



Virginia Union University
2022-2024
Employee Handbook

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A Special Greeting from the President

Dear Colleagues,



Welcome to the 2022-2023 academic year. Virginia Union University is on a journey to being recognized as a "Best-In-Class" university. This recognition comes from offering the best academic programs, conducting innovative research, and recruiting the best employees. You are a part of our Panther community because you offer unique skills and experience to help us become one of the nation's best-ranked Historically Black Colleges and Universities.

I invite you to explore the broad array of practices and programs outlined in this employee handbook. It is designed to be a road map to your professional success at VUU. Our diverse work environment includes innovative thinkers, researchers, educators, and professionals who are passionate about supporting our students and developing them into global leaders. Your success is proof of the strength and greatness of our university. If you have any questions concerning the information provided in this Handbook, don't hesitate to contact the Department of Human Resources and Change Management at AskHR@vuu.edu.

I am excited about this academic year and look forward to seeing what each of you will accomplish.

With Panther Pride,

A handwritten signature in black ink, appearing to read "HJL", on a light gray background.

Hakim J. Lucas, Ph. D.

President and CEO

1.0 INTRODUCTION

As a Virginia Union University (VUU) employee, you join the many dedicated individuals who make up our University family. The administration's philosophy is that every position is essential to the University's operation; therefore, regardless of classification, each employee is a crucial member of the Virginia Union University team.

This Handbook aims to inform all individuals employed by Virginia Union University of 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.**

1.1 ABOUT THIS HANDBOOK

This Handbook has been prepared to acquaint employees 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 July 1, 2022, and supersedes all previous policies, procedures, practices, and benefits of the University, both oral and written. If there are any discrepancies in the benefit information and benefit plan documents provided in this Handbook, the language in the current benefit plan documents shall prevail.

This Handbook is not a contract of employment. **No provision or portion of this Handbook constitutes an implied or express contract, guarantee, assurance of employment, or any right to any employment-related benefit or procedure.** All items referenced in this Handbook are expected to always adhere to; failure to do so could result in termination. If you have any questions, please forward them to the Human Resources and Change Management Department.

Circumstances 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 can be altered, modified, or amend the "at-will" nature of this employment relationship.

1.2 HISTORY

The American Baptist Home Mission Society (ABHMS) founded Virginia Union University 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. At 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 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.

PRESIDENTS OF THE UNIVERSITY

Throughout her illustrious history, Virginia Union University has enjoyed the leadership of distinguished and committed persons. Their collective legacy of academic excellence and leadership development is evident in every area of this University and in the “rays” we have sent “throughout the land.” The honor roll of Presidents includes:

Dr. Malcolm MacVicar	1899-1905
Dr. George Rice Hovey	1905-1919
Dr. William John Clarke	1919-1941
Dr. John Malcus Ellison, '17	1941-1955
Dr. Samuel DeWitt Proctor, '42	1955-1960
Dr. Thomas Howard Henderson, '29	1960-1970
Dr. Allix Bledsoe James, '44, '46	1970-1979
Dr. Dorothy N. Cowling (Acting)	July-October 1979
Dr. David Thomas Shannon, '54, '57	1979-1985
Dr. S. Dallas Simmons	1985-1999
Dr. Bernard W. Franklin	1999-2003
Dr. Belinda Anderson	2003-2009
Dr. Claude G. Perkins	2009-2016
Dr. Hakim J. Lucas	2017-present

Virginia Union University has the distinction of being one of the oldest historically black colleges in the South. In addition, it being one of the first ten HBCUs to be founded in the nation.

1.3 VISION STATEMENT

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

1.5 CORE VALUES

The core values aid our community in understanding the right path to fulfilling our institution's mission. Core values are the essence of the organization's identity – the principles, beliefs, and philosophy of values. The organization is guided by five fundamental principles: **Innovation**, **Spiritual Formation**, **Integrity**, **Diversity & Inclusion**, and **Excellence**. The principles aid our community in understanding the right path to fulfilling our institution's mission. In conjunction with the principles are the University's Noble Nine Values.

Innovation- At Virginia Union University®, we consistently search for and create growth opportunities that forge groundbreaking research, state-of-the-art technology, or a top-of-the-line curriculum. We welcome and encourage new ideas and processes that positively impact experiences.

Spiritual Formation- As a faith-based University, we welcome the regular practice of prayer, worship, silence, and meditation that matures one's relationships, values, and life purpose that led to ongoing spiritual growth and transformation.

Integrity- We value our commitment to fairness, honesty, and truth reflected in each person's words and deeds while holding ourselves accountable for our words and actions.

Diversity & Inclusion- As one of the nation's oldest HBCUs, we value diversity in thought, perspective, and embodiment, trusting that we are stronger when various voices, traditions, and experiences are present. We value inclusivity and promote safety with dignity, respect, and compassion.

Excellence- We provide the highest quality of experiences and interactions while remaining flexible, responsive, and open-minded in developing and delivering programs, services, and facilities committed to exceeding the standards of what it means to be Best-In-Class.

1.6 EMPLOYEE CULTURE

- a. *Working Culture:* We are ALL working progressively towards achieving the institutional priorities across the University; it is a factor in the collective impact--how each division or area works to move the University towards excellence.
- b. *Writing Culture:* This factor is evidence of the work, process, and practice documentation. This, ultimately, is the product or effort to yield the product--how, when, why, where, etc.
- c. *Assessment Culture:* This provides the opportunity for VUU to be evaluative: lead critical insight into what has been accomplished or not and the reasons. It allows for modification if needed and understanding (Knowledge Gap...etc.).
- d. *Accountability Culture:* This is the who or which constituent partner(s) are responsible for specific activities, actions, or efforts. It includes compliance with expectations and deliverables alike.

