



The Promise of a Limitless Future™
Richmond, Virginia

2020-2021 Employee Handbook

TABLE OF CONTENTS

1.0 INTRODUCTION	2
1.1 HISTORY	3
1.2 VISION STATEMENT	4
1.3 MISSION STATEMENT	4
1.4 CORE VALUES	4
1.5 EMPLOYEE CULTURE	4
2.0 EMPLOYMENT	5
2.1 THE OFFICE OF HUMAN RESOURCES AND TALENT MANAGEMENT	5
2.2 AT-WILL EMPLOYMENT	5
2.3 REFERENCE CHECKS	5
2.4 CHANGES IN PERSONAL DATA	5
2.5 PROBATIONARY PERIOD	6
3.0 ETHICAL STANDARDS	6
3.1 ETHICAL STANDARDS	6
3.3 NURSING MOTHER ACCOMMODATION POLICY STATEMENT	8
3.4 WORK DRESS CODE*	8
3.5 ISSUANCE OF KEYS*	8
3.6 SOLICITATIONS OF EMPLOYEES	8
4.0 EXTERNAL EMPLOYMENT*	8
5.0 Non-Disclosure and Confidentiality Agreement*	9
6.0 NON-FRATERNIZATION POLICY*	10
7.0 TYPES OF NON-ACADEMIC APPOINTMENTS	13
7.1 NON-EXEMPT EMPLOYEES	13
7.2 OVERTIME	14
7.3 EXEMPT/SALARIED EMPLOYEES	14
7.4 REMOTE WORK POLICY*	14
8.0 WORK HOURS AND PAYROLL	16
8.1 HOURS OF OPERATION	16
8.2 TARDINESS AND ABSENTEEISM	16
8.3 HOLIDAY PAY	16
8.4 GARNISHMENT OF PAY	16
9.0 LEAVE	16
9.1 ANNUAL AND SICK LEAVE	16
9.2 SICK LEAVE WITHOUT PAY	17
9.3 CIVIL LEAVE/JURY DUTY	17
9.4 MILITARY LEAVE	17
9.5 BEREAVEMENT LEAVE	17
9.6 LEAVE SLIPS	17
9.7 VOTING TIME	18
9.8 UNIVERSITY SCHEDULED PAID HOLIDAYS*	18
9.9 FAMILY AND MEDICAL LEAVE ACT POLICY	18
10.0 BENEFITS	21
10.1 HEALTH INSURANCE	21
10.2 DENTAL AND VISION INSURANCE	21
10.3 LIFE INSURANCE	22
10.4 DISABILITY INSURANCE	22
10.5 FLEXIBLE SPENDING PLAN	22
10.6 RETIREMENT PLANS	22
10.7 EMPLOYEE ASSISTANCE PROGRAM	22
10.8 TUITION ASSISTANCE PROGRAM (TAP)	22

10.9 WORKPLACE INJURIES AND WORKERS' COMPENSATION	23
<i>11.0 TALENT MANAGEMENT PROCESS</i>	23
11.1 30-DAY PLANS*.....	23
11.2 DISCIPLINARY MATTERS.....	24
<i>12.0 GRIEVANCE PROCEDURE</i>	25
<i>13.0 OFF BOARDING PROCESS</i>	26
13.1 RESIGNATION	26
13.2 DISMISSAL	26
13.3 SEPARATING EMPLOYEE POLICY.....	26
<i>14.0 TECHONOLGY</i>	26
14.1 PASSWORDS	26
14.2 TRAINING AND CERTIFICATION*	26
14.3 TELEPHONE AND E-MAIL USAGE	27
14.4 SOCIAL MEDIA.....	27
<i>15.0 SAFETY</i>	29
15.1 IDENTIFICATION*	29
15.2 EMERGENCY PREPAREDNESS	29
15.3 WORKPLACE VIOLENCE	30
15.4 SAFETY AND SECURITY	30
15.5 FIRE PREVENTION	30
15.6 TRAFFIC AND PARKING REGULATIONS AND VEHICLE REGISTRATION	31
<i>16.0 DRUG-FREE WORKPLACE POLICY - DRUG AND ALCOHOL POLICY AND PROCEDURES (DAPP)</i>	32
16.1 DRUG-FREE ENVIRONMENT POLICY	32
16.2 SMOKING POLICY	32
16.3 ALCOHOL POLICY.....	33
<i>17.0 NEPOTISM POLICY</i>	33
<i>18.0 WORKPLACE COMMITMENT</i>	34
18.1 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT POLICY	34
18.2 NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY	34
18.3 TITLE IX POLICY STATEMENT.....	35
18.4 SEXUAL MISCONDUCT POLICIES AND PROCEDURES.....	36
18.5 WHISTLEBLOWER AND NON-RETALIATION POLICY	36
18.6 AMERICANS WITH DISABILITIES ACT POLICY STATEMENT	37

