

Welcome to Virginia Union University Home of the Panther



As a University staff member, you join the many dedicated men and women who make up our University family. Like you, each family member plays an important role. The philosophy of the administration is that every job is essential to the University's operation, therefore, each staff member, regardless the job classification, is an important member of the Virginia Union University team.

The purpose of this handbook is to inform all individuals employed by Virginia Union University of their rights and responsibilities, and to provide information about the University, its history, employee benefits and employment policies affecting your employment. This handbook replaces and supersedes any prior handbooks or policies distributed by Virginia Union University.

1.0 INTRODUCTION

1.1 ABOUT THIS HANDBOOK

This handbook has been prepared to acquaint you with the applicable policies and procedures, practices, and benefits of Virginia Union University. It is intended to provide you with information that will be helpful to you in the course of your employment. We expect you to take the time to read it and become familiar with its contents. This current edition is effective August 4, 2016, and supersedes all previous policies, procedures, practices, and benefits of the university, both oral and written. If there are any discrepancies in benefit information provided in this handbook and benefit plan documents, the language in the then current benefit plan documents shall prevail.

This handbook is not a contract of employment and should not be construed as a legal document. **No provision or portion of this handbook constitutes an implied or express contract, guarantee, or assurance of employment or any right to any employment-related benefit or procedure.** If you have any questions, please forward them to the Human Resources Office.

Circumstances may occur that may result in the policies, procedures, practices, and benefits described in this handbook changing from time to time. VUU reserves the right to amend, supplement, or rescind any or all provisions of this handbook as it deems appropriate at its sole and absolute discretion. Unless an employment contract provides otherwise, employment at the university is "at will." This means either the university or the employee generally can terminate the employment relationship at any time for any reason, with or without notice or cause. None of the provisions of this handbook alter, modify, or amend the "at-will" nature of this employment relationship. See http://www.vuu.edu/human_resources.aspx.



1.2 HISTORY

Virginia Union University was founded in 1865 to give newly emancipated slaves an opportunity for education and advancement. The University is the result of the merger of four institutions: Richmond Theological Seminary, Wayland Seminary, Hartshorn Memorial College and Storer College.

Richmond Theological Seminary held classes in Richmond, Virginia at Lumpkin's Jail, a former holding cell for runaway slaves. During the same time, Wayland Seminary was founded by the American Baptist Home Mission Society in Washington, DC. Two years later, in 1867, Storer College was founded in Harper's Ferry, West Virginia, and in 1883, Hartshorn Memorial College opened its doors in Richmond as the first college for African American women.

After three decades of operating independently, Richmond Theological Seminary and Wayland Seminary merged on February 11, 1899 to form Virginia Union University. Later, in 1932 and 1964, respectively, Hartshorn Memorial College and Storer College became a part of this union.

Today, Virginia Union University has the distinction of being one of the oldest historically black colleges in the South. The University celebrated its 150th Anniversary during the 2014 - 2015 academic year with a theme of "Virginia Union University, A Bridge to Intellectual Freedom and Equality." The 150th anniversary marked the opening of the new Claude E. Perkins Living and Learning Center, and the erection and dedication of a 150th Anniversary Monument.

1.3 VISION STATEMENT

Virginia Union University is a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and development of leaders for tomorrow.

1.4 MISSION STATEMENT

Virginia Union University is nourished by its African American and Christian heritage and energized by a commitment to excellence and diversity. Its mission is to:

1. Provide a nurturing intellectually challenging and spiritually enriching environment for learning;
2. Empower students to develop strong moral values for success; and
3. Develop scholars, leaders, and lifelong learners of a global society.

To accomplish this mission, Virginia Union University offers a broad range of educational opportunities that advance liberal arts education, teaching, research, science, technology, continuing education, civic engagement, and international experiences.

2.0 EMPLOYMENT

2.1 THE OFFICE OF HUMAN RESOURCES

The Office of Human Resources functions to serve the best interests of both the employees and the University. The Human Resources Director and staff are responsible for implementing University

personnel policies, recruitment, orientation, training, employees' records, staff benefits, and ensuring that you provide appropriate documentation in order for the University's payroll office to correctly pay for your services rendered to the University. If you need information or counsel, members of the Human Resources staff are available in the Human Resources Office. Telephone numbers of the Human Resources staff are listed in the Campus Directory. Contact the Office of Human Resources for assistance at 804.257.5841.

Deborah A. Jones
Director, Human Resources

Marqunette L. Jones
Human Resources Specialist

Sallie D. Jackson
Human Resources Assistant

Brooke Berry
Compliance Specialist

2.2 AT WILL EMPLOYMENT

It is important for you to understand that nothing in this handbook is intended to be interpreted as a binding contract of employment or a promise of any kind and that **your employment with Virginia Union University is "at will."** This means that both you and Virginia Union University have the right to end your employment with or without cause, at any time, with or without notice, irrespective of any statement contained in this handbook, or in any document or statement issued by the University or any of its representatives. No employee of Virginia Union University has the right to change or make exceptions to this policy, except for the President, who may do so only in writing. Any written or oral statements that conflict with the "employment at will" policy are void. This includes statements made at any time, either in the past or future.

2.3 EMPLOYMENT ELIGIBILITY

Virginia Union University is committed to ensuring that all employees and other paid individuals are legally eligible to be employed in the United States. Form I-9, Employment Eligibility Verification is the form that is required by the Department of Homeland Security - U.S. Citizenship and Immigration Services to document eligibility for employment in the United States. All employees, citizens and noncitizens, hired after November 6, 1986, must complete Section 1 of Form I-9 at the time of hire.

2.4 TYPES OF NON-ACADEMIC APPOINTMENTS

Full-time Appointment

Full-time employment requires regularly scheduled shifts of 40 hours per week on either an academic or fiscal year basis.

Full-time employees are eligible for employment benefits offered by Virginia Union University. All questions regarding eligibility, coverage, and benefits are determined in accordance with formal plan documents. The University reserves the right to change, alter, or terminate plans, consistent with applicable law.

Exempt employees are classified as such if their job duties are exempt from the overtime provisions of the Federal and state wage and hour laws and are not eligible for overtime pay.

Non-exempt employees receive overtime pay in accordance with the University's overtime policy for hours worked in excess of 40 hours per workweek.

Part-time Appointment

Part-time employees are classified as exempt or non-exempt, depending of their job duties, and work a regularly scheduled shift of less than 30 hours per week on either an academic or fiscal year basis. Part-time employees may be eligible for certain employment benefits offered by the University.

Temporary Appointment

Temporary employment is required for short durations of time. The number of hours worked per week or the time frame worked may vary depending upon the job. A temporary employee in a non-exempt position is paid by the hour while a temporary employee in an exempt position is paid according to the terms of hire for that individual. Temporary employees are not eligible for benefits, except as required by law.

2.5 REFERENCE CHECKS

All inquiries regarding a current or former University employee must be referred to the Human Resources Department. Should an employee receive a written request for a reference, he/she should refer the request to the Human Resources Department. No University employee may issue a reference letter to any current or former employee without the permission of the Human Resources Department.

