



CAMPBELL
UNIVERSITY



Personnel Manual

Revised
October 2019

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I. GENERAL

Campbell University, Incorporated, is pleased to provide its employees with this Personnel Manual. Its design reflects the University's belief that people are the University's most important resource.

This manual is designed to acquaint the employee with the University's benefits and policies by covering the questions most frequently asked. Because it is difficult to address every issue that may arise in the course of employment, the University will attempt to monitor such issues and resolve them in a fair and impartial manner. If necessary, more complete information on University policies can be obtained from the Human Resources Department.

This manual is intended as a guideline for employees and should not be construed as an offer to contract or as a contract between the University and any employee or a warranty of benefits. The University may modify or rescind policies or benefits at any time, for any reason, with or without notice. Unless otherwise stated, any requirement or prohibition set forth in this manual shall be deemed an employment policy of the University.

The Personnel Manual is primarily intended for staff employees of the University. While certain guidelines and policies in this manual are also applicable to the faculty of the University, the primary policy manual for faculty is the Faculty Handbook.

This manual supersedes all previous employee handbooks, in addition to management memos that may have been issued on subjects covered herein. Please keep this manual intact and in a safe place.

For purposes of this manual, the terms:

- "University" shall mean Campbell University, Incorporated
- "HR" shall mean Human Resources
- "manual" shall mean this Personnel Manual

Any and all laws and regulations referenced in this manual are the current provision as of the effective date of this manual. Any change in said laws or regulations applicable to the University and/or its employees are deemed incorporated by reference as of their effective date unless the change is non-mandatory in which case the change shall only be applicable if approved by the University.

II. EMPLOYMENT AT CAMPBELL

Although the University has a progressive discipline policy, an employee's employment relationship with the University is "at will" and may be terminated at any time by the employee or the University. While an employee may receive promotions, pay raises and the like during his or her employment, such employment decisions do not change the "at-will" nature of the employment relationship. The "at-will" relationship may not be changed except in writing signed by both the employee and a duly authorized representative of the University. Neither this Personnel Manual nor any of the University's policies, procedures, or practices should be viewed as creating any promises or contractual rights to employment for a specific duration of time or to any specific benefits of employment.

III. INTRODUCTION

HISTORY

Established in 1887 as an academy with a charter-class enrollment of sixteen students, Campbell University has developed into a major university with more than 6,000 students. Students hail from throughout North Carolina, the United States and from around the world.

From its early days as a liberal arts college, which initially awarded the associate and bachelor degrees, the academic program of Campbell University was greatly expanded in 1976 when the trustees authorized the establishment of graduate programs in education and business and the awarding of the Master of Education and Master of Business Administration degrees.

Doctoral programs were authorized by the trustees in 1976 with the establishment of the Norman Adrian Wiggins School of Law and the awarding of the Juris Doctor degree. The Doctor of Pharmacy degree was approved in 1985 with the establishment of the Campbell University School of Pharmacy, now called the College of Pharmacy and Health Sciences.

The Campbell University Divinity School, was established on October 25, 1995 and enrolled the charter class in August, 1996. In 2009, the Norman Adrian Wiggins School of Law relocated to downtown Raleigh, becoming the first law school in the capital city. The Jerry M. Wallace School of Osteopathic Medicine welcomed its first class in 2013; the Catherine W. Wood School of Nursing began enrolling students in 2015 and the School of Engineering welcomed students in 2016.

Because of the University's strategic location, Campbell provides additional campus educational opportunities at Fort Bragg/Pope, Camp Lejeune/New River, Raleigh, and Online. In keeping with the University's commitment to global education, Campbell University students enroll in international programs in Asia, Africa, Europe, and South America.

Campbell University also has a degree program at Tunku Abdul Rahman University College in Kuala Lumpur, Malaysia.

Campbell University is committed to the mission of providing its students with a Christian worldview and a charge to be "the salt of the earth and the light of the world." Open to all qualified students, Campbell's student-body includes persons from multiple faith traditions.

Campbell University has been led by five presidents: Dr. James A. Campbell, Dr. Leslie H. Campbell, Dr. Norman A. Wiggins, Dr. Jerry M. Wallace and the current president, Dr. J. Bradley Creed.

CAMPBELL UNIVERSITY

Mission Statement

Mission

The mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The University is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The University embraces the conviction that there is no conflict between the life of faith and the life of inquiry.

To fulfill its mission, the University:

- I. Presents a worldview informed by Christian principles and perspectives;
- II. Affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ;
- III. Influences development of moral courage, social sensitivity, and ethical responsibility;
- IV. Gathers a diverse community of learners;
- V. Delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels through traditional, extended campus, and online programs;
- VI. Transfers to students the vast body of knowledge and values accumulated over the ages;
- VII. Encourages students to think critically and creatively;
- VIII. Fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility;
- IX. Forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge;
- X. Provides students with servant leadership opportunities;
- XI. Cooperates with other educational institutions to expand learning opportunities for students;
- XII. Offers service and other opportunities to the greater community through athletics, continuing education, and cultural enrichment programming.

IV. GENERAL EMPLOYMENT POLICIES

A. CODE OF ETHICS

Christian higher education has always been the focus at the University. Campbell University is Christian in character and Baptist in heritage, and it is expected that all those employed by the University will support its stated Mission. As detailed in the Campbell University Mission Statement, Campbell is committed to teaching students to think with Christian values as their basic guidelines. To perpetuate these ideals and principles, it is the responsibility of each employee to maintain a high standard of personal behavior. Accordingly, the University provides its employees with a code of ethics and professional conduct to which they are expected to adhere.

University employees, by virtue of employment, agree to abide by the rules and ethical precepts which govern the University community. Based upon the foregoing, all employees shall comply with the following Code of Ethics and Professional Conduct:

- Understand and support the University's Mission Statement.
- Exemplify principles of ethical and lawful behavior.
- Uphold professional standards of federal, state, and local regulatory agencies and boards.
- Protect students from conditions under our control such as: health and safety, maintain appropriate relationships, and assign grades based on competencies and performance.
- Acknowledge diverse views of students, parents, and fellow employees working collaboratively to provide an opportunity of growth and education within the institution.
- Protect the property rights of others from theft, damage, or misuse.
- Adhere to University policies and regulations, including the rules governing campus organizations, and the use of property and facilities.
- Maintain a standard of dress which insures neatness, cleanliness, and appropriateness of attire.
- Engage honestly and truthfully in the performance of professional duties.
- Treat all students, faculty, and staff with respect including refraining from abusive behavior, sexual exploitation, solicitation, harassment, or other Title IX prohibited behaviors.
- Maintain the confidentiality of any records as required by this manual or law.

B. CONFIDENTIALITY

The University serves students and the public. In many cases, an employee may be exposed to information that is of a confidential and sensitive nature, including but not limited to personally identifiable information of students protected by the Family Educational Rights and Privacy Act (FERPA). This information should not be disclosed to unauthorized persons. Any proven breach of confidentiality may result in disciplinary action up to and including termination.

C. EMPLOYEE CLASSIFICATIONS

The University recognizes the following employee classifications:

- Permanent full-time: Active in an established job working an average of at least thirty (30) or more hours per week.
- Permanent part-time: Active in an established job working an average of less than thirty (30) hours per week.
- Casual employee: Hired for a few days as a result of an emergency or temporary need for less than thirty (30) hours per week.

D. EMPLOYMENT OF RELATIVES

The University permits the employment of relatives; however, no full-time employee shall be placed in a position that involves direct supervision of the job performance or work activities of his or her relative which shall mean a person who is connected with another or others by blood or marriage.

Should a situation arise as a result of marriage, whereby the employee must directly supervise the job performance or work activities of a relative, every effort should be made to remedy the situation by either an intradepartmental or interdepartmental transfer of at least one of the employees. The supervisor or the director of the employees shall advise the employees of the available alternatives. Such employees shall be given the opportunity to select among the alternatives. If the employees are unable to agree upon any such alternative within sixty (60) days, then the supervisor or director shall take appropriate action to remedy the situation.

E. EQUAL EMPLOYMENT OPPORTUNITY POLICY/AFFIRMATIVE ACTION

Campbell University maintains a continuing policy of nondiscrimination in employment as approved by the Trustees and issued by the President. It is our policy to provide equal opportunity in all phases of the employment process and in compliance with applicable federal, state, and local laws and regulations. Accordingly, the University is committed to administering all educational and employment activities without discrimination as to race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. This policy of nondiscrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; recalls; terminations; rates of pay or other forms of compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising.

Employees and applicants of Campbell University will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in, an investigation or compliance review related to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation.

If you believe that you have been discriminated against in any manner as described above, you should notify your supervisor; department manager; or, as an alternative, the Human Resources Director, or the President. Campbell University will continue to direct its management personnel to take such action as may be required to prevent behavior prohibited by this policy. All matters

will be investigated and appropriate disciplinary action will be taken, up to and including termination of employment, if necessary. Retaliation against anyone who complains of or witnesses behavior contrary to this policy is also prohibited.

Campbell University also maintains affirmative action programs to promote the employment opportunities of minorities, females, qualified individuals with disabilities, disabled veterans, recently separated veterans, armed forces service medal veterans, and Active Duty Wartime or Campaign Badge Veteran.

Employees or applicants who wish to review the review the narrative portions of the Affirmative Action Programs for Protected Veterans and for Individuals With Disabilities may schedule an appointment to do so by contacting the Human Resources Director at Campbell's Buies Creek campus, during normal business hours.

F. GENETIC INFORMATION NONDISCRIMINATION

The federal Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts the university's acquisition of genetic information through any university owned or used equipment, computers, or internet systems, and strictly limits disclosure of genetic information. If you are requested to provide a medical certification for any valid purpose, you will not be asked as part of that certification to provide genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

G. HIRING PROCESS FOR FACULTY

These are the general guidelines for hiring, though circumstances may occasionally arise whereby variation in the procedure is appropriate. Contact Human Resources for further details. Any variation must be approved by the the Review Committee.

1. When a department needs to hire a new faculty member the process is as follows:
 - a. Is this a replacement position?
 - i. If yes, and dean approves, the department head completes the electronic request for employment.
 - ii. If no, move to new position
 - b. Is this a new position?
 - i. If yes, the department head completes a job description, gets Provost's and dean's approval and forwards job description to Human Resources. After approvals by HR & the Review Committee, the supervisor is notified to complete the electronic request for employment.
 - ii. If no, return to directions for a replacement position.
2. The open position will be posted on Campbell.edu and other locations as needed.
3. Applicants submit applications through the applicant tracking system.
4. The department head/search committee chair reviews applications/resumes and selects several applicants for interview in accordance with school/department's process.
5. The selected applicants interview with the department head or search committee chair in accordance with the department's process.
6. The department head or other selection committee representative must contact references on any candidate to be hired.

7. The department head meets with all interviewers and the dean to make final selections.
8. The dean must review the employment offer with the appropriate vice president and Human Resources.
9. Dean/department head makes the employment offer to preferred candidate subject to background check and credentials clearance and approval of executive administration.
10. The selected candidate must complete the background check consent form online.
11. Human Resources will submit the information for background investigation to be performed.
12. When the background check clears, the appropriate Vice President prepares the contract and approvals are obtained.
13. The candidate begins work at Campbell University only after all the signatures are on the contract, new employee forms are executed, and payroll processing is complete.

H. HIRING PROCESS FOR NON-FACULTY

These are the general guidelines for hiring, though circumstances may occasionally arise whereby variation in the procedure is appropriate. Contact Human Resources for further details. Any variation must be approved by the Review Committee.

1. When a department needs to hire a new employee the process is as follows:
 - a. Is this a replacement position?
 - i. If yes, the supervisor completes the electronic request for employment.
 - ii. If no, move to new position
 - b. Is this a new position?
 - i. If yes, the supervisor completes a job description, gets department head approval, and dean if necessary, and forwards job description to Human Resources. After approvals by HR & the Review Committee, the supervisor is notified to complete the electronic request for employment.
 - ii. If no, return to directions for a replacement position.
2. The open position will be posted on Campbell.edu and other locations as needed.
3. Applicants submit applications through the applicant tracking system.
4. The Department Supervisor reviews applications/resumes and selects several applicants for interviews.
5. The applicants chosen by the department supervisor are to be interviewed by the department .
6. The department supervisor meets with all those that interviewed the candidates to make final selections.
7. The department supervisor must contact references and obtain transcripts if necessary on a candidate before any offer is made.
8. The department supervisor must submit a New Hire Request (NHR) form before any offer is made.
9. The department supervisor then makes the employment offer to the preferred candidate.
10. When the candidate accepts the offer, the department hiring manager fills out the Create/Update User Account form for submission to IT Services.
11. The Candidate must then complete the background check consent form online.
12. Human Resources will submit the information for background investigation to be performed.

13. When the background check is complete and the candidate is cleared for hiring, Human Resources obtains approval from Human Resources Director and the Review Committee electronically.
14. The candidate may begin work at Campbell University **only after all signatures are received**, new employee forms executed, and payroll processing is complete.

I. INTELLECTUAL PROPERTY POLICY CAMPBELL UNIVERSITY

Preamble

Campbell University is dedicated to teaching, research, and the dissemination of knowledge. Although the University does not undertake research or other work principally for financial gain or for the purpose of developing patents or commercial applications, it is the policy of the University to assure the appropriate utilization with regard to ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. The accompanying policy is to acknowledge and protect the intellectual property rights of faculty, staff, students, and the University while acknowledging the supportive and enabling role of the academic community. It sets forth the fair distribution of benefits arising from activities in which the University and its members are jointly engaged, including public recognition and, where appropriate, financial remuneration. The policy is intended to balance all interests in a fair, manageable, and productive way.

With regard to the policy, the University's aims include:

- a) Making clear the University's values with regard to intellectual property;
- b) Promoting the University's intention of encouraging research and scholarship in support of the teaching and learning of students;
- c) Facilitating the dissemination of knowledge for the benefit of the University community and the larger society;
- d) Providing incentives to creators in various forms, including professional development, recognition, and financial compensation;
- e) Providing for the equitable disposition of interests in shared intellectual property among the author, creator, developer, and the University.
- f) Safeguarding intellectual property so that it may receive adequate and appropriate legal protection against unauthorized use.

Definition

This policy covers all intellectual property conceived, written, or otherwise produced by faculty, staff, or students of Campbell University using University funds, facilities, or other resources. The University defines intellectual property as the tangible or intangible results of scholarship, research, development, teaching, or other intellectual activity. Intellectual property may include, but is not limited to, the following categories: copyrightable material, patentable material, trademarks, inventions, discoveries, written materials, media productions, computer programs, computer-based instructional materials, biological products, chemical products, and laboratory procedures.

General Terms

- A) Intellectual property arising from research financed by the Government shall be controlled by the terms of the grant or contract. Where the University is permitted to retain intellectual property rights, the University may choose to do so.

