work will be required to take leave time or leave without pay.

- The closing of the University means that classes and instructional laboratories are canceled and support functions and operations (offices) will be closed, with the exception of essential services. Employees are not expected to report to work unless they have been designated as emergency personnel who are needed to carry out essential University services. During the emergency closing of the University, employees generally are considered on leave with pay.

Employees should listen to the local television stations and to the University's radio station (WCLK) for the official notification of the cancellation of classes, or the closing of the University.

GROUP HEALTH AND RELATED BENEFITS

4.0

STAFF AND FACULTY BENEFIT PROGRAMS

Clark Atlanta University has established a variety of staff and faculty benefit programs designed to assist employees and their eligible dependents in meeting financial obligations that can result from illness, disability, death, retirement, job-related, personal problems or enhance their job-related skills. The premiums for these benefits are paid in large part by the university with a smaller percentage paid by the employee via payroll deductions.

This section of the Handbook is meant to highlight some features of these benefit programs. Group health and life insurance and retirement-related programs are described more fully in summary plan description (SPD) booklet, which are available on the university's website. In the event of any contradiction between information appearing in this Handbook and/or SPD booklet, the information that appears in the master insurance contracts shall govern in all case.

An open enrollment period is held once a year to give all members of the University an opportunity to make changes in his or her insurance plan or elect to participate. The University reserves the right to amend or make changes to its benefit plans, both in terms of offerings and premium cost-share.

4.1

GROUP MEDICAL INSURANCE

All full-time regular and part-time regular employees and their eligible dependents are encouraged to participate in the University's group hospitalization, surgical, major medical, dental and vision plans. The University's group health insurance policy provides a comprehensive medical plan. Descriptions of the plans, enrollment cards, and claim forms are available from the Office of Human Resources and the University website. <https://www.cau.edu/about/offices-resources/human-resources/benefits>

Coverage begins on the first day of the month following thirty days of employment. Because insurance is paid one month in advance, this deduction will be made from the employee's initial paycheck. Employees who do not enroll within thirty days of employment are not eligible to enroll until the Open Enrollment period, unless there is proof of a major life change (widowed, spouse loses coverage, spouse loses employment.) Coverage changes due to births, marriage, divorce (status change) must occur within thirty (30) days of the event or the employee will be required to wait for the Open Enrollment period.

4.2

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the University's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events for an employee are voluntary or involuntary termination of employment or a significant reduction in an employee's hours.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the University's group rate plus an administration fee. The University provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the University's health insurance plan. The notice contains important information about the employee's rights and obligations.

4.2.1

CONTINUING OR CONVERTING GROUP HEALTH

If an employee separates from the University or if his or her work hours are reduced, and if this event makes the employee or his or her dependents no longer eligible to participate in one of the University's group health insurance plans, the employee and his/her eligible dependents have the right to continue coverage under COBRA or find alternative coverage on the marketplace. The Office of Human Resources should be contacted for complete details regarding COBRA.

For more information regarding COBRA continuous coverage, please consult the University's Group Health Plan's Summary Plan Description.

4.3

DENTAL INSURANCE

A Dental Plan is available to full-time regular and part-time regular staff. Coverage begins on the first day of the month following the official date of employment. Because insurance is paid one month in advance, this deduction will be made from the employee's initial paycheck. Dental coverage is included with all Medical plans. Employee are not able to elect stand-alone Dental coverage.

4.4

BASIC TERM LIFE INSURANCE

All full-time regular employees are eligible to participate in the University's life insurance program. Coverage under this program is available for employees only; dependent coverage is not available. Coverage for eligible employees is effective on the 31st day of employment.

Under this program, employees are covered by a life insurance benefit of twice their annual base salary with a maximum of \$400,000.00. Additional coverage (two times annual salary with a maximum of \$400,000.00) is provided in the event of accidental death or dismemberment.

The cost to provide this benefit currently is paid in full by the University. Life insurance benefits terminate on the last day of the month in which an employee separates from the University.

4.4.1

IMPUTED INCOME

In accordance with Internal Revenue Service regulations, all University paid life insurance premiums for employee coverage OVER \$50,000 are considered imputed income. Imputed income is **the value of non-monetary compensation given to employees in the form of fringe benefits**. This income is added to an employee's gross wages so employment taxes can be withheld. Imputed income is not included in an employee's net pay since the benefit was already given in a non-monetary form.

4.5

VOLUNTARY TERM LIFE INSURANCE

Voluntary term life insurance may be purchased by employees for their spouse and eligible dependents, providing that the employee is also enrolled in the program. Details are available in the Office of Human Resources.

For further details regarding life insurance benefits, employees should consult the SPD or contact the Office of Human Resources.

4.6

SHORT-TERM DISABILITY INSURANCE

Short-term disability insurance is available to full-time regular staff. The coverage is paid 100% by the employee and provides an income equivalent to 60% of weekly pre-disability earnings, to a maximum of \$1,000, less deductible sources of income. Coverage begins on the 15th day of disability for non-occupational sickness, pregnancy, or accidental injury, up to a maximum benefit period of eleven (13) weeks.

4.7

LONG-TERM DISABILITY INSURANCE

Long-term disability insurance is provided to full-time regular staff. The coverage provides a monthly income for employees who become totally disabled for an extended period of time. There is a ninety (90) day waiting period before an employee is eligible for Long Term Disability. The employee must contact the Office of Human Resources to complete the required documentation process. There are two (2) options available under the long-term disability program.

- (1) Fifty percent (50%) coverage of an employee's gross monthly salary up to a maximum benefit of \$2,000.00 per month with no cost to the employee. This is the **core plan** that is paid in full by Clark Atlanta University.
- (2) Sixty percent (60%) coverage of an employee's gross monthly maximum salary up to a maximum benefit of \$7,000.00 per month. The employee elects coverage (voluntarily). Please consult the Office of Human Resources to determine the monthly premiums for the Long-Term Disability buy up plan.

4.8

WORKER'S COMPENSATION INSURANCE

Staff and faculty members of Clark Atlanta University are covered by the provisions of the Georgia Worker's Compensation Act. This insurance is designed to provide for the payment of medical expenses and for partial salary continuation in the event of a work-related injury or illness.

An employee who is injured on the job must immediately report such injury to the immediate supervisor and to the Office of Human Resources, whether or not medical treatment is required or refused. **Failure to report the incident within (30) days may jeopardize the employee's claim for benefits.**

4.9

SOCIAL SECURITY

All eligible employees of the University are required to participate in the Social Security program. This benefit as required by the Social Security Act and governed by the Social Security Administration. Payroll deductions are made for the employee's share of the cost of the insurance with the University paying a matching share.

The Social Security program provides retirement, disability, and health benefits. However, employees are encouraged to consider securing additional retirement options to provide the fullest measure of security during their post-employment years.

4.10

UNEMPLOYMENT COMPENSATION

Clark Atlanta University employees are covered under the State Unemployment Compensation Law. The insurance program is designed to provide salary benefits and to assist eligible employees who are temporarily unemployed through no fault of their own, are able and available for work, and are unsuccessful in finding work. These premiums are paid by the University.

4.11

BASIC RETIREMENT ANNUITY

Clark Atlanta University has established a retirement program to assist employees in their post-employment years. Employees are encouraged to begin planning for retirement early in their career so that the University's benefits, benefits from the federal government's Social Security program, and income from their personal investments can grow together to provide future financial security.

