

# Central Methodist University Employee Handbook



## **MISSION:**

**CENTRAL METHODIST UNIVERSITY** prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership, and social responsibility.

## **CREED:**

The **CENTRAL METHODIST UNIVERSITY** community believes in:

- Seeking knowledge, truth, and wisdom;
- Valuing freedom, honesty, civility, and diversity;
- Living lives of service and leadership; and
- Taking responsibility for ourselves and the communities in which we live.

Last Updated January 2018

## **CENTRAL METHODIST UNIVERSITY'S VALUES & GOALS**

### **VALUES**

Central Methodist University affirms its Wesleyan heritage and its unique place as the only United Methodist-related University in Missouri. The location of its main campus in a small, historic, rural community provides an opportunity for students to live and to learn in a safe setting. The University values its strong liberal arts tradition, providing a foundation for excellent professional programs. CMU and its outreach activities foster an environment in which a diverse student body can develop intellectually, socially, and spiritually. University life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. Central Methodist University nurtures a spirit of community and caring among students, faculty, and staff.

### **EDUCATIONAL GOALS**

The Central Methodist University experience engenders, through the academic program and opportunities for practical experiences, student growth in knowledge, personal integrity, spirituality, and professional competence. In addition, students are challenged to develop a sense of global citizenship and a commitment to the betterment of the world.

Students with a CMU education are prepared to:

#### A. Academic Goals

- Demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies.
- Think critically and conceptually and apply their knowledge and skills to the solving of problems.
- Communicate accurately and effectively through listening, speaking, and writing.

#### B. Character Goals

- Continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others.
- Seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity.
- Evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world.
- Have the courage to make decisions based on consideration of ethical, aesthetic, economic, and environmental consequences.
- Commit themselves to a life exemplifying values in relationships with self, family, church, college, and community.

## OUR UNITED METHODIST HERITAGE

“Unite the pair so long disjoined—knowledge and vital piety.” These words from Charles Wesley provide the basis for (United) Methodism’s involvement in higher education. John Wesley, Charles’ older brother and the founder of Methodism, was the catalyst for uniting religious studies with the traditional liberal arts, since John and Charles had grown up in an environment that stressed both religious and traditional educational formation. Thus the Wesleyan heritage has, from the beginning, incorporated both the religious and the liberal arts aspects of education.

When Jesus was questioned by a younger lawyer as to what was the greatest commandment in the law, Jesus answered: “Love the Lord with all your heart, with all your soul, and with all your mind.” (Matthew 22:37)

*To love God with one’s mind* implies an intellectual love of God. It has always been the nature of the church to express itself through this form of love and worship of God. It is from this understanding that the Methodist Church launched its involvement in higher education on December 24, 1784, at the Christmas Conference in Baltimore, Maryland. The newly formed Methodist Church passed a resolution authorizing the establishment of Cokesbury College in Abingdon, Maryland. This event marked the beginning of a commitment to higher education by the Church that has continued for over 200 years. Since that time more than 1500 colleges and universities have been established by the (United) Methodist Church. In those years, some have closed, some have merged with other colleges, and some have become state-supported institutions. Today in America, there are 124 colleges, universities, and schools related to the United Methodist Church.

On April 13-14, 1853, Central Methodist College was founded by Nathan Scarritt and David Rice McAnally. The College was chartered on March 15, 1855, and the first classes were held September 18, 1857, with one building, on one acre of ground, 114 students, and 3 faculty members. In what was to become a prophetic statement, Nathan Scarritt said: “Let our motto be, One Methodist College in Missouri, and Only One...” Over the years 8 other Methodist colleges and one high school were established in Missouri. Today the words of Scarritt have come to fruition as there is only one United Methodist-related college in the state of Missouri, Central Methodist University.

