

EDWARD WATERS UNIVERSITY

HUMAN RESOURCES MANUAL FOR STAFF



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HUMAN RESOURCES FORMS

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IMPORTANT NOTICE:

This human resources manual for staff contains a summary explanation of many of the benefits and University policies in effect at the time of publication. However, it is **not** intended to create an employment contract. This manual is also subject to change at any time at the discretion of the University and any revisions will be distributed when necessary. It is the responsibility of each individual employee to keep his/her knowledge about HR Policies & Procedures current. Any questions about human resources policies and procedures should be directed to the Office of Human Resources.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Board of Trustees relies upon the President of the University and his designees to ensure compliance with all existing legislation as it affects its employees and all other aspects of the operation of the University. In keeping with current existing legislation, the Board of Trustees endorses and adopts the following equal opportunity policy statement:

EWU is committed to a policy that admits students of any sex, age, handicap, religion, color, race, nationality, or ethnic origin. In the administration of all matters involving educational programs, admission policies, academic, performance, loans, scholarships, athletics, and other university-related programs, EWU adheres to a policy of nondiscrimination. Edward Waters University also adheres to a policy of nondiscrimination against any applicant for employment on the basis of sex, age, handicap, religion, color, race, nationality, or ethnic origin. Edward Waters University recruits employees and students on the basis of this equal opportunity policy.

MISSION STATEMENT

Edward Waters University is a small private, Christian, Historically Black, Urban, Liberal Arts University that offers quality baccalaureate degree programs. The University strives to prepare students holistically to advance in a global society through the provision of intellectually stimulating programs and an environment which emphasizes high moral and spiritual values in keeping with the African Methodist Episcopal Church. Edward Waters University seeks to develop excellence in scholarship, research and service for the betterment of humanity.

To achieve its mission, the University realizes that it must:

- a. Employ highly qualified faculty and staff dedicated to academic as well as professional excellence.
- b. Offer educational programs and services that are appropriate to the needs of the student body and the community.
- c. Identify the resources to support all academic and administrative services.

CLASSIFICATION & CATEGORIES OF EMPLOYMENT

Classification

Employees of Edward Waters University are classified either as Faculty, Administrators or Support Staff.

- a. Faculty - those employees who meet the criteria as specified in the Faculty Manual.
- b. Administrators - those employees who serve as Executive Assistant to the President, and Special Assistant to the President, Vice President and Director of major administrative areas of the University; or direct the activities of significant units under the four major administrative areas. All other employees of the University fall under the supervision of one of these administrators. The minimum level of training required for these positions is usually a bachelor's degree or higher.
- c. Support Staff - those personnel who assist the administrative staff in various support roles, including secretarial, clerical, maintenance and housekeeping.

Categories

In addition to the above classifications, employees are categorized as regular full-time, part-time, or temporary. Regular full time appointments are not considered filled until the three-month probationary period has been satisfactorily completed. Completion of the probationary does not create an employment contract or the promise of continued employment or retention in full-time status.

Upon employment, all regular full-time employees are entitled to the benefits provided by the University. Part-time and temporary employees are not eligible to receive any benefits offered by the University. Depending upon the needs of a particular department, part-time employees may be continued on a regular full-time basis.

- a. Full-time - full-time employees are those who work 40 hours per week and are employed on a yearly basis.
- b. Part-time - part-time employees are employees who work at least 20 hours but less than 35 hours per week.
- c. Temporary - temporary employees are employed for activities of a special nature or during peak seasons.

EMPLOYMENT POLICES/PROCEDURES

SECTION A

Recruitment and Selection

Edward Waters University is an equal opportunity employer and will actively search for the best-qualified applicants within the constraints of its resources. To facilitate the implementation of this policy the President through the Director of Human Resources will implement procedures for the recruitment and selection of all employees. The Office of Human Resources is designated as the centralized recruiting and referral point of the University. The administration, through the Human Resources Office, will assure that information regarding vacancies at Edward Waters University are widely disseminated throughout the community.

Training and Promotion

Employees are encouraged to participate in training programs to improve their job advancement at Edward Waters University therefore, each department head must ensure equal opportunity in the selection of participants for training programs. The Director of Human Resources will act as a liaison with each department head to ensure that training opportunities for all employees are disseminated via informational bulletins, E-mail, and other channels of communication. Upon completion of relevant training courses, participants must ensure that a copy of all paperwork pertaining to the course is provided to the Human Resources Officer for filing in personnel records.

Qualifications for Employment

A continuing review of the requirements for all positions usually filled by recruiting will be undertaken by the Director of Human Resources, with assistance from the division heads, in recognition of the fact that requirements which appear to be fair may not be validly related to job performance or may have the effect of denying access of employment opportunities to minority groups, physically handicapped, and persons based on age or gender. On the basis of this recognition, it may be necessary to amend certain entry-level qualifications required by the University. In such cases, no other requirements will be imposed without prior approval of the Director of Human Resources.

Recruitment and Selection Procedures (Vacancies) (Revised 1/17/06)

When a new position is created or a vacancy occurs, the immediate supervisor via the Vice President of the administrative area should notify the Office of Human Resource using a Human Resources Requisition Form (see appendix A). Requests for a new position are normally to be included in the annual budget request, which is effective on or after the new fiscal year begins. The establishment of a new position or requests to advertise established positions must have the approval of the Divisional Vice President, Vice President for Business & Finance, Human Resources and the President. Human Resources will maintain the master list of vacancies from all divisions and schedule / conduct interviews when applicable. Prior to advertising, each position must be established and clearly defined to include title, department, budget code, job description and updated organizational chart. All positions to be filled must be advertised by the Office of Human Resources for a period of at least 14 days and no longer than 30 days. Faculty positions may be posted for longer periods when applicable.

Recruitment and Selection of Applicants

Step 1 The immediate supervisor/Vice President of the administrative area, and the Director of Human Resources will review the present staff for promotion or desirable transfer, screen the present applicants on file, and recruit from qualified applicants obtained through normal recruitment processes, including advertising in accordance with the above procedures.

Step 2 Upon receipt, all applications will be date stamped and logged in (file number) by the Office of Human Resources to ensure proper identification while providing an adequate review and audit trail.

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The Office of Human Resources will conduct preliminary interviews of applicants and the best-qualified available candidates will be referred to the appropriate hiring official within five business days after the closing of the advertisement date along with the proper instructions as to the process to be used. The employment interview form may be utilized when necessary (see appendix B).

Step 3 The Committee, after application review (which should not exceed 10 business days), will recommend at least three candidates (if allowed by the applicant pool) for on-site or conference call interviews. Prior to conducting the interviews, these names will be forwarded to the Office of Human Resources where the candidates will undergo a criminal background and reference check.

Step 4 Upon completion of the procedure above, each candidate will be interviewed at an agreed upon time by the committee, VP's, and President if appropriate.

Step 5 Upon completion of interviews of selected candidates, three names (if allowed by the applicant pool) will be submitted by the committee to the Divisional Vice President who will then submit their recommendation to the President for his review and approval. Candidates not selected will be notified of such in writing.

Step 6 Upon the President's review and selection of the candidate of choice, the selected candidate will be offered the position by appointment letter or contract from the President.

Step 7 Upon acceptance of the offer from the President, the Human Resources Transaction Form (see appendix I) should be prepared and signed by the appropriate Divisional Vice President, the Vice President for Business & Finance, the Office of Human Resources, and the President.

Note: No prospective employee can start work unless the above information is submitted to the Human Resources Office (no exceptions) If applicable, official copies of university transcripts and / or drug test may be required as a condition of employment.

Note: Employees are encouraged to refer all applicants and employment inquires to the Office of Human Resources. However, those staff members who repeatedly engage in conduct that undermines the employment process as outlined above shall be subject to disciplinary action including; verbal / written warnings, suspension, and / or termination.

Note: False statements, omitted and/or concealed information made on the initial application form, or during the employment interview will be deemed sufficient cause for an applicant's disqualification or an employee's immediate dismissal; notwithstanding when the false statement is discovered by the University.

New Employees

All new employees shall report to the Human Resources Department on his/her first day of work. HR staff will verify that the proper forms for statutory and optional salary deductions for the various benefits plans are completed. If applicable, all persons employed at Edward Waters University must present an official transcript certifying all courses, credits, certificates, degrees, received since graduating from high school.

Human Resource Records

All records of the employee are maintained in the Human Resources Office. The Human Resources personnel file represents the official employment record of the employee and includes application for employment,

references, correspondence, position assignments, transfers, promotions, evaluations, wage/salary changes, benefits enrollment and tax deduction information.

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Orientation

All new employees are introduced to the philosophy of EWU through a general orientation program at the beginning of employment.

A comprehensive orientation by the departmental supervisor will be given on the first day of employment that will include details relating to specific work assignments. This orientation will also give specific work hours, lunch-time, etc., and will provide answers to other questions the employee (s) may have.

A copy of an employee's job description should be reviewed and signed by the employee and supervisor at this time. A copy of this document shall be forward to the Office of Human Resources for inclusion in the employees personnel file.

Probationary/Introductory Performance Evaluation (revised 8/2014)

The first three months (90 days) of employment is considered the probationary/introductory period. During this period, the Supervisor/Department Head/ should:

1. Assist the new employee in every way possible to adjust quickly to the duties and responsibilities of the new job and work environment.
2. Observe the quality of the new employee's work performance in relation to the standards required for the job, and provide feedback and coaching to help ensure the employee's success.
3. If it is determined during the probationary/introduction period that the new employee cannot perform the duties of the job, the Director of Human Resources must be contacted to (a) ascertain the possibility of a transfer to another division if another position is available which may be more suitable to the new employee's skills; or (b) begin the termination process. The University cannot guarantee that option (a) above will be appropriate or available to the employee.
4. If it is deemed *prior* to the completion of the three-month (90 days) probationary/introductory period, that the new employee is not able to perform the duties of the job in a satisfactory manner, the department head/supervisor must evaluate and document the new employee's performance. Upon completion of the evaluation and documentation, the department head/supervisor will meet with the new employee and discuss the employee's overall performance. The department head/supervisor will give advice regarding the employee's work performance and progress and provide suggestions for improvement, as well as any warranted commendations for work well done. The department head/supervisor will submit the completed and signed probationary/introductory evaluation to the human resources office, which becomes a part of the individual's permanent personnel record.
5. If the new employee receives coaching and feedback and doesn't improve by the end of the 90 days probationary/introductory period, with prior approval before the 90 days probationary/introductory period expires, the supervisor can request from the Division VP and HR that the probationary period be extended for up to an additional 30, 60, or 90 days - if further review of the new employee's work performance and on-going coaching is required. At the end of the extended period, the employee will be notified of retention or termination.

6. If an employee received a probationary/introductory performance evaluation due to performance deficiencies identified within the first ninety days of employment, the employee must also receive an Annual Performance Evaluation – which will summarize the employee’s overall performance, along with action plans for continued training, mentoring and development opportunities. The employee’s Annual Performance Evaluation is due before May 31 of the academic year, regardless of when or how recent the probationary/introductory evaluation was completed.

Performance Evaluation (revised 8/2014)

Edward Waters University evaluates the work performance of all its employees (part-time and full-time) on an Annual Basis and as a means of determining retention, training, promotion, salary equity and merit increases, development of employees and termination.

All Edward Waters University employees must professionally perform their job, provide quality customer service, adhere to all administrative guidelines and meet all contractual requirements and compliance protocols.

It is recommended that the department heads/supervisors hold performance conversations throughout the year with their employees to discuss: feedback about performance, department and organizational goals and commendations for work well done. If any performance deficiencies are revealed the supervisor should document the conversation and provide recommendations and support for resolving the performance deficiency or issue(s).

The annual performance evaluation must include an open two way communication in which the employee assesses his or her performance along with the supervisor assessing the employee’s performance. The quality of the employee’s performance should be documented on the Edward Waters University performance evaluation form and or on the department’s specific job related performance evaluation form.

The performance evaluation document/form must be signed by the employee and the employee’s supervisor or signed by a member of the department/program’s leadership team who has knowledge of the employee’s performance.

Disciplinary Action up to and including Termination will occur if supervisors/department heads do not complete Annual Performance Evaluations on all of their full and part time employees, and submit the completed signed evaluations to HR before May 31, of each academic year.