- B) Intellectual property arising from research or other work sponsored by nongovernmental entities shall be controlled by the terms of the sponsored agreement, if applicable. Where the University is permitted to retain intellectual property rights, the University may choose to do so.
- C) Intellectual property arising from research or other work conducted by University employees or students on University time or with use of University funds or facilities shall be considered the property of the University. This stipulation is understood to encompass such items as inventions, patents, copyrights and trademarks which result from research or unintentional discovery by University employees or students as part of their employment or educational pursuit and by using the University's resources. Included under this stipulation are 'works made for hire,' that is works created
- 1) for institutional purposes in the course of the creator's employment or
 - 2) as a contribution to a collective work, where there is a written agreement that it is made for hire. Any income received by the University as a result of licensing or otherwise commercializing shall be shared with the employee or student as provided by the further details of this policy.
- D) While understanding its resources to have been involved in their production, the University claims no ownership rights to traditional products of scholarly activity, such as books, monographs, articles, reviews, works of art, musical compositions, course syllabi, exams, transparencies, study guides, workbooks, course packs, manuals, web pages, and other instructional materials developed by faculty or staff members in the course of their usual pedagogical, scholarly, and service activities. Unless otherwise specified in a contract or other written agreement, all rights to such scholarly products are retained by the faculty or staff member. This stipulation is also understood to encompass works produced by students, either individually or with the assistance of Campbell University faculty or staff, if they fall under the foregoing description.
- E) Any use of the University's name, mark, seal, or trademarks in connection with the commercialization of any intellectual property shall be approved in advance by the University.
- F) Intellectual property arising from research or other work conducted by University employees or students on their own time and without use of University funds or facilities shall be considered the sole property of the author or creator and may be commercialized at his or her own expense. The University will not consider the payment of salary as constituting use of University funds.
- G) Any faculty, staff, or student engaged in consulting work, collaborative work or business either individually or by contract or agreement with a third party is responsible for ensuring that clauses in other agreements are not in conflict with this policy or with other related policies of the University; and that the University's rights and the author or creator's obligations to the University are in no way abrogated or limited by the terms of such agreements. Any faculty, staff, or student involved in such collaborative work shall incorporate this policy into any such contracts or agreements. Any third party agreement or contract in which the University is a party, regardless of whether it is on an individual basis or sponsored research, shall be approved by the President or his designee. No undergraduate, graduate, or professional school or department is authorized to enter into any contract.

Division of Income

The University defines net revenue as gross royalties and/or other receipts minus the costs incurred for items including, though not limited to, development of the product, patent application, patent enforcement, licensing, travel, mailing fees, and auditing fees. It understands gross royalties to be agreed-upon payments specified in a license or other commercialization agreement. The University reserves the right to suspend distribution of revenue when there is reason to believe that substantial deductible costs will be incurred in the future. Revenues derived from intellectual property covered by this policy shall be shared as follows: 50% to the author or creator, 25% to the author or creator's College or School, and 25% to the broader University. The College or School share shall be administered by the Dean in accord with a budget approved by the President and Executive Cabinet of the University. The author or creator's rights to share in revenue as stated above shall remain with the individual or pass to the individual's heirs and assigns for so long as net revenue is derived from the property.

Management

- A) Intellectual property arising in due course and falling within the specific stipulations of this policy shall be disclosed jointly to the office of the Dean of the College or School, and the office of the Vice-President for Academic Affairs and Provost within thirty (30) days of the discovery and prior to the submission of the same for publication or other public disclosure.
- B) Disputes involving ownership, equity in, or administration of intellectual properties, including the interpretation of this policy, shall be submitted to the appropriate Dean. After consideration of the Dean's written findings and recommendations submitted to the Provost, the Provost shall rule on the dispute. If the disputant is not satisfied with the ruling of the Provost, he/she may file a written appeal with the President of the University. After an appropriate period for the President's review, he shall set forth in writing his decision with explanation. The decision of the President is final and binding on all parties. It is understood that this intellectual property policy is subject to future modification and may be changed or discontinued at any time by action of the University executive administration and Board of Trustees. However, any such change or discontinuance shall not affect rights accrued prior to the date of such action.

J. OUTSIDE EMPLOYMENT

If circumstances are such that it is necessary for one to accept outside employment, the employee should discuss the matter with his or her supervisor before doing so. Employees may not continue employment at Campbell if a second job is in direct competition with the University, or involves the use of confidential information learned directly or indirectly through employment at Campbell. Immediate supervisors will help to determine whether there is any possible conflict of interest or breach of confidentiality. HR may assist in this determination.

K. PERSONNEL FILES/ REFERENCES

The Human Resources Department initiates and maintains each employee's personnel file. It is the responsibility of each employee to keep this data current. The employee is responsible for providing the Human Resources Department with changes in home address, marital status, number of dependents, any beneficiary changes on employer-provided insurance policies and other relevant personal data. Current information is also needed to eliminate potential problems concerning payroll and employee benefit records, including COBRA (Consolidated Omnibus Budget Reconciliation Act).

An individual's personnel file is considered privileged and no information included therein may be released to a third party except:

- (1) The employee or his/her duly authorized agent may examine all portions of his/her personnel file except (i) letters of reference solicited prior to employment, and (ii) information concerning a medical disability, mental or physical, unless a prudent physician would not divulge the same to their patient;
- (2) An employee's supervisor may examine all material in the employee's personnel file;
- (3) If the employee is requesting a transfer to another department, the hiring supervisor has the option to review performance related documents such as evaluations and disciplinary actions.
- (4) By order of a court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court;
- (5) An official of an agency of the state or federal government, or any political subdivision of the state where authorized by law or regulation;

An employee may sign a written release, to be placed with his/her personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, financial institutions or other persons specified in the release. All employee references must be referred to the Human Resources Department. Upon receipt of an employee or former employee's signed release, Human Resources will release the information requested in the release, which normal includes employment dates, position held and salary.

Subject to applicable laws of discovery, even if considered part of an employee's personnel file, the following information need not be disclosed to an employee or to any other person:

- (1) Testing or examination material used solely to determine individual qualifications for appointment, employment, or promotion when disclosure would compromise the objectivity or the fairness of the testing or examination process;
- (2) Attorney-privileged communication, notes, preliminary drafts and internal communications concerning an employee but not addressed to the employee; or
- (3) Investigative reports or memoranda and other information concerning the investigation of possible criminal actions of an employee, until the investigation is completed and no criminal action taken, or until the criminal action is concluded.

L. PROBATIONARY EMPLOYMENT PERIOD

Most employees subject to this manual shall have a 60-day probationary employment period, unless waived by the appropriate Vice President. If you have questions about your job, ask your supervisor. During this time, employees receive information and instructions on the duties of their position. Supervisors will review an employee's progress and performance during this period, and at the same time, new employees can review their own satisfaction of the position. If either the supervisor or the employee is not satisfied with these reviews, employment may be terminated. The probationary period may be extended one time at the supervisor's discretion, for a period not to exceed an additional 60 days. If the probationary period is extended, the employee shall not be entitled to benefits that require completion of the probationary period until the satisfactory conclusion of the probationary period.

Completion of the probationary employment period does not guarantee employment for any specific period of time. Probationary employees, like all employees of the University, are employed "at-will," and may be discharged prior to or after the conclusion of the 60-day probationary employment period with or without notice.

M. PROMOTIONS AND TRANSFERS

The University attempts to fill vacancies whenever and wherever possible by promoting qualified employees. An individual's job performance at the University will be considered in addition to his or her qualifications for the new job in accordance with the requirements of the new position when being considered for a promotion. However, the University may, in its discretion, hire an outside candidate.

Transfers within the ranks of University employees are permitted at the discretion of the University. The University may transfer employees as necessary for business reasons. The University may consider, among other things, the job performance and attendance record of the employee; the employee's qualifications for the new job; and the requirements of the new job will be carefully considered.

An employee may apply for a posted position without the notification of their supervisor. If the hiring manager of the posted position wants to interview the employee applicant, the employee applicant must notify their supervisor of their intent. If the hiring manager wishes to make an offer to the employee applicant, the Vice President of the hiring manager and the Vice President of the employee applicant must be notified and they will negotiate appropriate timing of the move before an offer is made.

N. RECRUITMENT OF EMPLOYEES

1. Posting of Job Openings

HR administers recruitment for employee vacancies for all departments on all campuses. Faculty searches will normally be led by the department where the vacancy exists with assistance from HR. The more detailed hiring procedures are set forth above in Sections G. and H. above.

2. Minimum Age

Generally, the minimum employment age is 18 years. Public Safety employees must be at least 21 years of age at the time of hiring. Some part-time and summer hires may be 16 or older as explained under the Youth Employment section in this manual.

O. REHIRE OF FORMER EMPLOYEES

Employees who terminate employment voluntarily and are later employed again are rehired as new employees and will serve the stated probationary period of employment, no matter how short or long the period of time between the termination and rehire. However, newly rehired employees are given credit for all past service with the University with regard to all fringe benefits except vacation eligibility. Employees who are rehired after a one year break in service will start over for vacation accrual purposes.

For employees on layoff status, after one year the layoff is considered permanent. If rehired, these employees will be required to serve the normal probationary period. However, the time spent on layoff will not be counted toward vacation or sick leave benefits.

P. RESIGNATIONS

Any employee in a non-exempt position who resigns his or her job should submit a written resignation at least two weeks in advance. Any employee in an exempt position should give one month's notice. Failure to give appropriate notice of impending termination will result in forfeiture of accrued vacation.

Failure to return to work on the expiration of a leave, unless medical or other acceptable evidence is submitted and approved by the Human Resources Director, will be recorded as a voluntary termination effective the first day of the unapproved absence.

All employees leaving the employment of the University must return University keys and their ID card to their supervisor, credit cards to the Purchasing Department, and other University property, such as library books, equipment, etc., to the appropriate place. Each person must also be cleared through the Human Resources Department. Employees must work with their immediate supervisor to complete a Faculty/Staff Exit Processing, which must be turned into Human Resources.

Q. VETERANS

Campbell University is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), and other federal laws and regulations which require government contractors to take affirmative action to employ and advance in employment disabled veterans, recently separated veterans, armed forces service medal veterans, and Active Duty Wartime or Campaign Badge Veteran.

R. YOUTH EMPLOYMENT

No youth under the age of 18 may be employed at the University except as set forth herein. If state or federal law requires a youth under the age of 18 to obtain a work certificate, then the applicant shall obtain the appropriate certificate before being employed. The Human Resources Department must approve employment of youth prior to the offer of employment being made. The Human Resources Department must require that a list of duties be submitted with the Request to Employ a Youth Form for any work at the University. Preference will be given to University students. Youth workers may not work under the direct supervision of their parent(s) or grandparent(s). Supervisors and the Human Resources Department must assure that all conditions required by state and federal law for the employment of youth must be met including:

1. Proof of Age and Required Age for Legal Employment (Must be on file in the Human Resources Department).

Generally, youth must be at least 16 years of age to be employed in nonfarm work. Limited exceptions exist. Proof of age includes a birth certificate, unexpired driver's license or learner's permit, school insurance, or other documents approved by the Department of Social Services and/or the NC Department of labor.

2. Prohibited Hazardous and Detrimental Occupations for All Youths under 18 Years Old

The North Carolina Wage and Hour Act and Regulations and/or the federal Fair Labor Standards Act prohibits the employment of youths under age 18 in the following occupations (limited exceptions exist for 16- and 17-year-old apprentices and student learners in these occupations. Contact North Carolina Wage and Hour Department for details):

- Manufacturing and storing explosives
- Motor-vehicle driving and outside helper (Limited exemption for driving under State law only)
- Logging and sawmilling
- Power-driven woodworking machines

- Exposure to radioactive substances
- Power-driven hoisting apparatus
- Power-driven metal forming, punching and shearing machines
- Welding
- Any process where quartz or any form of silicon dioxide or asbestos
- Silicate is present in powdered form II-9
- Any work involving exposure to lead or any of its compounds in any form
- Mining
- Slaughtering, or meatpacking, processing or rendering
- Power-driven bakery machines
- Power-driven paper products machines
- Manufacturing brick and tile
- Power-driven circular saws, band saws, and guillotine shears
- Wrecking, demolition and ship breaking operations
- Roofing operations
- Excavation operations
- Any work involving exposure to benzol or any benzol compound which is volatile or can penetrate the skin
- Spray painting
- Handling of unsterilized hides of animals or humans

3. Permitted/Prohibited Occupations for 14- and 15-Year-Olds

The Acts further restrict occupations for youth under age 16. Generally, these youth can only work in clerical positions and retail sales and service, including food service and gasoline service stations, but cannot work in manufacturing, construction or occupations involving the use of power-driven machinery, including lawn mowers.

4. Hour/Time Restrictions for 14- and 15-Year-Olds

Youth 14 and 15 years old **may** be employed:

- No more than three hours on a day when school is in session for the youth;
- No more than eight hours on a day when school is not in session for the youth;
- Only between 7 A.M. and 7 P.M., except to 9 P.M. during the summer (when school is not in session);
- No more than 40 hours in any one week when school is not in session for the youth;
- No more than 18 hours in any one week when school is in session for the youth; and
- Only outside school hours.

NOTE: No youth under 16 years of age shall be employed for more than five consecutive hours without an interval of at least 30 minutes for rest. No period of less than 30 minutes shall be deemed to interrupt a continuous period of work. This restriction applies to employers who are only subject to state youth employment laws and not to employers who are subject to federal child labor laws.

5. Hour/Time Restrictions for 16- and 17-Year-Olds

During the regular school term, no youth under 18 years of age who is enrolled in grade 12 or lower may be employed between 11 p.m. and 5 a.m. when there is school for the youth the next day. This restriction does not apply to youth 16 and 17 if the employer receives written approval

for the youth to work beyond the stated hours from the youth's parent or guardian and from the youth's principal or the principal's designee, nor does it apply to any youth who has dropped out of school and who is only enrolled in a GED program or a community or technical college.

6. Permitted Driving by Youth

Any youth who holds a North Carolina driver's license valid for the type of driving involved may be assigned as part of his employment to drive an automobile or truck not exceeding 6,000 pounds gross vehicle weight within a 25-mile radius of the principal place of employment provided that the youth has completed a State-approved driver-education course, and provided that the assignment does not involve the towing of vehicles. "Gross vehicle weight" includes the truck chassis with lubricants, water and full tank or tanks of fuel, plus the weight of the cab or driver's compartment, body and special chassis and be equipment, and payload.

All employees who drive University owned vehicles must be approved by the University's insurance carrier.

V. COMPENSATION

A. OVERTIME

It is the University's belief that no overtime work be required in normal situations. Any overtime worked must have prior supervisory approval. Overtime is defined as any time worked beyond 40 hours in a workweek by employees who hold positions regarded as "non-exempt" under the provisions of the federal Fair Labor Standards Act (FLSA) (paid by the hour). The University's workweek for overtime purposes is a seven day, 168 hour period, which begins at 12:01 a.m. Wednesday and ends 12:00 midnight the following Tuesday

Non-exempt employees will be compensated at a rate of one and one-half times their regular rate of pay for all hours worked in excess of forty in a given workweek. Any employee who works unauthorized overtime will be subject to discipline, up to and including discharge. If an employee has a question about whether he or she is non-exempt and, therefore entitled to overtime pay, they should contact the Human Resources Department.