2.0 EMPLOYMENT

2.1 HUMAN RESOURCES AND CHANGE MANAGEMENT

The Department of Human Resources and Change Management (HRCM) serves the best interests of both the employees and the University. The HRCM is responsible for implementing University personnel policies, recruitment, new employee onboarding, orientation, training, employees' records management, employee benefits, and ensuring that you provide appropriate documentation for the University's payroll office. If you need information or counsel, members of the HRCM are available for assistance at 804.257.5721 or AskHR@vuu.edu.

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 **your employment with Virginia Union University is "at-will."** This means 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 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 is void. This includes comments made at any time, either in the past or future.

2.3 EMPLOYMENT ELIGIBILITY

Virginia Union University is committed to ensuring all employees and other paid individuals are legally authorized to work in the United States. Form I-9, Employment Eligibility Verification is the form that is required by the Department of Homeland Security - US Citizenship and Immigration Services to document eligibility for employment in the United States. All employees, citizens, and non-citizens, hired after November 6, 1986, must complete Section 1 of Form I-9 at the time of hire. All newly hired employees are required to provide proof of US work authorization by providing acceptable list documents found on the instructions page of Form I-9.

Virginia Union University also participates in E-Verify. E-Verify verifies the identity and employment eligibility of newly hired employees. E-Verify electronically matches the information provided by employees on Form I-9, against records available to the Social Security Administration (SSA) and the Department of Homeland Security.

2.4 REFERENCE CHECKS

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

Under no circumstances should any employee release any information about any current or former University employee over the telephone. All telephone or written inquiries regarding any current or former employee of the University must be referred to the Human Resources and Change Management Department. All requests for verifications of employment for current employees for purposes of

obtaining a consumer loan, public social services benefits, education, or government agencies should also be referred to the Human Resources and Change Management Department. No personal reference should be on VUU letterhead or refer to VUU employment in the reference.

2.5 CHANGES IN PERSONAL DATA

Virginia Union University requires that employees keep the University informed of any major changes in an employee's information that may affect employment status. Significant 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 update the Human Resource and Change Management Department.

2.6 PROBATIONARY PERIOD

Virginia Union University recognizes two conditions under which employees may be placed on probation. The first is the 90-day probationary period for new employees. During this period, the employee will be provided with 30-day plans. The 30-day plans will provide continuous improvements. This period is established to benefit both employees and the University. It is a period of adjustment and adaptation, personally and in terms of learning the job requirements. If at any point during this period you cannot adapt successfully to the needs 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. 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.

The second type of probation is for inadequate performance or improper behavior. You may be placed on probation for a designated period to correct any item(s) relative to inadequate performance or inappropriate behavior brought to your attention in a written assessment. However, no employee is guaranteed a probationary period before termination. Virginia Union University reserves the right to terminate any employee immediately without first placing the employee on probation. If you are placed on probation for a specific amount of time,

Virginia Union University reserves the right to terminate you at any time before the conclusion of the probationary period with or without cause.

The probationary period is time for you and your supervisor to 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.

3.0 ETHICAL STANDARDS

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 interests may conflict with the best interests of the University.

Exactly what constitutes a conflict of interest or 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. Human Resources and Change Management reserves the right to determine when an employee's activities 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 may reflect negatively on an employee’s record and could result in discharge from duties:

- Holding a substantial interest in, or participating in the management of, a firm from which the University makes substantial purchases.
- Conducting University business with a firm in which the employee, or a close relative of the employee, has substantial ownership or interest.

- 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, including termination of employment.

3.2 CONFIDENTIAL RECORDS

A clean work environment is essential for effective and productive operations. All employees of the University are responsible for always keeping their workspaces neat and clean condition. The workspace is the property of the University, and the supervisor or administration reserves the right to search the workplace at any time.

3.3 CLEAN WORKPLACE

A clean work environment is essential for effective and productive operations. All employees of the University are responsible for always keeping their workspaces in a neat and clean condition. The workspace is the property of the University, and the supervisor or administration reserves the right to search the workplace at any time.

3.4 CLEANING/DISINFECTING PROTOCOLS

Individuals are expected to perform disinfecting of their personal contact items and spaces. Individual disinfecting efforts include wiping surfaces and points of contact to disinfect before/after personal contact, which will help to ensure the sanitized handling and preparation of items for the individual and for the next user. Employees are responsible for disinfecting their personally used furnishings/equipment in their offices, classrooms, labs, lounges, and breakrooms i.e., desktops, chairs, files, computers, telephones, microwaves, etc. If supplies are needed, they can contact the Facilities Department.

3.5 NURSING MOTHER ACCOMMODATION

Upon return to work after the birth of a child, Virginia Union University will provide all employees who are breastfeeding or expressing milk to feed a child (Nursing Mothers) with reasonable break time as frequently or as needed by the Nursing Mother. Nursing Mothers are responsible for giving notice to supervisors about scheduled break times. Supervisors of Nursing Mothers must work with employees to identify a Lactation Room, which is a private, non-restroom space used by Nursing Mothers to express milk. The Lactation Room must be shielded from view and free from intrusion by coworkers and the public. Nursing Mothers may express milk in their own private office if they choose. Nursing Mothers are responsible for storing their expressed milk while on campus.