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Conflict(s) of Interest

It is considered a conflict of interest for Edward Waters University to enter into any contract with an EWU employee, a member of an employee’s immediate family, or with a business in which an employee or a member of an employee’s immediate family holds a substantial financial interest, unless the contract is made after public notice, competitive bidding and/or authorized by the President. Any questions regarding any potential conflict of interest should be brought to the supervisor’s attention before any such contract is finalized, if possible.

Contacts With News Media

No employee should discuss University positions or University business with members of the news media without first clearing their remarks with the Public Relations Office. Failure to follow this procedure may lead to disciplinary action; including; verbal/written warnings, suspension, and/or termination.

OSHA RECORD KEEPING GUIDELINES

See Facilities Policy & Procedures Manual for further information.

WORK SCHEDULE AT EDWARD WATERS UNIVERSITY

Edward Waters University is a complex organization staffed by persons performing a variety of jobs requiring different working schedules that involve day and night working hours. Therefore, it is impossible to establish the same work shift for everyone on the staff. However, the University does recognize the following general classes of work schedules as representing normal operations.

- A. Five day work-week, Monday through Friday (40 hours a week) normally assigned to clerical and office staff.
- B. Schedules may vary, but normal hours assigned is from 8:00 a.m. to 5:00 p.m. (with one hour for lunch).
- C. For those offices that must remain open on weekends, the procedure is to stagger the work hours in order to keep adequate staff available.
- D. In some departments the schedule must be varied even more. Full-time employees are expected to work each week a minimum of forty hours, but under no circumstances will an employee be required to work seven days consecutively, except as noted in E.
- E. In Facilities and Residential Life departments, the schedules must vary with the forty-hour work-week as the premise for scheduling. However, no employee shall work seven (7) consecutive days without the prior approval of the Director of Human Resources and Vice President for Business & Finance.
- F. The work schedule of each employee should be maintained in the department and sent to the Human Resource Offices and should be kept up-to-date when changes are made.

Time Sheets

The time sheets (see appendix J) are official records of time worked and are the supervisor's basic source of information for payroll purposes. Time records must reflect the actual hours worked; sick days taken; vacation days taken. Employees should not sign in at times in variance with their daily work schedule. Time sheets are to be checked by supervisors/department heads for accuracy before submission to the Human Resources Department.

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If time sheets are not submitted by the designated times, the employee will not receive his/her payroll check. In addition, changes made to time sheets without authorization from a Division Head will be deemed falsified and may be cause for immediate dismissal of all parties involved. (See page B-11)

Note: Timesheets are required for non-exempt employees and those employees paid from contracts and grants regardless of their status/position.

Employment of Minors

The Florida Child Labor Law provides for certain restrictions and regulations regarding the employment of minors. Supervisors must confer with the Human Resources Director before recommending any prospective employee under the age of 18. Under no circumstances should a minor be hired (even on a temporary basis)

without the proper work permit and permission from the President.

Student Employment

The University may hire students as part-time or temporary employees. However, the University prefers that all students seek financial assistance through work-study and/or internships as a primary option in an overall effort to promote academic achievement as top priority.

Any student seeking part-time employment with the University must initially obtain the permission of the applicable division head as well as the Vice President for Business & Finance.

The employment of students at Edward Waters University is restricted to the following guidelines: (a) the division head has provided a comprehensive job description and (b) the student does not exceed 20 hours of work per week.

In all cases, compensation is kept within the rates consistent with student employment. Supervisors are responsible for diligently keeping and reporting the hours worked.

All work must be performed satisfactorily and all reports of unsatisfactory work must be reported to the Human Resources Office.

Note: The employment of international students is currently on a case-by-case basis to ensure compliance with written policies and guidelines set forth by the U.S. Department of Homeland Security.

HUMAN RESOURCE POLICIES FOR REGULAR FULL-TIME EMPLOYEES

SECTION B

ABSENTEEISM AND TARDINESS

Generally, employees are required to report for duty at 8:00 a.m. or other times designated to be the beginning of the work period. One hour is allowed for lunch; the work period ends at 5:00 p.m. or other times designated to be the end of the work period. It is the University's policy to counsel/discipline employees who are excessively absent/tardy so that they have an opportunity to correct these problems. Supervisors must document any employee who is repeatedly late for work and forward said documentation to the Office of Human Resources (see appendix H).

Calling In Absences or Tardiness

If an employee calls in to report any problem with attendance he/she must call their supervisor thirty minutes prior of their scheduled reporting time. A call directed to another employee of the department will not be recognized as an acceptable report of absence/tardiness. If an employee is absent for three (3) consecutive days or more, a doctor's note, acceptable to the University, permitting a return to work must be submitted to the supervisor who will forward the note to the Office of Human Resources. Such acceptable documentation authorizing a return to work must be approved and accepted by the University prior to the employee returning to work. A staff member who is absent for non-disciplinary reasons for three (3) consecutive working days without proper notification to the supervisor will be considered to have resigned.

A staff member shall not receive pay for unauthorized absences as follows:

- a. Failure to report to work as scheduled.
- b. Upon return to duty, failure to present adequate justification for the absence, if required.
- c. Unauthorized absence from work without prior approval of his/her supervisor.

With proper notification/approval the following absences may be approved with pay:

- a. Family Medical Leave, personal illness of self, spouse or child.
- b. Funerals.
- c. Court and Jury Duty.
- d. Injury or Accident on the job (Worker's Compensation).
- e. Military Leave.

Division heads, supervisors and employees are responsible for reporting absences to the Human Resources Office daily. Division heads, supervisors and employees that fail to do so shall be subject to appropriate discipline, including consideration of such failure to perform during the annual / semi-annual employee evaluation process.

Edward Waters University recognizes that there may be occasions where employees need to take time off, however, excessive absenteeism and tardiness detracts from the day-to-day activities of the University. Excessive absenteeism is considered to have occurred when they exceed four (4) within a given quarter of the calendar year. Excessive tardiness is considered to have occurred when they exceed ten (10) within a given quarter of the calendar year.

Tardiness has occurred when an employee is not at his/her workstation or designated area ready to work at the beginning of or return to their scheduled shift. Tardiness for any reason (valid or not valid) shall count as an occurrence.

Absences or tardiness that has occurred should be recorded on the Disciplinary Report Form (see appendix H); signed by both the employee and the appropriate University administrator/supervisor, with the original forwarded to the Office of Human Resources.

B-1

SEPARATION FROM EMPLOYMENT

Voluntary Separation/Resignation

In order to separate in good standing, the staff member is required to give adequate notice (2 weeks) to his/her department head/supervisor in advance of the date he/she contemplates leaving the University. Notice should be in writing and given to the immediate supervisor and Vice President with copies to the Director of Human Resources. Employees submitting resignations will be paid through the last day worked. Once an employee's resignation is accepted, the employee cannot withdraw said resignation without the agreement of the University President.

Vacation leave time should be taken into consideration before completing a notice of resignation. All terminating employees are required to arrange for an exit interview with the Human Resources Office to discuss continuation of benefits and to complete a Separation/Clearance Form (see appendix E).

Involuntary Separation/Termination

The University's procedures intend that appropriate disciplinary actions be taken if the conduct or ability of an employee results in unsatisfactory performance. All employees are expected to maintain a high standard of conduct and abide by the rules of the University, department and work unit. When an employee does not observe these standards, disciplinary action will result.

The University has adopted a disciplinary process that is intended to provide a positive and constructive framework for the employee's supervisor to assist in meeting established performance and behavior standards. The following examples represent activities that may result in disciplinary action up to and including dismissal. Moreover, this list is not exhaustive. An employee may be dismissed for conduct not specifically covered by this list, if said conduct is harmful to, interferes with, or is detrimental to the operation of the University, its employees, student, or visitors.

1. Excessive, unauthorized tardiness or absenteeism.
2. Failure to comply with the University or departmental policy rules or regulations.
3. Refusal to follow instructions of the duly assigned supervisor including overt or covert questioning and/or undermining the authority of management.
4. Sub-standard work performance.
5. Use of vile, intemperate, or abusive language or fighting, pushing, or acting in a threatening manner to any University employee, student or visitor.
6. Negligence resulting in damage or defacement of University property.
7. Falsifying employment records or other University records, including "time worked" reports.
8. Conduct on or off campus that is a violation of law or University policy which raises questions of moral turpitude and/or brings unfavorable attention to the University.
9. Dishonesty or stealing including irregularity in handling University assets; acts of theft from the University or co-workers; or actual or threatened destruction of University property.
10. Un-authorized possession, use, copying or reading of University records or unauthorized disclosure of information contained in such records.
11. Absence for three consecutive work-days without properly notifying an immediate supervisor.
12. Obtaining a leave of absence under false pretenses.
13. Failure to report to work upon expiration of an approved leave of absence.
14. Concealing or having possession of any weapons, firearms, or explosives while on the University premises, including University-owned vehicles.
15. Any willful act, careless act, or conduct detrimental to University operations or the safety and rights of other persons on the University premises.

16. Excessive or unauthorized use of University telephones for non-University business.

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- 17. Unauthorized use, possession, or distribution of intoxicants, illegal drug, designer drugs, controlled substances or use of or possession of other drugs that would adversely affect an employee's performance on University premises.
- 18. Reporting for work under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession, and/or use of a controlled substance as per the Drug Free Work Place Policy included herein. (See page B-17)
- 19. Inappropriate use of University property, including computer equipment (either hardware or software), E-mail system or telephones.

Procedure for Reporting Separation

All terminations should be sent in writing to the Office of Human Resources. In addition, the department head/supervisor should prepare the Human Resources Transaction Form (see appendix I) in order to remove the employee from payroll.

NOTE: The Office of Human Resources upon notice of voluntary or involuntary separation from the University must conduct an exit interview. Any and all university property is to be returned (i.e. keys, identification cards, access/security codes etc.). Subsequently, a final paycheck will be available on the regularly scheduled payday following completion of separation paperwork. Persons not completing the required exit interview will not receive a final check from the University until the exit interview is completed.

LEAVE OF ABSENCE

HOLIDAYS (Revised 1/17/06)

The University recognizes the following holidays to be observed by the closing of all departments and offices except when continuous service is essential:

NEW YEARS DAY	MARTIN L. KING, JR.'S BIRTHDAY
GOOD FRIDAY	MEMORIAL DAY
EASTER MONDAY	INDEPENDENCE DAY
LABOR DAY	VETERANS DAY
THANKSGIVING DAY AND THE DAY AFTER	CHRISTMAS EVE AND CHRISTMAS DAY

Note: In order to receive pay for the above holidays, employees must be at work on the day before and the day after the holiday. The only exemption to this rule is if the employee is on prior approved leave.

The Board of Trustees has approved 5 paid holidays to be scheduled between December 23 and January 3 to be determined by the administration. Moreover, the President may grant special holidays, in addition to the ones listed above. When a holiday falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, the Monday immediately following is observed as a holiday. **However, an employee scheduled to work on a holiday, will be given a day off on a mutually agreed upon date. In addition, the day off must be taken within the month worked and cannot be carried forwarded.**

Should a recognized holiday occur during an authorized vacation leave period, the holiday will not be charged against vacation leave. **Exception:** Staff members that are on a non-pay status immediately before or after a

holiday shall not be paid for the holiday.

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Due to the needs of scheduling and staffing, staff members who are employed in departments that require seven (7) days a week operation may not be able to observe or be compensated for any special additional holidays that may be designated by the President.

Court and Jury Duty

Jury duty is recognized as a civic responsibility. Staff members are encouraged to fulfill their obligation with regard to this service as a citizen of the community. A regular full-time staff member shall be granted time off to serve on a jury, or to serve as a court witness when subpoenaed, without loss of pay and without charge against vacation leave time. The staff member will be permitted to retain his jury duty compensation so as to help defray his expenses while serving on a jury. A copy of the subpoena should be given to the department head prior to approving time off. If jury duty does not require the full workday, the staff member is expected to report to his/her supervisor when free from such service.

Funeral Attendance (Bereavement)

The University recognizes that the occurrence of death in the immediate family will require the absence from work of a staff member for a period of time. A regular full-time staff member may be allowed necessary absence with pay for attendance to funeral matters up to five days for cases involving parents, brother, sister, spouse or children or other relatives for whom he/she is directly responsible. (Employee must present, evidence of relationship, responsibility, death of relative, and attendance).