* Notates updates/modifications to policy

A Special Greeting from the President



Dear Colleagues,

Welcome to the 2020-2021 academic year. I invite the employee to explore the broad array of practices and programs made available to employees of Virginia Union University. This employee handbook is designed to be a road map to professional success at VUU. A focus on direction and understanding the path forward is important because our goal is to be recognized as a Best in Class institution of higher learning. That goal includes the recruitment and hiring of skilled professionals like the yourself.

VUU's 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 the employee have any questions concerning the information provided in this Handbook, please contact the Office of Human Resources and Talent Management at AskHR@vuu.edu.

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

With Panther Pride,

A handwritten signature in black ink, appearing to be 'HJL', with a long horizontal line extending to the right.

Hakim J. Lucas, Ph.D.

President and CEO

1.0 INTRODUCTION

As a Virginia Union University (VUU) employee, the employee join the many dedicated men and women who make up our University family. Like the employee, 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 employee, regardless of the job classification, is a crucial member of the Virginia Union University team.

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

This Handbook has been prepared to acquaint the employee with the applicable policies and procedures, practices, and benefits of Virginia Union University. It is intended to provide information that will be helpful during employment. Virginia Union University expects the employee to take the time to read it and become familiar with its contents. This current edition is effective August 15, 2020, 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, or assurance of employment or any right to any employment-related benefit or procedure.** If the employee has any questions, please forward them to the Human Resources and Talent Management Office. All items referenced in this Handbook are expected to adhered to at all times; failure to do so could result in termination.

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 can be altered, modify, or amend the “at-will” nature of this employment relationship. See http://www.vuu.edu/human_resources.aspx.

1.1 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 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.

PRESIDENTS OF THE UNIVERSITY

Throughout her illustrious history, Virginia Union University has enjoyed the leadership of distinguished and committed persons. The 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 Grandford Perkins	2009-2017
Dr. Joseph Johnson (Acting)	2017-2017
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, to being one of the first ten HBCUs to be founded in the nation.

1.2 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 the development of leaders for tomorrow.

1.3 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.

1.4 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: **I**nnovation, **S**piritual Formation, **I**ntegrity, **D**iversity & Inclusion, and **E**xcellence. VUU welcomes the employee IN.S.I.D.E VUU.

1.5 EMPLOYEE CULTURE

a. *Working*: VUU employees are 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*: This particular factor is the evidencing of the work, documentation of process and practice. This, ultimately, is the product or effort to yield the product--how, when, why, where, etc.

c. *Reflecting*: 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*: This is the " who or which constituent partner(s) are responsible for specific activities, actions of efforts. It includes compliance to expectation and deliverables alike.

2.0 EMPLOYMENT

2.1 THE OFFICE OF HUMAN RESOURCES AND TALENT MANAGEMENT

The Office of Human Resources and Talent Management (HRTM), functions are to serve the best interests of both the employee and the University. The HRTM Director and employee are responsible for implementing University personnel policies, recruitment, orientation, training, employees' records, employee benefits, and ensuring that the employee provide appropriate documentation for the University's payroll office. If the employee need information or counsel, members of the HRTM employee are available for assistance at 804.257.5721 or at AskHR@vu.edu.

2.2 AT-WILL EMPLOYMENT

It is important 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 **employment with Virginia Union University is "at-will."** This means that both the employee and Virginia Union University have the right to end 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 REFERENCE CHECKS

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

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 Human Resources and Talent Management.

2.4 CHANGES IN PERSONAL 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 the supervisor and the Office Human Resources and Talent Management of these changes.