Throughout two centuries of church-related higher education, our “Wesleyan tradition has endeavored to avoid narrow sectarianism”. (*A College-Related Church* by the National Commission on United Methodist Higher Education) That is, United Methodist institutions are committed to values-centered inquiry, critical thinking, and a liberal arts curriculum. The (United) Methodist Church has stressed four major concepts that have been the basis for the Church to continue its support and involvement in higher education. Our Wesleyan heritage and traditions are defined by these four concepts:

1. Education should be available to all people, regardless of social standing, ethnic identity, or gender.
2. Education should appropriately relate faith and reason.
3. Education should help individuals make full use of their capabilities and experience for service. Therefore, liberal and classical learning is critical, along with professional and vocational training, and neither is subservient to the other.
4. Education should aim at high standards of student achievement based on deep concern for what is best for the person. (*To Give the Key of Knowledge* by the National Commission on United Methodist Higher Education)

Today there are new issues and challenges facing all levels of education. The over 200-year tradition of the United Methodist Church and what it believes vital in education continues to form the current policy of church-related higher education. The United Methodist Church is involved in higher education because it is the nature of the church to express itself in the intellectual love of God. The Wesleyan heritage has supported the ideal of uniting knowledge and vital piety within a diverse community from the very beginning. This nature and this ideal are clearly reflected in the statements of values, mission, and educational goals of Central Methodist University.

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## **INTRODUCTION**

### **51 INTRODUCTORY STATEMENT**

This handbook is designed to acquaint you with Central Methodist University (hereafter also “Central Methodist” and “CMU”) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. The handbook is designed and provided for informational purposes only. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Central Methodist to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. Central Methodist University reserves the right to interpret, modify, change, or delete any policies contained in the handbook. This handbook supersedes all prior versions of the handbook and is the only effective handbook at this time.

The policies in this handbook apply to all faculty and staff, unless indicated otherwise. In addition, a separate Faculty Handbook is available to address employment needs specific to faculty.

**Central Methodist University follows an employment-at-will policy, allowing employees or the University to end the employment relationship of those not under a separate employment agreement for any reason at any time. This handbook is not a contract of employment, and it does not change employees’ at-will status. No manager or representative of the University, other than the President or his/her designee, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any representations contrary to the foregoing shall not be binding upon the University, unless made in writing and signed by the President of the University or his/her designee.**

If you have questions regarding the policies contained in this Handbook, contact the Human Resources Office at x56680 or [HR@centralmethodist.edu](mailto:HR@centralmethodist.edu). Additional HR resources may be found on the HR webpage at <http://www.centralmethodist.edu/hr/index.php>.

### **52 AN EQUAL OPPORTUNITY EMPLOYER**

CMU is “An Equal Opportunity Employer”. It is the policy of CMU to ensure equal employment opportunities for all applicants and employees in regards to our employment practices, including recruitment and hiring, promotions and transfers, training and career development programs, and benefit administration. Personnel policies and procedures are designed and administered without regard to race, religion, color, sexual preference, ethnicity, disability, genetic information, age, sex, or any other protected class, except where age or sex is a bona fide occupational qualification.

CMU complies with the provisions of the Americans with Disabilities Act (ADA). CMU will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person’s physical or mental disability or a person’s diseases such as AIDS or AIDS-related virus, Sickle-Cell Trait, cancer, heart disease, or other life-threatening illnesses or diseases. CMU will make reasonable accommodations as necessary for all employees or applicants with disabilities, provided that the individual is qualified to safely perform the essential functions of their job and provided that the accommodations do not impose an undue hardship on the University.

### **53 EMPLOYMENT TYPES**

Each Central Methodist employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. An employee’s classification may only be changed by approval from the Human Resource Director.

NONEXEMPT employees are entitled to overtime pay under specific provisions of federal and state laws. They complete a time sheet indicating the hours worked each day or use the time clock at Plant Operations. Overtime pay is based on actual hours worked in excess of 40 in a workweek. In accordance with Federal law, time off on sick leave, vacation leave, holiday time, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Any non-traditional hours required of nonexempt staff must be approved by the supervisor. According to Section 402, the workweek is defined as Saturday through Friday.

EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. They do not receive overtime pay for extra hours worked. Exempt employees are required to submit a vacation/sick time report each month. In general to be considered an exempt employee the employee must regularly supervise the equivalent of two or more full time employees, have a primary management position and exercise independent judgement on matters of significance for the operations of CMU.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are regularly scheduled to work Central Methodist's full-time schedule of 30 hours or more per week. This category includes those employees who are full-time, but have less than 12-month appointments. Full-time employees are eligible for CMU's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are regularly scheduled to work less than 30 hours per week. Part-time employees do receive all legally mandated benefits such as Social Security and Medicare, but they are not eligible for most other CMU benefits.

FACULTY are those who have primary responsibility and jurisdiction in the areas of curriculum, instruction, and those aspects of student life relating to the educational process. Faculty may be full or part-time.

## **HIRING PROCESS AND POLICIES**

### **101 BACKGROUND CHECKS**

To determine suitability for employment, Central Methodist University will conduct background checks pertaining to criminal conviction and may conduct background checks pertaining to driving record and educational verification of the final applicant being considered for all employment positions. Consideration will be given to the background check in regards to the nature and gravity of the offense or conduct, the time that has passed since the offense or conduct and/or completion of the sentence, and the nature of the job held or sought. A relevant conviction may be grounds for non-selection of an applicant.

The final applicant will be required to complete a background check authorization form. The University will use the services of an outside agency to research and verify all background information. All background information will be held in confidence, but will be given to the hiring supervisor or Chair of the hiring committee.

If the University receives an adverse report, a letter will be sent to the final applicant along with a copy of the report, a summary of their rights under the Fair Credit Reporting Act (FCRA), and the name, address, and phone number of the outside agency who provided the background report. At the applicant's request, the outside agency must give the applicant the information in their file. If the University decides not to hire an applicant based on the background information received, a second letter will be sent informing him/her that they are not being considered for employment and a reminder of his/her rights under the FCRA.

Background check information for applicants who are hired will be maintained in a file in Human Resources. A copy of the background check authorization form may be found under the Human Resources page on the CMU website.

In addition to the background check discussed above, all faculty will be required to complete a Tuberculosis (TB) Screening Questionnaire upon hire, as required by the Missouri Department of Health and Senior Services. Faculty with identifiable risk factors for exposure shall be tested. If the test is positive, the faculty member will be recommended a course of action that must be followed. Failure to follow the recommended course of action may result in disciplinary action, up to and including termination.

### **102 EMPLOYMENT APPLICATIONS & RESUMES**

Central Methodist University relies on the accuracy of information contained in the employment application or resume, as well as any other data presented throughout the hiring process and during employment. Any misrepresentation, falsification, or material omission in any of the information or data may result in CMU's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment. Employees who refer applicants may receive a \$50.00 referral bonus after three months if applicant is hired.

### **103 POSITION VACANCIES**

Supervisors attempting to hire a **staff position** should forward a Position Approval Form and job description to Kimberly Thomson in the Human Resources Office. At the time a vacancy for a **faculty position** occurs, the Chair of that Division and the Dean of the University will determine specific proceedings for filling the vacancy. All staff and faculty job vacancies must be posted on the bulletin board by the Brannock Hall mailroom for a minimum of 7 days, announced on the CMU web page, and advertised in the Fayette newspaper. Job openings may not be posted if they can be filled by reorganization within the same direct office.

Applications are kept on file in the Human Resources Office for one year. When a position becomes available, the applications will be forwarded to the appropriate department.

### **104 PRE-EMPLOYMENT QUESTIONS**

Before communicating with job candidates, Central Methodist University employees engaged in the interview process should familiarize themselves with the types of questions that may be lawfully asked as well as those that may not be lawfully asked. A copy of question guidelines is available in the Human Resources Office.

### **105 NEPOTISM POLICY**

Central Methodist University permits the employment of immediate family relatives of employees, as long as such employment does not, in the opinion of the University, create actual conflicts of interest. For purposes of this policy, "immediate family" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. The University will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same University department, provided no direct reporting or supervisor to subordinate relationship exists. No employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.
- Employees who marry while employed or become part of the same household are treated in accordance with these guidelines. If in the opinion of the University, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time or one of the employees may be terminated from employment. The individuals concerned will decide who is to be terminated, in coordination with the applicable supervisors.