In the case of a grandparent, grandchild or an in-law, absence may be granted up to one (1) day for funeral attendance. In cases requiring extensive travel time, additional time off may be granted not to exceed two (2) working days off. Attendance of funeral services for other relatives, associates or close friends may be granted at the discretion of the department head. Such time off should not exceed one half day and will be charged to vacation leave time. However, cases requiring time in excess of the above allowances, or other absences requested for funerals of other relatives or friends shall be granted either without pay or charged to vacation leave time.

Vacation Leave (Revised 1/17/06)

All regular full-time (12 month) employees of the University will be granted vacation leave after successful completion of their probationary period (90 days). The University provides vacation leave for the purpose of providing staff with the opportunity to take time away from work without loss of compensation. Vacation leave is intended for use in connection with vacations, personal business, and other needs that may require time off from work. Eligible staff members accrue vacation hours at the end of each month based on their job classification, appointment effort and years of service in accordance with an accrual schedule outlined herein.

Vacation Accrual Schedule

- A. Employees with zero (0) to four (4) years of service shall accumulate eight (8) hours / (1) day for each month worked in the current accruing period; which equals (96) hours / (12) days per year.
- B. Employees with five (5) to nine (9) years of service shall accumulate ten (10) hours for each month worked in the current accruing period; which equals (120) hours / (15) days per year.
- C. Employees with over (10) years of service shall accumulate twelve (12) hours for each month worked in the current accruing period; which equals (144) hours / (18) days per year.

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Vacation Accrual Schedule Senior Staff

Vice Presidents are the senior staff. Listed below is the accrual schedule for these individuals.

- A. Senior Staff Members having zero (0) to four (4) years of service shall accumulate ten (10) hours or (1.25) days for each month worked in the current accrual period for a maximum of one-hundred twenty hours or fifteen (15) days per year.
- B. Senior Staff Members having five (5) to nine (9) years of service shall accumulate thirteen (13) hours or (1.67) days for each month worked in the current accrual period for a maximum of one-hundred-fifty-six (156) hours or (20) days per year.
- C. Senior Staff Members having ten (10) or more years of service shall accumulate seventeen (17) hours for each month worked in the current accrual period for a maximum of two-hundred-two (202) hours or twenty-five (25) days per year.

Vacation Scheduling

To the extent possible, vacation time is to be requested and approved by the supervisor in advance by completing the Leave Request Form (appendix F). In most cases, one (1) week of advanced notice will be sufficient. However, the amount of advance notice may vary by department depending on operational and staffing needs. In those departments where the amount of advance notice exceeds one (1) week, supervisors are responsible for communicating such notice requirements to affected staff. Supervisors may approve requests for vacation leave with less than one (1) week of advance notice at their discretion.

Supervisors are responsible for scheduling vacation leave in a manner, which balances the operational, and service delivery needs of the department with the time off preferences of the staff member. The University reserves the right to deny vacation leave requests which may have an adverse affect on its operations or cancel previously approved vacation leave requests if unexpected circumstances arise which require the staff member's attendance at work.

Regardless of the reason, should a staff member's unscheduled absences occur with such frequency so as to adversely affect department operations and prevent the staff member from meeting their employment obligation of regular and reasonable attendance, the University may take corrective action up to and including termination of employment.

Note: Request for vacation leave must be pre-approved by the appropriate vice president through the staff's supervisor and the approved document submitted to the Human Resources Office before the scheduled time off, except as indicated above.

Vacation Leave Reporting

Staff members are required to report vacation leave hours taken during each semi-monthly or monthly pay period by recording the vacation leave hours on their time sheets (see appendix J) and by completing the Leave Request Form (see appendix F). Vacation leave hours taken will be charged against the staff member's vacation leave account at the conclusion of the semi-monthly pay period during which it was taken. Staff members taking time off in excess of their available vacation leave balance shall have such time deducted from their pay for the pay period in which unapproved leave was taken. Department heads are responsible for reporting vacation leave usage by exempt staff. Vacation leave taken will be charged against the staff member's vacation leave account following conclusion of the monthly pay period in which leave was taken. Staff members taking time off in excess of their available vacation leave balance shall have such time deducted from their pay for the

pay period following the month in which unapproved leave was taken. Such unpaid time shall only be deducted in full day increments.

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Excused Absence Without Pay in Lieu of Using Vacation Leave

Staff members carrying vacation leave balances may not opt to take excused absences without pay in lieu of using vacation leave for purposes of saving accrued vacation leave time. Staff members with insufficient vacation leave balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the supervisor. There is no "extra pay" in lieu of taking the vacation leave time. No vacation of any length shall be granted until completing three (3) months of continuous employment.

Separation From the University

Exempt staff members are required to provide four (4) weeks notice of intent to terminate employment and non-exempt staff members are required to provide two (2) weeks notice. Notice of intent to terminate must be provided in writing to the staff member's immediate supervisor, divisional vice president with a copy to the Human Resources Department. Staff members may not use vacation leave time in lieu of notice of resignation. The last day actually worked will be considered the date of separation from the University. Once submitted, the resignation cannot be rescinded without the approval of the University President.

Upon termination of employment, a staff member who has successfully completed six months (180 days) or more of continuous service and has successfully completed the exit interview process shall be paid for any vacation leave earned but not taken, up to the vacation payout limits noted below, except in cases where the terminating staff member has failed to give proper notice of separation or has engaged in willful misconduct at the University. Academic administrators or staff members who transfer to faculty positions shall be paid for earned but unused vacation on record at the time of transfer.

Note: *As a general policy, vacation leave should be taken within the year it is accrued. Vacation leave cannot be carried over from one calendar year to the next.*

Sick Leave (Revised 1/17/06)

All regular full-time employees of the University will be granted sick leave after successful completion of their probationary period (90 days). Sick leave is to be used for yourself, your child or your spouse or for serious medical purposes. It is not to be used for personal leave or days off, or other personal purposes.

Sick Leave Accrual

Eligible employees accrue one (1) day of sick leave per month or twelve (12) days per year to be carried over annually not to exceed 25 days.

When the total number of sick leave days has been exhausted, the employee may use vacation days for the purpose of sick leave or may take leave without pay.

Pregnancy is a condition that eventually requires the employee to be absent from the job because of incapacitation. The same general leave policies, regulations and procedures apply for time granted for maternity reasons as are applicable for sick leave. An employee should make known her intent to request leave for maternity reasons, including the type of leave, approximate dates, and anticipated duration, as far in advance as possible to allow time for sufficient preparation for any staffing adjustments which may be necessary.

Requests for leave for maternity reasons will be handled as they would be for any medically certified temporary disability. All requests for sick leave must be forwarded to the Director of Human Resources. Employees who are sick must call-in and report their illness to their supervisor within 30 minutes prior to the start of their scheduled work day. If any employee is incapacitated and cannot report their illness/injury, a responsible person

must call the employees supervisor and report the absence.

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The supervisor must submit the sick leave request if the employee is incapacitated. Circumstances at the University will dictate how long an employee may be kept on sick leave without pay before it becomes necessary to fill the employee's position.

In the event of illness or emergency preventing the staff member from reporting to work for periods exceeding one (1) day, the staff member must contact the supervisor each subsequent day no later than the start of the shift unless the supervisor indicates there is no need to do so. Those staff members who do not adhere to these guidelines or who are directed to report for work and fail to do so will not be paid and may be subject to disciplinary action by the University. In addition, if an employee is absent for three consecutive days or more, a doctor's note permitting a return to work must be submitted to the supervisor who will forward the note to the Office of Human Resources.

Sick leave is a benefit provided to assist employees with those occasional times when it is necessary to be absent due to illness of yourself, your spouse or your child. Excessive use of sick time can be cause for disciplinary action. Generally, use of sick time in excess of 40 hours in a calendar year may be considered excessive if not accompanied by a physician's documentation of a major illness or surgery.

Military Leave

In accordance with applicable federal and state laws, a leave of absence without pay for military or Reserve duty will be granted to an employee if he/she is called to active military duty, to Reserve or National Guard training. The employee is required to submit copies of military orders along with the completed leave of absence request form to the supervisor for processing.

During the time of military leave, benefits will be continued in the following manner:

Reserve or National Guard Training: (normally 2 weeks)

- the employee's pay and benefits will continue during this time conditioned upon return to active employment.

Call to Active Duty:

- the employee's eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

Family Medical Leave

Edward Waters University grants medical leave in accordance with the Family Medical Leave Act (FMLA) to eligible employees who have worked for the University for at least 12 months and have worked at least 1,250 hours; and seek leave not to exceed (12) weeks based upon one of the following reasons:

- a. Birth of a son or daughter of an employee and to care for the child.
- b. The placement of a son or daughter of an employee for adoption or foster care.
- c. To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition.
- d. The employee is unable to perform the functions of the position because of the employee's own serious health condition.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves (1) inpatient care at a hospital, hospice, or residential medical care facility; or (2) continuing treatment

by a health care provider.

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When foreseen and unforeseen events occur that require an employee to take a Family Medical Leave, said employee must give the Office of Human Resources as much notice as practicable. Notice must be provided in writing to the Office of Human Resources. When notice is not given in these circumstances, the employee will be considered to have taken “unauthorized leave” and will be subject to appropriate disciplinary action.

In the case of the birth or placement of a child for adoption or foster care, employees who wish to take leave must do so within 12 months of the date of the birth or placement of the child. Where both spouses work for the University, their total leave in any 12-month period is limited to 12 weeks if leave is taken for the birth or adoption of a child; or to care for a sick parent.

Notice

A minimum of thirty (30) days advance notice of an employee’s intent to take leave is required when it is foreseeable because of:

1. The expected birth of a baby;
2. The expected placement of a child for adoption or foster care;
3. Planned medical treatment for a son, daughter, spouse, or parent with a serious health condition.
4. Planned medical treatment in case of the employee’s own serious health condition.

Certification

When leave is requested based on a family member’s or employee’s own serious health condition, the employee must provide, in writing, a medical certification of the condition and the need for leave from the employee’s health care provider within fifteen (15) days of the written request for leave. This certification must contain:

1. The probable duration of the condition.
1. Patient’s name, and if not the employee, his or her relationship to the employee.
2. Where leave is based on care of a spouse, child or parent, a statement that the employee is needed to provide the care and an estimate of the amount of time that the need will continue.
3. The date the serious health condition began.
4. The appropriate medical facts regarding the condition that are within the knowledge of the health care provider.
5. Where intermittent or reduced leave is sought for planned medical treatment, a declaration from the health care provider stating that this kind of leave is medically necessary, the dates that treatment is expected to be given and the duration of the treatment.

This certification will be treated as a confidential medical record and information will be disclosed only on a strictly need-to-know basis. The University may, at its expense, require second and third medical opinions regarding a serious health condition.

Use of Paid Leave

The University requires that available paid leave be used for all or a portion of Family Medical Leave. Employees must advise the University of the purpose of any paid leave request so that a Family Medical Leave designation may be made in a timely fashion in the appropriate case.

Re-certification

An employee who has taken leave because of a serious health condition or that of a family member is required by the University to obtain subsequent written re-certification of the medical condition every five (5) weeks during the duration of the condition. The University also requires employees on leave under this provision to

report periodically, in writing, at least every two (2) weeks on his or her status and the intention of the employee to return to work.

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Restored Employment

Eligible employees who comply with all provisions of this Policy and who return from family and/or medical leave have the right to return to the position that they held when they went on leave, or they may be placed, at the discretion of the University, in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. While on leave, eligible employees will retain all eligible benefits. Restored employees, eligible employees returning from family and medical leave, are not entitled to accrue seniority or employment benefits during any period of leave. Restored employees are not entitled any right, benefit or position of employment other than any to which they would have been entitled had they not taken the leave.

As a condition to restoring an employee whose leave was based on the employee's own serious health condition, each returning employee is required to provide, in writing, to the Office of Human Resources a certification from the employee's health provider stating that the employee is able to resume work.

Maintenance of Benefits

The University will maintain group health plan coverage for employees on family and medical leave for the duration of the eligible employee's leave. Coverage will be provided on the same level and under the same conditions that coverage would have been provided if no leave had been taken.

In the event an employee fails to return to work after the period of leave expires, the University may recover any premiums paid for coverage during the leave period. Such recovery can be taken from any benefits or wages owed by the University to the employee.

In the event, however, that the employee fails to return to work for a reason other than the continuation, recurrence or onset of a serious health condition of a family member or that would otherwise entitle the employee to take leave, or due to other circumstances beyond the control of the employee, the University will not attempt to recover such premiums. In this circumstance, the employee is required to provide, in writing to the Human Resources Department, a certification from the employee's health care provider to that effect.