Under no circumstances should any employee release any information about any current or former University employee over the telephone. All telephone inquiries regarding any current or former employee of the University must be referred to the Human Resources Department.

2.6 CHANGES IN PERSONNEL DATA

Virginia Union University requires that employees keep the University informed of any major changes in an employee's information which may affect employment status. Important changes to report include: name, address, home telephone number, marital status, number of dependents, emergency telephone numbers, emergency contact person, change of beneficiary, authorized payroll deductions, and educational level. It is the responsibility of each employee to promptly notify their supervisor and the Human Resources Department of these changes.

2.7 PROBATIONARY PERIOD

Virginia Union University recognizes two separate conditions under which employees may be placed on probation.

The first is the **90-day probationary period** for new employees. This period is established to benefit both employees and the University. It is a period of adjustment and adaptation, both personally and in terms of learning the job requirements. If, at any point during this period, you are unable to adapt successfully to the requirements of the position, the department, or the University, your employment can be terminated immediately. Your supervisor may offer advice and counseling when a problem becomes apparent but is not required to do so. You may be given advance notice, but that also is not required. Nothing in this section is intended to alter any employee's at-will status.

During the 90-day probationary period new employees are not eligible for annual leave or paid sick leave; however, upon successful completion of the probationary period, you will be credited with annual leave and sick leave accumulations retroactive to the first day of employment.

The second type of probation is for inadequate performance or improper behavior. You may be placed on probation for a designated period to correct recognized short-comings that you are able and willing to correct. However, no employee is guaranteed a probationary period prior to termination. Virginia Union reserves the right to terminate any employee for any reason immediately without first placing the employee on probation. If you are placed on probation for a specific amount of time, Virginia Union reserves the right to terminate you at any time before the conclusion of the probationary period with or without cause.

Either type of probation will be a period when both you and your supervisor should pay particular attention to your performance progress. After you have successfully completed a probationary period, you will be subject to the normal rules of discipline and performance appraisal discussed elsewhere in this handbook. Please note that under these provisions you can be discharged immediately with or without cause, with or without notice.

2.8 PERFORMANCE MANAGEMENT SYSTEM

Purpose

Virginia Union University views the Performance Management System as a communications system designed to help employees succeed. It is directed by managers and supervisors but requires active participation by employees. The Performance Management System ensures that employees:

- Are aware of their principal job functions
- Understand the level of performance expected
- Receive timely feedback about their performance
- Have opportunities for education, training and development
- Receive performance ratings and rewards in a fair and consistent manner.

Performance appraisal information is one consideration in making other personnel decisions such as promotions, performance-based disciplinary actions, and salary increases. Proposed personnel actions must be consistent with overall evaluations. Although there is a relationship between performance appraisals and determining employee eligibility for performance-based salary increases and bonuses, the system's primary focus is on managing employee performance towards the successful achievement of expectations set forth in the employee's work plan.

The Performance Management System applies to staff employees who are regularly scheduled to work 20 hours or more each work week. Performance functions, expectations, and appraisals are guided by the five-point rating scale:

Exceptional = 5

Performance is far above the defined job expectations. The employee consistently does exceptional work, regularly going far beyond what is expected of employees in this job. Performance that exceeds expectations is due to the effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

Exceeds Expectations = 4

Performance meets the defined job expectations and in many instances, exceeds job expectations. The employee generally is doing a very good job. Performance that exceeds expectations is due to the effort and skills of the employee.

Meets Expectations = 3

Performance meets the defined job expectations. The employee generally performs according to the expectations doing a good job. The employee is doing the job at the level expected for employees in this position. The good performance is due to the employee's own effort and skills.

Fair Buts Needs Improvement = 2

Performance may meet some, but not all, of the job expectations for that position. The employee generally is doing the job at a minimal level, and improvement is needed to fully meet the expectations. Performance is less than a good job. Lapses in performance are due to the employee's lack of effort or skills.

Does Not Meet Expectations = 1

Performance generally fails to meet the defined expectations or requires frequent, close supervision and/or redoing of work. The employee is not doing the job at the level expected for an employee in this position. Unsuccessful job performance is due to the employee's own lack of effort or skills.

Performance Management Cycle

Virginia Union University's Performance Management Cycle for staff employees begins July 1 and ends June 30. Shorter (or longer) cycles may be allowed for the evaluation of performance, depending on the employee's entry-on-duty date. The Cycle includes the following elements:

- Work Plan
- Development Plan
- Work Planning Conference
- Interim Performance Review
- Annual Performance Review

Work Plan

In the work plan, the supervisor identifies the essential functions of each employee's position and establishes specific performance expectation, performance indicators, and sources of indicator data. These are defined and written at the Meets Expectations performance level, based on the five-level rating scale. The work plan includes regular and recurring duties as well as special projects, and may be developed by the supervisor alone or with significant input from the employee. The supervisor should include as many of the employee's suggestions as possible without losing sight of the organizational unit's goals and objectives. If a department has several employees working in very similar or identical positions, entire work plans (excluding Development Plans) or selected principal functions and performance expectations may be standardized.

Development Plan

Every Work Plan must include a Development Plan, even if no development activities occur within the performance management cycle. The Development Plan lists employee activities designed to provide additional knowledge, skills and abilities needed to maintain or improve performance. The supervisor must also include the means by which the supervisor and management will support these development activities.

Development activities are recommended for all employees, and may be suggested by either the supervisor or the employee. Activities may be added at any time during a cycle. If there are no development activities, a statement such as "No activities at this time" must be included on the Development Plan, and the Development Plan must be initialed and attached to the Work Plan.

Development activities are mandatory if performance of a principal function or the overall evaluation is rated as "Fair But Needs Improvement" or "Does Not Meet Expectations" on the interim review, annual review, or in another significant period during the work cycle; or the employee must acquire a new body of knowledge or skill in order to maintain performance at or above the "Meets Expectations" level.

The employee and supervisor both retain copies of the Work Plan to help focus the employee's efforts, and to use as a performance guideline, throughout the work cycle.

Work Planning Conference

Work Planning Conferences are discussions between the supervisor and employee about the contents of the Work Plan, the Development Plan, and other performance-related concerns. One of the most important parts of the Performance Management System is the work planning conference that takes place at the beginning of a performance cycle. This work planning conference may be a single discussion or the culmination of several fact-finding meetings designed to identify the principal functions, performance standards, and development plan activities. The work planning conference establishes a communication channel between the supervisor and the employee that will be needed if both the employee and the unit are to achieve their respective goals for the current cycle.

During this initial work planning conference, the supervisor and employee discuss the Work Plan in order to come to an understanding of the principal functions and the levels of performance expected for "Meets Expectations" performance. The supervisor and the employee work to resolve any items that are unclear. Any activities included in the Development Plan are also discussed. Employee input is encouraged; however, management retains the authority and responsibility for determining the content of the work plan.

Supervisors and employees should hold a work planning conference within 30 days of the beginning of a new performance cycle (or hiring) to review the existing work plan and to make revisions as needed for the new cycle.

Throughout the performance management cycle, supervisors and employees may schedule additional work planning conferences as needed. Supervisors also manage performance through day to day supervision, training, coaching, reinforcing, tracking actual performance, and informal discussions with the employees.