2.5 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, the employee is unable to adapt successfully to the requirements of the position, the department, or the University, the employment can be terminated immediately. The supervisor may offer advice and counseling when a problem becomes apparent but is not required to do so. The employee 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. The employee may be placed on probation for a designated period to correct any item(s) relative to inadequate performance or improper behavior that has been brought to the employee's 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 for any reason immediately without first placing the employee on probation. If the employee is placed on probation for a specific amount of time, Virginia Union University reserves the right to terminate the employee at any time before the conclusion of the probationary period with or without cause.

The probationary period is time for the employee and supervisor to pay particular attention to performance progress. After successfully completing a probationary period, the employee will be subject to the normal rules of discipline and performance appraisal discussed elsewhere in this Handbook. Please note that under these provisions the employee 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 own 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 Talent

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 suggest 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 up to and including termination of employment.

3.2 CLEANING/DISINFECTING PROTOCOLS*

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

Individuals are expected to perform disinfecting of the 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 the personally used furnishings/equipment in the offices, classrooms, labs, lounges, breakrooms i.e. desktops, chairs, files, computers, telephones, microwaves, etc., if supplies are needed they can contact the Facilities Department.

3.3 NURSING MOTHER ACCOMMODATION POLICY STATEMENT

Upon return to work after the birth of a child for up to two years thereafter, 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 the own private office if they choose. Nursing Mothers are responsible for the storage of the expressed milk while on campus.

3.4 WORK DRESS CODE*

VUU believes that 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 not only for students but also for 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 appropriate for the situation, and dress accordingly when hosting or attending meetings or during business training, seminars, or any other contact with the public. 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.

3.5 ISSUANCE OF KEYS*

Keys to university buildings and specific rooms are issued by the Vice President of the Division. No university keys are to be duplicated by a private business. A lost key is to be reported to the Facilities Department at once so a replacement key can be issued. The employee will be charged \$150 per lost key. Employees are not allowed to change locks.

3.6 SOLICITATIONS OF EMPLOYEES

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

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 the 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 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 to the Director of Human Resources. 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 employee's efficiency in performing his/her primary work obligation.

All regular or continuing outside employment opportunity acquired by a full-time VUU employee during the regular work year requires notification to the University. Full-time employees, who are engaged in regular or continuing outside employment, are under an obligation to report such employment annually and/or on a continuous basis for the duration of the outside employment to the Director of Human Resources.

NOTE: The intention of this policy is to differentiate between outside employment that may be regular or continuing and therefore requires disclosure. The following are examples of outside employment activities that may be classified as "regular or continuing" are given in order to illustrate the intent of the policy and are not meant to be an exhaustive listing of such activities.

- Any teaching assignment at another educational institution except for a single or limited number of 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 complete the form found on the HR website for reporting outside employment status for full-time employees. The reporting of outside employment should contain enough specific information to help the Human Resources and Talent Management Office make a determination.

5.0 Non-Disclosure and Confidentiality Agreement*

As an employee, consultant, contractor, volunteer, or other designated individual who conducts business on behalf of Virginia Union University, I acknowledge that I may have occasion to come into the knowledge and/or possession of confidential and/or proprietary relating to VUU's business ("Confidential Information"). For purposes of this Non-Disclosure and Confidentiality

Agreement, Confidential Information includes, without limitation, VUU's financial information or plans; marketing information or plans; business or strategic plans; personally identifiable information relating to students, employees, consultants, applicants, and/or donors; cost and pricing information; research and/or analysis; trade secrets; information concerning new or potential investments; and proprietary systems or software. In exchange for my new or continued employment or engagement with the University, I hereby agree to follow University rules for the protection of University information to which I have access to, and I agree to keep such information private and confidential. Confidential Information does not include information already available to the public through no act of mine, nor does it include salary or other personnel information specific to me.

I understand that Confidential Information that I receive by virtue of my employment or engagement with the University is the sole property of the University, is private and confidential, and is available to me solely because of my relationship with the University. I agree that I will not access, use, copy, or disclose Confidential Information to any person or entity except as required for the performance of my official duties for Virginia Union University. Upon termination of my employment or engagement with VUU, for whatever reason, I agree to promptly deliver to VUU all documents, equipment, property or materials of any type, including copies, in my possession, custody, or control that belong to VUU, and/or that contain, in whole or in part, any Confidential Information. I further agree that any use of any Confidential Information in violation of this Agreement will cause irreparable injury to the University for which it would have no adequate remedy at law. Accordingly, the University shall be entitled to immediate injunctive relief prohibiting any violation of this Agreement, along with its attorneys' fees and costs, in addition to any other rights and remedies available to the University. I understand that this Agreement shall remain in full force and effect both during and after my employment or engagement with the University. Furthermore, I am aware that my access to confidential information may be audited. Failure to comply with this Agreement will result in disciplinary action up to and including termination in compliance with the personnel policies of the University and applicable laws.