The University's plan is administered by Teachers Insurance Annuity Association - College Retirement Equities Fund (TIAA-CREF). The plan is contributory and is designed to provide employees with monthly benefits when they retire. The amount of benefits an employee will receive when they retire depends on, among other things, their years of service with the University and their ~~income~~

Employees are eligible and it is required that they enroll in the University's Plan after they have completed two years of full-time service and have attained age twenty-one (21). The staff or faculty member is required to contribute three percent (3%) of monthly gross income and the University contributes five percent (5%) of monthly gross income. Employees, who have attained at least two years of service with a college, university, or other approved educational organization immediately preceding their employment at CAU, will be considered to have satisfied the two-year service requirement at CAU upon their date of hire. In such cases, the eligible employee must submit a Salary Reduction Agreement and a TIAA-CREF enrollment form to the Human Resources department to be enrolled in the Basic Plan.

4.12

SUPPLEMENTAL RETIREMENT ANNUITIES

Staff and faculty members are eligible upon hire to enroll in the Supplemental Retirement Annuity (SRA) provided also by TIAA-CREF. The University does not make any contributions toward this plan. The maximum amount that employees can contribute to supplement retirement savings plan is regulated by the IRS.

Questions regarding University retirement plans should be directed to The Office of Human Resources.

4.13 66

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The purpose of the Employee Assistance Program is to provide a resource to assist eligible University staff and faculty members who seek confidential assistance in overcoming personal problems. Complete details of the Employee Assistance Plan and contact information are available on the University's internal website. For additional questions please contact the Office of Human Resources or the University website: <https://www.cau.edu/human-resources/index.html>

4.14

TUITION REMISSION POLICY

The Tuition Remission Policy has been established to help Clark Atlanta University strengthen its human resources by providing eligible employees an opportunity to obtain, maintain or improve job and career related capabilities or pursue an approved degree

through participation in academic courses of study. This opportunity is extended to the employee's spouse and dependent children. The remission or waiver of tuition is designed as a supplemental benefit intended to be applied after the eligible participant has applied for and received state and federal financial aid grants/scholarships for which they qualify. The University offers this benefit program at its discretion and reserves the right to modify or discontinue this benefit at its discretion. Employees interested in this benefit should contact the Office of Human Resources for further information on how to apply.

4.15.1 EMPLOYEE ELIGIBILITY

- A. Faculty and staff members who are employed as regular, full-time, benefit-based employees and who have been so employed for one (1) continuous year on the date that the application is due are eligible to apply for this benefit. Employees hired and classified as temporary, contract and/or part-time are not eligible for this benefit.
- B. Tuition Waiver does not apply to enrollment in Continuing Education, the MBA for Working Professionals Program, or in Doctoral Programs.
- C. Enrolled employees who become inactive (i.e. extended Leave of Absence, FMLA) may complete the semester in which they are currently enrolled; however, the employee may not make application for another course or semester until they have returned to full-time active employment status.
- D. To maintain eligibility, an employee must comply with all of the provisions of this policy and maintain academic good standing as defined by the University's catalog.

4.15.2 SPOUSE AND DEPENDANT ELIGIBILITY

A. Spouse Eligibility

The spouse of an eligible employee may attend Clark Atlanta University if he/she meets the admissions requirements and they have been married for one (1) year, at the time of the spouse's application. The employee must be prepared to provide a marriage license verifying the date of marriage, upon request, as proof of eligibility for a maximum of fifty percent (50%) tuition remission. Eligibility of a divorced spouse terminates at the end of the current semester of enrollment.

B. Dependent Child(ren) Eligibility

Dependent children of an eligible employee may attend CAU, Morehouse College or Spelman College under a reciprocal agreement if they meet the regular admissions requirements of those institutions.

1. For the purpose of this policy, eligible dependent child(ren) must be an unmarried dependent by criteria of the Internal Revenue Service, who has resided with the employee and for whom the employee has been the primary support for a minimum of one year (immediately preceding the semester of attendance).
2. For the purpose of this policy, an eligible child must be:
 - a. a natural born child; or
 - b. legally adopted; or
 - c. a stepchild; or
 - d. a foster child, as evidenced by a court recognized Family and Children Services Agency or Probate Court of the United States of America; or
 - e. a child under the legal guardianship of the employee, as evidenced by a certified copy or original court order of the United States of America at least one (1) year before the date of enrollment.
3. Only dependent children under the age of twenty-four (24) are eligible to receive this tuition remission. A child who reaches age twenty-four (24) before the first day of class in a semester is not eligible to enroll. A child reaching the age of twenty-four (24) during any semester of enrollment is eligible to complete the class with remission, but is ineligible for any further remission as a dependent.

For the purpose of this policy, dependent children cannot be:

- a. A veteran of any branch of the United States Armed Services; or
 - b. An emancipated minor (self-supporting)
4. Dependent child(ren) of employees who retire or die with twenty (20) years of service that meet the above requirements will be eligible for this benefit if they meet the requirements of the University Tuition Remission Policy as it exists on the date of the intended enrollment.

4.15.3 GENERAL

- A. The award of tuition remission does not by itself authorize an employee's absence from work to attend courses scheduled during normal work hours. The employee must obtain a written authorization from the supervisor and department manager. Arrangements must be made in advance to compensate for the absence from work.
- B. Department/Unit Heads may not attend courses scheduled during normal business hours unless approved in writing by the Administrative Unit Head (V.P. of the Unit).
- C. A separate application for each participant must be completed for each academic year of attendance.
- D. The remission/waiver of tuition is designed to supplement tuition cost after the employee, spouse and dependent child(ren) have applied for Financial Aid. The Financial Aid Application must be completed prior to applying for tuition remission. The Tuition Remission Application must be completed in accordance with the following application(s) time periods and submitted to the Human Resources Office prior to the deadline(s).

<u>Semester</u>	<u>First Day of Application</u>	<u>Application Deadline</u>
*Fall	May 1	June 30
Spring	September 1	October 30

**Continuing students approved for Tuition Remission in the Fall Semester will remain eligible for tuition remission in the Spring Semester of that academic year without having to submit another application.*

4.15.4 LIMITATIONS

- A. Tuition remission benefits are not transferable for any purposes.

- B. Eligible participants must apply for admission and meet all admission standards for the desired course or program.
- C. The Tuition Remission Application must be filed in the Office of Human Resources before the deadline. Applications will **not** be accepted after the deadline.
- D. This policy allows the acquisition of only one degree for eligible employees, spouse and dependent child(ren).
- E. Employees are not eligible to attend CAU's Summer Session under this policy.
- F. Eligible spouse and dependent children may only enroll in credit bearing courses.
- G. Eligible employees may be provided with up to one hundred percent (100%) tuition remission for up to six (6) credit hours in a given semester. A maximum of three (3) credit hours may be taken during the 9 to 5 normal working hours with the approval of the supervisor and the department/unit head. The employee must make-up the time spent in class between 9 and 5.
- H. Fifty percent (50%) remission of actual tuition charges is the maximum an eligible spouse may receive after the application of financial aid received.
- I. An eligible dependent child(ren) may not receive remission benefits in any one semester for more than an amount equivalent to the tuition charges for that semester for full load status in the program in which the student is enrolled.
- J. A student may not receive tuition remission for more than the minimum credit hours required in the degree program in which the student is enrolled. If the student is not a degree candidate, the student will not be eligible for tuition remission for more than sixty (60) undergraduate credits.
- K. An eligible spouse or dependent must complete a degree course of study within seven (7) years from first date of enrollment.
- L. Grade Requirements and Limitations:
 - 1. Program participants must remain in the status of "good academic standing" as defined in the appropriate catalog.
 - 2. Students who are not in good academic standing are not eligible to receive tuition remission until they regain good academic standing.
- M. The payment of all non-tuition costs including application, laboratory, parking fees, all other fees including books and supplies are the responsibility of the employee, spouse or dependent and are not covered as a benefit under this policy. The one exception is that full time employees of Clark Atlanta University who are enrolled under the tuition waiver

program will be exempt from the payment of student activity fees and student health center fees.