Interim Performance Review

Supervisors should conduct an interim performance review session with each covered employee no later than **January 30th** of each year.

For new employees who begin work with less than four months remaining in the cycle, the interim review is optional at the department's discretion. However, periodic work planning conferences are strongly recommended if no interim review is conducted.

During the interim review, the supervisor and employee discuss progress toward achieving the performance standards described in the work plan. A rating is assigned for each principal function. Successes are noted. Corrective action must be initiated for any performance standards or overall evaluation documented at the "Fair but Needs Improvement" or "Does Not Meet Expectations" level and recorded on the development plan. The supervisor records the results of the interim review on "Performance Evaluation" form. The overall evaluation must be discussed, but does not have to be recorded.

The employee, supervisor, and the next higher level supervisor must sign and date the form. The employee may indicate on the document if he/she agrees or disagrees with the evaluation. The employee is required to sign this form. The signature indicates only that the performance review session was held; it does not imply agreement with statements or ratings contained in review. In the event the employee declines to sign, the supervisor may add the comment, "Employee declined to sign" and proceed with the signature process.

Annual Performance Review

Supervisors must conduct an annual performance review with each covered employee no later than **June 30th** of each year.

The supervisor and the employee meet to discuss each essential function and the employee's actual performance results as documented on the "Performance Evaluation" form. A performance rating is assigned for each essential function based on the comparison between the performance expectation and the employee's actual performance. An overall evaluation is also assigned.

Determining the overall evaluation is an important decision. There is no simple mathematical formula with combinations of some number of functions rated at one level and other functions rated at other levels dictating a specific overall evaluation. Rather, the determination of the appropriate overall evaluation requires consideration of all available performance information and the application of sound judgment on the part of management.

In addition to employee performance issues, matters of employee conduct also should be considered when determining the overall evaluation. Depending on the nature of the conduct and overall evaluation may be raised or lowered from the level that would have been assigned absent the conduct. In order to be able to adjust an employee's overall evaluation due to personal conduct, management must be able to document a relationship between the conduct and the performance of the individual and its effect on the larger organization.

As with the interim review, the annual performance review session is intended to be dialogue between the supervisor and the employee. The employee should be encouraged to respond to the supervisor's assessments and to add comments to the "Performance Review."

Sustained Performance Deficiencies

An employee should not maintain an overall evaluation of "Fair but Needs Improvement" for more than six months (one-half of the cycle). This six-month period can begin at any time during the cycle after the supervisor advises the employee that performance deficiencies exist, and outlines in the development plan the steps to be taken to restore performance to at least the "Meets Expectations" level. Corrective action can include, but is not limited to, training opportunities, job restructuring, employee transfer to another position, demotion, or other actions appropriate for the circumstances. If, after six months, the employee fails to correct the deficiencies so that performance reaches at least the "Meets Expectations" level, the supervisor must then rate the employee's performance as "Does Not Meet Expectations."

If an employee maintains an overall evaluation of "Does Not Meet Expectations" for six months or does not reach the "Meets Expectations" level, the supervisor must begin corrective, progressive disciplinary action immediately following the end of the six months. If an employee receives two consecutive overall evaluations (at least six months apart) of "Fair but Needs Improvement" and/or "Does Not Meet Expectations" the second such evaluation requires the issuance of a formal written warning.

Recordkeeping

Completed and signed Annual Performance Reviews must be maintained by the department for three years and then destroyed. All performance review documents are confidential.

Annual Performance Rating Data Entry

After each performance cycle, overall ratings for each employee must be entered into Jenzabar-HR. The Department of Human Resources is responsible for this data entry.

Employee Transfer

Before an employee transfers to another position outside his/her department, the supervisor must complete "Performance Review Summary Transfer Form." The completed form and the employee's work plan for the current cycle are forwarded to the employee's new supervisor.

Supervisor Transfer

Before any supervisor transfers to another position outside his/her department, the supervisor and the next higher level supervisor must document the progress of unit employees toward achieving their performance expectations. The "Performance Review" form may be used to document this evaluation, and a copy of the documentation must be given to the employee.

2.9 DISCIPLINARY MATTERS

Virginia Union University strives to take a constructive approach to disciplinary matters to ensure that actions that would interfere with University operations or with an employee's job are discontinued.

If disciplinary action is required, your supervisor and/or Human Resources will determine the appropriate level of discipline to be imposed, taking into consideration your work record, prior

disciplinary record, seriousness of the offense and any mitigating circumstances. The University reserves the right to proceed immediately to termination.

Although there is no way to identify every possible instance of unacceptable conduct, the following is a partial list of infractions that may result in disciplinary action up to and including termination.

- Falsifying your employment application, resume, attendance or personnel records, or other University documents and records regardless of the time of discovery.
- Being insubordinate, threatening, intimidating, disrespectful, or assaulting a manager/supervisor, coworker, or student.
- Refusal to comply with instructions or failure to perform assignments.
- Unauthorized possession of University or another employee's property.
- Disorderly conduct of any kind which may endanger the well-being of any University member on University premises.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, harassing, intimidating, coercing or interfering with the performance of other University employees.
- Unauthorized use of University material, equipment, property or time.
- Theft, damage to and/or destroying University property due to careless or willful acts.
- Negligence in observing fire prevention and safety rules.
- Conduct which reflects adversely on you or the University.
- Carrying firearms, weapons or explosives on University premises, or conviction of a felony.
- The use, possession, manufacture, distribution, sale, transfer, purchase, or being under the influence of illegal drugs, the use of alcohol, and/or the abuse of legally prescribed drugs, or being under the influence thereof on University premises, or while on University business, or otherwise violating the University's Drug & Alcohol Policy.
- Being under the influence of alcohol, illegal drugs, or legally prescribed drugs used in an abusive manner while in a vehicle on University business is also prohibited.

The preceding list is intended to be representative of the types of activities which may result in disciplinary action up to and including termination. It is not intended to be comprehensive. This policy does not alter in any way the employment "at-will" relationship between you and the University.

2.10 GRIEVANCE PROCEDURE

A grievance is any complaint or dissatisfaction arising from an interpretation, application, or claimed violation of any provision of the University's policies, rules, or regulations, excluding non-discrimination and anti-harassment policy.

Employees are to submit complaints or grievances in accordance with the procedure outlined below. This procedure may be used without penalty or fear of reprisal.

1. Discuss the problem with immediate supervisor, unless uncomfortable doing so. In the absence of a satisfactory adjustment or resolution within 10 working days, the employee may
2. Submit the problem in writing to the next supervisory level, who will investigate the matter and issue a decision. If a mutually satisfactory resolution is not reached within 10 working days, the employee may
3. Within five days after receipt of the decision, file a written notice of appeal to the Division Vice President, with a copy to the President and Human Resources. The decision of the President or his designee will be final.

2.11 RESIGNATION

An employee who resigns for any reason must give the University as much written notice as possible. Minimum notice is two weeks, but in some instances longer periods may be required. The University, in its sole discretion, may accept an employee's two (2) week notice of resignation as being effective immediately. This shall not, however, entitle the employee to two (2) weeks of pay in lieu of the two (2) week notice period.