Change in Status

Changes in the terms of employment of any employee are to be promptly reported by the department head to the Office of Human Resources. The following changes will be considered as changes in status:

- a. Salary change
- b. Change of title or other employment status
- c. Change in hours
- d. Inter-departmental position transfer or promotion
- e. Inter-divisional position transfer or promotion
- f. Leave of absence with/without pay
- g. Temporary reduction of force

Promotions and Transfers

Transfers may not be made without approval of the appropriate department heads, the employee concerned and the appropriate divisional vice president(s). No employee may be approached concerning interdepartmental transfer without first consulting with the employee's present department head.

Transfers to another department may be approved when made under conditions that are mutually beneficial to the individual and the university. Transfer or promotions are encouraged.

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Lateral transfer (e.g. transfer into another department without a change in grade and/or classification) is not usually considered as satisfying the requirement of mutual benefit. However, each case will be judged on its own merits.

Request for transfer by an employee are normally made after one year of service. Employees who wish to transfer to another department must check with the Director of Human Resources for possible vacancies. Position vacancies will be posted on all official bulletin boards within the University.

The following procedures applies to transfer requests:

- a. The transfer must be reviewed by the Director of Human Resources and approved by the appropriate vice presidents. Qualifications will be examined in the same manner as those of new applicants.
- b. The pre-transfer evaluation must include an evaluation by the current supervisor.
- c. Lateral transfers will not be approved with any salary increase.
- d. A thirty-day notice should be given to the department from which the transfer is being made. It is the policy of the University administration to encourage transfers and promotions of staff members when they are of mutual advantage of the staff member and the University. To the fullest extent possible and practical, the policy shall be to fill job vacancies by internal promotion of qualified and capable staff members.

When two or more employees are being considered for a promotion and their qualifications and job performance are the same, other factors being considered, the person with the most seniority shall be considered for the promotion in preference to hiring new personnel with less or equal qualifications.

Transfer or promotion of staff members may be made within a department or maybe across organizational lines. Consideration of transfer or promotion should be handled with care and for the benefit and welfare of the staff member, as well as for the best interest of the University.

It should be recognized that in our working relationships there might be difficulties of supervision, working conditions, or personality conflicts for which a transfer might be the best solution for the University and the staff member. Adhering to this course of action will enable the moral and general efficiency of the entire University staff to be most effectively served.

Reduction in Force

When a staff member is to be laid off for any period exceeding one month and not exceeding four months due to lack of work/funds, that staff member shall be considered on a temporary layoff status subject to reinstatement to the position within the four month period without loss of service benefits accrued at the time of lay off. A department head may lay off a staff member because of lack of work/funds abolishment of the position, or other reasons requiring general retrenchment of the departmental staff.

The selection of a staff member to be laid off shall be determined by the department head who will give due consideration to the factors of work performance. The staff member shall be given notice of at least one pay period if the circumstances and advance knowledge will permit.

Procedure for Handling Personnel/Staff Changes

Forms for requesting changes in personnel are available in the Office of Human Resources. These should be prepared in accordance with instructions printed on the form. The original should be forwarded to the Human Resources Office, with a copy retained by the requesting department in a pending file. All departments will be notified, in writing, of all official personnel actions relevant to their review. All official human resources transaction forms (see appendix I) for new hires, separations, salary increases, reclassifications, promotions, and transfers, will be prepared by the Divisional Vice President's assistant, and signed by the (1) Vice President over the Division; (2) Vice President of Business and Finance (3) Human Resource; and finally (4) the President.

Request of a new position of any employee should include, in addition to form requirements, a brief description of the duties assigned to the position, the importance of the position to the quality and productivity of the program, and plans for realignment of duties and responsibilities for the position.

It will be the responsibility of department heads to notify the Human Resources Office of anticipated changes in duties and responsibilities of any position. The new position(s) must be approved by the Vice President for Business and Finance and the President prior to implementation.

NEPOTISM REGULATION

Close relatives may not be employed in a department when the position requires employee supervision of relatives. No person shall be recommended for appointment or transferred to a position on the staff that would be included in the following familiar circumstances and/or relationships:

- a. By blood: parent, child, grandparent, grandchild, brother, sister, uncle, aunt.
- b. By marriage: husband, wife, step-parent, stepchild, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
- c. By marriage of a staff member that creates a family relationship resulting in employment circumstances as listed above.

Note: When a marriage relationship creates a conflict as outlined above it will be necessary for one of the persons so affected to give up his/her position by the end of the fiscal year. However, the person may be transferred or re-employed elsewhere at the University subject to the aforementioned provisions. This regulation shall not affect the status of any staff member employed prior to the effective date of this policy, except through the event of marriage after the effective date.

Service Date

The date the employee is initially employed by the University, after which time there was no interruption in service by reasons of termination or resignation is considered the "service date".

External Employment

A full-time position at Edward Waters University is expected to be the employee's primary job. However, external employment is allowed, if it does not interfere with the full-time position at the University. The

appropriate vice president and the Vice President for Business & Finance must approve external employment (see appendix G).

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Discipline

The University's procedures intend that appropriate disciplinary actions be taken if the conduct or ability of an employee results in unsatisfactory performance.

The disciplinary process is intended to provide a positive and constructive framework for the employee's supervisor to assist in meeting established performance and behavior standards. All employees are expected to maintain a high standard of conduct and abide by the rules of the University, department and work unit. When an employee does not observe these standards, disciplinary action will result.

Rules and regulations are necessary in every organization. The best working condition prevails where employees conduct themselves with respect and consideration for themselves, their fellow employees, and the University.

Edward Waters University has developed a corrective discipline plan that indicates those offenses that normally warrant discipline. Action may include oral consultation, reprimand, suspension and/or dismissal.

- a. **Oral Consultation:** The first step in the discipline process is oral consultation where the supervisor and the employee discuss the cause of the problem and recommended corrective action.
- b. **Corrective Action:** Either verbal or written warnings may be made by supervisors for substandard performance, poor attendance, extended lunch hours and other types of minor offenses. Written warnings are usually preceded by counseling and made a part of the personnel record.
- c. **Probation:** Employees who fail to respond to the above warnings may be placed on probation by the supervisor, with approval of the department head. This action must be reported in writing to the appropriate divisional vice president and the Office of Human Resources, where it will be placed in the employees personnel file.
- d. **Suspensions:** Employees who becomes involved in serious problems (such as attendance, performance, etc.) may be suspended from duty by their supervisor and/or department head. All suspensions are on a "without pay" status. All suspension actions must be given to the employee in writing and must be approved by the divisional vice president. This information will be entered on the employee's personnel record. No benefits will be paid or accrued while the employee is on suspension.
- e. **Dismissal:** The Director of Human Resources will carefully review every case recommended for dismissal. Via a written request, an employee will be fully informed of the reason (s) for dismissal. In addition, via written request, an employee will be fully informed of his or her right to appeal their termination. Any employee who has been dismissed and who is later reinstated after his/her appeal shall be paid at the regular rate from the date of dismissal.

When any form of disciplinary action is taken, the supervisor and/or department head must fill out a Disciplinary Report Form (see appendix H) or document the action via a memorandum. This form/memorandum should be submitted to the Human Resources Director post haste.

The following examples represent activities that may result in disciplinary action up to and including dismissal.

Moreover, an employee may be dismissed for conduct not specifically covered by this list, if said conduct is harmful to the operation of the University or to the rights, reputations and safety of the University employees or students. Actions may include oral consultation, reprimand, suspension and/or dismissal.

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1. Excessive, unauthorized tardiness or absenteeism.
2. Failure to comply with the University or departmental policy or regulations.
3. Refusal to follow instructions of the duly assigned supervisor including overt or covert questioning and/or undermining the authority of management.
4. Sub-standard work performance.
5. Use of vile, intemperate, or abusive language or fighting, pushing, or acting in a threatening manner to any University employee, student or visitor.
6. Negligence resulting in damage or defacement of University property.
7. Falsifying employment records or other University including "time worked" reports.
8. Conduct on or off campus that is a violation of law or University policy, raises questions of moral turpitude and/or brings unfavorable attention to the University.
9. Dishonesty or stealing including irregularity in handling University assets; acts of theft from the University or co-workers; or actual or threatened destruction of University property.
10. Un-authorized possession, use, copying or reading of University records or unauthorized disclosure of information contained in such records.
11. Absence for three consecutive days without properly notifying an immediate supervisor.
12. Obtaining a leave of absence under false pretenses.
13. Failure to report to work upon expiration of an approved leave of absence.
14. Concealing or having possession of any weapons, firearms, or explosives while on the University premises, including University-owned vehicles.
15. Any willful act, careless act, or conduct detrimental to University operations or the safety and rights of other persons on the University premises.
16. Excessive or unauthorized use of University telephones for non-University business.
17. Unauthorized use, possession, or distribution of intoxicants, illegal drug, designer drugs, controlled substances or use of or possession of other drugs that would adversely affect an employee's performance on University premises.
18. Reporting for work under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession, and/or use of a controlled substance as per the Drug Free Work Place Policy.

GRIEVANCE / COMPLAINT

It is the intention of Edward Waters University to deal fairly with all employees regarding the various aspects of the employment relationship. It is expected that in the normal course of working together on a day-to-day basis, problems will arise from time to time. The University wishes to afford every opportunity for the adjustment of these problems in a prompt and equitable manner. The successful solution to these problems should be accomplished at the first level of supervision whenever possible. However, in the event a mutually agreeable adjustment is not attained at this point, a definite means of appeal to a higher level of authority is provided. Staff members may use this procedure without fear of retaliation and/or prejudice.

Grievance / Complaint Procedure

Problem Stage I

The matter in question shall be taken up with the immediate supervisor at the earliest possible time. Every

effort will be exercised by the immediate supervisor to solve the problem on its merits without undue delay.

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Problem Stage II

If the staff member making the original statement of the problem is not satisfied with the answer or solution of the immediate supervisor, or if the answer or decision is not obtained from the supervisor within ten (10) working days, the problem may be presented to the department head. Such an appeal must be made within five (5) working days after obtaining a decision in **Problem Stage I**, or within five (5) working days following the ten (10) days working period if no answer is received. The decision of the department head shall be given in writing ten (10) days after receipt of appeal.

Problem Stage III

If the foregoing measures do not produce a mutually satisfactory solution, the originating party may submit the problem to the Director of Human Resources within three (3) working days as a grievance. Upon request for the originating party, the Director of Human Resources will schedule a hearing within ten (10) days before a Grievance / Complaint Hearing Committee. The Hearing committee will be composed of five (5) impartial members to be appointed by the President of the University or his designee.

The Hearing Committee will accumulate and study the facts in the case and will submit a written report of its findings and recommendations to the President or his designee within a period of ten (10) days. The President or his designee will review the Committee's recommendations and will make a final decision as to the disposition of the submitted grievance.

Additional Procedural Information

The Director of Human Resources will act as secretary to the Hearing Committee, but shall not be a voting member. He/she shall render such assistance as necessary in obtaining facts, providing information and proposing solutions for consideration by the Hearing Committee. Any decision that is not appealed by the staff member within the time limit at any step of the procedure shall not warrant further consideration.

Resolution of Complaints

If an employee is seeking assistance with what he/she feels is a legitimate grievance, the President or his designee will not make a final decision concerning the grievance without affording the employee and supervisor an opportunity to resolve the grievance to the satisfaction of both parties. It is desirable that grievances be resolved within the various departments, using established grievance procedures. If this cannot be done within five (5) days after the written grievance is presented to the Grievance / Complaint Committee, the record of the grievance and recommendations of the Grievance / Complaint Committee will be reviewed by the President or his designee. The President or his designee can approve, amend, alter or revise the recommendation of the Grievance / Complaint Committee. The President's or his designee's decision shall be final.

SEXUAL HARASSMENT / HARASSMENT:

A PREVENTIVE PLAN

"Sexual Harassment / Harassment Is Prohibited In The Work Place"

It is Edward Waters University's policy to promote a productive, harassment free work environment in which the talents of a diverse work force are valued and respected. Edward Waters University will not tolerate any form of harassment or intimidation by employees, agents, vendors or third parties based upon race, color, creed, religion, age, gender, sexual orientation, marital status, military obligation, status as a disabled veteran or veteran of the Vietnam War, or any other basis that is protected under applicable law. Moreover, Edward Waters University will not tolerate retaliation in any form against individuals who report and/or oppose discrimination or harassment.