- N. An employee must remain in service at the University two (2) full years following the awarding of a degree to a spouse, dependent child or the employee. Failure to do so will cause a financial obligation to be placed on the student's account; the amount of the obligation will be the amount of the tuition remission received during the last two semesters of study under the benefit program.
- O. By the mere participation in this program, the employee, spouse and dependents agree to abide by the provision of this policy. In the event the information in the application is misrepresented, the employee will be responsible for refunding the full tuition awarded under this policy to the University.

4.15.5 APPLICATION PROCEDURE FOR TUITION REMISSION BENEFITS

To qualify for tuition remission benefits under this policy, an eligible employee, spouse and each dependent must complete an application for tuition remission for each academic year. An approved application constitutes eligibility for this benefit for the current academic year only.

- A. An application for admission to the University must be completed and the employee must meet the standard admission requirements and be accepted.
- B. Financial Aid Forms must be completed and filed with the College Scholarship Service.
 - 1. Complete the Georgia Tuition Equalization (GTEG/HOPE) form (Georgia residents).
 - 2. Complete the Free Application for Federal Student Aid (FAFSA). (Graduate students and non-citizens are not required to complete this form.)

Tuition remission will supplement the balance of the tuition requirements following the application of financial aid to the student's account.

- C. The employee must complete the Tuition Remission Application, obtain the appropriate approvals, and submit the application (with any required supporting documentation) to the Human Resources Department prior to the published deadline. If the application is for the employee, the scheduled work hours the employee has arranged to make up for the absence from work must be noted. The Human Resources Department will:
 - 1. Verify the eligibility of the employee and/or spouse/dependent;
 - 2. Submit the approved Tuition Remission Application to the Offices of Student Financial Aid, Student Accounts, and University Registrar for further processing; and
 - 3. Forward the employee and department/unit head their copy of the application indicating the eligibility of the applicant.

D. The Office of Student Financial Aid will:

1. Verify that the FAFSA, GTEG/HOPE application, and any required verification documents are on file;*
2. Determine the award amount based on enrollment status and other financial aid;
3. Run process to disburse funds to the student's account.

*The deadline to have a valid FAFSA, GTEG/HOPE application, and all verification documents in the Office of Student Financial Aid is **June 15** of each academic year.

E. The student is solely responsible for the registration of classes. In order to register with the Office of the University Registrar, the student must:

1. Seek advisement from their academic advisor (contact their major department for advisor assignment);
2. Present proof of advisement (signed web registration form) to the Office of the University Registrar who will release the student's registration pin so that they may register for classes;
3. Register for classes online using the student registration portal as required by the University.

F. The Office of Student Accounts will:

1. Confirm that the tuition waiver has been applied to the student's award;
2. Financially enroll the student once their office is contacted by the student;
3. Ensure the student pays all applicable fees.

4.15.6 RECIPROCAL PROGRAM POLICY

- A. Employees of Morehouse College and Spelman College who have been employed for at least one continuous year and who are eligible for tuition waiver under their respective programs may apply to enroll their eligible dependent children in the Fall and Spring semesters at Clark Atlanta University. Participants must apply to and be approved for tuition waiver by their respective institution before applying to CAU. Once approved by CAU, the enrolled student will receive 100% tuition waiver. All other fees and expenses are the responsibility of the student.
- B. On a restricted basis, employees of the Atlanta University Center, Inc. (AUC, Inc) who have

been employed for at least one continuous year may apply to enroll their eligible dependent children in the Fall and Spring semesters at Clark Atlanta University. Enrollment is limited to **four students** at any given time. Participants must apply to and be approved by AUC, Inc. before applying to CAU. Once approved by CAU, two of the enrolled students as selected by AUC, Inc. will receive 100% tuition waiver and two students as selected by AUC, Inc. will receive 50% tuition assistance. All other fees and expenses are the responsibility of the students.

- C. On a restricted basis, employees of the Interdenominational Theological Center and the Morehouse School of Medicine who have been employed for at least one continuous year may apply to enroll their eligible dependent children at Clark Atlanta University for the Fall and Spring Semesters. Enrollment is limited to **two students** from each institution at any given time. Participants must apply and be approved by their institution before being considered for tuition assistance at Clark Atlanta University. Tuition assistance will be provided at a maximum of 50% of the tuition being charged at the time of enrollment. All other fees and expenses are the responsibility of the student.
- D. Former employees of Morehouse College and Spelman College who are subsequently hired by CAU after having attained eligibility for tuition remission benefits at their former institution will be granted these benefits at CAU if:
 - Their last day of employment at their former institution is less than 90 days from their first day of employment at CAU; and
 - Their combined length of service at CAU and their former institution is at least 1 year (12 months).

Former employees of Morehouse College and Spelman College as described above who do not meet CAU eligibility requirements upon date of hire but who are currently using tuition waiver benefits for an eligible dependent will be allowed to continue using the benefits at CAU for the remainder of the academic year in which they were hired at CAU.

- E. This reciprocal agreement does not apply to the Summer School session at Clark Atlanta University.
- F. Applications approved by the participating institutions must be received at Clark Atlanta University within the timeframes published for each semester. Applications received after those dates, even if approved by the participating institution, will be rejected by Clark Atlanta University.

4.15.7 SEPARATION FROM THE UNIVERSITY

Involuntary Separation

The University may grant an employee in good standing, who is involuntarily separated (as

defined in Section 5.10) from the University, the privilege to complete the current academic semester in which he/she is enrolled. This also applies to the spouse and dependent children. At the completion of the academic semester, this privilege will automatically terminate. This does not apply to employees who are separated for cause, as determined by the Office of Human Resources after consulting with the separated employee's supervisor. Employees separated for cause may complete the semester at their own expense or may withdraw in accordance with the withdrawal policy of the University.

Voluntary Separation

If an employee who is currently obtaining benefits or has previously obtained benefits for themselves, their spouse or dependent children under this policy, voluntarily separates (as defined in Section 5.10) from the University for any reason within two (2) years of the completion of a course or degree program, the employee must refund the University the full amount of all tuition waiver benefits received within the last two semesters of attendance at the University. The refund is due within three (3) months following the date of the employee's separation. In the case of voluntary separation due to permanent disability, ill health or parental or spouse death, the University will waive the refund. Currently enrolled dependents of an active employee who dies with less than 20 years of service to the University will be allowed to complete the academic year in which the death of the employee occurs, as long as all other eligibility criteria are met.

4.15 EMPLOYEE RECOGNITION AWARDS

Clark Atlanta University recognizes the value, contributions, and support that is rendered by staff as they fulfill their job responsibilities.

Bonuses have been designed to award employees who have demonstrated outstanding job achievement and performance. Merit bonuses may be given to acknowledge exemplary performance in the completion of a specific task, assignment or project. As a financial award, it is a bonus and is not added to an employee's base salary. Recommendations are made to the President by the Supervisor and Unit Head. All recommendations must be supported with appropriate documentation. The President will make the final decision based on the availability of funds, the level of achievement, and other established criteria.

4.16 STAFF DEVELOPMENT

The University is committed to providing various educational, training, and development opportunities for members of the staff in an effort to enhance their performance. Time off for staff for in-service training as well as any other development courses will be granted by supervisors without any requirement for makeup time. Many employees do not have the opportunity to take advantage of rapid technological changes, new procedures, and processes that can enhance their knowledge and their performance. Therefore, the University encourages the participation of staff in workshops and seminars. It further encourages the staff to take courses to increase their skills and enhance academic knowledge as outlined in the tuition waiver policies.