All University property must be immediately returned upon termination. Otherwise, the University may take further action to recoup any replacement costs and/or seek the return of University property through appropriate legal recourse.

2.12 DISMISSAL

Neither this handbook nor any other University document confers any contractual right; either expressed or implied, to remain in the University's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the University. No supervisor or other representative of the University (except the President, in writing) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

In addition, the University reserves the right to dismiss an employee for any or all of the following reasons:

1. Discontinuation of job/ position, also termed "job-phase-out."

Employees will be notified as soon as job-phase-out is known. Voluntary withdrawal after notification will not affect fringe benefits. Employees will be given at least two weeks written notice.

2. Unsatisfactory Conduct

Should the need arise to dismiss an employee because of unsatisfactory conduct, where possible, two weeks notification will be given and he/she will not be entitled to leave time benefits that have accrued during the year up to the period of termination. Employees whose conduct, in the opinion of the University, is detrimental to the health, safety, or welfare of members of the University or the University are subject to immediate dismissal with forfeiture of all severance benefits.

3. Unsatisfactory Performance

Where possible, an employee who is dismissed because of unsatisfactory performance will be given two weeks notification, and will not be entitled to all of the benefits applicable to his/her particular job.

2.13 SEPARATING EMPLOYEE POLICY

It is the policy of the University to require all separating employees to complete the exit interview process prior to picking up the final paycheck.

The employee exit interview is a two-step process requiring the completion of the Employee Separation Form and an Exit Interview with the Director/Staff Member of Human Resources.

The Employee Separation Form requires the separating employee to clear the following:

1. **IMMEDIATE WORK STATION:** Clearing the immediate work station involves obtaining the signature of your immediate supervisor. The supervisor should secure University property including keys, equipment assigned, tools, etc. Check inventory to be sure that all office equipment is intact, check to be sure all files are intact and personal effects are removed from the Office.
2. **BUSINESS OFFICE:** Clearing the business office involves obtaining the signature of the Accounting Supervisor. The Accounting Supervisor will check to assure that all bills are paid, including any advances (travel or loans, petty cash) and return checks are paid.
3. **INFORMATION TECHNOLOGY:** Clearing the Director of Information Technology involves obtaining the signature of the Director of the IT Department. The Director will check to assure that all computer equipment is returned and all e-mails are deleted.
4. **LIBRARY:** Clearing the Library involves obtaining the signature of the Librarian. The Librarian will check to assure that all books and equipment on loan are returned.
5. **SECURITY:** Clearing Security involves obtaining the signature of the Chief of Security who checks for outstanding violations, cancel parking decals and permits.
6. **STUDENT ACCOUNTS:** Clearing Students Accounts involves obtaining the signature of the Supervisor, Student Accounts who will check for any outstanding debits owned to the University, (tuition; traffic or parking violations, etc.)

7. **HUMAN RESOURCES:** Clearing Human Resources involves making an appointment with the Human Resources Director or staff member for an exit interview. The Director/staff member will answer any questions regarding employment benefits, collect employee's I.D. card and check the clearance form for completeness. Employee Separation and Exit Interview forms are located at http://www.vuu.edu/human_resources.aspx.

3.0 REQUIREMENTS IN THE WORKPLACE

3.1 ETHICAL STANDARDS

Employment by Virginia Union University carries with it a responsibility to be constantly aware of ethical conduct. Employees must refrain from taking part in, or exerting influence in, any transaction in which their own interests may conflict with the best interests of the University.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The University recognizes and respects the individual employee's right to engage in activities outside of his/her employment which are private in nature and do not in any way conflict with or reflect poorly on the University. Management reserves the right, however, to determine when an employee's activities represent a conflict with the University's interest and to take whatever action is necessary to resolve the situation, including terminating the employee.

It is not possible in a general policy statement of this sort to define all the various circumstances and relationships that would be considered "unethical". The list below suggests some of the types of activity that would reflect in a negative way on the employee's personal integrity or that would limit his/her ability to discharge job duties and responsibilities in an ethical manner:

- Conducting University business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
- Holding a substantial interest in, or participating in the management of, a firm from which the University makes substantial purchases.
- Accepting substantial personal gifts or excessive entertainment from an outside organization or agency that does business with the University.
- Speculating or dealing in materials, supplies, services, or property purchased by the University.
- Participating in civic or professional organization activities in a manner whereby confidential University information is divulged.
- Misusing privileged information or revealing confidential data to outsiders.
- Using one's position in the University or knowledge of University affairs for personal gain.
- Engaging in practices or procedures that violate Anti-Trust Laws or other policies, procedures and regulations of the University.

Engaging in any of these activities could lead to disciplinary action up to and including termination of employment.

3.2 TELEPHONE AND INTERNET USE

Virginia Union University's telephones are intended for the use of official University business and personal telephone calls should be kept brief. Employees must inform family members and friends to limit personal telephone calls during working hours. If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action up to and including termination of employment.

The University's internet and e-mail programs are intended to serve our students and conduct University business. Use of the internet must not disrupt the operation of the computer network or interfere with an employee's productivity. Employees are responsible for using the internet in a manner that is ethical and lawful. Internet use and messages are not private and the University reserves the rights to access, monitor, retrieve, and delete any matter stored in, created, received, or sent over the e-mail system, for any reason and without the permission of any employees. Employees have no right of personal privacy in any matter stored in, created, received, or sent over the University's e-mail system.

3.3 EXTERNAL EMPLOYMENT

External employment is participation in any activity for financial gain by any employee of Virginia Union University. While the University recognizes and respects the rights of its employees to share their expertise and skills in compensated external consulting or part time employment, full time employment with another entity is not permitted while working full time at the University.

Acceptance of full time employment with the University is a commitment to full professional effort to the University. To preserve the integrity of this policy, any employee engaged in part-time employment outside the University is required to request approval in writing from his or her immediate supervisor. Failure to receive prior approval may result in termination of employment.

3.4 WORKPLACE VIOLENCE

Virginia Union University has a strong commitment to its employees to provide a safe, healthy, and secure work environment. The possession of weapons or occurrences of violence in the workplace is contrary to our objective and will not be tolerated. Violators of this policy may be subject to immediate disciplinary action, up to and including termination. The University reserves the right to search any areas on the premises for weapons, including, but not limited to, lockers, furniture, containers, drawers, equipment or other facilities, lunch boxes, brief cases, personal bags, personal toolboxes or tool kits, parking lots, and personal vehicles parked on University premises.

3.5 SAFETY AND SECURITY

Security of personnel and University property is of the utmost importance. Each employee is responsible for his/her work space and required to insure at the close of each work day that doors, windows, and equipment are properly secured. Lost keys should be reported promptly. Personal items such as purses should be carried, or properly secured out of sight at all times. Please familiarize yourself with the security as well as the safety regulations of your Division and the University, and adhere to them in order to safeguard yourself, your co-workers and University property.

Employees entering buildings at hours other than the standard working hours (Monday through Friday 8:30 a.m. to 4:30 p.m.) are required to notify the Office of Campus Police upon entering and departing the building.