3.6 WORK DRESS CODE

VUU believes we should set an example for our students on how to dress in the work environment. Our workplaces must project the "aura of integrity and professionalism," including a professional image for students and clients.

All employees should report to work with a professional appearance that is appropriate for promoting a professional image to our customers, both internal and external. Employees should know what is suitable for the situation and dress accordingly when hosting or attending meetings or during business training, seminars, or any other contact with the public.

Employees may be required to wear uniforms and safety shoes, depending on the position. Supervisors have the right to identify the casual or professional attire appropriate for their unit. All apparel should fit appropriately and avoid being too casual. Unacceptable attire includes ripped clothing, shorts of any length, underwear that is outerwear, halter tops, midriff tops, and sagging pants. Casual Fridays are at the discretion of the supervisor.

3.7 ISSUANCE OF KEYS

Keys to university buildings and specific rooms are issued by the Facilities Management Department. Request for a key(s) shall be submitted to the Facilities Management. Key requests shall be approved by a division head. Keys are not to be duplicated by a private business. A lost key is to be reported to the Facilities Management Department expediently so a replacement key can be issued. The cost of key reissuance is \$150.00 per key. No locks shall be changed without notification and authorization of the Facilities Management Department.

3.8 SOLICITATIONS OF EMPLOYEES

Solicitations of employees while on the premises are prohibited without the written approval of Human Resources and Talent Management.

4.0 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 should be disclosed while working at the University.

Acceptance of full-time employment with the University is a commitment to provide professional efforts to the University during designated working hours. To preserve the integrity of this policy, any employee engaged in any employment outside the University is required to request approval in writing from the Director of Human Resources and Talent Management. Failure to receive prior approval may result in termination of employment.

A full-time employee of Virginia Union University may engage in outside employment only if the outside employment does not:

- Constitute a conflict of interest.
- Occur at a time when the employee is expected to perform his/her assigned duties.
- Diminish the employee's efficiency in performing his/her primary work obligation.

NOTE: This policy intends to differentiate between outside employment that may be regular or continuing and therefore requires disclosure. Examples of outside employment activities that may be classified as "regular or

continuing" are given to illustrate the policy's intent and are not meant to be an exhaustive listing of such activities.

- Any teaching assignment at another educational institution except for a single guest lectures.
- A clinical or professional practice (for example, in clinical psychology or law).
- Appointment as a consultant to a school district, corporation, or other public or private enterprise for an indeterminate period, even if actual time demands are intermittent.
- Operation of, management of, or employment in any enterprise-related or unrelated to a faculty member's professional interest.

Employees should notify Human Resources and Talent Management regarding outside employment status for employees.

5.0 TYPES OF NON-ACADEMIC APPOINTMENTS

FULL-TIME EMPLOYEES

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 by 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 by the University's overtime policy for approved hours worked in excess of 40 hours per workweek.

PART-TIME EMPLOYEES

Part-time employees are classified as exempt or non-exempt, depending on their job duties, and work a regularly scheduled shift of fewer 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, such as dental and vision.

Part-time employees do not accrue annual or sick leave; however, the supervisor may grant leave, but it will be leave without pay.

5.1 NON-EXEMPT EMPLOYEES

All non-exempt employees are required to record their hours worked on the authorized University's timecard through ADP. At the end of each pay period, exempt employees are to complete and sign a timecard, certifying the hours recorded are the hours you worked. Employees should mark any absences and indicate their reason on the timecard. Under no circumstances are employees allowed to complete or sign a timecard for another employee, nor is another employee allowed to complete or sign your timecard (the same rule applies for punching in or out on the time clock.). The appropriate supervisor must electronically sign all timecards through ADP. **A direct deposit is required.** Wisely card is an option for those who do not have bank accounts; see ADP for more details.

5.2 OVERTIME

Full-time (FT) non-exempt are required to work (40) hours per week. However, the unit supervisor may require the employee to work more than 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 more than forty (40) hours in the workweek. **The supervisor must approve overtime in advance, with the concurrence of the area Vice President.** 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.

5.3 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 more than the normal forty (40) hour week. Exempt employees do not receive overtime pay.

5.4 NON-FRATERNIZATION POLICY

Virginia Union University strongly believes that a work environment where employees maintain clear boundaries between employee personal business interactions is necessary for effective business operations. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it establishes boundaries regarding how relationships are conducted during working hours and within the working environment.

Due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions, individuals in supervisory, managerial, or executive roles, and those with authority over other's terms and conditions of employment shall not pursue, have, or maintain a romantic or sexual relationship with any subordinate directly in their line of reporting.

This policy does not preclude or interfere with the rights of employees protected by the National Labor Relations Act or any other applicable Virginia statute concerning employment relationships.

1. The provisions of this policy apply regardless of the sexual orientation of the parties involved.
2. Employee means a person employed by the University, in any capacity, whether faculty or staff. Graduate assistants are considered employees regarding undergraduate students enrolled at the University, and as students regarding other employees of the University.
3. No employee shall pursue, have, or maintain a romantic or sexual relationship with any student.
4. The University discourages romantic or sexual relationships between employees, especially amongst those within the same department, and prohibits them between employees in supervisory relationships.
5. During working time and in working areas, employees are expected to conduct themselves in an appropriate workplace manner that does not interfere with others or with overall productivity.
6. During non-working time, such as lunches, breaks, and before and after work periods, employees engaging in personal exchanges in non-work areas should observe an appropriate workplace manner to avoid offending other workers or putting others in an uncomfortable position.
7. Employees are prohibited from engaging in physical contact that would in any way be deemed inappropriate in the workplace by a reasonable person while anywhere on university premises, whether during working hours or not.