6.0 NON-FRATERNIZATION POLICY*

Virginia Union University strongly believes that the work environment is to remain respectful, fair, and free of unlawful harassment or discrimination, and employees must maintain clear boundaries between acceptable conduct and behavior to eliminate favoritism, protect the integrity of the University, and minimize sexual harassment and other related claims. Although this policy does not prevent the development of friendships or romantic relationships between co-workers, it does establish boundaries as to 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 applicable Virginia statute concerning the employment relationship.

1. The provisions of this policy apply regardless of the sex, age, sexual orientation, or other characteristics 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 with regard to undergraduate students enrolled at the University, and as students with regard to 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 strictly prohibited from engaging in physical contact that would 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 co-workers to adversely affect the work environment of others, as determined in VUU's sole discretion, will be subject to VUU's disciplinary policy.
9. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create workplace problems. An exception to this guidance, however, is romantic or sexual relationships between supervisors and subordinates.
10. Any supervisor, manager, executive, or other University official at VUU must disclose the existence of a romantic or sexual relationship with another co-worker. Disclosure must be made to the Director of Human Resources. HR 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 co-worker, 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 can influence the other or take action 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 to accept a reasonable solution, such refusal will be deemed a resignation.

12. Failure to cooperate with VUU to resolve a conflict or issue caused by a romantic or sexual relationship between co-workers or among managers, supervisors, executives, or others in positions of authority in a mutually agreeable manner may be deemed insubordination and 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.

Student Contact

There are circumstances in which employees' work with students have other potential for the exploitation of the students. They are as follows:

- 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 that are beyond the normal scope of the student employment; running a personal errand for a staff member for example.
- c. In all such cases, it must be clear that:
 - The student may decline to perform such additional services without any adverse consequences,
 - If accepted, the student must provide the assistance voluntarily and receive a fair wage for those personal services, and
 - 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 relating favors to grades or other recompense.

Violations of this policy are considered to be 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 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.

Violations of this policy are considered to be 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.

7.0 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 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 the 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 approved hours worked in excess of 40 hours per workweek.

Part-time Employees

Part-time employees are classified as exempt or non-exempt, depending of the 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, such as dental and vision. Part-time employees do not accrue annual or sick leave, however, leave may be granted by the supervisor, but it will be leave without pay.

7.1 NON-EXEMPT EMPLOYEES

All non-exempt employees are required to record the 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 exempt employees are to complete and sign a time card, certifying that the hours recorded are the hours actually worked. Employees should be sure to mark any absences and indicate the

reason for them on the time card. The time card must then be forwarded to the supervisor for verification and approval. Under no circumstances are employees to complete or sign a time card for another employee, nor is another employee allowed to complete or sign the time card (the same rule applies for punching in or out on the time clock.). All time cards must be signed by the appropriate supervisor and forwarded to the Payroll Office. **Direct deposit is strongly recommended.**

7.2 OVERTIME

Full-time (FT) non-exempt are required to work (40) hours per week. However, the unit supervisor may require the employee to work 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 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.

7.3 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 the 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.

Employees are paid every other week. If a payday falls on a holiday or weekend, paychecks will be distributed the preceding workday. The employee's salary is issued by check or directly deposited into the employees 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.**

7.4 REMOTE WORK POLICY*

Remote-based employees are those whose work is routinely performed at a location other than a Virginia Union University (VUU) site. This policy is for those who work from home or an alternate site on a full-time basis. Remote work will be assessed and approved by the area Vice President and leadership on a case-by-case basis and will be subject to the operational needs of the department/division. Employees who are on or who have completed probation may not be approved to work remotely. In some cases, the operational need may dictate that the employees work remotely before completing a probationary period (if applicable). At the same time, some employee's job scopes will require that they be campus-based or that they have to come into a VUU site. Remote and Telework is not an entitlement, and it in no way changes the terms and conditions of employment with Virginia Union University.