EMPLOYMENT CONDUCT



5.1 PERSONAL APPEARANCE AND Demeanor

As members of the University Staff, employees are expected to exhibit an appropriate style of dress and behavior, accept job related responsibilities and maintain personal integrity at all times. Employees should use good judgment in their choice of work clothes, and remember to conduct themselves at all times in a way that best represents themselves and the University. For additional information, please review the Dress Code Policy

5.2 DISCIPLINE PROCEDURES

Disciplinary action is considered first and foremost a managerial tool to ensure effective job performance and conformance with established work rules. Disciplinary action is expected to help employees overcome work-related problems. Disciplinary steps should be viewed as part of a communication process to help ensure that staff members clearly understand their supervisor's expectations regarding job performance and conduct. Therefore, it is important that attempts are made to improve performance or resolve conduct problems on an informal basis with discussions between employee- and supervisor whenever possible. The Office of Human Resources is available to provide assistance, mediation, or counseling to employees or supervisors who are trying to resolve work-related problems.

5.2.1 DISCIPLINARY ACTIONS

Depending upon the nature and severity of the offense, disciplinary action may take one or more of the following forms:

- verbal reprimand
- written reprimand
- written warning
- suspension (to be accompanied by a final written reprimand)
- discharge/separation of employment

The term "misconduct" as used in this Handbook should be interpreted to include unprofessional behavior that is a violation of University's Code of Conduct and other related policies and attendance problems. In general, immediate supervisors have the primary responsibility for and authority to administer discipline. Department/unit heads and the Office of Human Resources also may be involved.

5.2.2 COUNSELING AND DOCUMENTATION

With the exception of verbal reprimands, supervisors will provide employees with written documentation of the following and forward a copy of the document to Human Resources:

- A. the nature and extent of the problem;
- B. the policy/procedure that has been violated for which the disciplinary action is being taken;
- C. for cases other than discharge, suggested courses of corrective action;
- D. if applicable, the past work record that includes relevant counseling or disciplinary actions taken;
- E. for cases other than discharge, a statement of consequences to the employee in the absence of improvement or the recurrence of the problem; and
- F. any follow-up action to be taken.

This requirement establishes a record of the performance/conduct problem, helps ensure that the employee has been counseled and seeks to ensure that the employee, supervisor, and Human Resources clearly understand the key issues surrounding the situation.

Generally, one or more steps in the disciplinary process are undertaken. The choices of disciplinary options depends upon the seriousness of the offense and surrounding circumstances. Some of the steps may be skipped if deemed appropriate by the employee's immediate supervisor. However, the disciplinary steps that may be followed include:

Verbal Reprimand A verbal reprimand is administered by his/her immediate supervisor whenever an employee has engaged in relatively minor forms of misconduct. (See Subsection Violations.) Verbal reprimands are administered in individual conferences between the supervisor and the employee wherein the supervisor explains fully the nature of the violation and the means by which the employee can ensure that the violation will not be repeated. All verbal reprimands should be documented by the supervisor or unit head.

Written Reprimand. Employees who persist in committing minor misconduct for which a verbal reprimand has been issued previously or who initiate more substantial forms of misconduct may be subject to receiving a written reprimand. A written reprimand is a statement initiated by the employee's immediate supervisor but must bear the concurring signature of the supervisor's unit head. When an employee receives a reprimand, he or she should sign it to acknowledge that it has been received. **One copy of the reprimand must be given to the employee and another copy placed in the employee's permanent personnel file in the Office of Human Resources.** A staff member who receives multiple reprimands within a 12-month period may be subject to immediate probation, suspension or discharge.

Suspension. An employee may be suspended from work: (1) as a severe and punitive disciplinary measure for major or repeated misconduct; or (2) to allow time for further inquiry into alleged major misconduct that normally would result in a discharge. Suspensions may occur with or without pay depending on circumstances involved.

Termination or Discharge._Depending on the seriousness of the offense and surrounding circumstances, the University reserves the right to immediately discharge or terminate an individual's employment with the University.

5.3 CONDUCT VIOLATIONS

In carrying out their duties and responsibilities, all staff members represent the University and as such should conduct themselves accordingly. Appropriate behavior is important at all times. The University expects staff members to conduct themselves in a courteous and professional manner when interacting with students, visitors, or fellow staff and faculty members. Appropriate conduct includes adhering to the University regulations, policies and procedures; maintaining good attendance; and performing one's duties efficiently and effectively. In accordance with these requirements, the University has established a non-exhaustive list of conduct violations. Conduct violations include, but are not limited to the following: .

5.3.1 Violations which may warrant disciplinary action up to and including discharge include:

- a. Wasting time or loitering during working hours;
- b. Leaving University premises or work area without permission during working hours;
- c. Engaging in any activity during working hours that is not closely related to or part of the employee's work;
- d. Failure to notify the University as prescribed in rules and regulations when absent from work or failure to give satisfactory reason for such absence;
- e. Tardiness or unexcused absence;
- f. Failure to accurately record time worked;
- g. Unsatisfactory performance or conduct or performance or conduct that does not meet the requirements of the position;
- h. Misuse of sick leave privileges and benefits;
- i. Willful waste of materials or supplies;
- j. Carelessness resulting in the damage to or destruction of tools, equipment, supplies, or other property belonging to or in the charge of the University or fellow workers;
- k. Failure to report an accident or injury of a student, other employee, self, or visitor

- on University property;
- l. Violation of or disregard for common safety practices and fire prevention rules established by the University, such as smoking in an unauthorized area;
- m. Discourteous treatment of the University's constituencies -- students, faculty, administrators, fellow staff members, and visitors;
- n. Gambling on University property;
- o. Horseplay on the job;
- p. Maintaining an undisclosed or unapproved conflict of interest or creating the appearance of such conflict;
- q. Insubordination or other disrespectful conduct
- r. Violation of any Handbook policy or other circumstances which warrant discipline
- s. Sleeping during working hours;

5.32 Violations that may cause immediate discharge or suspension include:

- a. Falsification of personnel records, including time cards and applications for employment;
- b. Unexcused absence of three days without notification;
- c. The unlawful use, possession, distribution, sale, or manufacture of illegal drugs and alcoholic beverages, including the improper use of prescription medicines on University property or at any University activity;
- d. Insubordination: refusal to perform service as required by the supervisor or refusal to obey any order given in the usual course of employment;
- e. Theft or pilferage, unauthorized use, hiding, removal, sabotage, defacing, or destruction of University property;
- f. Stealing from a fellow employee, student, University officials, or others on University property;
- g. Conduct which is disorderly, dishonest, unethical, immoral, or indecent and perpetrated on University premises;
- h. Threatening, intimidating, coercing, or interfering with fellow employees, students, University officials, or others on University property;
- i. Any form of physical violence, e.g., fighting with a fellow employee, student,

University official or others on University property;

- j. Engaging in or failing to promptly report sexual or other unwelcome harassment or discrimination;
- k. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace consistent with the University's Workplace Violence Prevention Policy;
- l. Unauthorized use of telephones, mail system, or other University-owned equipment;
- m. Conviction of a felony while employed with the University, whether or not on University property;
- n. Carelessness resulting in serious injury to fellow employees, students, University officials, or others on University property;
- o. Falsifying time reporting of another employee;
- p. Being under the influence of alcohol or drugs while at work.

The University's rules concerning discharge are intended to be general guidelines. Just cause for dismissal is not limited to those violations listed above as there may be other offenses committed that may warrant this action. Here is a link to the counseling form.