8. Employees who allow personal relationships with coworkers to adversely affect the work environment will be subject to VUU's disciplinary policy.
9. Employee off-duty conduct is regarded as private if such conduct does not create problems within the workplace. An exception to this guidance, however, is romantic or sexual relationships between supervisors and subordinates.
10. Any supervisor, manager, executive, or other university officials at VUU must disclose the existence of a romantic or sexual relationship with another coworker. The disclosure must be made to the Director of Human Resources and Change Management. HRCM will review the circumstances to determine whether any conflict of interest exists.
11. When a conflict of interest or potential risk is identified due to a university official's relationship with a coworker, VUU will work with the parties involved to consider options for resolving the issue. The initial solution may be to make sure the parties no longer work together on matters where one is able to influence the other or act for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions, and financial transactions are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage. In some cases, other measures may be necessary, such as transfer of one or both parties to other positions or departments. If one or both parties refuse a reasonable solution, such refusal will be deemed a voluntary resignation.
12. Failure to cooperate with VUU to resolve a conflict or issue caused by a romantic or sexual relationship between coworkers or managers, supervisors, executives, or others in positions of authority in a mutually agreeable manner may be deemed insubordination. It will result in disciplinary action up to and including termination.
13. Where doubts exist as to the specific meaning of the terms of this policy, employees should make judgments based on the overall spirit, ethical standards of VUU, and intent of this policy. Any concerns about the administration of this policy should be addressed to the Director of Human Resources and Change Management.

Student Contact

There are circumstances in which employees work with students that have another potential for the exploitation of the students.

- a. A student may be asked to perform services that go beyond the normal student relationship; providing childcare for a faculty member's children for example.
- b. A student may hold an employment relationship with the University and be asked to perform services beyond the normal scope of the student's employment, such as running a personal errand for a staff member.
- c. In all such cases, it must be clear that:
 - The student may decline to perform such additional services without any adverse consequences,
 - The student's choice to perform or not to perform such personal services shall have no impact or relationship to the continuation or evaluation of the student's regular University employment.

Even where there is no such relationship, employees are expected to exercise a high level of professionalism and caution when interacting with students or with graduate assistants. Avoid situations that may be misinterpreted by the student, graduate assistant, or other parties. Some examples would be:

- a. Avoid private social events such as a one-to-one dinner with a student.
- b. Do not share a hotel room with a student or graduate assistant when traveling for athletic or other events.
- c. Do not make inappropriate jokes.

Violations of this policy are unprofessional conduct and may be grounds for disciplinary action with consequences up to and including termination of employment for administrators or staff members or dismissal for cause in the case of faculty members.

There may be exceptional circumstances in which the spouse, partner, or family member of a faculty or staff member is a student at the University; or a relationship that pre-exists the enrollment in or employment at the University. Such exceptional circumstances or relationships must be reported to the Director of Human Resources and Change Management at the time of employment or enrollment. Under no circumstances will an employee be permitted to supervise another employee involved in such a relationship or a family member.

5.5 NEPOTISM POLICY

The University welcomes hiring all qualified individuals, including those of the same family or those with a close personal relationship with an employee. For purposes of this policy, relatives include those related by adoption, blood, or marriage, members of the same household, domestic partners, or individuals who share an intimate relationship.

- The University will not deny or give preferential treatment for employment to persons who are relatives.
- Relatives may be employed in the same or different departments of the University; however, no supervisory relationship can exist. Therefore, no employee shall participate in or attempt to influence any institutional decisions involving direct benefits such as but not limited to appointments, promotions, compensation, performance review, hours, leaves of absence, or awards of their relatives.

The University requires full disclosure of any relationship as defined in this policy to Human Resources and Change Management at the time of employment or at any time that it occurs in the course of employment.

5.6 REMOTE WORK POLICY

Remote-based employees are those whose work is routinely performed at a location other than a Virginia Union University (VUU) site. The Remote-Based Work Policy pertains to those who work from a non-VUU physical site. On a case-by-case basis, the division's Vice President and/or leadership must assess and approve a remote-based employee status. Such employees will be held to the same standard regarding deliverables as those physically present in the division. Employees who are and have been subjected to probation may not be approved to work remotely.

Remote and Telework are not entitlements and do not change the terms and conditions of employment with Virginia Union University. In some cases, the operational need may dictate the employees work remotely before completing a probationary period (if applicable). At the same time, some employees' job scopes will require they be campus-based, or they must come into a VUU site. The decision to offer remote-based work is reserved for Unit Heads with the approval of the Executive Vice President/Chief Operating Officer or the President/Chief Executive Officer.