3.6 CLEAN WORKPLACE

A clean work environment is essential for the University's effective and productive operations. All employees of the University are responsible for keeping their workspaces in a neat and clean condition at all times. Violations of this policy may result in disciplinary action, up to and including termination of employment.

3.7 DRUG-FREE WORKPLACE POLICY - DRUG AND ALCOHOL POLICY AND PROCEDURES (DAPP)

The unlawful possession, use, manufacture, distribution or dispensing of a controlled substance while enrolled at, or performing work for, or on the properties of Virginia Union University is prohibited. Any student, employee (including administrators, faculty and staff) or campus visitor, determined to have violated this policy, will be subject to appropriate disciplinary action, up to and including expulsion or termination and/or referral for criminal prosecution. The use of alcohol while on the properties of VUU is prohibited except when authorized by the University at designated functions. The Policy and Procedures is located at http://www.vuu.edu/title_ix_and_clery_act_compliance.aspx.

The University encourages all employees who are experiencing drug or substance abuse to seek help from the appropriate medical professionals. If, however, the University becomes aware of continued substance abuse after an employee has agreed to voluntarily seek help through: (1) the Employee Assistance Program (a benefit offered by the University), (2) treatment provided by a personal physician, or (3) treatment provided by another source of human services, the employee will be terminated.

3.8 SMOKING POLICY

Virginia Union University is a non-smoking environment. Smoking is strictly prohibited in all buildings. Smoking outside of the buildings must occur at least 25 feet from any building and not in the direct pathways of entranceways. Smoking is also prohibited in all campus vehicles.

3.9 WHISTLEBLOWER AND NON-RETALIATION POLICY

Virginia Union University requires its employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the University, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

II. Reporting Responsibility

It is the responsibility of all employees to comply with and to report violations or suspected violations of the VUU's Ethical Standards, VUU policies, or laws in accordance with this policy.

III. No Retaliation

No employee who in good faith reports a violation of VUU's Ethical Standards, VUU policies, or law shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including

termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within VUU prior to seeking resolution outside the University.

IV. Reporting Violations

Employees should share their questions, concerns, suggestions or complaints with someone who can address them properly.

In most cases, employees, contractors and volunteers should report to the Human Resources Director. However, if an employee is not comfortable speaking with the Human Resources Director or is not satisfied with the response, that employee is encouraged to report to any Director or Vice President of the University.

V. Acting in Good Faith

Any good faith report, concern or complaint is fully protected by this policy, even if the report, question or concern is, after investigation, not substantiated. Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of VUU's Ethical Standards, VUU policy, or law. Any allegations that prove not to be substantiated and have been made maliciously or with knowledge that they were false will be treated as a serious disciplinary offense.

VI. Confidentiality

Upon the request of the complainant, VUU will use its best efforts to protect the confidentiality of the complainant for any good faith report. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

VII. Handling of Reported Violations

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. The complainant will be informed that follow-up has or is occurring within two weeks after the Human Resources Director or University official has received the complaint or report. The President of the University shall be informed of all such complaints or reports.

3.10 EMERGENCY PREPAREDNESS

It is possible for a major disaster to occur at any time and at any place on Virginia Union University's campus, which covers approximately 100 acres. The Virginia Union University Emergency Preparedness Plan identifies natural and man-made emergencies that may impact the campus community. It details the response procedures that campus officials should follow in case of an emergency. VUU's Emergency Preparedness Plan is located on the VUU website at www.vuu.edu/student_life/emergency_preparedness_plan.aspx.

Any type of emergency incident, potential or actual, should be reported immediately to Campus Police on 804.257.5777.

4.0 WORKPLACE COMMITMENT

4.1 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT POLICY

It is the policy of Virginia Union University to provide for and promote equal employment opportunity in employment compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, disability, marital status, Vietnam Era Veteran status, genetic predisposition, or other protected status.

The University is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of University to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed.

Further, it is the policy of the University to provide reasonable accommodation for an employee's religious beliefs and practices. The policy applies to all employment practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, reassignment and promotions.

4.2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Virginia Union University is committed to providing its employees with a productive work environment which is free of discrimination, retaliation and harassment. As such, it is the University's policy to maintain a work environment free of harassment, intimidation, threats, coercion or discrimination based on a person's sex, race, religion, color, national origin, age, handicap or disability, genetic information, veteran status, or any other protected status. The University strongly disapproves of and will not tolerate discrimination or retaliation based on any protected classification against or harassment of employees or non-employees by managers, supervisors, co-workers, or non-employees with whom Virginia Union University conducts business.

To ensure that no employee is subjected to discrimination, retaliation or harassment, Virginia Union University strictly prohibits any offensive, intimidating or unwelcome physical, written or spoken conduct (including, but not limited to, derogatory comments or slurs, unwelcome touching and derogatory posters or drawings) regarding any person's sex, race, religion, color, national origin, age, handicap or disability, genetic information, veteran status, or any other protected status.

The University's policy strictly prohibits sexual harassment which includes unwelcome sexual advances or requests for sexual favors or acts, sexual flirtations, unwanted touching or intimacy, insulting or degrading sexual remarks or conduct, epithets, slurs or negative stereotyping based on gender, sexually explicit or offensive jokes, and the posting or display of sexually offensive or degrading materials in the workplace. No supervisor has the authority to engage in such conduct and/or to alter any employee's terms or conditions of employment based on the employee's refusal to submit to such conduct. Virginia Union University strictly prohibits its managers, supervisors and other employees from implying or suggesting that an applicant or employee's submission to or refusal to submit to sexual advances or participation in such sexual conduct is a condition of continued employment or the receipt of any job

benefit (including job assignment, compensation, advancement, career development or other any term or condition of employment).

4.3 TITLE IX POLICY STATEMENT

The University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, Sexual Misconduct (as defined below) constitutes sexual discrimination prohibited by Title IX. Inquiries concerning the application of Title IX may be referred to the University's Title IX Program Coordinator or to the U.S. Department of Education's Office for Civil Rights. Information regarding the University's Title IX Program is located at http://www.vuu.edu/title_ix_and_clery_act_compliance.aspx.

4.4 SEXUAL MISCONDUCT POLICIES AND PROCEDURES

Virginia Union University is committed to maintaining and strengthening an environment founded on civility and respect. The University is committed to providing programs, activities, and an educational environment free from sex discrimination. The University also is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct Complaints. The University's Sexual Misconduct Policy and procedures set forth available resources, describe prohibited conduct, and establish procedures for addressing Complaints of Sexual Misconduct. The University's Sexual Misconduct Policies and Procedures are located http://www.vuu.edu/title_ix_and_clery_act_compliance.aspx.

4.5 AMERICANS WITH DISABILITIES ACT POLICY STATEMENT

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential duties of the position.

It is the policy of Virginia Union University to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the University's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

The University will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the

accommodation creates an undue hardship to Virginia Union University. Contact Human Resources with any questions or requests for accommodation.

All employees are required to comply with the University's safety standards. Employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment status. Illegal drug use is not protected under the ADA and the University reserves the right to terminate any employee who uses illegal drugs.