Harassment and intimidation includes verbal or physical conduct based upon the above criteria that unreasonably interferes with another employee's work performance, creates an intimidating, offensive, or hostile environment, or otherwise adversely affects the employment opportunities for employees. All Edward Waters University employees are expected to conduct themselves in a professional manner, to respect others in the workplace and to contribute to a productive work environment that is free from harassing activity.

Edward Waters University's policy against harassment in the workplace includes prohibition against the form of discrimination referred to as sexual harassment. University employees must refrain from sexually harassing behavior directed towards employees, customers, vendors, or anyone else associated with the University.

Definition

Un-welcomed sexual advances, requests or demands for sexual favors, and visual, verbal, or physical conduct of a sexual nature including, but not limited to, unwelcome sexual comments, sexual teasing or joking as well as other conduct directed toward a person because of his or her gender constitutes sexual harassment when:

- Such conduct is explicitly or implicitly a term or condition of employment.
- Personnel decision concerning such items as career opportunities, promotions, and developmental assignments are based on submission to, or rejection of, such conduct.
- Such conduct unreasonably interferes with a person's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of prohibited sexually harassing behavior include:

- Un-welcomed sexual advances or propositions.
- Requests or demands for sexual favors.
- Sexually oriented joking or teasing.
- Continued or repeated verbal abuse of a sexual nature.
- Graphic or degrading comments about an individual or his or her appearance.
- The display of sexually suggestive objects or pictures.
- Subtle pressure for sexual activity.
- Un-welcomed physical contact such as patting, hugging, pinching or touching another person's body.
- Other verbal or physical conduct of a sexual nature.

More examples of prohibited behavior with respect to race, age, national origin, and discrimination include:

- Joking or teasing.
- Verbal abuse.
- Derogatory or degrading comments.
- Display of derogatory or degrading objects or pictures.

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Complaint Procedure

Any employee who believes that he or she has been subjected to any form of prohibited harassment is expected to bring the matter to the attention of any one of the following:

- Their immediate supervisor, director, or vice president of the division.
- The Director of Human Resources.
- The President or his designee.

If the alleged harasser is the employee's supervisor or if an employee does not wish to complain to his or her supervisor, the employee is free to bypass his or her supervisor and make a confidential complaint directly to any of the aforementioned offices.

Employees are obligated to report incidents of harassment that are witnessed. Any employee who witness or observes any form of prohibited harassment has a duty to report any such behavior and should follow the above complaint procedure.

All allegations of harassment will be investigated promptly and thoroughly by Edward Waters University. Harassment complaints will be handled as confidentially as possible, with disclosure made only to those individuals with a legitimate need to know of the complaint. The Human Resource Director will conduct the investigation, which can include taking witness statements, witness interviews, and collecting relevant written material.

If the investigation reveals that the policy has been violated, the University will take prompt and appropriate remedial action. Such remedial action may include, but is not limited to, warnings, mandatory training, demotions, compensation actions, temporary removal from the workplace, and termination of employment. Edward Waters University will not tolerate harassment by any employee, regardless of level or title. No employee of Edward Waters University is immune from this policy.

False and Malicious Charges

It is every employee's obligation to report potential violation of this policy and to cooperate in and provide truthful information in any investigation of such policy violations. False accusations of sexual harassment can seriously injure innocent people.

Where the preponderance of the evidence shows that an employee intentionally made a false and malicious charge of sexual harassment, that person will be subject to disciplinary action up to dismissal. Charges made in good faith that are erroneous or unproven are not subject to discipline.

Edward Waters University prohibits any form of retaliation against a person who reports a claim of harassment, who oppose any act of harassment in the workplace, or who participate in the investigation of a claim of harassment. Any form of retaliation against these individuals may also result in appropriate disciplinary action up to and including termination of employment of the person(s) retaliating.

After the investigation has been completed, the Human Resources Director shall meet with the complaining party to report the results of the investigation and any non-confidential action taken regarding the complaint. The complaining party shall have the ability to respond regarding the complaint. The complaining party shall have the ability to respond regarding the adequacy and/or acceptability of the determination and actions taken by the University.

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Amorous Relationships with Students

As an educational institution, Edward Waters University strives to maintain for its students an environment of safety, trust, and mutual respect. The University in accordance with its no tolerance policy regarding this serious issue, requires that any staff or faculty member who has entered into any amorous romantic relationship with a student, whether it is considered consensual or not or whether outside the staff/faculty member's power or influence, or any staff or faculty member who is aware of any such relationship, is required to report that relationship to his/her supervisor immediately so that the University may become aware of the relationship and evaluate its appropriateness. As part of its ongoing efforts to maintain a safe learning, living, working and social environment, Edward Waters University prohibits and will not tolerate discrimination, harassment or any mistreatment of students, faculty or staff.

While Edward Waters University recognizes that "consensual" amorous or romantic relationships between faculty or staff members and students do not constitute sexual harassment, it also recognizes that such relationships may end unhappily or become conflicted and result in charges of sexual harassment, or even physical or psychological abuse. In such cases, the University has a legal duty to respond to and investigate these charges in the same manner as charges arising in any other context.

Further, some courts reviewing such claims have held that faculty and student relations are inherently unequal because faculty members have, or are perceived to have, authority or control over students. Thus, in relationships that are inherently unequal, the existence of consent may not insulate an individual or the University from liability if charges of sexual harassment are filed.

Accordingly, all faculty/staff are discouraged from engaging in romantic or amorous relationships with students and are expressly prohibited from engaging in such relationships in circumstances in which they exercise power or influence over a student. Faculty and staff who violate this policy will be subject to the disciplinary procedures of the institution, including possible termination.

Drug-Free Workplace

Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at the workplace. Individuals, who possess, use manufacture or illegally distribute drugs or controlled substances are subject to criminal prosecution as well as University disciplinary action, up to and including termination of University employment.

Edward Waters University recognizes that drug addiction is an illness that requires professional assistance and treatment. The medical plans offered to faculty / staff members and administrators contain certain coverage options specifically set up to assist in recovery from such illnesses, and the Director of Human Resources is available to discuss in confidence questions concerning this policy, drug addiction, and insurance coverage for drug abuse. Such addiction, however, does not excuse poor or impaired work performance by the employee, including absenteeism and tardiness. Individuals whose work performance is impaired as a result of the use or abuse of illegal drugs may be required to participate in an appropriate diagnostic and treatment plan. Participation in such a plan does not eliminate nor negate appropriate discipline by the University.

In accordance with the Federal Drug Free Workplace Act of 1988, and as a condition of employment with Edward Waters University, each faculty / staff member, administrator and other employee must agree to abide by this statement of the University's Drug Free Workplace Policy and to notify the Director of Human Resources of any criminal conviction related to drug activity in the workplace within (5) days after such conviction. If the individual is supported by a federal grant or contract, the University will notify the supporting government agency within (10) days after receiving notice, such notice being required under the terms of the aforementioned Act.

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Education Counseling and Rehabilitation

Edward Waters University shall develop and maintain a program of education designed to help all members of the University avoid involvement with illegal drugs. The educational program shall emphasize the incompatibility of the use or sale of illegal drugs with the goals of the University, the legal consequences of involvement with illegal drugs, the medical and psychological implications of the use of illegal drugs, and the ways in which illegal drugs jeopardize an individual's present accomplishments and future opportunities. Specific elements of the education program are:

1. Publicizing the University's *No Tolerance* Policy in the Catalog, the Faculty Manual, the Human Resources Manual and the University's newsletter.
2. Development of courses on drug education. University shall disseminate information about drug counseling and rehabilitation service that are available to members of the University community.
3. Persons who voluntarily avail themselves of such services shall be assured that applicable professional standards of confidentiality will be observed and that such participation will not be the basis for disciplinary action.

Enforcement and Penalties

Staff, administrators and other employees are responsible, as citizens, for knowing about and complying with the provisions of Florida's law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances". The university will initiate its own disciplinary proceedings against a faculty member, administrator, or other employee when the offense is deemed to affect the interest of the University. Penalties will be imposed by the University in accordance with procedural safeguards applicable to disciplinary actions against students, faculty members, administrators, and other employees, as required. The penalties to be imposed by the University may range from written warnings with probationary status to expulsions from enrollment and discharges from employment. However, the following minimum penalties, as prescribed by the Board of Trustees, shall be imposed for the particular offenses described.

A. Trafficking in Illegal Drugs

For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, or any controlled substance identified in the Florida Statutes (including, but not limited to, heroin, mescaline, lysergic acid diethylamide, opium, cocaine, amphetamine, metha-qualude), any faculty / staff members, administrators or other employees shall be discharged.

B. Illegal Possession of Drugs

For a first offense involving the illegal possession of any controlled substance the minimum penalty shall be suspension from employment for a period of at least one semester or its equivalent.

After such suspension the employee shall be placed on probation for a period to be determined on a

case-by-case basis. A person on probation must agree to participate in a drug education and counseling program, consent to regular and/or random drug testing and accept such other conditions and restrictions, including a program of community service, as the President or the President's designee deems appropriate. Refusal or failure to abide by the terms of probation shall result in the employee's immediate termination. For second or other subsequent offense(s) involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed, including discharge of faculty / staff members, administrators or other employees.

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C. Suspension Pending Final Disposition

When a faculty / staff members, administrator, or other employee has been charged by the University with a violation of policies concerning illegal drugs, he or she may be suspended from employment before initiation or completion of regular disciplinary proceedings if, assuming the truth of the charges, the President or, in the President's absence, the President's designee concludes that the person's continued presence within the University community would constitute a clear and immediate danger to the health or welfare of other members of the University community or create an unacceptable, inappropriate presence in the workplace; provided, that if such a suspension is imposed, an appropriate hearing of the charges against the suspended person will be held as promptly as possible thereafter.

COMPENSATION

SECTION C

SECTION C

COMPENSATION

WAGE AND HOUR LAW

The University operates under the Federal Fair Labor Standards Act (FLSA), commonly known as the Wage and Hour Law. Employees, other than certain executive, administrative and professional personnel, are considered non-exempt employees and are covered by the provisions of this law. Non-exempt employees are entitled to the benefits of the law such as overtime pay at one and one-half their regular rate, a limitation of hours worked without payment of overtime, and a guaranteed minimum wage.

Non-exempt employees are not permitted to work beyond the forty hours per week unless the time is requested by his/her supervisor. No supervisor may authorize overtime unless he/she has written authorization from the Vice President for Business & Finance. Overtime made during a particular pay period, will be entered on the next payroll affecting that employee.

Work Rules for Non-Exempt Employees:

All hours in the workweek are recorded on a daily sheet pursuant to the procedures set forth below so that accurate records can be kept of time worked.

1. Credit as hours worked is given for days taken for earned annual, administrative or sick leave.
2. Unauthorized work during established lunch periods is not permitted. Employees are required to leave their work area during lunch period, unless otherwise authorized.
3. Work should not be performed before or after the established work time. When it is authorized by the supervisor, it must be recorded as time worked.
4. Falsification of records will subject one to immediate dismissal.

NOTE: **SUPERVISORS ARE RESPONSIBLE FOR UNAUTHORIZED (1) OVERTIME; (2) VACATION AND SICK TIME; AND (3) OTHER LEAVE TIME.**

Wage & Salary

All hourly paid positions are classified according to relative technical requirements and responsibility. Salary rates are established for each classification. Adjustment to salary rates for a classification are normally based on a fiscal year of July 1 - June 30. Adjustments usually coincide with the new budget year.

Exempt and Non-Exempt Status

Certain positions are exempt from receiving overtime and leave time for hours worked in excess of 40 hours per week. This is necessary in order to maintain an adequate budget. Leave time will be approved on a case-by case basis by the department head for employees who are in a non-exempt status. More information is available in the Human Resources Office on exempt and non-exempt positions.

Salary Schedule

New employees are usually hired at the base rate. The rate may not be appropriate when hiring a person to fill a position for which he/she obviously is not qualified, but due to scarcity of people in the classification it is necessary to fill the position. If employees have previous experience in a particular field, they may be hired at a higher salary than the beginning rate. This action will be taken upon recommendations of the Director of Human Resources with approval by the Vice President for Business and Finance and the President.

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Pay Periods and Receipt of Checks:

Payroll for semi-monthly employees is disseminated on the 15th and the last day of each month. All semi-monthly employees are required to enroll in the mandatory direct deposit program. If there are problems with the receipt of payment during a pay period, those issues should be directed to the Payroll Manager's Office.