- Remote-based employees must be available during the workday by phone, and the University's email and will be expected to utilize the University's websites, Microsoft Office 365, ADP, Jenzebar, and VUU learning system.
- Employees and supervisors must monitor performance through the 30-Day Plan.
- Employees will be expected to clarify work tasks, timeframe, benchmarks, and priorities and report outcomes of work by the 15th of every month.
- Remote-based employees are required to utilize their own equipment for work productivity, such as computers, internet access, phone, etc.
- The University does not assume liability for loss, damage, or wear of employee-owned equipment.
- Consistent with the organization's expectations of information security for employees working at any VUU's sites, remote-based employees will be expected to ensure the protection of all institutional data, including but not limited to proprietary information, personal and confidential information, FERPA-protected student records, confidential personnel information, WISP, HIPPA protected health information, intellectual property, and attorney-client communications.
- Remote-based employees are expected to adhere to the Password and Data Governance Policies. Remote employees are not to share passwords under no circumstances and are expected to protect passwords.
- The employee is responsible for ensuring non-employees do not access University data in print or electronic form. Steps include using locked file cabinets and desks, regular password maintenance, and any other actions appropriate for the job and the environment.
- Products, documents, and records are used, developed, or revised while remote-based work shall be copied or restored to the University's electronic record system. The maintenance of University records must be consistent with the University's policies.
- The employee will establish an appropriate alternative site for the work environment. VUU will **not** be responsible for costs associated with the initial setup of that alternative site, such as remodeling, furniture, or lighting, nor for repairs or modifications to the site's space.
- The University assumes no liability for injuries occurring at the alternative site.
- Remote-based employees who are not exempt from the overtime requirements of the Fair Labor Standards Act (FLSA) will be required to record all hours worked in a manner designated.

- The agreed-upon work schedule shall comply with FLSA regulations. For non-exempt employees, the supervisor must pre-approve hours more than the regular work schedule. Failure to comply with this requirement can result in the immediate termination of the telework agreement.
- Remote-based employees should consult with a tax expert to determine the tax implications of the remote site's workspace. The University will not provide guidance nor claim responsibility for any federal or state tax liability.

6.0 WORK HOURS AND PAYROLL

6.1 HOURS OF OPERATION

The hours of operations are at the discretion of the Vice President of the unit. All offices are expected to be open and ready for business. Forty-five (45) minutes are allowed for lunch. However, supervisors are given the flexibility to schedule the lunch break times for the team.

6.2 TARDINESS AND ABSENTEEISM

All employees are expected to report for work based on agreed-upon hours. 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 before the scheduled leave date. Failure to abide by this policy will result in appropriate sanctions. Similarly, tardiness will not be tolerated. Emergencies should be communicated to the supervisor consistently. Excessive tardiness or absenteeism will result in disciplinary actions, including termination of employment.

6.3 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 and APPROVED to schedule an hourly paid employee to work on an official University holiday, the employee will be paid at the normal rate for hours worked, plus holiday pay at the regular rate.

6.4 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.

7.0 LEAVE

7.1 ANNUAL AND SICK LEAVE

Virginia Union University grants paid annual leave for all full-time employees according to respective Compensation Plans as outlined in your employee appointment letter. VUU does not allow payments for remaining sick or annual leave at the time of separation. Requests for annual leave after notification of separation will not be accepted or approved. This policy supersedes all previous policies regarding separation payments. Any previous policies regarding separation payment have been retired.

ANNUAL LEAVE

Pay grades 1-3	112 Hours (14 days)
Pay grades 4-8	168 Hours (21 days)
Pay grades 9-16	240 Hours (30 days)

Employees can use sick leave for personal, physical, and mental well-being. Employees new to the organization receive **3 days (24 hours)** of annual leave during their 90-day onboarding period; **7 days (56 hours)** of sick leave are available immediately. This amount increases to amounts designated to the respective compensation plan upon completing the 90-day onboarding period. Annual leave is to be taken at a time 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. An employee must show proof to return to work from a licensed physician if the employee has been out for three (3) consecutive days or more.

Employees no longer accrue leave based on length of service.

- Unused sick leaves will roll over annually. Unused leave does not convert to cash when separated from the University.

7.2 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 upon recommendation of his/her supervisor. The employee must submit a return-to-work release from their physician upon returning to work.

7.3 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. Suppose you are a full-time employee and are called to jury or witness duty. In that case, the University will continue to pay the employee at the normal rate of pay, provided the remittance to the University any compensation that is received from the court for jury services, and reporting to work any days you are excused from duty. Civil leave will be granted upon presentation of official orders by the appropriate court.

7.4 MILITARY LEAVE

Any full-time employee 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 and a Letter Requesting Military Leave to the Human Resources and Change Management Department.

7.5 BEREAVEMENT LEAVE

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

7.6 VOTING TIME

All Virginia Union University 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 be permitted sufficient time off to vote at the discretion of his/her supervisor.

7.7 UNIVERSITY SCHEDULED PAID HOLIDAYS

The official paid holidays observed by Virginia Union University are:

Martin Luther King Day	Good Friday
Easter	Memorial Day
Labor Day	Independence Day
Winter Break	

The preceding Friday will be celebrated if any of the above holidays fall on a Saturday. If any of the above holidays fall on a Sunday, the following Monday will be celebrated. It is imperative 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 non-exempt employee to work on an Official University holiday, the employee will be paid at their normal rate for hours worked, plus holiday pay at their regular rate.

7.8 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 Department of Human Resources and Talent Management and on the University Human Resources and Talent Management website. The paperwork must be completed before departure. This policy is to provide employees with a general description of FMLA rights. In 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 Department of Human Resources and Change Management.

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 service member with a serious injury or illness) during 12 months 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.

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

- 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 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.

- The employee must have worked at least 1,250 hours during the 12 months 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.
- The employee must work in a worksite where 50 or more employees are employed by the University within 75 miles of that Department or worksite. The distance is to be calculated by using available transportation by the most direct route.