5.4 WORKPLACE SEARCHES POLICY

To maintain a safe, healthy and productive work environment, the University reserves the right at all times to search or inspect employees' surroundings and possessions. This right extends to the search or inspection of clothing, offices, files, desks, credenzas, lockers, bags, briefcases, containers, packages, parcels, boxes, tools and tool boxes, lunch boxes, any University-owned or leased vehicles and any vehicles parked on the University's property. Employees should have no expectation of privacy of work space located on the University's premises, except in the restrooms, locker rooms, or hotel rooms.

An employee's refusal to allow search or inspection may result in disciplinary actions, up to and including separation.

5.5 ABSENTEEISM AND TARDINESS

The University expects all employees to diligently regard their attendance and promptness. If an employee is unable to work because of illness, he or

she must notify her/his supervisor or the department head by 9:00 a.m. and no later than 30 minutes after the start of the work schedule on each day of his/her absence unless he or she is granted an authorized leave.

If an employee is absent for more than three (3) consecutive work days, a statement from a physician is required before he or she will be permitted to return to work.

The University may require an employee to be examined by a physician designated by the University when abuse is suspected (for example, when an employee's record indicates a pattern of short absences and/or frequent absences before or after holidays and weekends).

Unapproved or unscheduled absences or tardiness that are not covered by the FMLA or Americans with Disabilities Act are grounds for disciplinary action, up to and including termination of employment.

An unexcused absence is any absence that is not in the following list of excused absences.

- Absence with a doctor's note explaining reasonable reason for absence.
- Absence for sickness of a child under employee's direct care (with a doctor's note).
- Absence for death of a family member or other medical emergency.
- Absence that is approved by a manager or supervisor.
- Absence pursuant to the FMLA, ADA, or other legally mandated leave of absence.

Other policies related to attendance and punctuality include:

- You are allowed a maximum of five (5) late occurrences and/or unexcused absences in a ninety-day period before employment termination.
- There will be a Fifteen (15) minute "grace period" before you are considered late. This means that if you are more than five minutes late for your scheduled shift, you are considered late.

5.6 PERSONAL BUSINESS ON UNIVERSITY TIME

It is necessary for employees of the University to restrict his/her personal business to the non-working hours. Only personal emergencies should be taken care of during the course of a work day.

5.7 OFFICE DECORUM

The University desires that all of its departments operate in a professional manner. Loud talking, inappropriate singing, arguing and other types of loud noises should be avoided. Televisions are generally not allowed in offices; however, in special work- related circumstances exceptions may be granted by the appropriate area unit head. Radios may be played, but at a low level so that normal work operations are not impaired. Supervisors are called upon to maintain a professional work environment.

5.8 SMOKING (Including E-Cigarette Use)

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in University offices and facilities is strictly regulated. Employees should familiarize themselves with those areas throughout the University premises where smoking is either permitted or prohibited. These areas have been marked. Because the University may be subject to criminal and civil penalties for violations of applicable smoking laws, it must insist on strict adherence to this policy. Employees smoking in any non-smoking area may be subject to disciplinary action.

5.9 COMPLAINT RESOLUTION PROCEDURE

Misunderstandings or conflicts can arise in any organization. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Should a situation persist that an employee believes is detrimental to him/her or to the University, he/she should follow, the procedure described below:

Step One

Discussion of the problem by the employee with his/her supervisor is encouraged as a first step. If, however, this discussion fails to remedy the problem, he/she may proceed to Step Two.

Step Two

If the problem is not resolved after discussion with the supervisor, the employee is encouraged to request a meeting with his/her department head. In an effort to resolve the problem, the department head will consider the facts, conduct an investigation, and also may review the matter with a member of the Office of Human Resources. The employee will normally receive a response regarding the problem within five working days of meeting with the department head.

Step Three

If the employee is not satisfied with the department head's decision and wishes to pursue the problem or complaint further, a written summary should be prepared that will

(1) indicate the nature and extent of the problem, with a concise statement of the facts; and (2) identify the rule, regulation, policy or procedure, if any, that is alleged to have been violated; and (3) indicate the remedy sought by the employee. This written summary should accompany the employee's request that the matter be reviewed by the Office of Human Resources.

After full examination of the facts (which may include a review of the written summary of the employee's statement, discussions with all individuals concerned, and further investigation if necessary) Office of Human Resources will present a case summary and recommendation to the cabinet level member assigned to the employee's unit. The Cabinet member of the employee's unit will determine the final outcome of the complaint.

The University does not, condone nor tolerate any form of retaliation against employees availing themselves of this procedure, The procedure should not be construed, however, as preventing, limiting, or delaying the University from taking disciplinary action against any individual, up to and including dismissal, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the University deems disciplinary action appropriate. Separation from the University ends the right to the complaint process.

Employees may not be represented by a lawyer in the complaint resolution process.

Note: Complaints regarding allegations of sexual harassment or any other form of unlawful harassment or discrimination will be handled as proscribed the University's Title IX Policy <https://www.cau.edu/sites/default/files/2026-01/Policy-Narrative-Final.pdf>

5.10 SEPARATION OF EMPLOYMENT

5.10.1 VOLUNTARY

Full-time and part-time regular employees who intend to resign from their employment at the University should notify their supervisor at least two (2) weeks in advance of the intended date. The notice should be stated in writing with a copy submitted to The Office of Human Resources.

5.10.2 INVOLUNTARY

Any staff member, regardless of classification, may be removed for cause. Although the University supports long-time employment relationships, it reserves the right to separate the relationship for cause at any time. The Area Unit Head and/or Dean should notify the Office of Human Resources in writing, stating specific reasons for the recommendation for the dismissal. The recommendation for dismissal is reviewed and approved or denied per the University's policies and guidelines. Involuntarily separated employees may be entitled to severance pay, depending upon the nature of the separation. The supervisor along with a representative from the Office of Human Resources should inform the employee of the intent to separate his/her employment from the University.

5.10.3 SEPARATION CLEARANCE

The date of separation will be the last day that the employee worked. All Supervisors are required to complete both the separation notice and the employee clearance form. The completed separation documents should be submitted to the Office of Human Resources. The exit form confirms that the employee has returned all University properties (e.g., uniforms, supplies and equipment, credit cards, keys, library books, identification cards) and has cleared any financial indebtedness to the institution. Failure to adhere to this policy may result in forfeiture of accrued vacation.

The exit form must be completed and returned to the Office of Human Resources prior to the issuance of a final paycheck.

5.9.4. EXIT INTERVIEWS

Exit interviews for staff and faculty members are scheduled with Human Resources to provide an opportunity to discuss insurance and retirement benefits and their job-related experiences. The interviews give additional time to collect University property that may be in the employee's possession.

Details of the exit interview are placed in the employee's personnel file for future reference.

Employees who are separated for just cause other than fiscal necessity will not be considered for rehire.

5.11

DRUG-FREE WORKPLACE POLICY

In accordance with the Drug-Free Schools and Communities Act of 1988, Clark Atlanta University has adopted an anti-drug and alcoholism program for its students and employees. Consistent with the federal mandates prescribed by Congress under the Drug Free Schools and Communities Act and the Drug Free Workplace Act, the Board of Trustees of Clark Atlanta University has approved policies designed to educate all students and employees of the effects and consequences of alcohol and illicit drug use.

Clark Atlanta University does not permit or condone illicit or unauthorized possession, use, consumption, sale, nor distribution of drugs and/or alcohol by its students and employees on its property or as part of its activities. This policy applies to all full-time and part-time regular and temporary employees, including faculty, administration, all exempt and nonexempt staff, and all student employees and interns. Employees and students who violate this policy will be subject to appropriate disciplinary action, which may include counseling, mandatory participation in an appropriate rehabilitation program, a warning, placement on strict probation, unpaid suspension

from employment, expulsion, discharge and referral to the proper law enforcement authorities.

The purpose of this policy is to produce a workplace and campus environment that discourages the unauthorized or illegal use of drugs and alcohol by students and employees.