Payroll for monthly employees is disseminated on the last calendar day of the month. All monthly employees are required to enroll in the mandatory direct deposit program.

In the event an employee is to receive a physical payroll check, those payroll checks will not be mailed or given to anyone other than the employee; unless written notification is given. Written notice must be in the Payroll Office the day before checks will be released.

Questions regarding time and/or hours worked, sick pay and/or deductions should be discussed with the employee's supervisor(s). If necessary, the Director of Human Resources may be consulted for clarification of questions regarding time/deductions and the Payroll Manager's Office for paychecks.

Federal Income Tax and Social Security deductions are required by law: Other deductions will be made in accordance to an authorization, properly signed by the employee for health insurance, life insurance, tax sheltered annuities, etc. Participation in the above is optional.

Guide for Payroll: In order to maintain accurate records and timely reports, the following procedures were instituted at Edward Waters University:

- a. No checks will be issued unless all time sheets (see appendix J) are on file in the Business Office. These daily records should be maintained by the individual daily and signed by the appropriate supervisor and turned in at the designated time.
- b. Time sheets (see appendix J) are to be signed by the employee and their respective supervisors. Time sheets are to be turned in to the Human Resources Office at the designated time.
- c. Overtime must be requested and approved before an individual is paid. The Vice President for Business and Finance or his designee must approve overtime before it is worked.
- d. Any employment services performed for the University, where payment is to be made, must go through the University's payroll. No one will be paid for service rendered unless it is properly taxed.
- e. Our pay periods will remain the 15th and the last working day of each month. Do not request checks before these dates. (Plan accordingly) Questions regarding payroll will be answered as soon as possible.

NOTE: Employees paid semi-monthly should be scheduled to begin their employment on either the 1st or the 16th of each month. Employees paid monthly should be scheduled to begin their employment on

the 1st, but no later than the 15th of the month. In the event a monthly employee begins his/her employment after the 15th of the month, they will not receive payment until the following month.

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Pay

It is the intention of the University to allocate funds for salaries and wages as fairly and equitably as possible in a manner that is based on a fair evaluation of the relative value of work performed. It is the policy of the University to establish rates of pay and salary ranges that are justly related to such factors as skill and ability required to perform the work; the level of responsibility assigned; effort demanded of the position and its working conditions. Due consideration is also given to "prevailing rates" being paid for similar kinds of work in the area and by other comparable institutions. Edward Waters University must also live within the limits of its financial ability; therefore, salaries and wages are always dependent upon the availability of funds.

Most staff positions are assigned a salary grade classification and salary range, as determined by a study of the assignments and responsibilities of the position. Minimum and maximum salaries are established for most positions and salary adjustments may be made within the range in accordance with the operating procedures as outlined below.

Direct Deposit

All employees are required to enroll in the direct deposit program. This includes adjunct instructors and other part-time employees. Enrollment forms can be obtained from the Payroll Manager's Office.

Appointment of Personnel on an Acting Basis

In the event a position becomes vacant and such position provides extensive services that cannot be assumed by existing staff, the President may approve the position to be filled by a University employee on an acting basis. Any salary adjustment shall be in accordance with what the President and the Vice President of Finance deemed reasonable for the length of the "acting" period.

An employee accepting assignment on an acting basis will return to the individual's regular position when the acting appointment is completed. An employee filling a vacant position on an acting basis shall be eligible for a permanent placement only when the individual has applied for the job through standard university procedures.

Salary Ranges for Positions

The Director of Human Resources after consultation with the Vice President for Business and Finance will establish suitable salary ranges for the various employment categories to the President. The normal starting rate will be the beginning rate of the salary grade assigned to the position:

- a. However, authorization may be granted to employ above the beginning rate in certain circumstances.
- b. The primary criterion for adjusting such initial salary rates will be the factors of previous experience, education and background.
- c. Personnel employed on an hourly rate basis, and temporary workers, will be compensated at

the beginning rate of pay.

In general, a new employee may be granted a raise after successful completion of his/her probationary period if: 1) the employee started at the base salary of the position pay range, 2) performed above average, and 3) funds are available for this purpose in the budget.

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Overtime

As a general policy statement, it is expected that the University's various workloads should be accomplished within the basic schedule of the work-week. It is the policy of the University to discourage overtime situations. The President charges each administrative officer concerned with the responsibility for organizing, scheduling, and staffing work loads in a manner that will avoid the development of overtime work situations. The administration recognizes that occasionally a staff member may be required to work overtime in certain situations. Overtime, if required, shall be performed only at the recommendation of the department head and with prior approval of the Vice President for Business and Finance. It is expected that exempt personnel will perform their duties for such periods as may be required. Exempt status is granted to those positions designated as administrative, professional and managerial. An overtime permit must be processed and approved by the Vice President for Business and Finance before an employee can be granted such. A copy of the overtime permit must be filed with the Human Resources Office prior to the work being performed.

Merit Increases

Increases in pay rates within the salary range for each position are approved by the Vice President for Business and Finance and the President. These increases will normally be given provided that funding is available, and the employee's performance is considered above average ("gone beyond the call of duty") by the supervisor. If a new employee's performance has not been above average, the initial salary increase may be withheld. Subsequent increases are made only when funding is available, and the employee's performance merits consideration.

The merit system also means that increases are not automatic and that increases will not be granted merely because funds are available in the budget. The increases are granted on the basis of the quality of performance on the job and not mere length of service.

Upon appropriate approval, the amount of salary increase is prorated over twelve months if the employee remains in the position.

Depending on the availability of funds, the President may grant annual cost of living adjustments in addition to any merit increases.

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TERMINATION OF EMPLOYMENT

SECTION D

SECTION D

Termination of Employment

Involuntary Separation/Termination

The University's rules concerning termination of employment are intended to be general guidelines to good judgement and fair treatment. A staff member who conducts himself/herself in a manner that reflects unfavorably upon the reputation of the University and/or himself/herself will be subject to termination, without advance notice and without further pay, for such cases, but not limited to the following:

- a. Falsification of records, including time cards and applications for employment.
- b. Gambling on University property.
- c. Reporting to work under the influence of alcohol or when suffering from an alcoholic hangover, reporting for work under the influence of narcotics, barbiturates, hallucinogens, amphetamines or marijuana.
- d. Insubordination or disobedience, inexcusable neglect of duties.
- e. Excessive garnishment of wage and/or salary.
- f. Incompetence or inefficiency.
- g. Unauthorized possession of firearms, knives or explosives.
- h. Immoral or indecent conduct on University premises and / or conviction by court of law of such conduct off campus.
- i. Submission of falsely stated documents, including travel vouchers, etc.
- j. Striking or assaulting, threatening, intimidating, coercing or interfering with students, administrators and/or fellow employees on campus.
- k. Refusing to work assigned schedule / shift.
- l. Violations of anti-fraternization policies.
- m. Excess absences from work and / or work area.

- n. Violating professional ethical standards.
- o. Removal of University property from the campus without permission.
- p. Other acts of misconduct may subject an employee to immediate termination depending upon the nature or severity of the offense or actions of the employee.

Voluntary Separation/Resignation

In order to separate in good standing, the staff member is required to give adequate notice (2 weeks) to his/her department head/supervisor in advance of the date he/she contemplates leaving the University. Department heads/supervisors should be required to give adequate notice (4 weeks) to his/her department head/supervisor in advance of the date he/she contemplates leaving the University. Notice should be in writing and given to the immediate supervisor, divisional vice president with copies to the Director of Human Resources. Employees submitting resignations will be paid through the last day worked.

Accrued vacation leave time should be taken into consideration before completing a notice of resignation. All terminating employees are required to arrange for an exit interview with the Human Resources Office to discuss continuation of benefits and to complete a Separation/Clearance Form (see appendix E).

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BENEFITS

SECTION E

SECTION E

BENEFITS

Life Insurance & Other Supplemental Insurance

Life insurance is available to all full-time employees currently at owner's expense. In addition, cancer, accident, fire and other supplemental insurances are also available. Rates vary and therefore cannot be listed in this section. Contact the Office of Human Resources for further information.

Health & Dental Insurance

All regular full-time employees are eligible to join the group medical and dental insurance program within the first thirty-one days of their initial date of employment. The University makes contributions towards the premiums for health insurance plans for full-time employees. Employee's who wish to have coverage for their spouse, children and family are responsible for paying the difference in premiums for each plan. The exact coverage and premiums costs vary and therefore are not included in this manual. Contact the Office of Human Resources for further premium information.

Dental insurance is available and is strictly voluntary. Those full time employees interested in obtaining dental insurance will bear the full cost of the monthly premium.

Workman's Compensation

Accidents are to be reported to your supervisor immediately, regardless of the severity of the injury you sustain. Workman's compensation is currently available. As standard operating procedure **ALL ACCIDENTS MUST BE REPORTED TO THE HUMAN RESOURCES OFFICE IMMEDIATELY. FORMS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE FOR THIS PURPOSE.**

Unemployment Compensation

The University provides unemployment compensation insurance at no cost to the employee. This means that employees qualified for benefits will be protected against lost of salary for reasons other than sickness or injury. Employees should be aware that voluntary separation or discharge for cause, are not covered by unemployment compensation. Specific qualification requirements for benefits can be obtained from the local Unemployment Office.

Pre-Paid Legal Insurance

All regular full-time employees are eligible to join the group pre-paid legal services program thirty days following the date of employment. The university does not pay the premiums for employees. The employee is responsible for paying the premiums via payroll deduction. The individual with the assistance of the Office of Human Resources -Benefits should research the exact coverage and premiums costs. Information about how to contact this company is available from the Office of Human Resources.

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Section 125 (Cafeteria Plan)

All regular full-time employees are eligible to participate in a program that permits financial contributions to the benefits such as medical, dental, and some ancillary benefits on a pre-tax basis thereby reducing overall taxable income. Pre-tax benefit elections are to remain in effect for the entire plan year. Once an election has been made, it cannot be changed unless there is a qualifying event. See the Office of Human Resources for further details.

Savings Bonds (Series I)

All regular full-time employees are eligible to participate in our savings bond program. Employees are able to pay for these bonds through payroll deduction. See the Office of Human Resources for further details.

Tuition Remission

After 6-months of continuous employment, all regular full-time employees are eligible to take one course per semester at the University. In order to receive the tuition remission, employees must make a “C” or better in the class. Tuition Remission forms can be obtained from the Office of Human Resources.

Tuition Exchange

The Tuition Exchange is a reciprocal scholarship program for children and other family members of faculty and staff employed at over 530 participating institutions. See the Office of Human Resources for further details.

Financial Services

All regular full-time employees are able to become members of First Florida Credit Union and Wachovia Bank. Further information on these services can be obtained from the Office of Human Resources

Retirement

All regular full-time employees are eligible to participate in the University's retirement program. The retirement program is a 403 (b) administered through TIAA-CREF. After 12 continuous months of employment contributing employees are eligible for matching contributions from the University. See the Office of Human Resources for further details.

SECTION F

SECTION F

GENERAL INFORMATION

Coffee Breaks & Rest Periods

Because of the nature of the work environment at Edward Waters University, work schedule permitting coffee, smoke, and rest break periods are not allowed. Employees wishing to take such breaks must inform their supervisors and the Director of Human Resources immediately. Such times must be treated as vacation leave.

Parking Facilities

Designated parking areas are provided at all University owned sites where space is available. The parking areas are designated as follows:

1. Student parking to accommodate currently enrolled full and part-time students and general public.
2. Faculty/staff parking to accommodate employees of the University.
3. Administrative parking to accommodate Administrators and Board members.
4. Visitor Parking.
5. In addition to the above designation, an appropriate number of spaces to accommodate handicapped persons shall be provided in each designated area.
6. Parking in areas designated as Faculty, Staff, Administrators and handicapped are limited to vehicles with valid decals.
7. The Security Office is responsible for the issuance of appropriate parking decals.
8. Employee and Board parking decals are valid for the duration of the academic year.
9. Violations of the above shall result in a fine for each violation. Failure to pay a fine within ten (10) University business days of the issuance of the ticket shall result in a late payment charge. The Board of Trustees approves fines and fees. Repeated violations of the parking policy may result in

employee discipline.

Employees are not authorized to park on the Public street or roads because such act may endanger the lives of innocent people. An employee who chooses to circumvent obtaining valid parking decal by parking on the public street or road will face disciplinary action, which may include termination.