Executives, administrative, and professional positions (usually salaried), as defined by wage and hour regulations, are usually "exempt" from the provisions of FLSA and do not qualify for overtime pay.

1. Salaried exempt employees

Being paid on a "salary basis" means an employee who regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis (classified as "exempt" under the FLSA). The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions set forth below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.

2. Circumstances in which the employer may make deductions from pay

Deductions from pay are permissible:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees, or for military pay; or
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see Conduct and Discipline Policy).

Also, the University is not required to pay the full salary;

- in the initial or terminal week of employment or due to penalties imposed in good faith; or
- for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

It is the University's policy to comply with the salary basis requirements of the FLSA and not allow deductions that violate the FLSA. Therefore, all supervisors are prohibited from making any improper deductions from the salaries of exempt employees. To the extent anything in this policy conflicts with the FLSA the FLSA shall be controlling.

3. What to do if an improper deduction occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the payroll department. If the correction is not made to your satisfaction you should contact the Human Resources Department and provide a written explanation of the disputed salary reduction. The final point of review is with the Treasurer. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

B. PAYROLL DEDUCTIONS

The University is required to deduct federal and state income taxes and the employee's portion of the FICA tax. By the date required by law, the University provides each employee with a Form W-2 that shows total earnings for the previous year and the amount withheld for taxes. It is the employee's responsibility to verify that all deductions are correct.

Payroll deductions and/or reductions are available for employees who participate in the various fringe benefit programs provided by the University. In addition, employees may authorize payroll deductions for repayment of personal loans and other payments to the University. Other deductions may be those required by an official order of the court or failure to return University property as explained elsewhere in this manual.

C. PAY TRANSPARENCY NONDISCRIMINATION PROVISION

Campbell University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the University's legal duty to furnish information. 41 CFR 60-1.35(c)

D. TIME AND PAYROLL REPORTING

All non-exempt employees are required to record hours worked. Work time is recorded by using the University's time keeping system. There are several ways to record time through this system. The time must be recorded when the employee reports to work and leaves work for any reason.

It is very important that time be recorded correctly and that the hours worked are reported accurately to comply with the wage and hour regulations. All non-exempt employees are required to punch in when their shift begins and punch out immediately when their shift ends. Recording time for someone else or allowing another employee to record your time is strictly prohibited and will result in disciplinary action, up to possible termination.

Non-exempt employees who work an eight (8) hour shift or more shall clock out at least 60 minutes for meals and eat meals away from their work area. Supervisors shall not override the

default meal period in the time keeping system unless the employee had an interrupted meal period due to work demands. Unless absolutely necessary, supervisors should refrain from calling non-exempt employees back to duty during meal breaks or other “off the clock” rest breaks. If a supervisor calls a non-exempt employee back to duty the employee must clock back in and be compensated for that time.

If it is necessary for an employee to work away from their assigned work site, the time worked should be recorded and submitted by the head of the department. See Telecommuting/Working From Home policy.

E. WORKING OFF THE CLOCK

Non-exempt or hourly employees must not check emails, voice mails, or other tasks that constitute work, when not clocked in. Non-exempt or hourly employees must be compensated for any work performed when not clocked in; however, employees may face disciplinary action, as defined under the Overtime policy, if such work caused unauthorized overtime. It is the employee’s responsibility to notify their immediate supervisor if they worked, while not clocked in, so that they may be compensated for such time.

VI. BENEFITS

A. ELIGIBILITY FOR PARTICIPATION IN BENEFIT PROGRAMS

Upon meeting the conditions for a specific benefit program, all full-time employees are eligible for those benefits to include paid vacation and sick leave, and paid holidays. Additionally all full-time employees are eligible to participate in a matching employer contribution retirement plan, an employee only contribution retirement plan, health insurance, life and supplemental life insurance, long-term and short-term disability insurance, cancer insurance, dental insurance, tuition-assistance for educational opportunities, a flexible spending account, and a health savings account. The requirements for participation in each employee benefit program shall be in accordance with the eligibility requirements of each of the benefit plans. As the Plan Administrator of each of these plans, the University reserves the right to waive any eligibility prerequisites where warranted. An employee whose status has changed from part-time to full-time is considered for benefits as of the first of the month after hired full-time, provided the employee has satisfactorily worked the equivalent of any required probationary period for a similarly situated full-time employee.

Part-time employees who qualify for health insurance under the Affordable Care Act shall be entitled to only the health insurance benefit for the period of time as required by the Affordable Care Act.

If employees have questions concerning employee benefits, they should ask the benefits coordinator in the Human Resources Department for specific plan details.

B. EMPLOYEE IDENTIFICATION CARDS AND DISCOUNTS

ID cards are available to all full-time University employees. They may be used in borrowing books from the library, using the University pool, and for identification elsewhere as needed. Employees are invited to attend sporting events, lectures, concerts, and other entertainment events using the ID card. The University reserves the right to charge employees admission to certain events. Employees may also receive a ten percent (10%) discount on many items sold in the bookstore. Money can be added to the debit function by going to the website online Campbell.edu – call the Business Office for assistance (1245).

Employees may use their ID card to purchase meals at all campus food service locations at the Faculty/Staff meal rate, as approved by the University. Employees may also purchase meals at the Faculty/Staff meal rate for their spouse, children, and parents.

The cards are the property of the University and become void upon the termination or interruption of employment at the University, at which time the card must be surrendered to the immediate supervisor. Lost cards must be reported and may be replaced for a nominal charge. All new employees are issued their ID cards through the Human Resources Department.

C. FACULTY/STAFF EDUCATION BENEFIT

The IRS requires that certain education assistance benefits be reported as taxable income and be included on employees' form W-2. Please check with a tax professional in regards to how this benefit may impact your annual state and federal taxes.

Campbell University offers a range of tuition benefits to its full time employees, their spouses and dependents for undergraduate, graduate studies, and Professional Programs, in addition to some educational opportunities outside the University. Full time employees, their spouses, and

dependents are eligible for the Faculty/Staff Education Benefit the following term after completion of the probationary employment period.

A dependent child of an eligible full time employee is eligible for the Faculty/Staff Education Benefit if the employee is able to claim the child as a dependent on his/her federal income tax.

Eligible employees and dependents attending the University and using the Faculty/Staff Education Benefit must maintain Financial Aid Satisfactory Academic Progress as specified by the University. After two semesters, students using the Faculty/Staff Education Benefit who fail to maintain the specified minimum requirements will become ineligible for continuance of the Faculty/Staff Education Benefit. However, students may continue to attend at their own expense, and upon attainment of Financial Aid Satisfactory Academic Progress in accordance with University policy may reapply for resumption of the Faculty/Staff Education Benefit.

1. University Undergraduate Faculty/Staff Education Benefit:

The Faculty/Staff Education Benefit is available to eligible employees who attend any of the University's Campuses, to include campuses and programs offered through Adult and Online Education, provided that attendance is not during the employee's normal work hours as described in the Conditions set forth below.

The Faculty/Staff Education Benefit is available to eligible spouses and dependents who attend in a full time status at any of the University's Campuses, to include campuses and programs offered through Adult and Online Education. The Faculty/Staff Education Benefit is also available to eligible spouses and dependents who attend in a less than full time status in a degree seeking program.

The Faculty/Staff Education Benefit is available to eligible employees, spouses, and dependents for Study Abroad programs that are tuition bearing programs taught by University faculty. The Faculty/Staff Education Benefit applies to tuition only; all other costs are the sole responsibility of the parent/student.

The Faculty/Staff Education Benefit will be applied towards tuition cost(s) after all possible institutional aid (federal, and state), excluding loans, is applied to tuition. This policy applies to all semesters (fall, spring, and summer sessions). General fees, room and board, and other special fees are not covered under this benefit.

1.1 Conditions for undergraduate study:

- Eligible employees must first apply for admission to the University campus they desire to attend either part time or full time. Application for the Faculty/Staff Education Benefit must be completed prior to attendance. The application for the Faculty/Staff Education Benefit may be obtained at the University Human Resources office or at the following link under Forms for Current Faculty/Staff: <http://www.campbell.edu/faculty-staff/human-resources/>
- Eligible employees may enroll in a single course taken in place of their lunch hour on any given day upon approval by their supervisor. Otherwise, eligible employees may not attend classes during their normal working hours.

2. University Graduate and Professional Degree Faculty/Staff Education Benefit:

One half of the Faculty/Staff Education Benefit is available to eligible employees, spouses, and dependents for all graduate and professional degree programs offered through Campbell

University for part time or full time attendance, as long as it is not during normal working hours, subject to the following conditions:

2.1 Conditions for Graduate and Professional Degree study:

- The eligible student must be accepted by the applicable graduate or professional school.
- The Faculty/Staff Education Benefit does not cover the cost of graduate or professional school admission test fees (e.g., GMAT, GRE, and MAT) or any special fees.

3. Other Education Benefits Available:

North Carolina Independent Colleges and Universities (NCICU) Tuition Exchange Program:

Dependents of eligible full time employees may be qualified for the NCICU Tuition Exchange Program, allowing for full time traditional students to attend other private colleges on the exchange under the same requirements as above for undergraduate programs. Selection is based on a first come first serve basis. The dependent and employee must contact the Assistant Vice President for Admissions in the summer prior to the dependent's senior year in high school for the process and list of participating schools. Please contact the Assistant Vice President for Admissions for further explanation.

CLEP Examinations:

The University will reimburse full-time employees for the cost of CLEP examinations approved by the employee's supervisor.

4. Fair Labor Standards Act (FLSA) Requirements

The Faculty/Staff Education Benefit is a fringe benefit for University employees. The regulations promulgated pursuant to the Fair Labor Standards Act governing time spent by employees in lectures, meetings, and training programs state that attendance at such events need not be counted as working time if four criteria are met:

1. Attendance is outside the employee's regular working hours;
2. Attendance is voluntary;
3. The course, lecture, or meeting is not directly related to the employee's job; and
4. The employee does not perform any productive work during such attendance.

The IRS requires that certain education assistance benefits be reported as taxable income and be included on employees' form W-2. Please check with a tax professional in regards to how this benefit may impact your annual state and federal taxes.

D. FAMILY AND MEDICAL LEAVE (FMLA)

1. Employee Eligibility

Employees of the University are eligible for family and medical leave (FMLA) if they have at least 12 months of service, and have worked at least 1,250 hours within the preceding 12-month period. Employees must submit required FMLA paperwork, found on the Campbell University website and in the Human Resources Department, if out for an FMLA qualifying event for more

than three days. Employees who do not qualify for FMLA may request leave under the Leave of Absence Without Pay policy.

If eligible, an employee may be able to take up to 12 weeks of unpaid leave during a 12-month period for the following reasons:

- The birth of a child or to care for a child within the first 12 months after birth;
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first 12 months after placement);
- To care for an immediate family member who has a serious health Condition (spouse, child, or parent — but not a parent "in-law");
- For a serious health condition that makes the employee unable to perform the functions of his/her position;
- To care for adult children with disabilities, regardless of the child's age when the disability commenced, where the employee stands *in loco parentis* for the child;
- Because of any “qualifying exigency” arising from the employee’s spouse, child, or parent being:
 - (1) On active duty or called to active duty in a reserve component of the Armed Forces and is deployed to a foreign country under a call or order to active duty pursuant to certain statutory provisions; or
 - (2) A member of a regular component of the Armed Forces and is deployed to a foreign country.

Employees are entitled to take up to 12 weeks of unpaid FMLA leave in any 12-month period. For purposes of this policy, the 12-month period on which eligibility for leave shall be based is a period measured backward from the date an employee last used FMLA leave. Therefore, if an employee takes 4 weeks of FMLA leave on February 1, 4 weeks of FMLA leave on April 1, and 4 weeks of FMLA leave on August 1, such employee will not be entitled to an additional FMLA leave until the following February 1, at which time he/she will be entitled to 4 weeks of leave; on April 1 he/she will be entitled to another four weeks and so forth.

2. Military Caregiver Leave

An eligible employee may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above, to care for a parent, spouse, child, or relative to whom the employee is next of kin when the family member was a:

- Member of the regular or reserve Armed Forces who was undergoing treatment, recuperation, or therapy, was in outpatient status, or was on a temporary disability retired list, for a serious injury or illness incurred; or
- Veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness and the family member was a member of the regular or reserve Armed Forces at any time during the period of five years before the date the veteran undergoes the medical treatment, recuperation, or therapy, and was discharged or released under conditions other than dishonorable.
- For current service members with a serious injury or illness that existed prior to service and that was aggravated by service in the line of duty while on active duty.

“Serious injury or illness” means any of the following:

- In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating;
- In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran;
- Service members with a physical or mental condition that have received a Department of Veterans Affairs Service Related Disability Rating (VASRD) of 50% or higher when the rating is at least in part based on the condition that has created the need for leave;
- A physical or mental condition that either: (a) substantially impairs the veteran's ability to secure or follow a gainful occupation due to the service-related disability; or (b) would do so absent treatment; or
- An injury, including a psychological injury that led to a veteran being enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers.

3. Notice of Leave

When requesting leave, on the appropriate Department of Labor Form the employee must:

- Supply sufficient information for the University to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- Provide notice of the need for leave at least 30 days in advance or as soon as practicable.
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

4. Intermittent Leave

When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the University to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

5. Medical and Other Certifications

Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

The University, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. In lieu of a second opinion, the University may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency. Campbell (at its expense) or the employee (both current service members and veterans) may seek opinions in support of military caregiver leave by a healthcare provider that is not affiliated with the Department of Defense, the VA, or TRICARE.

6. Fitness for Duty Certifications

Because the University wishes to ensure the well-being of all employees, any employee returning from FMLA leave for his/her own serious health condition will need to provide a Fitness for Duty (FFD) certification (see forms at the end of the manual) signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

7. Maintenance of Benefits

The University maintains health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee will be required to reimburse the University for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

8. Concurrent Leave

Employees must use any accumulated sick or vacation leave to the extent available during FMLA leave. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Any employee who takes FMLA leave for a condition which also qualifies for workers' compensation or disability leave will not be entitled to substitute accrued paid leave for the period covered by workers' compensation or disability benefits, but such time will be counted against the employee's 12-week FMLA entitlement. The employee may use accumulated leave time only for the purpose of satisfying any waiting period. If an employee is certified to return to a light duty position, but chooses not to do so, and instead chooses to remain on FMLA leave, or if such employee's workers' compensation or disability benefits cease for any reason, such employee will then be required to substitute accrued paid leave for the duration of the FMLA leave. If the

employee exhausts his/her accrued paid leave, the remainder of the leave will be unpaid.

9. Married Couples Who Work for the University

If an employee and his/her spouse both work for the University they are both eligible for leave. The employee and employee spouse may be limited to a combined total of 12 weeks of FMLA leave in a 12-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child;
- To care for and bond with such child who does not suffer from a serious health condition;
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period, including the types of leave listed above in this paragraph.