- The decision to offer remote-based work is reserved for the Division Vice President, the Executive Vice President and COO, and the President and CEO or his/her designee.
- Remote-based employees must be available during the workday (e.g., by phone, email, websites, Microsoft Office 365, and VUU learning system can be accessed remotely or through a web-based platform).
- Employees and supervisors must monitor performance every 30-days through the employee 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 provide their own equipment, 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 the office, 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, HIPPA protected health information, intellectual property and attorney-client communications.
- The employee is responsible for ensuring that non-employees do not access University data, including in print or electronic form. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other steps appropriate for the job and the environment.
- Products, documents, and records that are used, developed, or revised while remote-based work shall be copied or restored to the University's computerized record system. Maintenance of University records must be consistent with the University record retention rules and policy.
- The employee will establish an appropriate work environment within his or her home for work purposes. VUU will not be responsible for costs associated with the initial setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a work station designed for safe, comfortable work.
- The University assumes no liability for injuries occurring in the employee's home workspace outside of work hours.
- 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 by the University.
- Remote-based employees will be held to the same standard of compliance as campus-based employees. The agreed-upon work schedule shall comply with FLSA regulations. For non-exempt employees, hours in excess of the regular work schedule must be pre-approved by the supervisor. 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 a home office. The University will not provide guidance nor claim responsibility for any Federal or State tax liability.

8.0 WORK HOURS AND PAYROLL

8.1 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.

8.2 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 prior to the scheduled leave date. Failure to abide by this policy will result in appropriate sanctions. In like manner, tardiness will not be tolerated. Emergencies should be communicated to the supervisor on a consistent basis. Excessive tardiness or absenteeism will result in disciplinary actions up to and including termination of employment.

8.3 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.

8.4 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.

9.0 LEAVE

9.1 ANNUAL AND SICK LEAVE

Virginia Union University grants paid annual leave for all full-time employees according to respective Compensation Plans as outlined in the employee appointment letter.

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 wellbeing. Employees new to the organization receive **3 days (24 hours)** of annual leave during the 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.

Employees no longer accrue leave based on length of service.

- Unused sick leaves will rollover annually. Unused leave does not convert to cash when moving on from the University.

9.2 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.

9.3 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. If the employee is a full-time employee and is called to jury or witness duty, the University will continue to pay the employee at the normal rate of pay, provided remittance to the University any compensation that the employee receives from the court for jury services, and the employee reports to work any day the employee is excused from duty. Civil leave will be granted upon presentation of official orders from the appropriate court.

9.4 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, the employee should notify the supervisor and submit a copy of the orders together with a Letter Requesting Military Leave to the Registrar's Office.

9.5 BEREAVEMENT LEAVE

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).

9.6 LEAVE SLIPS

All employees must complete a leave form through MyVUU when requesting any leave with or without pay. Leave request and annual leave should be completed by the employee.

9.7 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, at the discretion of his/her supervisor, be permitted sufficient time off to vote.

9.8 UNIVERSITY SCHEDULED PAID HOLIDAYS*

The official paid holidays observed by Virginia Union University are:

- Martin Luther King Day
- Memorial Day
- Labor Day
- Thanksgiving Day (2 days)
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day

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 non-exempt employee to work on an Official University holiday, the employee will be paid at the normal rate for hours worked, plus holiday pay at their regular rate.

9.9 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 Talent Management and on the website. The paperwork has to be completed prior to the leave. This policy is to provide employees with a general description of the 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 the employee has any questions, please contact the Office of Human Resources.

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 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.

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 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.
- 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 office 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 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; childcare 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.

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 Office of Human Resources. Within five business days after the employee has provided this notice, the Office 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 Resource Department or visit the Department of Labor's website at <http://www.dol.gov/whd/fmla>.

10.0 BENEFITS

Virginia Union University has established a variety of employee benefit programs designed to assist the employee and eligible dependents in meeting the financial burdens that can result from illness and disability, and to help plan for retirement. This portion of the Handbook contains a very general description of the benefits. Please understand that this general explanation is not intended to, and does not, provide the employee with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. The employee rights can be determined only by referring to the full text of the official plan documents, which are available for the employee examination in the Human Resources and Talent Management Office. 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 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 of 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.