The Drug and Alcohol policy will be provided to employees at orientation.

5.12

USE OF THE TELEPHONE

Proper telephone etiquette should be practiced by all employees. All telephone calls should be answered promptly and courteously. Each employee is a direct representative of the University and should answer the telephone by identifying the University and his/her department. Local calls and personal calls must be kept to a minimum. Emergency calls may be made; however, unauthorized toll calls are prohibited. Staff members are prohibited from making personal long-distance telephone calls. Failure to adhere to this policy could result in disciplinary action, including dismissal.

5.13

Cell Phone Use

The use of cellular phones and other mobile devices for non-work-related activities is prohibited during business hours. This means that employees are not allowed to make or accept any personal phone calls or text messages while at work. This also means that employees are not allowed to use any mobile device with headphones. Employees are only allowed to use these devices while at lunch or on a scheduled break.

5.14

Computer and E-mail Usage

All computers, software, network connections, Internet connections, and email systems provided to University's employees are the property of the University and are to be used solely for the purpose of supporting the University's business and operations. To ensure compliance with this policy, computer and email usage may be monitored, retrieved, and reviewed at any time, with or without further notice.

The University strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the University prohibits the use of computers and the email system in ways that are disruptive, inappropriate, harassing, threatening, or offensive to others. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or the dissemination of the University's confidential and/or proprietary information.

Email may not be used to solicit others for commercial ventures, religious or political causes, or other non-University matters. Employees are also prohibited from downloading any non-work-related materials, programs, or entertainment (videos, music, games, etc.). Employees may only download computer programs related to the work of the University with the express written permission of the University's management and assistance of IT.

Employees should notify the Office of Human Resources upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

THIS POLICY IS NOT INTENDED TO INTERFERE WITH AN EMPLOYEE'S LEGALLY PROTECTED RIGHTS OR TO PROHIBIT COMMUNICATIONS PROTECTED BY THE NATIONAL LABOR RELATIONS ACT.

5.15 **Internet Usage**

Internet access to global electronic information resources on the World Wide Web is provided by the University to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the University's computers or communications systems are considered to be part of the official business records of the University and, as such, may be subject to subpoena, discovery, or disclosure to law enforcement or other third parties. Consequently, you should always ensure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of the University. As such, the University reserves the right to monitor Internet traffic and retrieve and read any data composed, sent, or received through the University's online connections and stored in its computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, obscene comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not received authorization for its use, it should not be put on the Internet. You are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by the University in violation of law or the University's policies will result in disciplinary action, up to and including termination of employment. You may also be held personally liable for any violations of this policy. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action:

1. Sending or posting discriminatory, harassing, or threatening messages or images
2. Using the University's time and resources for personal gain
3. Stealing, using, or disclosing someone else's code or password without authorization
4. Copying, pirating, or downloading software and electronic files without permission
5. Sending or posting confidential material, or proprietary information outside of the University
6. Violating copyright law
7. Failing to observe licensing agreements
8. Engaging in unauthorized transactions that may incur a cost to the University or initiate unwanted Internet services and transmissions
9. Participating in the viewing or exchange of pornography or obscene materials
10. Sending or posting messages to harass or discriminate against other individuals
11. Attempting to break into the computer system of another organization or person
12. Refusing to cooperate with a security investigation
13. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
14. Using the Internet for political causes or activities, religious activities, or any sort of gambling
15. Jeopardizing the security of the University's electronic communications systems
16. Sending or posting messages that disparage another organization's products or services
17. Passing off personal views as representing those of the University
18. Engaging in any other illegal activities

Employees should notify the Office of Human Resources upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

THIS POLICY IS NOT INTENDED TO INTERFERE WITH AN EMPLOYEE'S LEGALLY PROTECTED RIGHTS OR TO PROHIBIT COMMUNICATIONS PROTECTED BY THE NATIONAL LABOR RELATIONS ACT.

5.16 **Social Media Policy**

In general, the University positively views websites, blogs and other information published on mediums accessible by the public by its employees and it respects the right of employees to use them as a medium of self-expression. If you choose to identify yourself as a University employee or to discuss matters related to our business, please understand that although the information you publish will generally be viewed as a medium of personal expression, some readers may nonetheless view you as a "spokesperson" for, or representative of the University. Additionally, your use of social media can pose risks to the University's confidential and proprietary information,

reputation and brands, can expose you and the University to discrimination and harassment claims, and can jeopardize the University's compliance with business rules and laws.

To minimize these business and legal risks, to avoid loss of productivity and distraction from employees' job performance and to ensure that the University's IT resources and communications systems are used appropriately as explained below, the University expects its employees to adhere to the following guidelines and rules regarding use of social media. In particular, the following policies should be kept in mind:

1. The University's equipment, including computers and electronic systems, are limited to business use only and you should not use social media or online activities in a way that violates the University's IT or computer usage policies.
2. You must at all times abide by all of the University's confidentiality policies, and not use social media or online activities to circumvent the University's confidentiality policies regarding the University's confidential and/or proprietary information, or violate the University's privacy policies concerning confidential employee information (for example, publishing or referencing confidential employee information or accessing private, password-protected sites of co-workers without permission; or publishing the names of employees).
3. Only officially designated individuals have the authority to speak or write on the University's behalf. Therefore, you must make it clear to your readers that the views expressed by you are yours alone and do not necessarily represent the views of the University.
4. If you blog or otherwise publish information about our services, you must clearly and conspicuously disclose your relationship with the University to your readers.
5. You may not use social media or online activities to violate any other laws or ethical standards (for example, using social media in a false or misleading way, such as by claiming to be someone other than yourself or providing positive references or recommendations for co-workers or customers on social or professional networking sites, as such references or recommendations can be attributed to the University and create legal liability (such as interference with prospective business contracts and allegations of wrongful termination) for employees and/or the University).
6. You must always comply with all other University policies, including the Anti-Harassment and Non-Discrimination Policy. The University will not tolerate statements about its employees or applicants that are defamatory, obscene, threatening, or harassing in nature.

Employees who violate any of the above policies may be subject to discipline, up to and including termination of employment, and the University may request, in its sole and absolute discretion, that you temporarily confine your website, web log or other commentary to topics unrelated to the University if it believes this is necessary or advisable to ensure compliance with laws or regulations. Further, if appropriate, the University will pursue all available legal remedies to ensure adherence with all applicable laws and regulations.

THIS POLICY IS NOT INTENDED TO INTERFERE WITH AN EMPLOYEE'S LEGALLY PROTECTED RIGHTS OR TO PROHIBIT COMMUNICATIONS PROTECTED BY THE NATIONAL LABOR RELATIONS ACT.

UNIVERSITY STAFF SERVICES

6.0

IDENTIFICATION CARDS

All full-time regular and part-time regular staff members are issued a Clark Atlanta University employee photo-identification card. Employees are **required** to keep this card in their possession while on University property. The PAW Office is responsible for issuing the cards. New employees are issued cards as a part of the orientation program.

An identification card allows an employee to participate in University activities and to use the University facilities, to include select building access

6.1

PARKING

Employees who are planning to make use of parking areas located on the campus are responsible for registering the motor vehicle(s) with LAZ Parking that they intend to park on University lots. A parking decal, which must be displayed in the right front window of the motor vehicle or the rear fender of the motorcycle, will be issued at that time. The payment of parking fees provides the privilege of parking on campus; it is not a guarantee of a parking space. The parking fee schedule is subject to change.

Parking regulations will be enforced by Campus Police. Any vehicle parked on a campus parking lot without a valid parking decal is illegally parked and may be ticketed. Those vehicles with outstanding tickets will be towed by a commercial firm. Employees and students are responsible for towing fees. All questions concerning parking should be directed to the LAZ Parking Office located on the lower level of the parking garage.