10. Return from Leave

Upon return from leave, the employee will be restored to his/her original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned his/her position with the University. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

11. No Retaliation or Interference

The University will not discriminate or retaliate against an employee who exercises his or her rights under the FMLA, or otherwise interfere with those rights.

12. Definitions

"Child" may be a biological, adopted, foster, or step child or legal ward, or child of a person standing "in loco parentis" by providing day-to-day care and financial support, where the child is under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

"Family Medical Leave Act" (FMLA), is the Family Medical Leave Act of 1993, 29 USCA 2601, et seq., as amended, and as implemented by 29 CFR Part 825.

"Next of Kin" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

"Parent" means a biological, adoptive, step or foster parent, or other person who stood "in loco parentis" to a child by providing day-to-day care and financial support. In-laws are not covered by this policy.

"Spouse" means a husband or wife as defined or recognized under North Carolina law for purposes of marriage.

“Qualifying exigencies” include:

- Issues arising from a covered military member’s short notice deployment (i.e., deployment on seven or less days of notice) for a period of seven days from the date of notification;
- Military events and related activities, such as official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member’s absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
- Taking up to fifteen days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, and addressing issues arising from the death of a covered military member;
- Any other event that the employee and employer agree is a qualifying exigency.
To care for the parent of a military member when the parent is incapable of self-care and the need for leave arises out of the military member’s covered active duty or call to covered active duty status.

NOTE: The foregoing is a summary of the FMLA and an employee should contact HR as soon as they anticipate a need for FMLA to get a complete description of their rights and responsibilities. For further information on the Family Medical Leave Act, visit www.dol.gov/whd/fmla/.

E. HOLIDAYS

The University recognizes the following holidays as paid holidays for employees:

New Year’s Day (1)
Martin Luther King Day (1)
Easter Good Friday (1)
Memorial Day (1)
Independence Day (1)
Labor Day (1)
Thanksgiving (2)
Christmas (Varies)

The specific dates for holidays are published at the beginning of each year on the Campbell University website. All employees will have the same holidays; however, if circumstances require it, the appropriate executive officer (Vice President) may designate different but equivalent

holidays for employees affected. Without such prior approval, no supervisor may allow employees to deviate from the official schedule of holidays as published by the University.

Hours paid for a holiday are not counted as time worked for purposes of calculating overtime. Hourly employees are paid at regular time if the employee works a full shift the day before and immediately following the holiday or if the holiday falls within a vacation or sick period. Any employee on any unpaid leave will not get holiday leave pay.

All full-time employees, including employees still on probation and temporary full-time employees, are eligible to receive holiday pay if they meet the above requirements.

F. INSURANCE

Insurance benefits are governed by the terms of the Plan Documents for each type of coverage that are available in the Human Resources Department. The benefits are more fully explained in brochures published by the providers. It is the employee's responsibility to become familiar with the terms of these policies and to file claims as needed. As the Plan Administrator the University reserves the right to change policies, carriers, or co-payments at any time with or without notice to its employees. All full-time employees who have completed the probationary period are eligible to enroll in these programs.

1. Medical Insurance

The University currently pays a portion of the premiums for health care coverage for all eligible permanent full-time employees, but cannot guarantee that this will always be possible. The University also cannot guarantee that employees will be eligible to participate in the University's medical insurance plan. If the insurance company refuses coverage to the employee for any reason, the University is under no obligation to locate, or pay for, substitute coverage. Dependent coverage may be obtained with premiums paid by the employee through payroll deductions.

2. Life/AD&D Insurance

The University provides life insurance to all eligible full-time employees who are participating in the medical insurance program. The University cannot guarantee that employees will be eligible to participate in the University's life insurance plan. If the insurance company refuses coverage to the employee for any reason, the University is under no obligation to locate or pay for substitute coverage. The coverage is equivalent to the employee's annual salary rounded to the next thousand to a maximum of \$150,000. The University purchases \$2,000 of life insurance coverage for spouses and on each dependent (6 months to age 19; up to 23 if a full-time student). Employees have the option to purchase and increase the amount of their life insurance in accordance with plan.

3. Long-Term Disability Insurance

The University provides a group long-term disability benefit insurance plan to all eligible full-time employees. The Human Resources Department will answer any questions you may have about disability insurance benefits or you may refer to the summary plan description that you will receive for details of the coverage.

4. Short-Term Disability Insurance

A short-term disability insurance plan is offered to employees, as an employee-paid benefit, to provide some income for short periods of time or to fill the gap until the long-term disability coverage begins.

5. Group Accident Insurance

An accident indemnity insurance plan is offered to full-time employees, as an employee-paid benefit, to provide 24/7 coverage for a variety of accidents. The policy does not coordinate benefits with worker's compensation or any other insurance, so it pays benefits regardless of other policies.

6. Group Critical Illness Insurance

Campbell University offers a voluntary, employee-paid, critical illness policy to all eligible, full-time employees. This plan pays a lump-sum benefit designed to help offset the initial costs of a major medical event that result beyond traditional health insurance.

7. Hospital Indemnity Insurance

A hospital indemnity plan is offered to full-time employees as an, employee-paid benefit, to provide a lump sum benefit directly to the covered individual. This benefit helps to cover the costs associated with a hospital stay and other medical expenses.

8. Dental Insurance

There is a choice of two (2) voluntary dental insurance plans to all eligible, permanent, full-time employees. Both plans offer the freedom to choose any dentist or dental specialist in the United States. No referrals are required under either plan. Employee only, employee/spouse, employee/child(ren), or employee/family coverage may be obtained with premiums paid by pre-tax payroll deductions.

9. Flexible Spending Account/Health Savings Account

The Flexible Spending Account (FSA) and Health Savings Account (HSA) allow employees the opportunity to deposit a tax-free portion of their gross income into a savings-like account which is used to pay for unreimbursed medical, as well as certain dependent care, expenses. The HSA is only available with the high deductible health insurance plan. Each plan is different as to the amount that can be set aside and what happens to the balance at the end of the year. Please contact HR for more information.

G. JURY DUTY

It is the duty of every citizen to serve on jury duty when called. If an employee is called to serve on a jury, or if an employee is ordered to appear in court as a witness, he or she should advise the immediate supervisor as soon as possible. Unless a major portion of the workday is consumed, prompt return to work is expected. To encourage employees to fulfill their jury duty obligations, the University will pay the difference of the employee's regular wages in excess of fees paid by the court for jury service provided the employee has notified his supervisor within 24 hours of receiving notice of the obligation.

H. LEAVE OF ABSENCE WITHOUT PAY

In addition to and separate from approved FMLA leave, a leave of absence for a specified period of time may be granted in instances where unusual or unavoidable circumstances require an employee's absence and all sick and vacation leave has been exhausted. Leaves of absence are granted on the assumption that the employee will be available to return to regular employment

when the conditions necessitating the leave permit.

A leave of absence is considered a privilege and may be granted only upon approval of the employee's Vice President. During leave, the University will suspend contributions to the retirement plan. The employee may continue to be covered by university-provided insurance benefits if he or she arranges to pay the insurance premiums prior to each premium due date. Vacation and sick leave do not accumulate while an employee is on leave.

It is the University's policy to make every effort to reinstate an employee returning from a leave of absence to the same position that he or she previously held or to a position at a similar level. Advance notice must be given of the employee's intent to return to work.

I. MILITARY LEAVE

The University will observe all legal requirements in connection with military leave, pursuant to the Uniformed Services Employment and Reemployment Rights Act, 38 USCA 4311, et seq. (USERRA). All employees are required to give advance notice of military obligations by providing their supervisor with a copy of their order to duty, except when military necessity prevents giving the notice or when it is otherwise impossible or unreasonable.

In the event an employee must commence service in the Uniformed Services, wages may cease during the absence. The employee and their dependents have the option to pay for continued coverage in the group health plan for up to 24 months of service. Other covered benefits, such as, life insurance, short and long-term disability, cancer and dental coverage may be continued at the employee's expense. Tuition Assistance will continue during the absence provided participation began prior to the leave.

Upon returning to work, the employee is reinstated to the position they left and all covered benefits will continue without pre-existing conditions or waiting period. Campbell will make any contribution to the retirement plan on behalf of the employee that would have been made if the employee had not been absent for military service as long as the employee makes the required contribution. Any accrued vacation may be used during the leave or used after returning from leave. No vacation or sick leave is accrued during the leave.

J. RETIREMENT PROGRAMS

The University provides an optional retirement program with the Teachers Insurance Annuity Association (TIAA) Retirement Plan. The University makes a percentage contribution to the accounts of all eligible, full-time, employees meeting contribution requirements. There is also a tax-deferred TIAA plan with no contribution by the University. In certain instances, new employees who had a 403(b) plan with a previous employer may be eligible to waive the waiting period. Please see the plan administrator in the Human Resources Department if you have any questions or wish to obtain detailed information regarding these benefit plans. Also, please refer to the Summary Plan Description for additional details. The complete Plan Document is available for review in the Human Resources Department.

K. SICK LEAVE

The University provides paid sick leave to full-time, non-faculty employees to help protect against loss of earnings due to illness or injury. Sick leave is not intended to be used as a substitute for vacation days. Sick leave may be used to cover absences for actual periods of illness, medical, vision, or dental visits or medical emergencies in the immediate family. For the purposes of this policy, immediate family is considered spouse, children, parents, grandparents, siblings or other

dependents living in the employee's household.

In case of illness, the employee should notify his or her supervisor as soon as possible, or at a minimum of two hours before the employee's normal starting time. Any employee absent for more than three (3) consecutive days may qualify for Family Medical Leave Act (FMLA) leave. FMLA leave and sick leave may run concurrently, but each is independent of the other. If you are absent from work for more than three (3) days, whether planned or unplanned, refer to the FMLA section of this manual or Human Resources for instructions on completing required FMLA paperwork. Non-FMLA absences may be counted towards absenteeism.

Accruals

- Sick leave is earned at the rate of one day per month beginning with the first full month of active employment.
- Full-time employees, who work a minimum of thirty-seven and one-half (37.5) hours per week, will be eligible to accrue sick leave.
- Sick leave accrues each month based on an employee's full-time, active status, not on hours worked.
- Sick leave does not accrue while an employee is on unpaid leave, for example, leave without pay or unpaid FMLA leave. Sick leave will accrue if an employee is on paid leave, using sick or vacation time during their absence.
- There is no limit to the amount of sick leave an employee can accrue.

Use of Sick Leave

- All sick leave must be recorded and documented via the submission of a Sick Leave or Vacation form to the Payroll Department.
- Supervisors are responsible for the accurate and timely reporting of sick time to the Payroll Department.
- Sick leave cannot be used during an employee's probationary period.
- Sick leave may be taken in no less than one-hour increments.
- All sick leave will be paid at the employee's base rate. Sick leave is not advanced.
- Sick leave hours do not count as time worked for the purpose of calculating overtime. Overtime pay is based on the hours that the employee actually works.
- In the event the University must close due to weather or other circumstances, employees out on sick leave will continue to use sick leave hours during the closure.
- If an employee has exhausted all sick leave, vacation leave must be used unless the employee is approved to make up the hours during the same pay period. Employees must avoid overtime when making up hours.

Exceptions

- This policy does not apply to temporary, contract or part-time employees.
- Employment contracts may supersede this policy and provide different sick time benefits.
- Any employee desiring time off due to undue hardship, in excess of that granted by the University, may request such leave without compensation. If the workload of the department permits and a mutually agreeable time can be arranged with the supervisor, such leave may be granted with the approval of the respective Vice President.

Separation from Employment

- Upon separation of employment for any reason, all unused sick leave is forfeited.

- Employees transferring from full-time to part-time status will forfeit sick leave.

L. BEREAVEMENT LEAVE

Full-time employees, who work a minimum of thirty-seven and one-half (37.5) hours per week, may take up to five (5) days of paid bereavement leave upon the death of an immediate family member. “Immediate family members” are defined as an employee’s spouse, parent, stepparent, sibling, children, stepchildren, grandparent, or grandchild. Additionally, employees may take up to three (3) days of paid bereavement leave upon the death of an extended family member.

“Extended family members” are defined as an employee’s spouse’s parent, spouse’s stepparent, or spouse’s sibling. Employees are encouraged to take bereavement days consecutively; however, circumstances may necessitate bereavement leave be granted for non-consecutive days.

Bereavement leave is not intended to be an automatic award of time off, it is intended to supplement hours lost for the death of family members as described above. Verification or reason for bereavement leave may be requested by the supervisor upon return to work. Bereavement pay is calculated at an employee’s base rate and is not included for the purpose of calculating overtime. In the event the University must close due to weather or other circumstances, bereavement leave will be counted during the closure.

M. TIME OFF FOR SCHOOL CONFERENCES

Employees will be granted four hours of unpaid leave per year to attend children’s schools, pre-schools or day-care centers to attend or otherwise be involved at that child’s school. This applies to employees who are parents, guardians, or who stand “in loco parentis” (in the place of a parent). Vacation time can also be used for this purpose, if requested.

The University and the employee must agree upon the timing of the leave. If possible, a written request to the employee’s supervisor is requested at least 48 hours in advance of the requested leave. Verification that the parent actually attended the school at the time of the leave may also be required.

N. VACATION LEAVE

The University recognizes the importance of time away from work to relax, spend time with family and friends, and enjoy leisure activities. The University provides vacation leave to assist employees with their work/life balance and to reward years of service. Vacation will accrue as follows:

Full-time Employee Vacation Leave Accruals

Years of Service	Number of Days Annually	Number of Hours Annually	Hours Accrued Per Month	Maximum Vacation Carry Over Days
0 through 4 years	12	96	8.00	15
5 through 9 years	15	120	10.00	15
10 through 14 years	18	144	12.00	15
15 through 19 years	20	160	13.33	15
20 years and over	23	184	15.33	15

Full-time Department Heads and Above Vacation Leave Accruals

Years of Service	Number of Days Annually	Number of Hours Annually	Maximum Vacation Carry Over Days
0 through 4 years	15	120	15
5 through 9 years	18	144	15
10 through 14 years	20	160	15
15 years and over	23	184	15

Accruals

- Full-time employees, who work a minimum of thirty-seven and one-half (37.5) hours per week, will begin to accrue vacation leave monthly during their first month of employment, as indicated under the Full-time Employee Vacation Leave Accruals table above. Employees will move up to the next vacation tier every fifth year, on their anniversary date.
- Full-time department heads and above, who work a minimum of thirty-seven and one-half (37.5) hours per week, will be credited with annual vacation time January 1st of each year, as indicated under the Full-time Department Head and Above Vacation Leave Accruals table above. Vacation leave during the first year of employment will be prorated based on the number of months remaining in the first year of employment. Department Heads will move up to the next vacation tier every fifth year, on their anniversary date. Department heads are defined by the University Cabinet.
- Vacation leave accrues each month based on an employee's full-time, active status and years of service, not on hours worked.
- Vacation leave does not accrue while an employee is on unpaid leave, for example, leave without pay or unpaid FMLA leave. Vacation leave will accrue if an employee is on paid leave, using sick or vacation time during their absence.
- Employees are encouraged to use vacation leave in the year it is earned. No more than fifteen (15) days of vacation leave will carry over into the next calendar year. Annually, on December 31, all accumulated, vacation leave over fifteen (15) days will be forfeited.