The Human Resources Department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

On receipt of an accommodation request, a member of the Human Resources Department and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that the University might make to help overcome those limitations.

The University will determine the feasibility of the requested accommodation considering various factors, including but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the University's overall financial resources and organization, and the accommodation's impact on the operation of the University, including its impact on the ability of other employees to perform their duties and on the University's ability to conduct business.

The University will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, the employee will be advised of the right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

Any questions regarding this policy should be directed to the Human Resources Department. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

5.0 WORK HOURS AND PAYROLL

5.1 HOURS OF OPERATION

The hours of operations are Monday through Friday from 8:30 a.m. to 4:30 p.m. Accordingly, all offices are expected to be open and ready for business at 8:30 a.m. Forty five (45) minutes are allowed for lunch, usually from 12:00 Noon to 12:45 p.m., however, supervisors are given the flexibility to schedule lunch time between the hours of 12:00 Noon and 2:00 p.m., according to the work priority or circumstance in any given department. The unit supervisor must ensure that there are personnel in the office at all times during the workday.

Due to the nature of their work assignments, Facility Management employees work Monday through Friday from 7:00 a.m. to 3:00 p.m., with forty five (45) minutes for lunch.

5.2 TARDINESS AND ABSENTEEISM

All employees are expected to report for work no later than 8:30 a.m. each day, Monday through Friday. Absenteeism will not be tolerated. An employee who plans to be away from his/her job on a given day

must apply for leave in advance and get approval from the immediate supervisor prior to the scheduled leave date. Failure to abide by this policy will result in appropriate sanctions, up to and including termination of employment. In like manner, tardiness will not be tolerated. Excessive tardiness will result in disciplinary action up to and including termination of employment.

5.3 ABSENCE DUE TO EMERGENCY

If an employee experiences an emergency and therefore cannot report to work on time, (8:30 a.m.), due to illness of the employee or the employee's family member, or for any other reason, he/she is required to notify his/her supervisor prior to the start of the workday (8:30 a.m.), but not later than 30 minutes after the regular workday begins (9:00 a.m.).

5.4 INCLEMENT WEATHER – EMERGENCY SITUATIONS

When inclement weather creates conditions under which there might be a question as to whether the University will operate on a normal basis, the general expectation is that programs and services will be maintained. When conditions are severe enough to cause modification in the University schedule, an official announcement will be made through regular University channels and through the local public media. To receive campus alerts register on the University's website at Emergency Alert System ó http://www.vuu.edu/campus_police.aspx.

Official staff notification to alter the normal work schedule because of hazardous conditions will be made through the Office of the President. When staff members are unable to reach the campus because of hazardous conditions and the University is not closed, the general University policy with respect to absences will apply.

5.5 NON-EXEMPT EMPLOYEES

All non-exempt employees are required to record their hours worked on the authorized University's time card and will be paid bi-weekly every other Friday. At the end of each pay period you are to complete and sign your time card, certifying that the hours recorded are the hours you actually worked. Be sure to mark any absences and indicate the reason for them on your time card. Your time card must then be forwarded to your supervisor for verification and approval. Under no circumstances are you to complete or sign a time card for another employee, nor is another employee allowed to complete or sign your time card (the same rule applies for punching in or out on the time clock.) Violation of this rule may result in disciplinary action up to and including immediate termination of employment. All time cards must be signed by the appropriate supervisor and forwarded to the Payroll Office. **Direct deposit is strongly recommended.**

5.6 OVERTIME

Full time (FT) non-employees are required to work (40) hours per week. However, the unit supervisor may require the employee to work in excess of the normal (40) hours due to workload or priorities at a given time. When this is done the non-exempt employees will be paid overtime at the rate of one and one-half (1 ½) time for all hours worked in excess of forty (40) hours in the work week. The supervisor must approve overtime in advance, with the concurrence of the area Vice President and Vice President of Financial Affairs. No employee may unilaterally decide to work overtime (OT) and expect to be paid by the University. Although employees must report all hours worked, including any unapproved overtime, working unapproved overtime can result in termination.

5.7 EXEMPT/SALARIED EMPLOYEES

Employees who are exempt from the Fair Labor Standards Act (FLSA) are not necessarily limited to forty (40) hours per week, if their assignment and time constraints dictate that they work in excess of the normal forty (40) hour week. Exempt employees do not receive overtime pay; however the supervisor may consider compensatory time off.

Exempt/Salaried employees are paid on the 15th of each month. If a payday falls on a holiday or weekend, paychecks will be distributed the preceding workday. Your salary is issued by check or directly deposited into your bank account. Paychecks are distributed by the Payroll Office and issued only to the employee or to a representative who has written authorization. If a payday falls on a holiday, checks will be distributed the preceding day. **Direct deposit is strongly recommended.**

5.8 HOLIDAY PAY

It is imperative that certain University services are rendered on a twenty-four hour, seven days a week basis including official University holidays. When it is necessary to schedule a hourly paid employee to work on an official University holiday, the employee will be remunerated at their normal rate for hours worked, plus holiday pay at their regular rate.

5.9 GARNISHMENT OF PAY

The University considers the acceptance and settlement of just and honest debts to be a mark of personal responsibility. The University is required by State Law to accept and process garnishments served by officials of the Court.

6.0 BENEFITS

Virginia Union University has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability, and to help you plan for retirement. This portion of the Staff Handbook contains a very general description of the benefits to which you may be entitled as an employee of the University. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available for your examination in the Human Resources Department. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the University and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to discharge or discipline to the same extent as if these plans had not been put into effect.

The University reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and their dependents. Further, the University reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and

interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

6.1 ANNUAL LEAVE

Virginia Union University provides paid annual leave for all full-time employees. Annual leave is computed either bi-weekly or monthly and is earned at the following rate:

1. Employed less than five years - Annual leave is earned at a rate of 1 day per month not to exceed 12 working days per year.
2. Employed five years but less than 10 years - Annual leave is earned at a rate of 1 ¼ days per month not to exceed 15 working days per year.
3. Employed ten years but less than fifteen years - Annual leave is earned at a rate of 1 ½ days per month not to exceed 18 working days per year.
4. Employed fifteen years or more - Annual leave is earned at a rate of 1 ¾ days per month not to exceed 21 working days per year.

When an employee's effective date of employment is on or before the 15th day of the month, he/she will earn annual leave for that month. An employee who has not completed the probationary period is not eligible for annual leave; however, upon successful completion of the probationary period, annual leave accumulation will be retroactive to the first day of employment.

Annual leave is to be taken at a time that is mutually acceptable to the employee, the University, and his/her supervisor. Annual leave will not be scheduled at times that conflict with or hinder the operations of the University.

Earned annual leave is cumulative to a maximum of 30 working days. Accumulated annual leave in excess of the maximum 30-day (240 hours) accrual must be used by the end of the fiscal year earned or it is automatically forfeited. Upon separation from University employment, unused earned annual leave balances will be paid at the employee's daily rate of pay as of the date of separation; however, such pay shall not exceed 10 working days.