6.2

PARKING FOR HANDICAPPED INDIVIDUALS

Spaces marked with handicapped signs are for disabled persons only. A handicapped decal must be displayed on vehicles occupying these spaces.

Any staff member who has a health problem or physical disability resulting in special parking needs may be issued a medical parking permit. Individuals requiring special parking arrangements should discuss the problem with LAZ Parking Services.

6.3

CAMPUS POLICE

The University Campus Police Force is responsible for providing protective services to all employees, for policing institutional property and premises, and for parking and traffic control. A crime-prevention/community relations program is a part of Campus Police. Prevention programs are available to University employees. Campus Police can be reached at 880-8868 or 8623.

6.4

FOOD SERVICES AND CAFETERIA

Staff and faculty members are encouraged to use the campus dining hall services. The University offers employees a meal service through the faculty and staff dining room. A choice of food is offered during the lunch hour at a nominal price. Staff and Faculty members may purchase block meal plans and use their Panther Paw Card to access the Croghan Student Center Dining Hall. Any unused meals at the end of the semester will carry over and you will be able to use them at any time. The block meal plan documentation can be obtained at the Office of Human Resources and the Panther Paw Office. In addition to the cafeteria, Staff and Faculty members may deposit funds directly to their Panther Paw Card to use at eating establishments on campus. . This can be done at the Panther Paw Office located in the Bishop Henderson Student Center 3rd floor. No provisions are made for sending trays from the cafeteria to offices or other places.

6.5

MAIL SERVICES – NEED UPDATE

All mail addressed to the University is handled by and through the University Mailroom. Mailboxes are provided for administrative offices and for each faculty and staff member (based on availability). Notification of packages and materials too large for a mailbox will be placed in the individual or departmental mailbox. The employee is responsible for recovering these items from the mailroom.

Staff and Faculty are discouraged from using the University's postal operations as a service to deliver personal mail.

6.6

UNIVERSITY KEYS

Keys to University facilities are provided to staff and faculty members without deposit and should be obtained from the employee's supervisor. Staff and faculty members receiving keys accept the responsibility for their safekeeping and use by authorized personnel only. Assigned keys must never be duplicated by the individual employee.

Lost keys should be reported immediately to the Facilities and Operations Office. Employees, if found negligent, may be charged with the replacement costs. When a staff member or faculty separates employment from the University or transfers to a new position, keys previously assigned to him or her must be surrendered to his or her supervisor.

6.7

LIBRARY SERVICES

University staff and faculty are encouraged to make use of the various library collections which are available in the Robert W. Woodruff Library. The services as well as the rules and regulations governing library use are described in brochures available at the Library. The staff may borrow books and materials by presenting their employee identification card.

6.8

LOST AND FOUND

Articles found on the premises should be turned in to Office of Public Safety located in the Tanner-Turner Building.

STAFF ASSEMBLY

**BYLAWS OF THE
BYLAWS OF THE
CLARK ATLANTA UNIVERSITY STAFF ASSEMBLY**

**Adopted November 1, 1989
Amended December 1989; May 1990: June 2017**

**ARTICLE I
NAME**

The organization of full-time regular and part-time regular staff personnel employed at Clark Atlanta University shall be named the Clark Atlanta University Staff Assembly, hereafter referred to as the ‘Staff Assembly’ or ‘Assembly.’

**ARTICLE II
PURPOSE**

The purposes of the Staff Assembly shall be to:

- A. Serve as the official organization of the Clark Atlanta University staff.
- B. Promote effective communication and improve the overall working relationship between staff and administration.
- C. Provide the administration with advice and recommendations from Assembly and University committees for resolving problems unique to the staff.
- D. Recommend ways of improving skills of staff members to support their professional development and enhance their service to the University.
- E. Work with other organized University bodies in addressing issues that impact the University as a whole.

**ARTICLE III
FUNCTIONS**

The functions of the Staff Assembly shall be to:

- A. Identify and respond to issues within the University that affect staff and which merit attention, inquiry, or investigation.
- B. Provide a forum for discussion of issues that affect staff of the University.
- C. Develop recommendations for administrative action to resolve issues that affect the staff.

ARTICLE IV

MEMBERSHIP

All full-time regular and part-time regular University employees who are not members of the faculty or the Administrative Cabinet are members of the Staff Assembly, are eligible to hold Assembly office and to serve on Assembly committees, and can vote on matters brought before the Assembly.

ARTICLE V

OFFICERS

The officers of the Staff Assembly shall be a president, vice president, recording secretary, corresponding secretary, business manager, parliamentarian, and such other officers as the Assembly may deem desirable.

Section 1. ELECTION AND TERM OF OFFICE

Election of officers shall take place at the May Staff Assembly meeting. A majority vote of assembled members is required for election. Officers, except for the President, shall serve a one-year term, beginning July 1 of the year elected and ending June 30 of the following year. The President shall serve a two-year term, beginning July 1 of the year elected and ending June 30, two years following election. After being out of office for one term (two years), a former President may be nominated for reelection. Other officers shall serve for a one-year term and may succeed themselves for one additional term.

Election shall be conducted from a slate prepared by the nominating committee and made up of two members from each category of staff at the University.

Section 2. REMOVAL OF OFFICERS

The Executive Committee may recommend to the Assembly that an officer be removed for failure to perform duties. Such removal requires a two-thirds affirmative vote of both the Executive Committee and the Assembly membership.

Any officer of the Assembly may resign by filing written notice with the Executive Committee.

Following removal or resignation of an officer, the president (or vice president, in the case of the president's removal or resignation) shall direct the Nominating Committee to conduct a special election to fill the vacancy.

Section 3. DUTIES OF THE PRESIDENT

The president shall preside at all meetings of the Assembly and Executive Committee

and perform all duties incident to the office of the president, in addition to such other duties as may be prescribed by the Assembly.

The president shall serve as a conduit for all University business directed to the Staff Assembly, bringing such matters to the attention of the Executive Committee and Assembly and, where a decision is made or action taken, communicating decisions or actions to the initiating party.

The president shall represent the staff at official University functions and in activities or deliberations which require staff representation.

The president shall approve official Assembly announcements, statements, and correspondence when, in the president's opinion, such documents accurately reflect the consensus opinion of the Assembly.

The president shall accept volunteers for or appoint members to Assembly committees as necessary. In addition, the president shall receive reports, proposals, and minutes of Assembly committees for transmittal to and appropriate action by the Executive Committee and the staff at large.

The president shall continue as a member of the Executive Committee for one year after official service to aid in smooth transition of affairs to succeeding administrations.

The president shall serve as an ex-officio member of the University Senate. In this capacity, the president is subject to the provisions of Article VII, Section 2.

Section 4. DUTIES OF THE VICE PRESIDENT

The vice president shall act for the president when the president is unable to attend an Assembly meeting, an Executive Committee meeting, or a University function where staff representation is required or desirable.

For all Assembly meetings, the vice president shall reserve a meeting site and requisition the equipment and furnishings required for the meeting.

In addition, the vice president shall serve as coordinator of ad hoc committees, keep a calendar of all committee meetings (Executive, standing, and ad hoc), and perform such other duties as may be prescribed by the president.

Section 5. DUTIES OF THE RECORDING SECRETARY

The recording secretary shall keep minutes of regular meetings, called meetings, and Executive Committee meetings and shall disseminate minutes of Assembly meetings to the staff and minutes of Executive Committee meetings to the Executive Committee.

The recording secretary shall assist in identifying and selecting material relevant to

proposed agenda items and shall collaborate with the corresponding secretary in disseminating such material to all members prior to Assembly meetings.