Use of Vacation

- All vacation leave must be recorded and documented via the submission of a Sick Leave or Vacation form to the Payroll Department.
- Supervisors must approve all vacation leave requests.
- Supervisors have the right to deny vacation requests or ask employees to schedule alternate dates if necessary.
- Supervisors are responsible for the accurate and timely reporting of vacation leave to the Payroll Department.
- Vacation leave cannot be used during an employee's probationary period.
- Vacation leave may be taken in no less than one-hour increments.
- All vacation leave will be paid at the employee's base rate.
- The University encourages employees to take one week of vacation leave as five (5) consecutive days off.
- Vacation leave is not advanced.
- Vacation hours do not count as time worked for the purpose of calculating overtime. Overtime pay is based on the hours that the employee actually works.

- If, in the event, a holiday observed by the University falls within an employee’s vacation period, the holiday will not be counted as vacation time.

Exceptions

- This policy does not apply to temporary, contract or part-time employees.
- Employment contracts may supersede this policy and provide different vacation leave benefits.
- Any employee desiring time off due to undue hardship, in excess of that granted by the University, may request such leave without compensation. If the workload of the department permits and a mutually agreeable time can be arranged with the supervisor, such leave may be granted with the approval of the respective Vice President.
- In the event the University must close due to weather or other circumstances, employees who have submitted vacation leave will be charged such vacation time during the closure.

Separation from Employment

- Employees, who terminate with proper notice, as defined in the Resignation section of this manual, will be paid for any vacation leave earned but not taken.
- Any employee who is involuntarily terminated will forfeit all accrued but unused vacation leave.
- Accrued vacation leave will not be paid out upon an employee’s separation of employment, voluntary or involuntary, during an employee’s probationary period.
- Full-time department heads, who separate from service with proper notice, will be paid out vacation on a prorated basis. For example, a full-time department head, who resigns after working six months of the year, will be paid out half of that year’s vacation accrual.
- Employees transferring from full-time to part-time status will be paid out unused vacation leave.

O. VACATION DONATION

Campbell University recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available paid leave time. To address this need, all eligible employees will be allowed to donate vacation leave time from their unused vacation balance to co-workers in need of paid leave time. All donations must be in accordance with the policy outlined below. This policy is strictly voluntary.

Definitions

Immediate Family Member For purposes of this policy, an immediate family member is defined as a current spouse, dependent child, or parent.

Medical Emergency A medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available.

Major Disaster A disaster declared by the president under §401 of the Stafford Act, or a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee, or to

an immediate family member of the employee, that requires the employee to be absent from work.

Eligibility

To be eligible for consideration under this policy, the employee recipient of donated leave must meet all of the following conditions:

- Must have completed their probationary employment period
- Must be eligible to accrue paid leave benefits
- Must be on an approved leave of absence due to a Medical Emergency of the employee or an immediate family member or absent due to major disaster of the employee or an immediate family member as defined in this policy
- Must have exhausted all of his or her own paid leave

Policy

- The maximum amount of donated vacation hours that an eligible employee may receive in a 12-month period is 480 hours (12 weeks).
- The maximum number of vacation leave hours an eligible employee may donate in a 12-month period is 40 hours or no more than 50 percent of the employee's current balance, whichever is less.
- The minimum number of vacation leave hours that an eligible employee may donate is 4 hours.
- The donation of vacation leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
- Donating employees will remain anonymous.
- Employees cannot borrow against future vacation leave time to donate.
- Employees who are currently on an approved leave of absence cannot donate vacation leave time.
- No employee may donate vacation hours to his or her immediate supervisor.
- Employees may not solicit donation of vacation time for themselves.
- The donating employee may not claim an expense, a tax deduction, or charitable contribution for any donated leave, and donated vacation hours will be treated as wages and income to the employee recipient and will be paid at the recipient's base rate, subject to all required taxes and withholdings.
- Donated hours shall be utilized on a one-for-one basis, as needed. In the event more hours have been donated to an employee on leave than he or she needs or if the leave recipient's employment is terminated for any reason, any remaining donated hours shall be returned immediately to all donors on a pro-rata basis utilizing the same ratio of each donor's hours to the total number of hours donated to the recipient. No employee shall have more hours returned than he or she donated.
- Sick hours cannot be donated.
- Donated vacation time may only be used for time off related to the approved request and may not be converted into cash in lieu of using the leave.
- This policy shall comply with all IRS regulations and to the extent of a conflict, the IRS regulations shall prevail.

Procedure

Subject to the limitations described in this policy, employees who wish to donate paid vacation hours to another employee may do so by completing a Vacation Leave Donation/Request form

indicating the name of the individual that he or she wishes to receive the vacation donation and the number of vacation hours to be donated. The completed form, with all required signatures, should then be turned into Human Resources.

Employees wishing to receive donated vacation hours must complete a Vacation Leave Donation/Request form and submit it to Human Resources after obtaining the proper signatures.

Leave donations and requests require the approval of the employee's supervisor and vice president.

P. WORKER'S COMPENSATION

All University employees are covered by Workers' Compensation Insurance, as of their date of employment, for which the University pays the full premium. Under the provisions of the North Carolina Worker's Compensation Act, as amended, University employees are eligible for certain benefits in the event of a work-related accident resulting in temporary or permanent disability. Unless the work-related injury results in a disability of more than 21 days, the injured employee must use any accrued sick or vacation leave for the first seven (7) days of the period of time the employee is out of work.

Employees injured on the job and requiring medical attention should immediately report it to their supervisor and proceed to the Health Center. Upon presentation to the Health Center, the employee must notify staff that their visit is related to an on the job accident or illness. The nurse case manager will assist in selecting a primary treating physician. (The University may not cover medical expenses incurred without the approval of the insurance company). In the event of an accident or emergency which occurs after Health Center operating hours or on the extended campuses, go immediately to the nearest urgent care or emergency room and notify the insurance company and the Human Resources Department within twenty-four (24) hours of the injury. A nurse or doctor will determine the appropriate treatment.

Employees who are out of work due to a Workers' Compensation claim must continue to pay dependent coverage of University-provided insurance cost. Payment should be made through the Human Resources Department.

VII. WORKPLACE POLICIES

A. ABSENTEEISM POLICY

The University is committed to allowing employees to exercise their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), Family and Medical Leave Act (FMLA), or any other applicable state or federal law. Accordingly, nothing in this Absenteeism Policy shall diminish or affect an employee's rights under law. Please refer to the FMLA and USERRA sections of this manual for a more thorough discussion of these laws.

It is the employee's responsibility to get approval from his or her supervisor, in advance, when it is necessary to be absent. An Employee Leave Request form, located on the Campbell University website, should be completed and submitted to the department head for approval. In case of unexpected absences, the employee should notify the supervisor within two hours of the employee's normal starting time. If the supervisor cannot be reached, the employee should leave a message by phone or email with the supervisor or a member of the department or the Human Resources Department providing a phone number where the employee can be contacted. Failure to do this may result in disciplinary action including possible termination of employment.

Absences may be excused for reasons of personal illness, jury duty, or other reasons in the discretion of the University. If an employee is absent for more than one work day without an approved leave of absence and without contacting his/her supervisor he/she will be deemed to have abandoned his/her employment. Any employee absent for more than three (3) consecutive work days who contacts his/supervisor during that period of time must have his or her health care provider complete a Certification of Health Care Provider Form consistent with the University's FMLA policy. If the employee is unable to provide such support, the absence will be treated as an unexcused absence generally without pay. Validation of an absence or reporting the absence on time will not necessarily guarantee that it will be excused or that it will not be a violation of this policy. Frequent absenteeism, even for "good" reasons, can prevent the University from achieving its objectives and may be a violation of this policy.

Failure to report an absence on time as described in this policy, or failure to validate the absence as requested, will result in a violation of this policy. You must notify your supervisor as far in advance as possible, but at least seven days in advance, before a planned absence (except planned FMLA absence, which may require more advanced notice as explained in §IV), such as vacation or military duty.

B. AMERICANS WITH DISABILITIES ACT (ADA) ACCOMODATIONS

Reasonable Accommodation of Protected Disabilities

The university will provide reasonable accommodation to any employee with a known disability who is otherwise qualified to perform the essential functions of his or her job, unless doing so would create an undue hardship on the university. An employee who believes that he or she requires a reasonable accommodation because of a disability must notify the Human Resources Department of the issue as indicated below so that an interactive dialogue can begin on the subject of a proposed accommodation.

Each request for a reasonable accommodation due to a disability will be evaluated on a case-by-case basis. No employee will be retaliated against because he or she requests a reasonable accommodation because of a disability.

Procedure

The HR department will provide reasonable accommodations in response to requests from any employee. Employees with disabilities may request reasonable accommodations to assist in performing their jobs. Requests must be submitted in writing to the HR department. Requests should include an explanation of how the disability affects job duties and the accommodations the employee is seeking. The HR department reserves the right to request documentation from a medical provider on any work-related medical restrictions applicable to the employee.

If an employee needs additional time off after all available leave is exhausted, or at the end of an approved FMLA leave of absence, he or she must make a request as set forth above. HR will then determine whether extending the leave is a reasonable accommodation.

The Human Resources department will keep confidential files documenting accommodation requests and their disposition that are separate from other personnel records. Access to these materials will be limited to those with a legitimate business need to know the information.

C. COMPUTER AND NETWORK USE

Campbell University, hereinafter referred to as CAMPBELL, maintains a private network with connectivity to the INTERNET, a public/global network. CAMPBELL exercises no control over the content of the INTERNET and therefore will maintain appropriate precautions to prevent unauthorized transmissions into Campbell's private network. Those with valid CAMPBELL network service accounts, hereinafter referred to as USERS, are expected to abide by all current and future policies/guidelines deemed necessary and prudent. These guidelines will be made publicly accessible, either through printed or electronic media. This policy is intended to do the following:

1. Preserve the utility and flexibility of the system.
2. Protect the privacy and work of students, faculty, and staff.
3. Preserve the right of CAMPBELL to access global networks in order to facilitate the goals of the CAMPBELL educational system.

Network Connectivity

USERS requiring network connectivity will request such from authorized Information Technology Services personnel. Personal computer systems (desktop systems owned by Campbell) will be reviewed and audited before such network connectivity is granted. Only systems with compliant hardware and software will be granted connectivity. Hardware and Software in development stages (known commonly as alpha or Beta versions) may not be used without written notification to Computing Services Department and subsequent approval. Upon request of the Information Technology Services personnel, hardware and software believed to be causing problems must be removed. Contact Information Technology Services personnel for further clarification.

General Usage Policy

Faculty, staff, students and others with CAMPBELL authorized accounts may use the available computing facilities, including transmissions of data for scholarly purposes, official CAMPBELL business, and for personal purposes so long as such use:

- A. Does not violate any law or University policy.
- B. Does not involve significant use of University resources, direct costs, or substantial interference with the performance of University duties /work.

- C. Does not result in commercial gain or private profit.
 - D. Does not bring discredit to the CAMPBELL establishment.
1. All USERS are expected to preserve the integrity of the CAMPBELL network by prohibiting any person from sharing personal passwords or sharing personal accounts. It is the USERS' responsibility to report any unauthorized use and protect their accounts from such use by changing their passwords and using passwords which have the following requirements:
 - A. Minimum of six characters.
 - B. Combination of upper and lower case letters, or
 - C. Combination of letters and numbers.
 2. Owners of an account are responsible for actions that occur from that account.
 3. Any attempt to circumvent system security, guess others' passwords, or in any manner gain unauthorized access to CAMPBELL or INTERNET resources is prohibited.
 4. Transferring copyrighted materials to or from any system or via the CAMPBELL network without express consent of the owner may be a violation of Federal Law and is a felony under State Law. Such violations will be subject to case-by-case review and may result in censure, removal of network access, or reported to pertinent authorities.
 5. Use of electronic mail and other network communications facilities to harass, offend, or annoy other USERS of the network is prohibited.

CamelNet Connection Privilege Agreement

The Internet connection is provided as a privilege, not a right. It is your responsibility to adhere to all University policies. The network facilities are for the use of Campbell University students, faculty /staff, and are only for educational, academic, research and business purposes of the University. Campbell University reserves the right to alter access, availability of access, and the terms of this agreement at any time for any reason. When you are provided an email account and internet access, as an employee you agree that:

- I may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, I understand that I may not engage in any activities designed to interrupt or intercept the network traffic of other users.
- I may not use University resources to support personal business interest.
- I may not sell or provide access to Campbell University networks to outside sources.
- I will respect the priority of academic use of the network.
- I will not use my connection to engage in software piracy, copyright infringement, e-mail abuse, other illegal activities, or profit ventures. Any known abuse may be investigated by law enforcement officials.
- I may not activate any type of shared file service or access to my personal computer by anyone other than myself.
- I am personally responsible for any activities originating from my PC/network connection.
- I am responsible for my personal computer's hardware and software.
- Campbell University assumes no liability for data loss or equipment damage pursuant to my use of the data port. Precautions for natural disasters are my responsibility.
- The use of the University information resources on campus are governed by the policies and regulations as outlined in this document, and those regarding student conduct found in the Student Handbook. Violations of these regulations will be reported to the appropriate dean and/or department, with appropriate disciplinary action to be taken.

- If I have a reason to believe another user(s) or group(s) of users is interfering with access to the network, I will report the problem to the Chief Information Officer. Campbell University administrators will investigate and, if necessary, take corrective action.
- Campbell University reserves the right to monitor traffic through my data connection for the purpose of checking compliance with this agreement.

Contact:

- helpdesk@campbell.edu
- ext:1208 | 910-893-1208 | 800-334-4111 x:1208

D. CONDUCT AND DISCIPLINE

The following outlines the University’s policy governing conduct and discipline. The policy is designed to promote peaceful, orderly and safe conduct of employees while on University property or conducting University business, and to protect the University’s reputation insofar as some behavior of employees away from work is concerned. This Conduct and Discipline Policy is not a contract between the University and its employee(s).

UNLESS A SPECIFIC DISCIPLINARY ACTION IS SET FORTH ELSEWHERE IN THIS HANDBOOK, THE UNIVERSITY MAY BEGIN THE DISCIPLINARY SEQUENCE AT ANY STEP, INCLUDING PROCEEDING DIRECTLY TO EMPLOYMENT TERMINATION. THE SEQUENCE MAY VARY DEPENDING UPON THE NATURE AND SEVERITY OF THE OFFENSE.