10.1 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 for paying the premium for his/her dependents through payroll deduction. Detailed information may be obtained from the Human Resources and Talent Management Office.

10.2 DENTAL AND VISION INSURANCE

The University provides employees with dental and vision insurance. (For more information, contact the Human Resources and Talent Management Office. **An employee cannot terminate or change medical, dental, or vision coverage during midyear, unless a life changing event takes place.**

10.3 LIFE INSURANCE

All full-time employee 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. For additional details on this benefit, please contact the Office of Human Resources.

10.4 DISABILITY INSURANCE

All full-time employee members are enrolled in the University's short and long-term disability insurance plans. Premiums for short and long-term disability insurance plans are paid by the University. Additional information may be obtained from the Human Resources and Talent Management Office.

10.5 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 and Talent Management Office.

10.6 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. Detailed information may be obtained from the Human Resources and Talent Management Office.

10.7 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.

10.8 TUITION ASSISTANCE PROGRAM (TAP)

The purpose of the Virginia Union University Tuition Assistance Program (VUU-TAP) is to provide financial assistance to employees 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 employees of the University, the expectation is that employees 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.

10.9 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 the supervisor by the end of the shift on which the injury occurred. If the employee is going to seek medical attention for a work-related injury, the employee must contact Human Resources.

11.0 TALENT MANAGEMENT PROCESS

11.1 30-DAY PLANS*

Virginia Union University uses the 30-Day Plan to track employee productivity and communications. The employee will work with the 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.

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 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 the day to day supervision, training, coaching, reinforcing, tracking actual performance, and informal discussions with the employee.

The Performance Management System applies to 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.
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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.
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 fail 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.

Performance Evaluations are done annually 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 successful achievement of expectations outlined in a monthly 30-day plan for each employee.

11.2 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, the employee, supervisor and/or Human Resources and Talent Management will determine the appropriate level of discipline to be imposed, taking into consideration the employees 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 the employees' 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 which may endanger the wellbeing 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 which reflects adversely on the employee 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 is not intended to be comprehensive. This policy does not alter in any way the employment “at-will” relationship between the employee and the University.

12.0 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 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 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.

13.0 OFF BOARDING PROCESS

13.1 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 has to 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) 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.

13.2 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 employment. The 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.

13.3 SEPARATING EMPLOYEE POLICY

It is the policy of the University to require all separating employees to complete the exit interview process. The employee exit requires the completion of the employee Separation Form and an Exit Interview with the Director/Staff Member of Human Resources and Talent Management.

14.0 TECHNOLOGY

14.1 PASSWORDS

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

14.2 TRAINING AND CERTIFICATION*

All employees are required to complete any training required for the position (e.g., New Employee Orientation, Six Sigma – White belt, and Jenzebar Module) during the 30-day onboarding experience. If the employee is considered a Jenzabar module manager (i.e., Director) the employee are required to have a certification and clear understanding of the module

before starting. No employee will receive access to the system without completing the required certification.

14.3 TELEPHONE AND E-MAIL USAGE

Virginia Union University's telephones are intended for the use of official University business. 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.

14.4 SOCIAL MEDIA

Policy

For the purpose of this policy, social media is defined as any online interactive tool, which encourages participation, interaction and exchanges. New forms of social media appear on a regular basis. Currently, they include Facebook, Flickr, Instagram, TikTok, YouTube, LinkedIn, Snapchat and Twitter, as well as blogs, discussion forums, instant messaging and any website which allows public commenting or posting.

This policy applies to all employees and students and to any personal communications within a social media platform, which directly or indirectly reference the University. Additionally, this policy applies to social media communications made at any time, whether privately or publicly, and from anywhere, including away from campus and on personal devices, whether to an individual, to a limited group, or the world.

The University is committed to fostering an educational environment that allows for freedom of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, the University will not tolerate any activity or posting that precludes First Amendment protection such as any unlawful, defamatory, or obscene (as defined by Virginia and federal law) activity or posting. The University reserves the right to refer social media activity to the applicable social media platform and/or appropriate authorities for appropriate action.