Health & Safety

Safe working conditions are extremely important. Each employee is to be given an orientation on safe practices in his/her area by the supervisor and/or department head. Each employee should report any unsafe conditions observed to his/her supervisor. Some examples are: wet or slippery floors, equipment left in a hazardous position, broken equipment, defective electric outlets, etc. For further information contact the Physical Plant department.

Fire Prevention & Training

The importance of fire prevention cannot be over emphasized. Carelessness and thoughtlessness are the two main reasons for fire disasters. Some major fire hazards that employees should report are:

1. Cigarettes, cigars or pipe ashes in wastepaper basket or near stacks of paper;
2. Flammable liquids left uncovered after use;
3. Smoking in unauthorized areas;
4. Accumulation of paper, oily rags in storage or other areas; and

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5. Defective wiring or electrical devices.
6. Edward Waters University has set up fire prevention plans to protect faculty, staff and students, other personnel and property. Employees should contact the Physical Plant department regarding the plan for their particular area.

In Case of Fire:

1. Avoid panic - move quickly to the designated exit area.
2. Check fire and judge its size.
3. Call switchboard and inform the operator of exact location and extent of fire. The switchboard operator will contact the Fire department.
4. Use extinguishers and hoses, as necessary.
5. Close windows, doors and other sources of draft.
6. Other fire details will be given during the orientation period and during regular fire drills.

Personal Appearance

Personal neatness and appropriate attire are left up to the employee. All employees are asked to be careful of their personal hygiene, neatness of attire and cleanliness of apparel. Your dress and appearance should be appropriate at all times. Violations of standards of hygiene and cleanliness may be cause for disciplinary action.

Smoking

In accordance with state and federal Smoke Free Work Place legislation, Edward Waters University has adopted a policy that prohibits smoking in any of the buildings or dormitories located on Edward Waters University's campus. Smoking is permitted outside buildings and in designated areas only (*see break time under coffee break*). Furthermore, smokers must ensure that their cigarette butts are properly discarded.

Personal Mail

Personal mail should not be sent or delivered through the campus post office.

Uniforms

If a particular job requires the employee wears a uniform, the supervisor will advise the employee of the type. Uniforms are furnished to service workers. Care should be taken to maintain these uniforms in a presentable manner. Abuse of supplied uniforms may subject an employee to discipline. When an employee leaves the University, all uniforms should be returned to his/her supervisor.

Personal Behavior

Loud noises should be avoided. Individuals should report to their work area and remain during the workday and avoid going from office-to-office engaging in unproductive activities including but not limited to (a) gossiping, (b) reading confidential information on the desk of fellow employees; and (c) being disruptive within the office.

Telephone

PROMPT, courteous answers to telephone calls should be a self-imposed rule. Employees are direct representatives of the University when talking on the telephone. It is a good practice to identify oneself and the department when answering or making a call. Personal calls should be limited to two (2) minutes. The personal use of the University's telephone or property is strictly prohibited. The University monitors the use of the telephone system on campus and will take appropriate action against any employee who violates this policy. Telephone calls may be monitored for quality and appropriateness of use.

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All telephones, computers (including hardware and software), and all other materials supplied on campus are University property and employees have no expectation of privacy regarding the use including University supplied lockers.

Further, all employees and visitors are subject to search of personal briefcases and persons for any legitimate business purposes, including lunches, purses and automobiles on University property. Your employment with the University is a waiver of any such objection to such examination or search. It is important that any inappropriate materials, of whatever nature, including illegal drugs, alcoholic beverages, or weapons of any kind, should never be brought onto University property.

Further, any employee who is supplied any electronic equipment, including computers, E-mail service, or telephones, hereby understands and accepts that they are subject to access at any time by the University. This includes access to voice mail, E-mail, and surveillance of telephone calls by the University. Each employee should supply to his/her supervisor any and all passwords or codes necessary to access E-mail, voice mail or computer software and hardware so that the University may access these materials at any time, whether the employee is present at work or not. Inappropriate or excessive personal use of this University supplied equipment can subject the employee to discipline up to and including termination. It is important that the employee not place inappropriate material, including unauthorized or pirated software, in any computer system, E-mail or telephone. The acceptance of inappropriate materials through E-mail is discouraged and if an individual sends inappropriate materials through E-mail or computer access to you, that person should be told not to do it again. Repeated violation of this provision shall result in termination of employment.

Solicitation Protection

In order to protect employees from any form of solicitation, raffle/charity drives, etc., it is the policy of the institution to require written approval of either the Vice President for Business and Finance or the Director of Human Resources for solicitation purposes, insurance included. Employees who discover persons making unauthorized solicitations should report this to their supervisor immediately.

Intellectual Property

All members of the University Community-faculty, staff and students, are encouraged, as part of their work or student life experience to create or participate in the creation of information, processes, artwork, publications and other creations, or work product that are subject to registration or protection under copyright, trademark, or patent laws (collectively “Intellectual Property”).

Absent express written agreement to the contrary, any Intellectual Property created within the course and scope of a faculty or staff member’s employment, and/or on or with Edward Waters University property, shall be the sole and exclusive property of Edward Waters University, as shall revenue derived there from. Likewise, absent express written agreement to the contrary, any such Intellectual Property created by a student in the course or scope of the student’s coursework or a university sponsored extra curricular or work-activity shall be the sole and exclusive property of Edward Waters University.

Before undertaking any such efforts, faculty, staff and students should obtain written agreement with the University through the office of the President if there is to be any other allocation of ownership rights or any revenue generated by such efforts.

Other

Bulletin Boards

Bulletin boards are placed in strategic areas throughout the campus and in each major area of the University to display information of interest to employees. Vacancy announcements are posted on these bulletin boards as they occur. Such boards are intended for official University use only.

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Licenses and Registration

When license or registration is required before an employee may perform certain duties, it is the responsibility of the employee to acquire and to renew such items. **Failure** to renew a license or registration could result in termination of employment.

Lost and Found

Articles found on the premises should be turned into the Security Department. Lost items may be handled in the same order.

Security

In the event of an emergency, contact the security office, where security officers are readily available. The extensions are 8887 and 8888.

New Employees

Must report to the Human Resources Office on the first day of employment.

Current Employees

Any changes in current status, such as telephone number or postal service address, must be reported to Human Resources immediately.

Resignation or Transfer

A report must accompany the notice of resignation stating forwarding address and other pertinent information.

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HUMAN RESOURCE FORMS

APPENDIX



EDWARD WATERS UNIVERSITY **APPENDIX**
A1
HUMAN RESOURCES REQUISITION FORM
FOR THE PURPOSE OF ADVERTISING PART-TIME CONTRACT JOB OPENING

Name & Title of Requisitioner

Date of Action

It is requested that the following position be filled:

1. Job Title _____ 2. Budget Position No. _____
3. Brief Job Description (attach additional sheets if necessary)

4. Qualifications: (attach job description)	<u>Minimum Acceptable</u>	<u>Preferred</u>
a. Education	_____	_____
b. Degree	_____	_____
c. Special Skills	_____	_____
d. Yrs of Experience	_____	_____

5. This vacancy has been caused by:

() New Position or () Resignation/Termination of _____

6. Department to be Charged: _____ Department No: _____

7. Position was budgeted: () Yes () No

8. Funds are available: () Yes () No

9. Pay Grade: _____ With a starting salary of \$ _____

10. Approved by:

a. _____
Division Head Date

b. _____
Vice President for Business & Finance Date

c. _____
Director of Human Resources Date

d. _____
President Date

Note that this form must be completed in its entirety before the Office of Human Resources will process your request.



EDWARD WATERS UNIVERSITY
STAFF PERFORMANCE EVALUATION

APPENDIX C

Employee's Name: Scheduled Review Date:

Department: Title:

Type of Review: Annual Probationary (180 days) Other:

INSTRUCTIONS

Carefully evaluate the employee's work performance in relation to current job requirements. Be objective and do not allow personal feelings to affect your decision. Give the employee a blank copy of the evaluation form to complete as a self-evaluation in advance of the performance interview. Conduct a private conference with the employee to discuss their evaluation. Do not just focus on negatives, but also the positive results and necessary improvements. Be able to identify both positive and negative performance with specific examples. Circle the number along the rating scale which best describes the individual's performance. Ratings of Outstanding or Unsatisfactory require comments.

RATING SCALE: 5 - Outstanding 4 - Above Average 3 - Average 2 - Below Average 1 - Unsatisfactory

FACTORS KNOWLEDGE OF WORK - Demonstrates understanding of the duties and responsibilities of the position. RATING 5 4 3 2 1

Comments:

QUALITY OF WORK - The accuracy, neatness, thoroughness and effectiveness of work performed. RATING 5 4 3 2 1

Comments:

INITIATIVE - Ability to act independently. Proposes new ideas or methods of doing things. Seeks to expand their capabilities RATING 5 4 3 2 1

Comments:

PUNCTUALITY & ATTENDANCE - The extent to which an employee adheres to the work schedule. RATING 5 4 3 2 1

Comments:

STUDENT/CUSTOMER SERVICE - Provides accurate, timely, & professional service to students/customers. RATING 5 4 3 2 1

Comments:

COOPERATION - Willingness & demonstrated ability to work & communicate with co-workers, supervisors, subordinates and/or outside contacts. RATING 5 4 3 2 1

Comments:

SUPERVISORY CAPABILITY – (Complete only for individuals with supervisory responsibility). Demonstrated ability to train, supervise, motivate & obtain results from subordinates.

5 4 3 2 1

Comments: _____

Complete all of the following sections.

1. Accomplishment of new abilities demonstrated since last review: _____

 2. Identify areas in which improvement is needed: _____

 3. Recommendations for professional development (seminars, training, workshops, etc...): _____

-

IMPROVEMENT PLAN: (If applicable) Indicate plan to bring about improvement in evaluated areas, and tentative timetable for action. (Attach additional sheet(s) if needed).

OVERALL RATING: Circle the appropriate rating.

5 – Outstanding 4 – Above Average 3 – Average 2 – Below Average 1 – Unsatisfactory

Discussed with individual on _____ Recommend continued employment. Yes No

Employee's Comments: _____

Evaluator's Comments: _____

Employee's Signature* _____

Date: _____

Evaluator's Signature: _____

Date: _____

Next Level Supervisor: _____

Date: _____

President / Vice President

* My signature above does not necessarily mean that I agree with the rating. It does, however, signify review of its contents. I also may attach an additional comment sheet



EDWARD WATERS UNIVERSITY APPENDIX D
ADMINISTRATIVE PERFORMANCE EVALUATION

Employee's Name: Scheduled Review Date:

Department: Title:

Type of Review: Annual Probationary (180 days) Other:

INSTRUCTIONS

Carefully evaluate the employee's work performance in relation to current job requirements. Be objective and do not allow personal feelings to affect your decision. Give the employee a blank copy of the evaluation form to complete as a self-evaluation in advance of the performance interview. Conduct a private conference with the employee to discuss their evaluation. Do not just focus on negatives, but also the positive results and necessary improvements. Be able to identify both positive and negative performance with specific examples. Attach additional sheets if needed.

KNOWLEDGE OF WORK - Comment on the individual's ability to perform the responsibilities of the position. Include supervision, leadership, decision making, communication, and organizational skills.

Three horizontal lines for writing the Knowledge of Work section.

ATTAINMENT OF OBJECTIVES - Comment on the results of the objectives or goals that were met during this year.

Three horizontal lines for writing the Attainment of Objectives section.

PROFESSIONAL DEVELOPMENT - Outline specific efforts of self-improvement and development the individual pursued or accomplished during this evaluation period.

Three horizontal lines for writing the Professional Development section.

WORKING RELATIONSHIPS - Comment on how the individual interacts with their co-workers, subordinates supervisor and other staff.

Two horizontal lines for writing the Working Relationships section.

OVERALL RATING:

<input type="checkbox"/> Does Not Meet Goals and Expectations.	<input type="checkbox"/> Meets Most Goals and Expectations.	<input type="checkbox"/> Meet all goals and expectations.	<input type="checkbox"/> Often exceeds goals and expectations.	<input type="checkbox"/> Far exceeds all goals and expectations.
Employee does not meet the goals and expectations of the position. Termination will result if improvement is not made before _____.	Employee meets most goals and expectations; however, improvement is needed to meet all goals and expectations of the position.	Employee is a solid performer. Employee consistently fulfills all goals and expectations	Employee often exceeds goals and expectations. Performance is clearly above what is normally expected.	Employee is consistently outstanding and far exceeds all goals and expectations.