Employees have a responsibility to inform their supervisor when a new relationship develops that falls within these guidelines. Any exceptions to this policy must be approved in writing by the President of the University, or an appointed official. Documentation of this event should be stored in each personnel file.

### **106 RELOCATION POLICY**

Moving expense reimbursement is typically reserved for full-time faculty positions. However, reimbursement may be allowed for certain exempt staff positions that are Director-level or above. The amount of the reimbursement will be as determined below:

\$ 500.00 (100-199 miles)

\$ 1,000.00 (200+miles)

Variations from these amounts must be justified and approved by the appropriate Senior Staff member. The reimbursement will be paid from the applicable department's recruitment budget. Reimbursement will be made after the prospective employee begins work and has submitted the appropriate expense form and accompanying receipts. Receipts must be presented within 60 days after the expense was paid. Reimbursements will be made directly to the employee, and not to a third party. All receipts should be submitted to payroll on a Travel Expense form to Payroll, as these funds are now considered taxable income.

Qualified moving expenses include:

- Reasonable costs of moving the employee's household goods and personal effects from the employee's former residence to the new residence.



- Reasonable costs of travel and lodging expenses incurred from the old to the new location
- Reasonable costs of storing household goods and personal effects within any period of 30 consecutive days occurring after the items are moved from the former residence and before they are delivered to the new residence

## **EMPLOYEE BENEFIT PROGRAMS**

### **201 EMPLOYEE BENEFITS**

Eligible employees at Central Methodist University are provided a wide range of benefits. A number of the programs such as Social Security, Workers' Compensation, and unemployment insurance cover all employees in the manner prescribed by law.

All of the benefits listed below are available for eligible full-time employees (30 hours and over). An asterisk to the right of the benefit indicates that it is also available to eligible part-time employees.

Auto mileage, if traveling on University business\*  
 Health Insurance Continuation at Termination (COBRA)  
 Dental Insurance  
 Family Medical Leave\*  
 Flexible Spending Accounts  
 Free Admission to campus facilities and most campus events\*  
 Jury Duty Leave  
 Life Insurance  
 Long-term Disability Insurance  
 Medical Insurance  
 Medicare\*  
 Military Leave\*  
 Paid Holidays  
 Retirement Plan  
 Section 125 Plan  
 Sick Leave Benefits  
 Social Security\*  
 Tuition Waiver or Exchange\*  
 Vacation Benefits

### **202 STAFF DEVELOPMENT**

All full-time staff employees are eligible to apply for Staff Development Funds. This program seeks to stimulate growth and encourage professional development of CMU employees. Funds are intended to be used for professional development, which may include professional organizational memberships, professional travel, conference registration, or office equipment or technology.

Applications will be requested each spring and are to be made in writing to Senior Staff (c/o Julee Sherman). Application should include a description of the activity to be funded, cost, benefit(s) to the staff member making the proposal, and benefit(s) to Central Methodist University. Awards are to be used the following fiscal year. If an employee receives an award and leaves CMU employment prior to the end of the fiscal year, the employee may be responsible for reimbursement to CMU.

### **203 FACULTY DEVELOPMENT FUNDS**

All full-time College of Liberal Arts and Sciences faculty members are eligible for Faculty Development Funds. These funds are distributed from the Office of the Provost and Dean of the University. Receipts and invoices must be provided for all purchases, should be dated for the appropriate fiscal year, approved by Division Chairs, and be submitted to the Provost and Dean of the University.

Faculty Development Funds are intended to be used for professional development, which may include professional organizational memberships, professional travel, professional journals and publications, and other purchases approved by the

Division Chair. Equipment and technology used by faculty members to prepare for or to improve classroom instruction may be purchased after submission of an equipment purchase form and approval by the Division Chair and Dean of the University. Office furnishings may not be purchased unless approved by the Provost and Dean of the University.

Faculty leaving the University within twelve months of receiving Faculty Development Funds will be required to either reimburse the University for the amount received or, in the case of tangible items, be requested to leave the purchase with the University.