Generally, the University uses a progressive discipline system, using the following disciplinary steps documented an Employee Warning Notice form:

First Offense:	Documented Verbal or Written
Second Offense:	Final Written Warning Before Discharge
Third Offense:	Discharge

The prohibited actions listed below are not all inclusive, but represent the type of unacceptable behavior which may result in disciplinary action, up to and including discharge:

(1) ***Failure in performance of duties.*** The following causes relating to performance of duties are representative of, but not limited to, those considered to be adequate grounds for disciplinary action:

- Failure to perform assigned duties or to carry out directions;
- Inefficiency or negligence in the performance of duties;
- Discourteous treatment of the public or other employees;
- Careless, negligent or improper use of University property or equipment;
- Absence without approved leave;
- Improper use of leave privileges;
- Failure to report for duty at the assigned time and place;
- Violation of established safety rules;
- Excessive absenteeism;
- Failure to properly manage and utilize University property and equipment;
- Violation of established University policies or procedures;
- Any conduct prejudicial to the effective and efficient operation of the University or any of its departments or schools, or conduct that it is prejudicial to the general health, safety and welfare of the general public;

- Insubordination, including refusal to adhere to lawful instructions, rules or direction from a supervisor.

(2) ***Failure in personal conduct.*** The following causes relating to failure in personal conduct are representative of, but not limited to, those considered to be detrimental to University service and are adequate grounds for disciplinary action:

- Misrepresentation in securing appointment or any other change in employment status;
- Acts occurring during or outside of duty hours which may diminish the University's ability to fulfill its responsibilities, or brings discredit upon the University or any of its schools or departments.
- Failure to report personal injury;
- Misappropriation or misuse of University funds or property, or attempts to defraud the University;
- Falsification of University records, expense accounts, or reports;
- Reporting to work under the influence of alcohol or narcotic drugs, or partaking of such substances while on duty or while on University property, or while being under the influence of prescribed medication which has intoxicating or debilitating effects;
- Carrying or transporting weapons on University property except for law enforcement officers in the performance of their duties;
- Violation of the Non-fraternization policy.

E. EMPLOYEE DRESS CODE

The apparel and appearance of staff members project, in part, the image the community has of the University. Employees are expected to be neat, well-groomed and appropriately dressed for the work they do. The clothing selected should not be distracting to other staff members or to University visitors. Employees, such as, Physical Plant, are expected to wear the uniforms issued or appropriate attire for their department or specific job, which may include items required by law or regulation, or necessary for protection from physical injury or the elements. Supervisors are responsible for enforcing the University dress policy.

F. GRIEVANCES

Should an employee have a complaint, the employee should have a frank and sincere talk with the immediate supervisor to attempt to informally resolve the issue. If an employee wishes to formally file a grievance, they should request an Employee Grievance Resolution form from their supervisor or Human Resources, complete the form and attach any pertinent documentation. In each step of the grievance process, the employee will have a maximum of ten business days, from the date a response is given, to decide if they will conclude their grievance or advance it to the next level. The grievance will be considered concluded if a response is not submitted within the required timeframe.

The first resolution step is to submit an Employee Grievance Resolution form to your immediate supervisor. This step can be skipped if the grievance involves your immediate supervisor. If the immediate supervisor's response is not satisfactory, the employee may proceed to the second resolution step which goes to the Department Head. If the Department Head is the employee's immediate supervisor, this step may be eliminated. If the Department Head's response is not satisfactory, the employee may proceed to the third resolution step which goes to the Human Resources Director. The Human Resources Director will review the grievance, interview all

parties concerned, and respond to the employee. If the employee is not satisfied with the decision of the Human Resources Director, he/she may submit the grievance in writing, directly to the respective Vice President. The Vice President's decision will be rendered in writing to the employee. The decision of the Vice President will be final.

NOTE: Grievances involving terminations or failures to hire of the grievant are excluded from this policy.

G. HOURS OF WORK

The University serves both students and the public. Thus, there are variations in work schedules within the University. Working hours must be scheduled to satisfy the needs of the department and to make certain that an adequate staff is available when needed. Work schedules depend upon the job to be performed. The supervisor will inform employees about normal schedule and subsequent changes which are required. Supervisors should notify Human Resources if employee's schedules are different from normal schedules.

H. INCLEMENT WEATHER

Because a substantial number of students live on campus, the University policy is to remain in operation during periods of inclement weather. If such extreme and emergency situations occur so as to compromise that practice, the University will work through those situations as they develop. With safety as the primary concern, the administration will make every effort to be reasonable and responsible in its decisions. The University also recognizes that flexibility is required in extreme circumstances and, thus, all persons are encouraged to use maturity, good judgment, and professionalism in dealing with adverse weather conditions.

The University may permit employees to have time off without pay at the University's discretion if he/she is unable to report to work due to inclement weather, so long as the employee notifies his/her supervisor within 2 hours of the start of that employee's work schedule. Employees may charge time off for inclement weather to any unused accrued vacation days.

In the event of closure due to weather or other circumstances, administration may elect to continue employee wages or require employees to use vacation or unpaid leave during the closure. If administration elects to continue wages during the University's closure, employees who have submitted vacation, sick or bereavement leave will be charged such time during the closure. Employees on leave will not receive wages during the University's closure.

Multiple methods of communication help ensure timely delivery of information at all levels, so telephone, voice-mail, and e-mail should be utilized to the appropriate extent. Broad communication from the University is carried forth per the manner outlined below.

PUBLIC INFORMATION RESPONSE TO ADVERSE WEATHER CONDITIONS WHICH AFFECT THE UNIVERSITY BUIES CREEK CAMPUS:

When a decision has been made that adverse weather conditions will affect classes at the Campbell University Buies Creek Campus, the University's Office of Communications and Marketing uses the following system to get the information to the public:

- A. The announcement will be posted on the University Web Site (www.campbell.edu) and the "e2Campus Alert System" network.

- B. The announcement will be posted through social media on the University's Facebook and Twitter pages.
- C. A message is posted on a dedicated telephone line whereby anyone can call in and get the message. The numbers which employees may call, for the announcements are: on campus dial 5700; local, but not on campus, dial 910-814-5700; long distance, 1-800-760-8980.
- D. Television stations will be contacted: WTVD-Durham Channel 11, WRAL-Raleigh Channel 5, WNCN Raleigh Channel 17, Time Warner Cable Raleigh.
- E. Adult & Online Campuses - Announcements will be made through the Office of Adult and Online Education. The above will apply for adverse weather which affects classes at Fort Bragg and the Raleigh Center, but will be personalized for them. In addition, media in the Camp Lejeune-Jacksonville area will be notified in regard to adverse conditions forcing alterations of classes in that area.

I. LACTATION/BREASTFEEDING

As part of our family-friendly policies and benefits, Campbell University supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times and a room to express breast milk for her baby. Any breast milk stored in refrigerators must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in refrigerators may be disposed of. Employees storing milk in refrigerators assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering. Nursing mothers wishing to use a breastfeeding/lactation room must request/reserve the room by contacting Human Resources.

J. MOBILE PHONE AND ELECTRONIC DEVICE USAGE

This policy outlines the use of mobile phones and other electronic devices at work and the safe use of mobile phones and electronic devices by employees while driving.

Mobile phones and other electronic devices should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive. Unless prior approval is obtained from an employee's supervisor, wired or wireless earpieces/headphones for personal use are prohibited. Under no circumstances should wired or wireless earpieces/headphones be worn in view of the public, visitors or students unless required for an employee's job.

Personal Mobile Phones or Electronic Devices

While at work, employees are expected to exercise discretion in using personal mobile phones and electronic devices. Excessive personal calls during the workday can interfere with employee productivity, be distracting to others and may lead to disciplinary action. Employees are encouraged to make personal calls during non-work time when possible and to ensure that friends and family members are aware of Campbell University's policy.

The University will not be liable for the loss of personal mobile phones or other electronic devices brought into the workplace.

University Provided Mobile Phones or Electronic Devices

When job duties or business needs demand, the university may issue a business mobile phone or other electronic devices to an employee for work-related communications. Personal use of university owned mobile phones or other electronic devices should be limited during the work day as described under the Personal Mobile Phones or Electronic Devices section of this policy.

Employees in possession of university owned mobile phones or other electronic devices are expected to protect the equipment from loss, damage or theft and must report any loss, damage or theft to their supervisor immediately. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Safety Issues for Mobile Phone Use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of mobile phones at all times.

All employees are prohibited from using mobile phones, or similar devices or additional technology associated with a mobile phone (such as text messaging, email, making audio or video recordings, taking pictures, or internet browsing) while operating a University supplied vehicle when the vehicle is in motion. If calls must be placed or accepted while driving, employees are required to use a voice activated hands-free device or pull off of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

This policy does not prohibit the possession of a mobile phone or similar device in the vehicle or the use of a mobile phone to call 911 while the vehicle is in motion, if it is impossible to first bring the vehicle to a complete stop.

Employees who are charged with traffic violations resulting from the use of their mobile phone or other devices while driving will be solely responsible for all liabilities that result from such actions.

Video or Audio Recording Devices

The use of cameras or other video or audio recording-capable devices on university owned or leased properties is prohibited without the express prior permission of Associate Vice President for Information Technology Services and Chief Information Officer and of the person(s) subject to recording. Video or audio recording is permitted for business use only. Video or audio recording in occupied restrooms and/or locker rooms, or in any areas where a person has the expectation of privacy, is strictly prohibited.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

K. NO DISTRIBUTION POLICY

Non-employees are not allowed to distribute any material on University property for any purpose. Employees are not permitted to engage in the distribution of advertising material, literature or other non-work material during their working time or when they might interfere with the work of others. Employees are not permitted to distribute any such materials at any time in work areas. No employee shall send and “all” email without the permission of the Student Life or his designee.

L. NON-FRATERNIZATION

All employees shall refrain from any inappropriate relationship with students to the extent that the relationship may compromise any policies and/or expectations of the University as a Christian institution of higher education. Inappropriate relationships include any romantic or physically intimate liaison with a student outside the bonds of marriage.

M. NO SOLICITATION POLICY

Non-employees, (except for students) are not allowed to solicit University employees or anyone else on University property for purposes other than university business. Unless approved by the Human Resources Director no employee will be allowed to solicit for any reason while on the job and during working time. This rule applies to actual working time, not to break time, lunchtime or before or after work. All types of solicitation on University time are prohibited by this rule, including solicitations on behalf of or in opposition to any labor organization. Students may be permitted to raise funds for student organizations or class projects by the Vice President for Student Life.

N. PARKING

Free parking facilities are provided for University employees. Cars must be registered with the Campus Safety Department on the first day of employment. At that time, the employee is issued a decal, which must be displayed. Designated parking areas are reserved for faculty and staff parking.

O. PERFORMANCE APPRAISAL

The work of all employees is evaluated informally by their immediate supervisors on a continuing basis. All evaluations are based on job-related requirements, on special objectives, and other reasonable requests made by the immediate supervisor. The supervisor may suggest ways that the employee can improve the quality of work or ways to qualify for promotion.

To the extent feasible, the supervisor will review the employee’s job performance in the month of the anniversary of his/her date of employment with the University. Thereafter, unless otherwise approved by the Human Resources Director, evaluations shall be conducted annually during the month of November and submitted to Human Resources on or before December 1st. The performance review will be based on job-related factors, on advice given to increase efficiency, and on reasonable requests of the immediate supervisor. Where possible, each evaluation will be discussed in detail with the employee.

P. POLITICAL ACTIVITY

As an individual, each employee retains all the rights and obligations of citizenship provided in the Constitution and laws of the State of North Carolina and the United States of America;

1. Statement of General Policy

- (a) The University, as a non-profit organization, shall not participate in any political campaign on behalf of or in opposition to any candidate for public office (collectively, "Political Statement"). No employee, acting on the University's behalf, is authorized to make any Political Statement or expend any University funds on behalf of or in opposition to a candidate
- (b) When an employee states a position or opinion regarding any candidate for elective office, or proposed or current legislation, ballot measure, proposition, regulation, law or ruling, and the employee's affiliation with the University is stated or implied, the employee should state that the position or opinion is his or her personal viewpoint and not attributable to the University.
- (c) All political fundraising on campus is strictly prohibited.

2. Employees

No employee shall:

- (a) Take any part in managing a campaign, or campaign for political office or otherwise engage in political activity while on duty or within any period of time during which he/she is expected to perform services for which compensation is received from the University;
- (b) Otherwise use the authority of his/her position, or utilize University funds, equipment, computers, systems, supplies or vehicles to solicit funds or secure support for or oppose any candidate, party, or issue in a partisan election involving candidates for office or party nominations, or affect the results thereof.

3. Candidates; outside organizations

- (a) Candidates for political office, and their authorized representatives, or non-University organizations, may use University facilities for campaign functions with proper approval and payment in advance of all fees for use of campus facilities in accord with the Facility Use Policy.
- (b) No employees may participate in said activity unless in compliance with this policy or their job duties require them to assist in the use of the facilities approved for the campaign function.
- (c) Political campaign activities sponsored or hosted by student organizations are permitted, provided they are in accordance with this policy and approved by the Vice President for Student Life. All expenses related to the activity are to be paid by the student organization, the candidate or the sponsoring political organization as specified in section 3(a) above

Q. POSSESSION OF WEAPONS

Our goal is to provide the safest possible workplace for our staff/faculty and visitors. In an effort to ensure a safe and secure workplace, the University DOES NOT allow any weapons (including concealed handguns) on its property, including all parts of its buildings, grounds and parking lots. The only exception to this policy is for on-duty law enforcement officials. Law enforcement officers may carry weapons on University property as authorized by law. **If a weapon is found on University property in violation of this Policy, the responsible staff member or temporary employee will be immediately terminated and local law enforcement officials will be contacted.** When a vendor, contractor, or any other visitor is found in possession of a weapon in violation of this policy, the University will immediately call local law enforcement officials.

R. PROHIBITED DEVICES

The possession, charging, or use of devices with identified, whether by the University or governmental agencies, endangerment issues such as Hover Boards, are prohibited inside any University building or on any University campus.

S. REIMBURSEMENT FOR EXPENSES

Expenses incurred by an employee on the University's behalf are reimbursed if the purchase was made with prior approval. A request for an expense check should be submitted through the Department Head to the Purchasing Department for approval and payment through proper channels. The employee should always request a receipt for expenditures made in the University's behalf and attach it to the request for reimbursement.

T. RETURN OF PROPERTY

University property not returned upon termination may result in forfeiture of pay and possible legal action. Any such withholding or forfeiture shall be in compliance with state and federal law.

U. SAFETY

The University has a responsibility for the safety of the University's customers and their fellow employees. Where required by law, special safety equipment will be issued to employees and must be utilized for the purpose for which it was issued. To meet this responsibility, employees must work together to promote safe work practices, observe all safety rules and regulations, and maintain property and equipment in safe working order. Any unsafe condition is to be reported immediately to one's supervisor.