The University acknowledges that employees and students may use social media in their private lives and for personal communications. Personal communications are those made on, or from, a private social media account, such as a personal page on Facebook or a personal blog. In all cases where a private social media account is used, which identify the University, it must be made clear that the account holder is a student at the University to avoid the impression that views expressed on or through that social media account are made on behalf of the University. Recommended language may include "The thoughts, opinions as expressions of this account are my own and do not represent the university in which I am currently enrolled."

Employee Use – When using social media as a part of their official duties, and/or when presenting oneself in social media settings as a university representative, employees must comply with applicable University policies governing employee behavior and acceptable use of electronic and information resources.

Definitions

Social Media: A software system or service provided via the Internet used to communicate and share information between people through interactions with video, audio, text or multimedia. Examples include, but are not limited to: Facebook, Twitter, Google Plus, Flickr, Pinterest, Tumblr, Instagram, LinkedIn, YouTube, WordPress, petition sites and other similar services.

Copyright: A form of intellectual property law protecting original works of authorship including literary, dramatic, musical and artistic works. A copyright does not protect facts, ideas, systems or methods of operation – only the way these objects may be expressed.

Social Media in Your Personal Life

The employee should be aware of the association with and responsibilities to the University, and ensure profiles and related content are consistent with the University’s policies, including but not limited to, data protection, dignity, electronic mail usage and information security

The employee must also be aware of the potential impact and permanence of anything, which is posted online and that any digital material that you post online could reach a wider audience than you would have expected or intended. Once digital content has been created and shared, it is limited control over its permanence and audience.

Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff must not make ill-considered comments or judgments about other students, staff or third parties. Employees must take particular care when communications through social media can identify them as an employee of Virginia Union University.

Cyber Bullying via social media sites and other forms of electronic communication

The University will not accept any form of bullying or harassment by or of members of University employees or students.

The following examples illustrate the types of behavior, displayed through social media communications, which the University considers to be forms of cyber-bullying:

- maliciously spreading rumors, lies or gossip
- intimidating or aggressive behavior
- offensive or threatening comments or content
- posting comments/photos etc. deliberately mocking an individual with the intent to harass or humiliate them

Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging. Cyber bullying in these forms is not tolerated by the University.

Intellectual Property

All employees must ensure that they have permission to share any third party materials, including all images, photographs, text and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.

The University is not responsible for, nor does it hold any ownership, of any content posted by its students, other than content posted by students using University accounts, or in the course of their duties, as a form of professional communication.

Brand

The University's name, identity and logo may only be used in accordance with the University's brand guidelines. All employees are responsible for:

- ensuring that any use of social media is carried out in line with this and other relevant policies;
- informing the relevant staff member(s) when an institutional account is to be used;
- seeking relevant authorization for official posts prior to publication;
- regularly monitoring, updating and managing content he/she has posted;
- adding an appropriate disclaimer to personal accounts when the institution is named; and reporting any incidents or concerns

Adherence to all Technology policies are required. Where conduct may be an illegal criminal offence, the University may report the matter to the police. Beyond that, any member of staff, student or third party may pursue legal action against you, if they choose to do so.

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

15.0 SAFETY

15.1 IDENTIFICATION*

Employees are required to obtain a VUU Identification card at no charge. The employee must maintain the ID card at all times. If lost or stolen, please report to VUU Police immediately. A replacement card of \$25 that has to be paid by the employee.

15.2 EMERGENCY PREPAREDNESS

A major disaster can 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 <https://www.vuu.edu/Content/Uploads/vuu.edu/Files/emergencyplanupdated.pdf>

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 the local public media. To receive campus alerts register on the University's website at Emergency Alert System – <https://www.vuu.edu/about-vuu/university-police>

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.

15.3 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. 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.

15.4 SAFETY AND SECURITY

Security of personnel and University property is of the utmost importance. Each employee is responsible for his/her workspace and required to 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 be carried or adequately secured out of sight at all times. Please become familiar with the security as well as the safety regulations of the University, and adhere to them to safeguard the employees, coworkers, and University property.

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

15.5 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.

15.6 TRAFFIC AND PARKING REGULATIONS AND VEHICLE REGISTRATION

Parking permits are available during the fall and spring semester. Parking restrictions may change throughout the year due to space availability, construction, or access; however, permit subscribers will be notified (via e-mail, social media, and safety app) 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 on the lower level of Pickford Hall from Campus Police, during business hours, Monday through Friday from 9:00 a.m. until 4:00 p.m. There is a fee for some parking spaces contact the Department of Campus Police. 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

Parking Permit/Decal Display

Parking Permits must be displayed as hangtags and must be displayed from the rearview mirror so that they are clearly visible. VUU parking permits are required at all times at all parking facilities. Failure to display a VUU permit may result in a parking citation/fine or towing.