SUMMARY: (Record in this area your summary of the employee's performance). **Attach additional sheets if needed.**

EMPLOYEE'S COMMENTS: Summarize your performance for the appraisal period, indicating your strengths and areas in need of improvement. Cite specific examples to support your comments. You also may comment on how your supervisor affected your ability to perform effectively and steps they can take to aid you in improving your performance. **Attach additional sheets if needed.**

DEVELOPMENT PLANNING & GOALS: List objectives or goals that are to be accomplished during the next year. **(TO BE ESTABLISHED BY THE EVALUATOR & THE EMPLOYEE TOGETHER).** **Attach additional sheets if needed.**

Discussed with individual on _____ Recommend continued employment. Yes No

Employee's Signature* _____ Date: _____

Evaluator's Signature: _____ Date: _____

Next Level Supervisor: _____ Date: _____

President / Vice President

* My signature above does not necessarily mean that I agree with the rating. It does, however, signify review of its contents. I also may attach an additional comment sheet



EDWARD WATERS UNIVERSITY
SEPARATION CLEARANCE FORM

APPENDIX E

NOTE: This form must be properly completed and delivered to the Office of Human Resources immediately upon the department's official notification of an employee's voluntary or involuntary intention to terminate employment.

Employee Classification: Faculty Staff

Full Name:

Social Security No. Resignation/Termination Date:

Department Name: Phone Ext.

Table with 3 columns: Clearance Items, Signature/Contact, Date. Rows include Department Head/Immediate Supervisor, Repayment of salary, Library Books, and Fixed Assets.

Comments:

FOR HUMAN RESOURCE'S USE ONLY

Letter of resignation or other supporting documentation received: Yes No

Date & Time Form Received: Received by:

Clearance Approval Withheld (Department and Reason):



EDWARD WATERS UNIVERSITY
LEAVE REQUEST APPLICATION FORM

APPENDIX F

SUBMIT TO YOUR IMMEDIATE SUPERVISOR FOR APPROVAL AND SIGNATURE AND ATTACH THE APPROVED LEAVE REQUEST TO TIME SHEET. APPLICATION FOR ANNUAL LEAVE MUST BE FILED AT LEAST ONE WEEK IN ADVANCE. IN CASE OF EMERGENCY OR ILLNESS, THE LEAVE APPLICATION MUST BE COMPLETED IMMEDIATELY UPON RETURN TO WORK.

EMPLOYEE'S NAME: _____ DATE: _____

DEPARTMENT: _____

Please complete the following that apply: [] HOUR(S) [] DAY(S) [] WEEK(S)

Vacation Leave Sickness/Self Sickness/Family Death Family

Jury Duty Other (if checked explain) _____

LEAVE BEGINNING: DATE: _____ TIME: _____ A.M. OR P.M.

LEAVE ENDING: DATE: _____ TIME: _____ A.M. OR P.M.

While away, I may be reached at the following number: _____

EMPLOYEE SIGNATURE

DATE

Approved Disapproved

Supervisor

Date

Approved Disapproved

Vice President

Date

Approved Disapproved

Human Resources

Date

FOR HUMAN RESOURCES USE ONLY

Number of Hours Available _____ Type _____ Initials _____

Number of Hours Remaining _____ Type _____ Initials _____

Comments: _____



EDWARD WATERS UNIVERSITY
External Employment Form

APPENDIX G

Name: _____ Home Phone: _____

Division & Department: _____

Current Position at EWU: _____

Immediate Supervisor: _____

Please complete the requested information below.

I am employed outside of Edward Waters University.

I am not employed in any position outside of Edward Waters University.

If employed complete the information below.

List the company: _____

Days & hours worked: _____

If teaching identify the institution: _____

Days & hours classes taught: _____

Number of courses taught: _____

By signing below I certify that the above information is true. I also understand that this information is only valid for 12-months from my signature/date and that changes should be reported immediately to the Office of Human Resources.

Signature of Employee

Date

Vice President for _____ Approved Disapproved

Vice President for Business & Finance Approved Disapproved



EDWARD WATERS UNIVERSITY
DISCIPLINARY REPORT FORM

APPENDIX H

NAME: _____ DATE OF VIOLATION: ____ / ____ / ____

JOB TITLE: _____ PROPERTY: _____

VIOLATION:

____ DISHONESTY

____ INSUBORDINATION

____ POOR ATTENDANCE: ____ TARDINESS ____ ABSENTEEISM

____ VIOLATION OF RULES: ____ LOAFING ____ SAFETY ____ MISCONDUCT ____ OTHER

____ UNSATISFACTORY PERFORMANCE: ____ INACCURATE ____ LOW OUTPUT

____ NON-ADAPTABLE ____ UNDEPENDABLE ____ UNCOOPERATIVE

____ REPORTS NOT TIMELY

____ OTHER

FACTUAL DETAILS OF ABOVE (Not Hearsay):

ACTION TAKEN: ____ VERBAL WARNING ____ WRITTEN WARNING ____ DISCHARGED
____ PROBATION ____ SUSPENSION ____ OTHER (Explain Below)

DATE OF WARNING: ____ / ____ / ____ ____ 1ST ____ 2ND

DISCHARGED – EFFECTIVE DATE: ____ / ____ / ____

EMPLOYEE’S STATEMENT: (attach additional sheet if needed) _____

I HAVE READ AND RECEIVED A COPY OF THIS FORM

EMPLOYEE’S SIGNATURE: _____ DATE: _____

SUPERVISOR’S SIGNATURE: _____ DATE: _____

NOTE: IMMEDIATE SATISFACTORY IMPROVEMENT MUST BE SHOWN OR FURTHER DISCIPLINARY ACTION WILL BE TAKEN, INCLUDING POSSIBLE DISCHARGE.



EDWARD WATERS UNIVERSITY HUMAN RESOURCES TRANSACTION FORM

APPENDIX I

Name: (Last, First, Middle)		Address:			Request Date:
		Home #:			
Social Security Number:	Date of Birth:	Marital Status:	# of Exemptions:	Budget Code:	
New / Current Position		Action	Proposed		
Division & Department			Division & Department		
Position Title:			Position Title:		
Salary Base: \$			Salary Base: \$		
Position Grade Range: GR MIN MID MAX <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Annual Fund Contribution \$		Position Grade Range: GR MIN MID MAX <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Date Entered Pres. Pos.			Within Policy <input type="checkbox"/> Grant Position <input type="checkbox"/>		
Service Date	Effective Date		Amount & % of Increase		
Classification: ADMIN FAC SUPP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Refer:	Classification: ADMIN FAC SUPP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Comments:					
REVIEW AND APPROVALS					
Department / Authority Head		Signature			Date
Department Head					
V.P. Business & Finance					
Divisional Vice President					
Director of Human Resources					
President					
Transaction Type: <input type="checkbox"/> New Hire <input type="checkbox"/> Resignation <input type="checkbox"/> Termination <input type="checkbox"/> Promotion <input type="checkbox"/> Transfer <input type="checkbox"/> Salary Change		Previous Increases Date Amount % Type Performance Rating Date		Payroll Data <input type="checkbox"/> 9 Months <input type="checkbox"/> 10 Months <input type="checkbox"/> 12 Months <input type="checkbox"/> Climb <input type="checkbox"/> Adjunct <input type="checkbox"/> Temporary	

EDWARD WATERS UNIVERSITY TIMESHEET

APPENDIX J

Name _____ ID# _____ Pay period: 1-15 _____ 16-31 _____ Month _____ Year _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Regular Hours Worked																															
Annual Leave																															
Sick Leave																															
Holiday																															
Overtime																															
LWOP																															
Other Leave																															
TOTAL																															

Comments: _____

Leave Record	Sick	Annual	I certify that the information listed is true and correct to the best of my knowledge. _____ Employee Signature Date _____ Supervisor Signature Date _____ Human Resources Signature Date
Beginning Balance			
Hours Earned			
Hours Available			
Hours Used			
Ending Balance			



EDWARD WATERS UNIVERSITY

APPENDIX K

Office of Human Resources, 1658 Kings Road, Lee-Cousins Administration Building, Suite 204 Jacksonville, Florida 32209
 Telephone: (904) 470 – 8151 Fax: (904) 470 – 8229 or (904) 470 – 8044 Website Address: http://www.ewc.edu/human_res.html

APPLICATION FOR EMPLOYMENT

Reference Position (s) for which you are applying:

Date:

Last Name	First Name	Middle Name	Date of Birth	Social Security Number
-----------	------------	-------------	---------------	------------------------

Street Address	City, State	Zip Code
----------------	-------------	----------

Telephone (Day & Evening)	E-mail
---------------------------	--------

Type of employment you seek: (check one) Full Time Part Time Temporary Faculty/Teaching Volunteer

How did you learn about the position? (if applicable)

Referred By: _____ Agency: _____ Print Ad _____
 (Name) (Name) (Newspaper/Journal)

Do you have the right to work in the United States? (Check one) Yes No

(If you have a VISA, indicate visa type/number/expiration date), _____

Have you previously applied to Edward Waters University (check one) Yes No If yes, Date _____

Have you ever been employed at Edward Waters University (check one) Yes No If yes, list reason for leaving & _____

most recent supervisor/dept. At EWU _____

Is any family member a an EWU employee (Check one) Yes No If yes, list name, dept., & relationship _____

Do you have a valid Driver's License (Check one) Yes No

If you are under 18, do you have valid working papers (Check one) Yes No

What is your desired hourly/monthly or annual salary? _____ Have you been convicted of any misdemeanor or

felony in the last ten years? (Check one) Yes No If yes, please explain: _____

Education *You must complete this information in full. "See attached resume" is not acceptable*

High School	No. of Years Completed	Degree / Year Completed	Program / Major
-------------	------------------------	-------------------------	-----------------

Vocational/Technical School	No. of Years Completed	Degree / Year Completed	Program / Major
-----------------------------	------------------------	-------------------------	-----------------

University(s)	No. of Years Completed	Degree / Year Completed	Program / Major
---------------	------------------------	-------------------------	-----------------

Graduate Professional School(s)	No. of Years Completed	Degree / Year Completed	Program / Major
---------------------------------	------------------------	-------------------------	-----------------

Other Specialized Training / Certification	No. of Years Completed	Degree / Year Completed	Program / Major
---	------------------------	-------------------------	-----------------

WORK HISTORY

You must complete this information in full. "See attached resume" is not acceptable

Most recent employer

Starting Salary:

Ending Salary:

Address: _____ City / State: _____

Month / Year Began: _____ Month / Year Left: _____ Reason For Leaving: _____

Supervisor's Name / Title: _____ Telephone Number: _____

Duties Performed: _____

Previous employer

Starting Salary:

Ending Salary:

Address: _____ City / State: _____

Month / Year Began: _____ Month / Year Left: _____ Reason For Leaving: _____

Supervisor's Name / Title: _____ Telephone Number: _____

Duties Performed _____

Previous employer

Starting Salary:

Ending Salary:

Address: _____ City / State: _____

Month / Year Began: _____ Month / Year Left: _____ Reason For Leaving: _____

Supervisor's Name / Title: _____ Telephone Number: _____

Duties Performed _____



EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

Edward Waters University values diversity and seeks talented students, faculty and staff from diverse backgrounds. The University does not discriminate on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran; or any other prohibited basis, in the administration of educational policies, programs or activities; admissions policies; scholarships and loan awards or any other University administered programs or employment.

PLEASE READ CAREFULLY & SIGN:

I have carefully read the application statement and have provided accurate information to the best of my knowledge. The information set forth in this application is true and complete. Permission is given to Edward Waters University to verify all information I have provided in this application. Furthermore, I authorize all persons or entities I have referred to in this application to provide any relevant information to the University or its agents for use in investigation and release them from any liability in doing so. **In addition, I also understand that I may be asked to provide a criminal background check to the University as a pre-condition of employment.**

I understand and agree that any omission or misrepresentation of the information in my application will be justification for refusal or termination of employment, no matter when the omission or misrepresentation is discovered. I understand that this employment application and any other University documents or statements are NOT contracts of employment. **Employment is contingent upon satisfactory completion of all required employment steps, including, but not limited to employment and reference checks.** A minimum of two references is required for employment.

Signature of Applicant

Date Signed