6.2 SICK LEAVE WITH PAY

All full-time employees accumulate sick leave with pay at a rate of one (1) day per complete calendar month of service, with a maximum accumulation of ninety (90) days. If an employee claims sick leave for a continuous period in excess of three (3) working days he/she must present a physician's statement either upon his/her return to work or must be sent to the supervisor after the absence for three (3) working days to support the approval of sick leave for extended periods of absence. The employee must submit a return to work release from their physician upon returning to work.

Employees may be granted sick leave with pay as follows:

1. Personal injury or illness
2. Medical, dental or optical treatment or consultation.
3. Quarantine due to contagious illness.

4. Critical illness or injury of immediate family members requiring your presence. (Immediate family is defined as: spouse, children, parents or any other dependent person or persons normally sharing the household.) Sick leave with pay in the case of critical illness or injury of immediate family members is limited to three (3) days per fiscal year.

New employees who have not completed the probationary period are not eligible for sick leave with pay; however, upon successful completion of the probationary period, sick leave accumulation will be retroactive to the first day of employment. Holidays occurring during paid sick leave shall be paid as holidays and not sick days.

6.3 SICK LEAVE WITHOUT PAY

Any employee unable to return to work after using all accumulated sick and accrued annual leave, may be granted sick leave without pay by the President upon recommendation of his/ her supervisor and appropriate Vice President. The employee must submit a return to work release from their physician upon returning to work.

6.4 FAMILY AND MEDICAL LEAVE ACT POLICY

Virginia Union University will provide Family and Medical Leave (FMLA) to its eligible employees. The mandatory FMLA Notice is posted in the Office of Human Resources and on the University Human Resources website. This policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law. If you have any questions, please contact the Office of Human Resources.

A. General Provisions

Under this policy, VUU will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

- 1) The employee must have worked for the University for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

- 2) The employee must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave. The 1,250 hours do not include time spent on paid or unpaid leave. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
- 3) The employee must work in a worksite where 50 or more employees are employed by the University within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

- 1.) The birth of a child and in order to care for that child.
- 2.) The placement of a child for adoption or foster care and to care for the newly placed child.
- 3.) To care for a spouse, child or parent with a serious health condition (described below).
- 4.) The serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider, or a condition that requires continuing treatment by a health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

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

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following:

- Short-notice deployment; military events and activities; child care and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

D. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced work schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

E. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Office of Human Resources. Within five business days after the employee has provided this notice, the Office of Human Resources will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the University's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Employees with questions about what illnesses are covered under this FMLA policy or under the University's sick leave policy are encouraged to consult with the Human Resource Department or visit the Department of Labor's website at <http://www.dol.gov/whd/fmla>.

6.5 CIVIL LEAVE/JURY DUTY

The University will permit a leave of absence with full pay to serve on a jury or to attend court as a witness under subpoena.

If you are a full-time employee and are called to jury or witness duty, the University will continue to pay you at your normal rate of pay, providing you remit to the University any compensation that you receive from the court for jury services, and that you report to work any day that you are excused from duty. Civil leave will be granted upon presentation of official orders from the appropriate court.

6.6 MILITARY LEAVE

Any full-time employee who is a member of any Armed Forces Reserve component or National Guard unit shall be granted a military leave of absence without pay for all military duty. Immediately upon receipt of orders to report for military duty, you should notify your supervisor and submit a copy of your orders together with a Letter Requesting Military Leave to the Office of the President.

6.7 BEREAVEMENT LEAVE

Employees may be granted a paid personal leave of absence of not more than three (3) days in the event of death in the immediate family requiring his/her presence. (Immediate family is defined as: spouse, children, parents, grandparents, and siblings)

6.8 LEAVE SLIPS

All employees must complete a leave slip when requesting any leave with or without pay. Leave slips for planned annual leave should be prepared by the employee and submitted to his/her supervisor, not less than five (5) working days prior to planned leave, for approval. Leave slips for other leave should be completed and submitted to his/her supervisor the day he/she returns to work. All leave slips must be signed by the appropriate supervisor and forwarded to the Human Resources Office prior to any leave being compensated.

6.9 VOTING TIME

All Virginia Union employees are encouraged to vote in all federal, state, and local elections. An employee whose work schedule should otherwise prevent him/her from voting may, at the discretion of his/her supervisor, be permitted sufficient time off to vote.

6.10 UNIVERSITY SCHEDULED PAID HOLIDAYS

The official paid holidays observed by Virginia Union University are:

- New Year's Day
- Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Season (2 days)
- Christmas Season (4 days)

If any of the above holidays fall on a Saturday, the preceding Friday will be celebrated. If any of the above holidays fall on a Sunday, the following Monday will be celebrated. It is imperative that certain University services be rendered on a twenty-four hour, seven days a week basis including Official University holidays. When it is necessary to schedule a nonexempt employee to work on an Official University holiday, the employee will be remunerated at a rate of two (2) times their normal rate for hours worked.

All leave slips must be signed by the appropriate supervisor and forwarded to the Human Resources Office prior to any leave being compensated.

6.11 FLEXIBLE SPENDING PLAN

All full-time employees are eligible to participate in our Flexible Spending Plan. The Plan allows employees to pay for specified benefits through salary reduction (pre-taxed dollars). Detailed information may be obtained from the Human Resources Office.

6.12 HEALTH INSURANCE

All full time employees may enroll in our group health insurance plan, which includes coverage for hospitalization, medical, surgical, and major medical. Coverage is offered on an individual and family basis. The University shares in the individual cost for all full-time employees. If an employee elects to cover his/her dependents, he/she is responsible to pay the premium for his/her dependents through payroll deduction. Detailed information may be obtained from the Human Resources Office.

6.13 DENTAL AND VISION INSURANCE

The University provides employees with dental and vision insurance. (For more information, contact the Human Resources Office or visit the website at http://www.vuu.edu/human_resources/hr_forms.aspx.)

An employee cannot terminate or change medical, dental, or vision coverage during midyear; unless a life changing event takes place.

6.14 LIFE INSURANCE

All full-time staff members are insured for basic term life coverage through the University's group life insurance plan at no cost to the employee. Optional term life insurance is available for purchase.

Amount of Insurance: 150% of your annual earnings. If this amount is not a multiple of \$1,000, it will be rounded to the next higher multiple of \$1,000. The minimum amount is \$10,000 and the maximum amount is \$300,000.

Amount Limit Due to Age: When you are age 65 or more, your amount of insurance is limited. It is the Limited Percent (for that Age) of the amount for which you would then be insured if there were no limitation. At age 65, the limited percent is 65% and at age 70 and above, the limited percent is 50%.

6.15 DISABILITY INSURANCE

All full time staff members are enrolled in the University's short and long-term disability insurance plans. Premiums for the short and long-term disability insurance plans are paid by the University.

Additional information may be obtained from the Human Resources Office, or on the Human Resources webpage at http://www.vuu.edu/human_resources/benefits.aspx.

6.16 EMPLOYEE ASSISTANCE PROGRAM

The University provides an Employee Assistance Program (EAP) that allows our employees access to the following services.