1. Permit subscribers should familiarize themselves with all regulations. Citations and fines are issued for the following violations:
 - a. Failure to display or improperly displaying valid permit
 - b. Blocking driveways, roadways or sidewalks
 - c. Occupying more than (one) space
 - d. Parking in improper space for issued permit
 - e. Failure to comply with university official(s)
 - f. Altering, forging, copying, or falsely acquiring a permit/decal or parking pass may result in a penalty of up to \$500. Violators will be automatically towed (at the expense of the employee); parking privileges will be suspended, and the parking permit will be removed from the vehicle.
2. Virginia Union University does not assume responsibility for any vehicle or its contents while parked on university property. The University does not assume responsibility for damage to vehicles that are immobilized or towed. If a vehicle is damaged while parked in a VUU facility, VUUPD must be contacted before leaving the premises.
3. Drivers are responsible for finding an authorized parking space. Perceived lack of available space, mechanical problems, or other factors do not justify parking violations.

Visitors must check-in at the security booth located on Graham Road before entering on campus.

16.0 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, or performing work for, or on the properties of Virginia Union University is prohibited. Any student, employee 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 are located at

<https://www.vuu.edu/Content/Uploads/vuu.edu/Files/DAPP%202019.pdf>.

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.

16.1 DRUG-FREE ENVIRONMENT POLICY

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, faculty, staff, and administrators 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, 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.

16.2 SMOKING POLICY

Virginia Union University (VUU) is committed to providing a healthy environment on campus. We recognize the serious health implications of both the direct and indirect use of tobacco products and our responsibility to promote the health and wellbeing of our students, faculty, staff, and visitors. In February 2018, the University received a grant from Truth Initiative to be

designated as a tobacco and smoke-free campus. As a leader in the community, VUU strongly discourages the use of any tobacco, nicotine, and marijuana products. VUU is committed to offering our students, staff, and faculty helpful smoking cessation and wellness resources.

- This policy is for all VUU faculty, staff, 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. Marijuana is considered illegal in the state of Virginia, and its possession, use, and sale could carry prison time and/or other disciplinary consequences.
- Student's disciplinary consequences are set forth in the Student Code of Conduct. Disciplinary action may consist of payment of fines, verbal reprimand, restitution of damages, and restriction of privileges, disciplinary probation, suspension, dismissal and/or notation on the student's record of dismissal or suspension.
- 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 product, below.)

16.3 ALCOHOL POLICY

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 the purchase, possession, or consumption of beer, wine, or distilled spirits by persons less than twenty-one years of age. Virginia State Law also prohibits purchasing, the purchase for, or the serving of alcohol to individuals who are not of legal age for possession or consumption of 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.

17.0 NEPOTISM POLICY

The University welcomes the hiring of all qualified individuals, including those of the same family or those who have 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 in any institutional decisions involving direct benefits such as but not limited to: appointments, promotions, compensation, performance review, hours, leaves of absence, or awards of relatives.
- The University requires full disclosure of any relationship as defined in this policy to Human Resources and Talent Management at the time of employment or at any time that it occurs in the course of employment.

18.0 WORKPLACE COMMITMENT

18.1 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 the 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.

18.2 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, 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 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).

18.3 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 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 US 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>. The employee can contact Human Resources and Talent Management if the employee need to report a Title IX incident.

If the employee are an employee who believes the employee 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, the employee may report such misconduct or file a formal complaint with the Title IX Coordinator at titleix@vuu.edu.

18.4 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 <https://www.vuu.edu/title-ix> .

18.5 WHISTLEBLOWER AND NON-RETALIATION POLICY

Virginia Union University requires its employees to observe high standards of business and personal ethics in the conduct of the 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: 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.

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.

Reporting Violations: Employees should share 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 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 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 the knowledge that they were false will be treated as a serious disciplinary offense.

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.

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 and Talent Management Director or University official has received the complaint or report. The President of the University shall be informed of all such complaints or reports.

18.6 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 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 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 Talent 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 in regard to '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