Employees should be alert for accident and/or health hazards, and report any unsafe conditions to the supervisor. When an employee becomes involved in an accident or becomes ill on the job, he or she should immediately report it to the supervisor and then report to the Health Center for examination. Upon presentation to the Health Center, the employee must notify staff that their visit is related to an on the job accident or illness. This time will be considered as hours worked. If a University student, employee, visitor, or anyone else is involved in an accident on the University premises, this also should be reported immediately. If possible, the names or any witnesses to the event should be obtained.

Supervisors should emphasize safety and health policies of the University during the training of employees. All employees are expected to comply with all safety and health requirements of Occupational Safety and Health Act (OSHA), the University's insurance carrier, local Fire

Marshall, University policies, and directives. Special safety equipment is issued to employees and must be utilized. Failure to use safety equipment may be grounds for termination. Removal of protective guards and shields or other safety devices from any type of equipment is prohibited and may also be grounds for termination.

V. SOCIAL MEDIA

Campbell University (University) recognizes that employees may use social media as a means of communication. Because social media may blur the lines between personal voice and institutional voice, the University has developed the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media. The policy is intended to provide guidance as to the appropriate use of such platforms.

Social media is defined as media designed to be disseminated through social interaction on personal or university websites, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and Instagram, University and personal websites.

Employees who use social media are expected to refrain from presenting themselves as official representatives of the University or from portraying the University in a negative manner. Employees are expected to use good judgment and discretion when using or accessing Social Media, ever aware of the importance of advancing the University's mission, upholding its policies, and dedicating their best efforts to the broad interests of the University. Employees are liable for anything they post to social media sites in violation of this policy. For purposes of this social media policy, the term "policies" shall mean Campbell University's computer use, information technology, confidentiality, disclosure of proprietary data, intellectual property, anti-discrimination, academic freedom, or any other policies as set forth in all bulletins, catalogs, and employee and faculty handbooks or personnel manuals, and on the University's website (www.campbell.edu/student-services/computing-services/user-privacy/).

POLICY FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

- a. Acknowledge who you are.** Information posted on social media that in any way references or reveals an employee's connection with the University, but that is not for official university business or purposes, must have a clear disclaimer. It should state "the views expressed are the author's alone and do not represent the views of Campbell University." Be clear and write in first person.
- b. Avoid a conflict of interest.** Online conduct should not create a conflict of interest or otherwise harm the educational and business interests of Campbell University.
- c. Protect confidential and proprietary information.** Information published on social media should comply with Campbell University's confidentiality, disclosure of proprietary data, and intellectual property policies. This also applies to comments posted on other blogs, forums, and social networking sites. Employees must still follow the applicable requirements such as the Family Educational Rights and Privacy Act (FERPA), as well as National Collegiate Athletic Association (NCAA) regulations, and adhere to all applicable University privacy and confidentiality policies. Information from student, alumni, or applicant records (including but not limited to academic records, disciplinary records, correspondence through e-mails, or other means, or any other records individually identifying students or applicants to the University) should never be released via social media. Employees who share confidential University information and/or personal information about Campbell faculty, staff, or students, to include but not limited to, FERPA protected records, social security numbers, and financial health or personnel information, unless authorized, do so at the risk of disciplinary action or termination.

- d. **Be respectful.** Be respectful to Campbell University, other employees, faculty, staff, and students.
- e. **Respect University time and property.** Social media activities should not interfere with work commitments, unless authorized by a Vice President or appropriate for one's areas of responsibility, and may not be used for personal profit or gain during the user's work hours. Refer to the Campbell University Computer Use Policy resource usage policies [www.campbell.edu/student-services/computing-services/user-privacy/]. When using Campbell University property or the University network to access your personal website or Social Media, the user shall have no expectation of privacy.
- f. **Be aware of your audience.** Your online presence reflects Campbell University. Be aware that your actions captured via images, posts, or comments may have implications for Campbell University and you as an employee of the university. **Employees who share confidential information protected by law do so at the risk of disciplinary action or termination.**
- g. **Respect copyright and fair use.** Respect copyright laws and reference or cite sources appropriately. Releasing unpublished research data or unprotected intellectual property may impair its protection. Similarly, releasing published and/or copyrighted information without proper permission is a violation of law. Plagiarism applies online as well.
- h. **Comply with all University policies.** Online conduct, and any related use of Social Media, must not violate University policies.
- i. **Don't use Campbell University logos for endorsements.** The Campbell University seal, logos, and trademarks may not be used for personal gain or profit, or the advertisement of University events without written consent of the Vice President for Institutional Advancement. Any use of the University seal, logo, or other official marks must comply with the University's Graphic Standards policies.
- j. **Best Practices.** In December 2009, the Federal Trade Commission implemented regulations requiring bloggers and those who write online reviews to reveal if they have been compensated in any way—a copy of a book, dinner, complementary admission—or have a relationship to a company, product, or service vendors they review. Already a "best practice" for most bloggers, such disclosure is now being enforced. A good resource about transparency in online communities is the Blog Council's "Disclosure Best Practices Toolkit".
- k. **Photography.** Photographs posted on social media sites should reflect positively and accurately the University and the poster. They can be easily appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800 X 600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
- l. **Social Media communications.** Social media communications, in furtherance of University interests, that a reasonable person in the position of the target of the communications would consider to be a true threat of violence against the target—or that a reasonable person knows or reasonably should know would cause (and that do cause) severe emotional distress, may cause liability for the university.
- m. **Social Media communications** that contain false statements that could harm a person's reputation are likely defamatory and may result in civil liability.
- n. **Social Media communications** that are obscene or that represent child pornography violate criminal laws and would violate University regulations.

INSTITUTIONAL SOCIAL MEDIA

If you post on behalf of an official University unit, the following policies must be adhered to in addition to the best practices listed above:

- a. **Notify the University:** Departments or University units that have a social media page or would like to start one should contact the Department of Communications. All institutional pages must have an employee who is identified as being responsible for content. Ideally,

this should be the unit head of the department. Acknowledge who you are: If you are representing Campbell University when posting on a social media platform, acknowledge this. Have a plan: Departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.

- b. Link back to the University:** Whenever possible, link back to the Campbell University website. Ideally, posts should be very brief; redirecting a visitor to content that resides within the Campbell University Web environment. When linking to a news article about Campbell University, check first to see whether you can link to a release on the University website instead of to a publication or other media outlet.
- c. Protect the institutional voice:** Posts on social media sites should protect the University's institutional voice by remaining professional in tone and in good taste. An individual Campbell University unit should construe its Social Media site as representing the University as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.
- d. Disclaimer:** All Social Media websites sponsored by a department or University unit shall contain the following disclaimer that can be viewed when the social media link is accessed: **Campbell University reserves the right to remove comments that are racist, sexist, abusive, profane, violent, obscene or spam; that advocate illegal activity, include falsehoods, contain commercial solicitations, are wildly off-topic, or cannot be translated to English using free online tools; that libel, incite, threaten or make ad hominem attacks.**

PROFESSIONAL STANDARDS

- a.** If you are employed in a field that is subject to professional or ethical standards, you should comply with those standards in your University capacity. You also should comply with those standards in your personal capacity, if the standards generally apply at all times, or if your personal conduct would affect or reflect on your University role.
- b.** Personal text, photos, videos and other material posted on social media pages, should be in keeping with generally accepted professional and/or ethical standards for your field(s) of work and/or study.
- c.** Depictions of behavior that do not comply with professional and/or ethical standards may result in disciplinary action by professional organizations, or if relevant to a University role, by the University.
- d.** The University's guarantees of academic freedom presuppose that members of the faculty will act in a professionally responsible manner.

W. SUBSTANCE ABUSE

1. The purposes of this Substance Abuse Policy are as follows:
 - To encourage our employees with alcohol and drug problems to seek assistance in overcoming those problems
 - To provide assistance to employees with dependency problems
 - To reduce the risk of injury to person or property
 - To reduce absenteeism, tardiness, and unacceptable job performance.
2. The following conduct, as well as any other conduct which is at variance with the specific requirements of this Policy, will result in immediate discipline up to and including discharge:
 - Employees shall not test positive for alcohol or illegal use of drugs.
 - Employees shall not bring alcoholic beverages onto or consume alcoholic beverages either upon the premises of the University or in the University's vehicles.

- Employees shall not abuse alcohol off-duty if it results in excessive absenteeism or tardiness or poor work performance.
- Employees shall not illegally use or illegally possess prescription drugs on the University's premises. It is a violation of this Policy for an employee to use prescription drugs not prescribed for him or her or for employees to use prescription drugs except in the manner, combination, and quantity prescribed.
- Employees whose job duties require operation or working near motor vehicles or potentially dangerous machines or equipment shall immediately notify their supervisor if their prescription medications may affect their ability to operate or work near motor vehicles or potentially dangerous equipment.
- Employees shall not unlawfully use, manufacture, distribute, dispense, or possess a controlled substance on the University's premises, or off duty.
- Employees shall not refuse to submit to an alcohol or drug test when requested by a supervisor.
- Employees shall not alter or attempt to alter a sample submitted for testing under this Policy, nor may employees submit a sample which is not the employee's sample.
- Employees shall not refuse to sign the Certification and Declaration indicating receipt of and agreement to abide by this policy.
- Any employee who is arrested or convicted for a violation of a criminal drug statute or the abuse of alcohol on or off duty must immediately notify his or her supervisor, within (5) days of such arrest or conviction. Failure to so notify a supervisor will result in immediate discipline, up to and including termination of employment.
- Employees shall not engage in any conduct punishable as a drug- or alcohol-related crime.
- A person is not to use drugs or alcohol during lunch or on breaks while working.

3. Equipment and motor vehicle operators

Prescription medication. Employees who work near or operate motor vehicles or potentially dangerous machinery or equipment are required to ask their physicians whether prescription drugs will affect their ability to operate or work near motor vehicles or potentially dangerous machinery or equipment and shall immediately notify their supervisor if their prescription medications may affect their ability to operate or work near motor vehicles or potentially dangerous equipment.

Doctor's certificate. An employee who, pursuant to a doctor's order, is using prescription drugs while on duty or during any day on which the employee is scheduled to work, shall supply his supervisor with a doctor's certificate which authorizes him to continue working with motor vehicles or potentially dangerous machinery or equipment while using the prescribed drug. Supervisors shall submit a copy of this doctor's certificate to the Human Resources Department.

Leave of absence or reassignment. Any employee who works with motor vehicles or potentially dangerous machinery or equipment and is unable to obtain a doctor's certificate which authorizes him to operate or work near motor vehicles or potentially dangerous machinery or equipment while taking prescribed medication shall be placed on leave of absence while using the prescribed drug, unless other suitable work is available which does not involve the operation of or working near motor vehicles or potentially dangerous machinery or equipment. The assignment of such alternative work shall be at the sole discretion of the University.

4. Post Injury/Accident Testing

The University is particularly concerned with promoting health and safety. As a result, if an employee sustains an injury or accident on the job for which any professional medical attention is required, the employee will be subject to a drug screen, to be taken as soon after the injury or accident as possible under the following circumstances:

- Employees having an accident while operating a university owned motor vehicle and found to be at fault, are subject to testing.
- Employees charged with a moving violation while operating a university owned motor vehicle, are subject to testing.
- Employees having an accident while operating a university owned piece of equipment, are subject to testing.

If an employee is thought to be involved in causing an accident, but is not injured, he or she will also be subject to a drug screen.

5. Erratic or Unusual Behavior

All employees shall be asked to take a drug screen when an incident of erratic and unusual behavior has been documented based on the employee's appearance, behavior and/or performance.

6. Written acknowledgement of policy

All employees shall acknowledge in writing on a form as set forth in this manual that they have read and understand this Substance Abuse Policy. A refusal to take a drug screen as required herein will result in disciplinary action, up to and including termination. Anyone selected for a drug test pursuant to these policies will be provided the appropriate notice as required by law.

X. TELECOMMUTING/WORKING FROM HOME

Unless otherwise indicated in an employment contract or position description, staff are hired to work onsite at various Campbell University campuses. Working remotely during normal work hours is prohibited without the written consent of a staff member's immediate supervisor, the Human Resources Director and the employee's respective Vice President. Such instances must be on a temporary basis and for a defined period of time. This policy does not apply to Online Education faculty.

Y. TELEPHONE COURTESY AND USAGE

The response to a caller over the telephone is just as important as the treatment accorded a person anywhere on campus. Properly used, the telephone is a means of building goodwill and promoting the University.

The following are reminders about good telephone techniques: We have a one call answer. The first person that talks to a caller is responsible for making sure their question is answered. Even if it is a wrong department or number. Stay with that person until they get the party they need. Get their number and call back if necessary.

1. Answer promptly;
2. Speak distinctly and pleasantly;

3. Identify yourself and your department;
4. Get all the facts necessary to answer the caller's questions or request for service;
5. If the caller's request requires you to leave the telephone for more than one minute, offer to return the call when you have obtained the information required and do so promptly;
6. Say "thank-you" and "goodbye" and press the receiver down gently.

The University's telephone is meant for business use. Personal calls should be limited. Long distance toll calls for other than business use are not allowed. Employee abuse of this policy may lead to discipline, up to and including discharge and/or the reimbursement of any telephone charges incurred by the University.

Z. TITLE IX VIOLATIONS REPORTING

Title IX of the 1972 federal Education Amendments Act, and the regulations thereunder, provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by a recipient which receives Federal financial assistance. The following definitions are consistent with this legislation and regulations:

Sexual Harassment: Any unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature, such as assault or acts of sexual violence. Examples of sexual conduct include:

- Making sexual propositions or pressuring students for sexual favors;
- Touching of a sexual nature;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front others;
- Telling sexual or dirty jokes;
- Spreading sexual rumors or rating other students as to sexual activity or performance; or
- Circulating or showing e-mails or Web sites of a sexual nature.

Hostile Environment. Harassing that was conduct sufficiently serious-that is sufficiently severe or pervasive-to deny or limit a student's ability to participate in or benefit from the university's program based on sex.

Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Discriminatory Harassment: Detrimental action based on an individual's actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Retaliatory Harassment: Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or

participating in a proceeding under this policy or any other grievance or disciplinary proceeding.

Sexual Harassment of a Student by another Student. Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

Sexual Harassment of a Student by a Faculty/Staff Member. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual's educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student's ability to participate in or benefit from the university's educational program or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

Any employee who is aware of or observes a violation of Title IX should immediately report the same to the Title IX Coordinator, Kellie Nothstine, at 910-893-2039. The procedures that will be used to investigate and conduct any hearings regarding the reported or alleged violations may be found in the Student Handbook under Institutional Policies at <http://www.campbell.edu/title-ix/>. If sexual violence is involved, Campus Safety should be immediately notified at 910-893-1911. Employees or students will not suffer retaliation for reporting violations of this policy.

AA. TOBACCO/E-CIGARETTE USE

This policy addresses all tobacco or similar products including, but not limited to cigarettes, pipes, cigars, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and smokeless tobacco.