- Up to (4) sessions per person, per issue, per year at no cost;
- Telephonic access of licensed clinicians 24 hours a day at 888-628-4824, seven days a week;
- Unlimited phone access to legal, financial and work-life services;
- Financial consultations and referrals; referrals to community services;

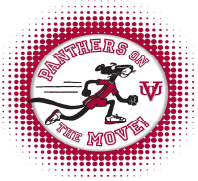
- Access to a discounted network of Complementary and Alternative medicine and health and wellness providers; and
- Work/life services for assistance with child care, finding movers, kennels and pet care, vacation planning, and more.

6.17 WELLNESS PROGRAM - “PANTHERS ON THE MOVE”

Virginia Union University Wellness Program

VUU's Wellness Program's Mission is to educate, empower and encourage our employees with practical, goal-oriented opportunities to achieve healthier lifestyles.

VUU's Wellness Program offers a myriad of free wellness services for our employees, including annual health screenings, confidential coaching sessions, Lunch and Learn sessions, group challenges, and other wellness initiatives. Our Vision is to foster and maintain a sustainable, supportive, healthy environment, where employees take ownership of their physical, emotional, mental and spiritual health. When employees lead active, fulfilling, and balanced lives, **there is a positive impact on** their job performance, people in their lives: our students and overall campus community, as well as our families and the greater community. For more information, please visit the Human Resources Wellness webpage at http://www.vuu.edu/human_resources/wellness_program.aspx



6.18 RETIREMENT PLANS

The University participates in retirement plans with Teachers Insurance and Annuity Association (TIAA) and The Principal Financial Group. All full-time employees are eligible for participation. The plan is contributory, and eligible employees may contribute a percentage of gross salary or a specific dollar amount through payroll deduction. After one year of service, if the employee contributes a minimum of 3.5% of his/her gross salary; the University will contribute 4.5%. Detailed information may be obtained from the Human Resources Office or at http://www.vuu.edu/human_resources/benefits/retirement.aspx.

6.19 LIBRARY PRIVILEGES

Employees are entitled to use the L. Douglas Wilder Library Resource Center and are subject to the same rules and regulations as students. Library cards are issued through the Library at no cost to the employee and must be presented to check out materials. Detailed information may be obtained at the Library.

6.20 ACTIVITY TICKETS

Employees are encouraged to attend concerts, recitals, lectures, and athletic events that occur during the school year. Activity tickets which cover admission to all such events are made available to all employees at special rates. Detailed information may be obtained at the Business Office.

6.21 TUITION REMISSION

Educational Opportunities

It is the policy of the University to offer program incentives to promote professional growth and development of the staff members and other eligible persons.

The University offers tuition remission to full time employees, their spouse and dependent children.

Definitions: Spouse must be a legally married partner who is currently a member of the employee's household. Dependent is defined as a biological child or legally adopted child who is twenty three years of age or younger and single (unmarried).

Tuition Remission shall be 50% of tuition costs only and is offered only in the undergraduate program of study. Only two persons from any one employee family can utilize this benefit at any one time. Employees wishing to utilize this benefit must submit their request two months before the beginning of the semester in which they plan to enroll.

Number of classes allowed under Tuition Remission

A full-time faculty or staff member is allowed to take only one class per semester during the workday with approval of his/her supervisor. However, eligible dependents (spouse and dependent children) as defined above, are allowed to take up to fifteen (15) credit hours per semester in the undergraduate programs of study only. This benefit cannot be utilized in Summer School or in the graduate school. Full-time employees who desire to take classes during their regularly scheduled work hours must get approval from their supervisors and work out a plan to make up the time spent in class.

How to apply for the Program

Faculty or staff members, who wish to take advantage of the program, must obtain written permission from the immediate supervisor or department head.

Procedure for Tuition Remission Program

1. Obtain an Application for Tuition Remission from your department secretary or from the Office of Human Resources.
2. Complete Section I before enrolling in course(s) and obtain the appropriate approvals for that section.
3. Enroll in the course(s) of your choice.
4. Complete Section II and submit to the Director of Human Resources for certification.
5. Obtain appropriate approvals on the application for Tuition Remission.

6.22 TUITION ASSISTANCE PROGRAM (TAP)

The purpose of the Virginia Union University Tuition Assistance Program (VUU-TAP) is to provide financial assistance to faculty and professional staff of Virginia Union University who are accepted into and actively working toward completion of terminal degrees, which are usually Ph.D. and Ed.D degrees, although other degrees are eligible for inclusion as long as they are considered terminal degrees in the academic disciplines in which the degree is sought.

Because the secondary aim of provision of financial assistance for terminal degree completion is to enhance the credentials and qualifications of the faculty and professional staff of the university, the expectation is that faculty and professional staff will remain at the university upon completion of the terminal degree. Acceptance of financial assistance through the VUU-TAP requires the agreement of participants to remain at the university for one academic year for each year of financial assistance provided to complete the terminal degree.

6.23 WORKPLACE INJURIES AND WORKERS' COMPENSATION

It is the policy of Virginia Union University to create and maintain a safe work environment. In the event an injury by accident or occupational disease occurs, the incident should be reported to appropriate officials as soon as possible and immediate steps should be taken to eliminate the cause of the injury or workplace disease.

The University's Workers' Compensation program follows the guidelines required by law. All injuries, no matter how slight or insignificant they may be, must be reported to your supervisor by the end of the shift on which the injury occurred. If you are going to seek medical attention for a work-related injury, you must contact Human Resources. Any medical bills received at home for work-related injuries must be taken to the Human Resources office to ensure proper payment.

7.0 UNIVERSITY SERVICES

7.1 TRAFFIC AND PARKING REGULATIONS AND VEHICLE REGISTRATION

Campus traffic and parking regulations are published and issued annually through the Office of Campus Police and Security. These regulations are established for the convenience and safety of everyone and will be strictly enforced at all times.

Employees who desire to park motor vehicles on campus must register the vehicle with the Office of Campus Police and Security, purchase a current decal and properly affix it to the vehicle. All vehicles are to be parked only in the properly designated areas. Fines will be assessed for all violations of traffic and parking regulations. Further information may be obtained from the Office of Campus Police and Security.

7.2 UNIVERSITY POST OFFICE

The University Post Office, located in the Thomas H. Henderson Center, is operated for the convenience of the students and employees. Normal post office services are available. Detailed information may be obtained at the University Post Office.

7.3 CONFIDENTIAL MATERIALS

You may have access to records and other personal information about students, faculty, and other staff employees, as well as information pertinent to the University's operation, whose unauthorized disclosure could be prejudicial to the University's interest. You must not discuss this information with anyone else without proper authority. Violating this policy can be cause for disciplinary action.

7.4 FIRE PREVENTION

Every employee has the personal responsibility to protect his/her work area from fire hazards. Preventing fires by reducing fire hazards is the simplest way to prevent the loss of life, work, and pay because of fire. The University needs and expects the help of all employees to reduce fire hazards.

7.5 SOLICITATIONS OF EMPLOYEES

Solicitations of employees while on the premises are strictly prohibited without written approval of the Vice President of Financial Affairs.

MEMBERS OF THE VIRGINIA UNION UNIVERSITY FAMILY



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