In addition, as necessary, the recording secretary shall assist the corresponding secretary in notifying the membership of meetings and perform all duties incident to the office, or as prescribed by the president.

Section 6. DUTIES OF CORRESPONDING SECRETARY

The corresponding secretary shall send written notice of regular and called meetings and conduct the correspondence of the Assembly.

The corresponding secretary shall assist the recording secretary in gathering and preparing materials relevant to Assembly meetings.

Section 7. DUTIES OF THE BUSINESSMANAGER

The business manager shall oversee all fund raising conducted by the Assembly and serve as financial advisor to committees engaged in fund raising.

The business manager shall keep records of monetary transactions entered into by the organization. Additionally, the business manager shall receive and deposit Assembly funds to the appropriate budget line items, initiate purchase orders and check requisitions to be authorized by the president, reconcile budget line items on a monthly basis, and present a monthly financial statement to the Executive Committee.

Section 8. DUTIES OF THE PARLIAMENTARIAN

The parliamentarian shall have responsibility for ensuring that meetings are conducted in accordance with parliamentary procedure as outlined in *Robert's Rules of Order*. Additionally, the parliamentarian shall prepare the Assembly for silent meditation at the beginning of each meeting.

ARTICLE VI

EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the Assembly's officers, the standing committee chairpersons, and the delegates to the University Senate.

Section 1. FUNCTIONS AND AUTHORITY

- A. The Executive Committee shall conduct the business affairs of the Assembly and set the agenda for Assembly meetings. The Executive Committee shall meet to prepare the agenda for the full Assembly one (1) week prior to Assembly meetings and shall have the corresponding secretary circulate the agenda to all

staff members within three (3) working days of the Assembly meeting.

Other called or regular planning and working meetings shall be set by the members of the Executive Committee.

- B. The Executive Committee shall be authorized to initiate the removal of an Assembly officer as provided in Article V, Section 2.
- C. At the request of staff members who have filed grievances, the Executive Committee shall serve as an intermediary or advisory group in the grievance procedure.
- D. The Executive Committee shall act as an oversight committee on policies affecting conditions of staff employment, giving particular attention to the disposition of recommendations emanating from Assembly committees or from the Assembly as a whole.

Section 2. SELECTION AND TENURE OF REPRESENTATIVES

Selection and tenure of Executive Committee members will be the same as for officers of the Assembly as outlined in Article V. Tenure for University Senate delegates is governed by the rules of that body.

ARTICLE VII

DELEGATES TO THE UNIVERSITY SENATE

Section 1. SELECTION OF DELEGATES AND TERM OF OFFICE

The full Staff Assembly will nominate and elect the prescribed number of staff representatives to the University Senate. The Staff Assembly president's tenure on the University Senate shall not exceed the president's term of elected office as set forth in Article V, Section I (proposed: see page 2 above). All other delegates serve for the length of time prescribed by the University Senate.

Section 2. DUTIES OF DELEGATES

Although elected representatives shall be members of the University Senate and subject to the rules of that body, their first obligation is to fairly and fully represent the interests of the Staff Assembly. In keeping with this responsibility, staff representatives are expected to: 1) regularly attend and fully participate in Staff Assembly and Executive Committee meetings; 2) regularly attend and fully participate in University Senate meetings and the meetings of any committees on which they serve; 3) promote the interests and adopted positions of the Staff Assembly; and 4) keep the Staff Assembly apprised of issues brought before the University Senate.

Section 3. REMOVAL OF DELEGATES

Staff Assembly delegates to the University Senate are subject to the guidelines for removal of officers as stated in Article V, Section 2.

Section 4. MEMBERSHIP ON EXECUTIVE COMMITTEE

Staff Assembly delegates to the University Senate are members of the Executive Committee but do not have specific duties on that Committee.

ARTICLE VIII

STANDING AND AD HOC COMMITTEES

The Assembly shall have three (3) standing committees: The Staff Development Committee, the Staff Committee on Personnel, and the Nominating Committee. In addition, the Assembly may establish or the president may appoint ad hoc committees as may be required to address concerns of the membership. All committees shall communicate and cooperate with University committees as appropriate.

Section 1. COMMITTEE MEMBERSHIP

Standing committee members shall be appointed by the president in consultation with the Executive Committee. Membership on ad hoc committees shall be voluntary, although the Assembly president may appoint ad hoc committee members in the event of an insufficient number of volunteers to conduct the work of the committee. Upon its formation, each committee shall elect a chairperson and recorder and any other officers it deems necessary.

Section 2. TERM OF COMMITTEE MEMBERSHIP

Each member shall serve on a committee for the duration of his or her appointment.

- A. Standing Committees: Standing committee members shall be appointed by the incoming president following the last annual meeting of the Assembly and shall serve from October 1 through September 30. The chairperson of a standing committee shall continue as a regular member of the committee for one additional year following the term of office.
- B. Ad Hoc Committees: Each member shall serve until the committee has completed its task and submitted a written report of its work to the Executive Committee.

Section 3. RULES

Each committee shall adopt rules for its' own governance in keeping with these bylaws. Section

Section 4. QUORUM

A majority of each committee shall constitute a quorum and action taken by the majority present shall constitute the act of the committee.

Section 5. VACANCIES

A vacancy on either a standing or ad hoc committee may be filled by the Assembly president as provided for in Section 1. Of this Article.

Section 6. NOMINATING AND VOTING PROCEDURES

A nomination form is submitted to each member of the nominating committee. These members have the responsibility of nominating possible candidates for vacant positions; also, staff members are encouraged to contact members of the nominating committee to suggest possible candidates. Names are compiled for each vacant office. Each person nominated is asked if he/she would accept the nomination.

The names are then placed on the official ballot. The form lists the office and names of candidates. It also contains a blank line in each category for nominations from the floor. As per the bylaws, three days prior to the May meeting, notices of the election and other agenda items are made available to each member of the staff. Included in this information will be a list of names of all accepted nominations.

The voting hour for the May meeting will be 4:00 P.M. - 6:00 P.M. by secret ballot. The nominating committee will request that each candidate prepare a pre-election statement for presentation at the May meeting. At this meeting, ballots are distributed and tallied. The results will be announced the following day.

ARTICLE IX

FULL STAFF ASSEMBLY MEETINGS

Regular meetings of the Staff Assembly shall be held on the first Wednesday of each month from 4:00 P.M. to 5:00 P.M.

Section 1. NOTICE OF REGULAR MEETINGS

Members are to be notified in writing of all regular meetings. The corresponding secretary, in collaboration with the recording secretary, shall see that meeting notices, agenda, and related materials are delivered to department secretaries or administrative assistants for dissemination to staff members in their departments not less than three

(3) working days before the meeting date.

Section 2. QUORUM

A quorum for full Staff Assembly meetings shall consist of 20% of the membership. Even when a quorum is present, however, the Staff Assembly president may entertain a motion to adjourn the meeting if the number present is judged insufficient to consider the business at hand. Actions approved by a majority vote of the quorum shall constitute the act of the body.

A majority vote of those assembled shall constitute a quorum and action taken by a quorum vote shall constitute the act of the body.

Section 3. CALLED MEETINGS

The Assembly president or a majority vote of the Assembly may call special meetings for a specified purpose or agenda item. When time permits, notice of called meetings shall be disseminated in the same time frame as are notices of regular meetings. In any event, notice shall be in writing.

Section 4. CONDUCT OF MEETINGS

All regular and called meetings of the Assembly shall be conducted in accordance with an adaptation of *Robert's Rules of Order*.

ARTICLE X – AMENDMENTS

Amendments may be made to these Bylaws by a two-thirds vote of those present at a regular meeting of the Staff Assembly.