- Smoking and the use of all tobacco products is prohibited in all University owned buildings, vehicles and carts.
- Smoking and the use of all tobacco products is not allowed within **fifty feet (50')** of any building including steps, stairways, doors, windows or air intake systems.
- The health science campus on Highway 421 is a **tobacco-free campus.**
- Employees violating this policy will be subject to discipline, up to and including termination of employment.

BB. UNLAWFUL HARASSMENT POLICY

The University will not tolerate any unlawful harassment of employees. Types of unlawful harassment covered by this policy include harassment of an individual because of that person's race, color, sex, sexual orientation, gender identity, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. Any employee who engages in any form of unlawful harassment will be disciplined. Discipline may include, but is not limited to, transfer, demotion, suspension or termination. The University also prohibits retaliation of any type against an employee for reporting any type of unlawful harassment.

The University also strictly prohibits sexual harassment in any form. Sexual harassment is broadly defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual; used as a basis for employment decisions affecting such individual; or (3) such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The University does not tolerate harassment in the form of a hostile work environment. A hostile work environment is defined as unwelcome conduct based on race, religion, sex, national origin, age, disability, or veteran status sufficiently severe or pervasive to alter conditions of an employee's employment and create an abusive work environment.

If you feel that you have been unlawfully harassed at work, or if you feel a fellow employee is being unlawfully harassed, the University requires reports of any such acts when they happen to be reported to your supervisor and they will be investigated promptly and thoroughly. If possible, such notice should be in writing (signed and dated), stating the date, place, time, nature of the harassment, and the name(s) and position(s) of the offending party and any witnesses to the alleged harassment. If you feel the supervisor is involved in any way or if you are uncomfortable discussing the situation with your supervisor, notify the University's General Counsel or the Human Resources Director.

Employees will not suffer retaliation for reporting unlawful harassment. The employee who reports unlawful harassment will generally be advised of the results of the investigation. With the consent of the parties, mediation may be used. To the greatest extent possible, the University will attempt to maintain the confidentiality of any harassment investigation. The disclosure of any information relating to a charge of unlawful harassment will be made only on a need-to-know basis.

CC. VEHICLE USE POLICY

1. University Vehicles

Procedures for Using a Vehicle from the University Motor Pool

- a. Driver must be validated with the University's insurance. In order to do this the following must be completed.
 - A driving History Questionnaire must be completed and signed by the department head.

- A MVR (motor vehicles record) will be obtained by the University's insurance company. If you have an out of state license, you will be required to provide an MVR for our insurance company. Please allow 48 hours for processing time.
 - Anyone assigned to drive a University van must complete an alert driving program, which consists of computer and driving tests.
- b. A Travel Authorization form must be completed, signed, and turned into the motor pool office located at the Physical Plant. Forms can be located on the University intra web site, and can either be placed in campus mail or faxed to ext 5785. This should be turned in at least 8 hours prior to vehicle pick up time, except for emergency circumstances
 - c. Insurance is updated every September. Lists are sent to each department in Mid-June for updates and removals. New hires will be added to these lists during the year.
 - d. A contact person who is familiar with the use arrangements and a phone number should be on all forms.
 - e. Packets containing keys, insurance cards, incident reports, emergency contact, a pen and mileage sheet, can be picked up Monday through Friday from 7 am until 5 pm at the front office of the Physical Plant. After hours and on weekends they can be picked up at the Campus Safety office located on Leslie Campbell Ave.
 - f. Vehicles are parked in the motor pool parking lot located next to the Physical Plant. Each vehicle is identified by the number inside the gas cap. The driver of the vehicle may leave their personal vehicle in this lot. There will be a parking pass located in the packet for use in the personal vehicle.
 - g. When returning vehicles employees must park in the returned vehicle parking spaces located on the right side of the parking lot. Place all information inside the original packet and place it in the drop-off box located at the front of the Physical Plant between the double doors. **There will be a \$20 penalty charge per day for cars not turned in.**

2. Personal Vehicles

Personal cars are to be used for University business only when special permission has been granted. The following conditions apply:

- a. Allowable expenses are listed on the University purchasing website. Fines for violation of traffic laws are not reimbursable.
- b. The driver must have a valid North Carolina driver's license.
- c. There must be proper insurance coverage.

3. Rental Vehicles

Employees are not to rent cars unless specially authorized to do so. Car rental requires the same approvals as other purchases. When a car is to be rented, the employee must make sure the car is fully insured. He or she will most likely have to pay extra for complete coverage. Reimbursement for this expense, if not charged on a University credit card, will be made as for all other travel expenses incurred on the University's behalf.

DD. VISITORS IN THE WORKPLACE

Employees are not permitted to bring unauthorized visitors to their work site without the express permission of the department head. Family members and other visitors who arrive at the workplace should be asked to wait in a public or other common area until an employee is able to take a scheduled break or has finished their shift. Under no circumstances should a non-employee be permitted to work, operate equipment, be in proximity of operating equipment or drive a Campbell University vehicle. Employees violating this policy will be subject to discipline, up to and including termination of employment.

EE. VOTING

Voting is a community responsibility and employees are strongly urged to vote in every election. Since polls are open prior to and after work hours and along with early voting, time off for voting is not necessary.

FF. WHISTLEBLOWER POLICY

1. Statement of policy.

- (a) Campbell University employees are encouraged to report verbally or in writing to their supervisor, department head, or other appropriate authority, evidence of activity by an employee constituting:
 - (1) A violation of State or federal law, rule or regulation or a University policy;
 - (2) Fraud;
 - (3) Misappropriation of University resources;
 - (4) Substantial and specific danger to the public health and safety; or
 - (5) Gross mismanagement, a gross waste of monies, or gross abuse of authority.

2. Protection from retaliation.

- (a) No employee exercising supervisory authority shall discharge, threaten or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any activity described in §1, unless the employee knows or has reason to believe that the report is inaccurate.
- (b) No employee shall retaliate against another employee because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any activity described in §1.
- (c) No employee exercising supervisory authority shall discharge, threaten or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee has refused to carry out a directive which in fact constitutes a violation of State or federal law, rule or regulation or poses a substantial and specific danger to the public health and safety.
- (d) No employee shall retaliate against another employee because the employee has refused to carry out a directive which may constitute a violation of State or federal law, rule or regulation, or poses a substantial and specific danger to the public health and safety.

GG. WORKPLACE VIOLENCE

1. Policy

Violent behavior in the Campbell University workplace is prohibited and will not be tolerated. It is a violation of this policy to engage in workplace violence as defined herein or to brandish or possess a weapon as prohibited by the University's policy against Possession of Weapons.

2. Definition of workplace violence

- a. Workplace violence includes, but is not limited to, intimidation, threats, aggressive or threatening behavior, physical attack or property damage, and other such acts occurring in or arising out of the workplace or while conducting University business.
- b. Intimidation: Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce involuntary acquiescence by the person being intimidated.
- c. Threat: The verbal or non-verbal expression of intent to cause harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional or proposed to occur in the future.
- d. Physical Attack: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving or throwing objects.
- e. Property Damage: Intentional damage to property, which includes property owned by the University, or its employees, students, visitors or vendors.

3. Procedures

- a. A University employee or student who experiences or has observed an act believed to constitute workplace violence is to report such immediately to the Director of Human Resources (the "Coordinator" of this policy) and, if necessary, to Campus Safety. The violence should be reported regardless of the relationship between the actor and the reporter; the act need not be reported to the reporter's supervisor or to the person believed to be engaging in the violent behavior. All reports of such acts will be investigated by the Coordinator, or his/her designee, and Campus Safety if necessary.
- b. Employees or students found to have engaged in workplace violence are subject to disciplinary action up to and including termination and expulsion, and may be reported to law enforcement authorities. Non-employees found to have engaged in such acts on University property are subject to immediate removal from the property, and may be reported to law enforcement authorities.
- c. Victims of workplace violence may be referred to the University counseling center or be encouraged to become part of a mediation program.
- d. An employee or student who has obtained a judicial protective or restraining order shall immediately advise the office of Campus Safety of such fact.
- e. Inquiries from the media about any incident of workplace violence should be directed to the Vice President for Enrollment Management and Marketing (Media Relations).

4. Retaliation prohibited

Retaliation against persons who in good faith report or participate in the investigation of perceived acts of workplace violence or violations of this policy is prohibited.

VIII. APPROVAL OF PERSONNEL MANUAL

A. CHANGES IN THE PERSONNEL MANUAL

The Administration or the Board of Trustees of the University may revise by addition, reduction, correction, deletion, or upgrading any part or parts of the material in this manual.

Any changes made in the materials now covered or in those that may be covered in the future will be published as changes to the manual. The most updated version should be available for download from the Human Resources website on the Campbell University webpage.

B. RECEIPT OF PERSONNEL MANUAL

Each employee shall acknowledge receipt of this manual in writing, electronically, or on a form as prescribed herein.

C. FORMS

- 1. RECEIPT FOR PERSONNEL MANUAL (See page 65)**
- 2. SUBSTANCE ABUSE POLICY ACKNOWLEDGEMENT (See page 66)**
- 3. DRUG TESTING NOTICES (See page 67)**
- 4. FACULTY/STAFF EXIT PROCEDURE FORM (See page 65)**



RECEIPT FOR PERSONNEL MANUAL

Employees may either indicate acceptance of the Personnel Manual online or by signing the following:

I have received a copy of the University Personnel Manual and understand that I am required to read it and become familiar with its procedures. I understand that I am employed “at-will,” both during and after the completion of the probationary employment period, which means that I can be discharged or resign at any time, with or without notice or cause. I also understand that The University retains the right to rescind, change or modify all of the policies and procedures contained in this Manual without prior notice. While I may receive promotions, raises, and the like during my employment, such employment decisions do not change the “at-will” nature of the employment relationship. The “at-will” nature of this employment relationship may not be changed except in writing and signed by both me and a duly authorized representative of The University.

Employee Signature

Date

Employee Printed Name

Date

Employee ID #



SUBSTANCE ABUSE POLICY ACKNOWLEDGEMENT

It is the policy of The University to provide employees with a working environment free of problems associated with substance abuse. Accordingly, employees of The University are prohibited from engaging in the following conduct: (1) the unlawful use of drugs, manufacture, distribute, dispense, use, or possess controlled substances on the University’s premises, nor may employees illegally use, sell, trade, or deliver controlled substances on or off duty; (2) the use of alcohol on duty; (3) the abuse of alcohol off duty which adversely affects the employee’s job performance; and (4) any off duty conduct related to the illegal use or possession of drugs or abuse of alcohol which reflects adversely on the reputation of The University in the community. Employees who engage in the prohibited conduct identified above will receive discipline, up to and including termination of employment.

In order to effectuate this Substance Abuse Policy, The University may, in its sole discretion, require employees to submit to substance abuse testing upon request. Failure to submit to a substance abuse test when requested by a supervisor or alteration or attempted alteration of a sample submitted for substance abuse testing will result in discipline, up to and including termination of employment.

Any employee who is arrested or convicted for violation of a criminal drug statute or the abuse of alcohol on or off duty must immediately notify his or her supervisor within five days of such arrest or conviction. Failure to so notify a supervisor will result in immediate discipline, up to and including termination of employment.

Please sign this document in the space provided below to reflect the fact that you have read, understand, and agree to abide by this Substance Abuse Policy.

Employee Signature

Date

Employee Printed Name

Date

Witness signature

Date

Witness Printed Name

Date



**N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT
INITIAL NOTICE TO EMPLOYEES/APPLICANTS**

In accordance with our company policy, you have been selected for a POST ACCIDENT /RANDOM controlled substance test. In accordance with 13 NCAC 20.0401, this Notice explains your rights and responsibilities under the N.C. Controlled Substance Examination Regulation Act (“CSERA”) (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You may refuse this test; however, your job or employment opportunity may be in jeopardy.
- Although applicants may be screened by means of a “Quick Test,” any positive results must be confirmed by an approved lab using gas chromatography with mass spectrometry (GS/MS) or equivalent scientifically accepted method before hiring decisions are made.
- Current employees cannot be screened by means of a “Quick Test.”
- An approved laboratory must perform testing of samples.
- You can request a “re-test” of any positive sample. Retests must be of the same sample and must be paid for by the employee.
- You can file a complaint with the N.C. Department of Labor – Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer’s requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

Employee _____ Date _____

Employer Representative Ann Parker, Office Manager, Health Services

Disclaimer: The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained



C O N F I D E N T I A L
N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT
POST-TEST NOTICE TO EMPLOYEES/APPLICANTS

The sample you provided on _____, as required by our company policy and the N.C. Controlled Substance Examination Regulation Act ("CSERA"), has tested positive for _____.

We were notified of this positive result on _____. In accordance with 13 NCAC 20.0402, this Notice explains your rights and responsibilities under the CSERA (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You must be given written notice of any positive result of a controlled substance examination within thirty (30) days of employer notification of the positive result.
- You must be given a copy of this Notice or other written notice of your rights and responsibilities regarding re-testing.
- You may request, in writing, a re-test of the above sample at the same or other approved laboratory with ninety (90) days of the date you are notified of the result. You must pay all expenses associated with the re-test.
- Results of controlled substance examinations, medical histories and use of lawful prescription drugs must be kept confidential by the employer.
- You can file a complaint with the N.C. Department of Labor – Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer’s requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

Employee _____ Date _____

Employer Representative Ann Parker, Office Manager, Health Services

Disclaimer: The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained herein



Faculty/Staff Exit Processing Form

As part of separation from Campbell University, employees are required to return any University property that was issued to them as a result of their employment with Campbell University. Supervisors must work with the departing employee to complete this form. **This completed form must be returned to the Human Resources Department.**

Employee Printed Name	Date
Employee Department	Employee Position
Employee ID #	Last Day of Work

Employee's forwarding address: _____

FACULTY ONLY: Academic Records: ___ YES ___ NO Grades Turned in (Records Office)

SALARIED STAFF ONLY:

_____ Unused accrued vacation hours **Supervisor's Signature** _____ **Date** _____
 (Contact Payroll for further assistance)

FACULTY, SALARIED AND HOURLY STAFF:

(Each department shall complete the blanks below and the employee's supervisor should then print and sign his/her name to verify that all signatures have been obtained. Mark N/A if not applicable)

Completed?	Yes	No	Task	Responsible Party	Signature
			Complete Notice of Termination (NOT) form -This form will route to ITS for removing system access, HR for benefits cancellation and COBRA notification and Payroll for notification of final pay check)	Supervisor	
			Return all University Property (Computer, Cell, Laptop & Credit Card, etc.)	Supervisor	
			Disable Department Based Software Access	Supervisor	
			Return ID card – Supervisor should send ID to HR	Supervisor	
			Clear Tuition Assistance	Financial Aid Office	
			Return Keys / Disable Building Access	Facilities Management	

Supervisor Printed Name _____ **Signature** _____

Final Paycheck will be sent to your direct deposit account. Direct deposit account will be discontinued after final paycheck.

HUMAN RESOURCES DEPARTMENT USE ONLY:

YES _____ NO _____ Final Payment Authorized (Human Resources)

Processed By:

 Printed Name _____ Date _____

 Signature _____