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:

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

An employee may take leave because of a severe 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 would result in a period of three (3) consecutive days of incapacity, with the first visit to the health care provider within seven (7) 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 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; childcare and school activities; financial and legal arrangements; counseling; rest and recuperation; post-deployment activities; and activities that arise out of active duty, provided the employer and employee agree, including the agreement on timing and duration of the leave.

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 service member over a 12-month period).

Procedure for Requesting FMLA Leave All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Department of Human Resources and Talent Management. Within five business days after the employee has provided this notice, the Department of Human Resources and Talent Management 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 Resources and Talent Management or visit the Department of Labor's website.

8.0 BENEFITS

Virginia Union University has established various employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens resulting from illness and disability and to help plan for retirement. This portion of the Employee Handbook contains a general description of the benefits to which you may be entitled as an employee of the University. Please understand 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 and Talent Management Department. To the extent 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 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 dependents, for benefits or 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 the provisions of the benefit plans described herein, including any health benefits that may be extended to retirees and 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. Please view the information on the website.

8.1 HEALTH INSURANCE

All full-time employees may enroll in our group health insurance plan, including hospitalization, medical, and surgical coverage. 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, they are responsible for paying the premium for his/her dependents through payroll deduction. Detailed information may be obtained from the Human Resources and Change Management Department.

8.2 EMPLOYEE ASSISTANCE PROGRAM

The University provides an Employee Assistance Program (EAP) that allows ALL 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.

8.3 TUITION ASSISTANCE PROGRAM

The Virginia Union University Tuition Assistance Program (VUU-TAP) is to provide financial assistance **up to 50%** to Virginia Union University full-time employees with at least one year of service and their dependents. The employee will need to be accepted into a program and work toward completing undergraduate degrees.

8.4 WORKPLACE INJURIES AND WORKERS' COMPENSATION

Virginia Union University's policy is to create and maintain a safe work environment. If an injury by accident or occupational disease occurs incident should be reported to the appropriate officials or the Human Resources and Talent Management department 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 seeking medical attention for a work-related injury, you must contact Human Resources and Talent Management.

9.0 TALENT MANAGEMENT PROCESS

9.1 30-DAY PLANS

Virginia Union University uses the 30-Day Plan to track all employee productivity and communications. The employees work with their supervisor to determine monthly work priorities during pre-meeting. Then 30-days later, the employee and supervisor have a post-meeting to reflect backward on performance and forward to plan the next month. The pre-and-post meeting is a managerial strategy to improve communication and productivity. Performance Evaluations are done annually; the performance evaluation ratings and work productivity are taken into consideration when making 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 assessments and determining employee eligibility for performance-based salary increases, the system's primary focus is on managing employee performance towards the achievement of expectations outlined in a monthly 30-day plan for each employee.

The 30-Day Planning process ensures that employees:

- Clear about work expectations and priorities
- Have specific metrics for projects and tasks
- Receive timely, continuous feedback about their performance

Supervisors and employees should hold a Pre-Meeting every 30 days of the performance cycle (or hiring) to review the existing work plan and to make revisions as needed for the new cycle. Supervisors also manage performance through day-to-day supervision, training, coaching, reinforcing, tracking actual performance, and informal discussions with the employees. The 30-day plans need to be kept in the correct evidence file for the division.

Performance functions, expectations, and appraisals are guided by the five-point rating scale:

Exceptional = 5	Performance is far above the defined job expectations. Performance exceeds expectations due to the effort and skills of the employee. The employee consistently does exceptional work, regularly going far beyond what is expected of employees in this job. Any performance not consistently exceeding expectations is minor or due to events not under the employee's control.
Exceeds Expectations = 4	Performance meets the defined job expectations and, in many instances, exceeds job expectations. The employee does a very good job. Performance exceeds expectations due to the effort and skills of the employee.
Meets Expectations = 3	Performance meets the defined job expectations. The employee performs according to expectations, doing a good job. The employee is doing the job at the level expected for employees in this position. Good performance is due to the employee's effort and skills.
Needs Improvement = 2	Performance may meet some, but not all, of the job expectations for that position. The employee performs the job at a minimal level, and improvement is needed to meet the expectations fully. 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 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.

9.2 DISCIPLINARY MATTERS

Virginia Union University strives to take a constructive approach to disciplinary matters to ensure 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 and Change Management will determine the appropriate level of discipline to be imposed, taking into consideration your work record, prior disciplinary record, the seriousness of the offense, and any mitigating circumstances. 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, co-worker, 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 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.
- Improper use of technology (phone, internet, social media, sharing passwords, etc.)
- Conduct that 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 represent the types of activities that are not intended to be comprehensive.

This policy does not alter in any way the employment "at-will" relationship between you and the University.

10.0 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.

- Discuss the problem with the immediate supervisor unless uncomfortable doing so. In the absence of a satisfactory adjustment or resolution within 10 working days, the employee may submit the problem in writing to the next supervisory level, who will investigate the matter and issue a decision.
- Within five (5) 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 and Change Management. The decision of the President or his designee will be final.

11.0 OFF-BOARDING PROCESS

11.1 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 must officially accept the resignation and agree to the terms of the resignation. 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) weeks' 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.

11.2 DISMISSAL

Neither this Handbook nor any other University document confers any contractual right, 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 by the University at will, with or without cause and prior notice. 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 or to make any agreement contrary to the above.

11.3 SEPARATING EMPLOYEE POLICY

It is the policy of the University to require all separate employees to complete the exit interview process. Employee exit requires the completion of the Exiting Process with Human Resource and Change Management.

12.0 TECHNOLOGY

12.1 PASSWORDS

All employees are required to have a unique password. The password should not be shared with others and should be changed as required.

12.2 TRAINING AND CERTIFICATION

All employees are required to complete any training required for their position (e.g., New Employee Orientation, Six Sigma – White Belt, and Jenzebar Module) during the 30-day onboarding experience. If you are considered a Jenzabar module manager (i.e., Director, Program Coordinators, etc.), you must have a certification and a clear understanding of the module before starting. No employee will receive access to the system without completing the required certification. A copy of the successful completion of the course and/or certification should be provided to HRCM.

12.3 TELEPHONE AND E-MAIL USAGE

Virginia Union University's telephones are intended for the use of official University businesses. The University's internet and e-mail programs are intended to serve our students and conduct University business. The 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 right 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 to personal privacy in any matter stored in, created, received, or sent over the University's e-mail system.

12.4 SOCIAL MEDIA

This policy provides guidance for Virginia Union University (VUU) employee use of social media, which should be understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner. We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and coworkers worldwide. However, the use of social media also presents certain risks and carries with it specific responsibilities. To assist you in making responsible decisions about your use of social media, establish these guidelines for appropriate use.

The same principles and guidelines found in VUU policies and core values apply to your activities online. You are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards involved. Any of your conduct that adversely affects your job performance, the performance of fellow associates, or otherwise adversely affects members, customers, suppliers, people who work on behalf of VUU, or VUU's legitimate business interests may result in disciplinary action up to and including termination. Inappropriate postings that may include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Refrain from using social media during work time or on equipment provided unless it is work-related as authorized by your manager. Do not use your VUU e-mail addresses to register on social networks, blogs, or other online tools utilized for personal use.

Remember to exercise sound judgment and common sense; if there is any doubt, do not post it. If you are uncertain about how to respond to a post, send the link to communications@vuu.edu, and our Strategic Communications team will help you with the best way to respond.

13.0 SAFETY

13.1 IDENTIFICATIONS

Employees are required to obtain a VUU Identification card at no charge. A replacement card does have a fee attached based on the Tuition and Fee Schedule. If lost or stolen, please report to VUU Police immediately.

13.2 EMERGENCY PREPAREDNESS

A major disaster can occur at any time and place on Virginia Union University's campus, covering 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 an emergency. The Emergency Preparedness Plan can be found on VUU.edu homepage.

Virginia Union University offers a free emergency alert text messaging service. This optional service will be used only for emergencies and advisories about Closings, Weather, etc. In an emergency, you will receive a text message advising you of the situation. This service is open to everyone * **Please note that all VUU ENS messages will automatically be sent to your VUU email account****** **Virginia Union University's Emergency Notification System**: You will be required to use your VUU email address to access the signup page; check the website.

When inclement weather creates conditions under which there might be a question as to whether the University will operate normally, 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 the local public media. To receive campus alerts, register on the University's website at Emergency Alert System.

Official notification to alter the work schedule because of hazardous conditions will be made through the Office of the President. When employee 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.

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

13.3 WORKPLACE VIOLENCE

Virginia Union University strongly commits 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. 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, briefcases, personal bags, personal toolboxes or tool kits, parking lots, and personal vehicles parked on University premises.

13.4 SAFETY AND SECURITY

Security of personnel and University property is of the utmost importance. Each employee is responsible for his/her workspace and must ensure at the close of each workday that doors, windows, and equipment are properly secured. Lost keys should be reported promptly. Personal items such as purses should always be carried out or secured out of sight. Please familiarize yourself with the security and safety regulations of your Division and the University, and adhere to them to safeguard yourself, your coworkers, and University property.

Employees entering buildings at hours other than the standard working hours (Monday through Friday) must notify their supervisor and the Office of Campus Police upon entering and departing the building.

13.5 FIRE PREVENTION

Every employee has a 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.

13.6 TRAFFIC AND PARKING REGULATIONS AND VEHICLE REGISTRATION

Parking permits are available during the fall and spring semesters. Parking restrictions may change throughout the year due to space availability, construction, or access; however, permit subscribers will be notified in the event of such changes. Each parking subscriber will be issued (one) parking permit.

After completing the Parking Permit Form, all permits can be picked up based on the instructions provided. There is a fee for some parking spaces to contact the Transportation Director. To be eligible for university parking privileges, a community member must have no outstanding university parking penalties or unpaid violations and own a current/valid VUU ID. Visitors may be required to complete information upon arriving on campus. Visitors must check-in at the security booth located on Graham Road before entering campus.

14.0 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, performing work for, or on the properties of Virginia Union University is prohibited. Any student, employee, or campus visitor who has violated this policy will be subject to appropriate disciplinary action, 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 are located on VUU's homepage under Drug-Free Workplace Policy (DAPP).

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.

The welfare and success of Virginia Union University depend on the physical and emotional health of all its students and employees. The abuse of drugs and alcohol poses a serious threat to all members of the Virginia Union University family. Commonly abused and improperly used drugs and substances include, among others,

alcohol, painkillers, sedatives, stimulants, and tranquilizers, as well as marijuana, cocaine, and other illegal drugs. It is the responsibility of students and employees to maintain a safe, healthy, and efficient living and learning environment. For that purpose, Virginia Union University has adopted the following policy:

The unlawful possession, use, manufacture, distribution, or dispensing of a controlled substance while enrolled at, 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, including expulsion or termination and/or referral for criminal prosecution.

The use of alcohol while on the properties of Virginia Union University is prohibited except when authorized by the University at designated functions. Virginia State Law prohibits purchasing, possessing, or consuming beer, wine, or distilled spirits by persons under twenty-one years of age. Virginia State Law also prohibits purchasing, purchasing, or serving of alcohol to individuals who are not of legal age for possessing or consuming alcoholic beverages, whether in primary or secondary containers, in licensed public areas. Virginia Union University prohibits the sale, possession, or consumption of alcoholic beverages by its students, administrators, faculty, and staff on University-owned or controlled properties.

14.1 SMOKING POLICY

Virginia Union University (VUU) is committed to providing a healthy environment on campus. We recognize the serious health implications of the direct and indirect use of tobacco products and our responsibility to promote the health and well-being of our students, employees, and visitors. As a leader in the community, VUU strongly discourages using tobacco, nicotine, and marijuana products. VUU is committed to offering helpful smoking cessation and wellness resources to our students, staff, and faculty.

- This policy is for all VUU employees, students, vendors/contractors, and visitors to our campus.
- Virginia Union University supports and is committed to wellness and a healthy environment. No person shall smoke, chew, or otherwise use tobacco, tobacco products, tobacco-derived or smoking simulation products or devices, and/or alternative nicotine, products on, in, or upon property owned or leased by Virginia Union University.

- Marijuana is not permitted anywhere on campus property or at any campus-sponsored events. The use of marijuana includes, but is not limited to, smoking in any form or any edible form. Marijuana smoking or use of marijuana is prohibited in any private vehicle, any college-owned vehicle, or any vehicle located on college property.
- This policy does not include any cessation product specifically approved by the US Food and Drug Administration for use in treating nicotine or tobacco dependence. (See exemption for FDA-approved cessation products in the definition of alternative nicotine products below.)

15.0 WORKPLACE COMMITMENT

15.1 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT POLICY

Virginia Union University provides equal employment opportunities to all employees and applicants for employment. 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 including recruiting, hiring, promotion, termination, layoff, transfer, leave of absence, and training, 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 the University to provide reasonable accommodation to a qualified individual with a disability to enable such an 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, the job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, reassignment, and promotions.

15.2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Virginia Union University is committed to providing its employees with a productive work environment 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, coworkers, or non-employees with whom Virginia Union University conducts business.

To ensure no employee is subjected to discrimination, retaliation, or harassment, Virginia Union University 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 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 an employee's terms or conditions of employment based on the employee's refusal to submit to such conduct. Virginia Union University 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).

15.3 TITLE IX POLICY STATEMENT

The University complies with Title IX of the Higher Education Amendments of 1972, 20 USC. § 1681 et seq. ("Title IX"), which prohibits discrimination based on 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 the US Department of Education's Office for Civil Rights. Information regarding the University's Title IX Program is located on VUU's homepage under Human Resources/Title IX. You can contact Human Resources and Talent Management if you need to report a Title IX incident.

If you are an employee who believes you have been subjected to sexual misconduct, including sexual assault, sexual violence, sexual harassment, dating violence, and stalking by a University student, by University faculty or staff, or any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator at titleix@vuu.edu.

15.4 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 at [Virginia Union University Title IX Sexual Misconduct Policy and Procedures | Virginia Union University \(vuu.edu\)](#).

15.5 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.

Reporting Responsibility: All employees must comply with and report violations or suspected violations of the VUU's Ethical Standards, VUU policies, or laws in accordance with this policy.

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 before seeking resolution outside the University.

Reporting Violations: Employees should share their questions, concerns, suggestions, or complaints with someone who can address them adequately. In most cases, employees, contractors, and volunteers should report to the Human Resources and Talent Management Director. However, if an employee is not comfortable speaking with the Human Resources and Talent Management Director or is not satisfied with the response, that employee is encouraged to report to any Director or Vice President of the University.

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 act in good faith and have reasonable grounds for believing the disclosed information 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 the knowledge that they were false will be treated as a serious disciplinary offense.

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

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 occurs within

two weeks after the Human Resources and Change Management Director, or a University official has received the complaint or report. The President of the University shall be informed of all such complaints or reports.

15.6 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 regarding 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 accommodated without creating an undue hardship or causing a direct threat to workplace safety, an individual will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety, and wellbeing 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 and Change Management 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 regarding 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.

ALMA MATER

Union, we'll e'er revere the cause for which you stand,
Union! Majestic light, send rays throughout the land;
Thy hallowed grounds and dear old walls,
 May they forever be,
Dear Union, we still love thee;

Thy hallowed grounds and dear old walls,
 May they forever be,
Dear Union, we still love thee.
O, for the happy hour we spend
On that cherished and sacred hill;
Our "Dream of Joy" to us attends,
 With truth and virtue to instill;
Thoughts of by-gone days at thy shrine
Fill my raptured soul with ecstasy,
Alma Mater, my praises are thine!
You are God's gift to humanity.

Union, we'll e'er revere the cause for which you stand,
Union! Majestic light, send rays throughout the land;
Thy hallowed grounds and dear old walls,
 May they forever be,
Dear Union, we still love thee;
Thy hallowed grounds and dear old walls,
 May they forever be,
Dear Union, we still love thee.

William H. Yancey
Class of 1932