Guidelines:

1. Must complete a Technology Equipment Purchase Form before purchasing equipment.
2. When a faculty member requests a purchase of equipment or technology by completing the required form, the Division Chair and the Dean may decide that the equipment is necessary or needed by the University and purchase it with other funds.
3. Equipment and technology purchased with development funds will be the property of the faculty, except to the extent noted above.
4. All IT purchases must be first approved by Technology Services.
5. The University will provide maintenance at minimal costs for approved equipment purchases.
6. If the equipment is used on campus, office or classroom, the Division may choose to cover maintenance cost.
7. CMU insurance does not apply to personal items kept on campus.
8. As long as individual Faculty Development Funds are less than \$600 per academic year, these funds do not need to be reported as income. If two faculty members wish to combine their funds for a purchase, the request form for these funds should state that they are from the Faculty Development account for each person.
9. If the faculty member leaves due to illness, retirement, or military service, they will not be required to reimburse the University.

## **204 FACULTY DEVELOPMENT GRANTS**

The Faculty Development Grant provides supplemental funding in addition to the faculty member's annual receipt of Faculty Development Funds

All full-time CLAS faculty members are eligible to apply for a Faculty Development Grant. A Faculty Development Grant may be used to engage in professional growth and/or to enhance pedagogical approaches in the faculty member's chosen discipline. Funds should directly support the faculty member's participating, understanding, or teaching in their principal discipline. This may include, but is not limited to, professional memberships, attendance at professional conferences, and support for research endeavors. A Faculty Development Grant cannot be used for the purchase of materials such as furniture, air-conditioners, or computer hardware or software. Receipts and invoices must be provided for all expenses.

The faculty member will make application through the Office of the Provost and Dean of the University, with the approval of the Division Chair. Applications will be submitted in duplicate to the Vice President and Dean of the University and to the Chair of the Faculty Personnel Committee.

An applicant who has received a Grant may apply again, but the Faculty Personnel Committee shall seek to distribute these awards fairly among faculty and Divisions in the College of Liberal Arts and Science.

Applications for Faculty Development Grants will be reviewed twice annually within the Academic Year. One half of the available funds may be granted each semester. Review of applications will begin November 15 for funds to be dispersed between January 1 and June 30. Review of applications for the second funding period (July 1 through December 31) will begin April 15.

Recipients of Faculty Development Grants will be expected to report to the CMU community on the results from their activities.

## **205 FACULTY VOLUNTARY PHASED RETIREMENT PROGRAM**

The CMU Voluntary Phased Retirement Program was approved by the Board of Trustees, October 18, 2008. Eligible faculty members interested in applying for this program should complete and submit the Application for Faculty Phased Retirement Program to the Office of the Provost.

## **Policy Statement**

This policy outlines the Voluntary Phased Retirement Program for CMU full-time senior faculty.

## **Purpose**

The CMU Phased Retirement Program is intended to assist eligible senior faculty in the transition from full-time teaching, scholarship, and service duties to retirement.

## **Eligibility**

Applications for this program will be considered from senior full-time faculty members who are age 60 or older, with at least 15 years of continuous service at Central Methodist University, or are age 55 or older, with at least 20 years of continuous service at Central Methodist University.

## **Program Guidelines**

Faculty members approved for this program will be expected to perform duties equivalent to one-half of the normal full-time faculty load for CMU faculty. The applicant will submit a proposal which describes the half-time workload. Duties may include teaching, advising, new faculty mentoring, lab work, or other work which is beneficial to the Division and/or the University. The duties for each faculty member may vary and will be set forth in a letter of agreement. Faculty members approved for this program are expected to maintain high levels of commitment to the institution. It should be understood that tenure will be relinquished upon entry into the CMU Faculty Voluntary Phased Retirement Program, but participants will continue to be ranked, voting members of the CMU faculty during their participation in the Program. To relinquish tenure under this program means that you are an "at-will" employee and may be released without cause.

CMU reserves the right to limit participation in this program if needed due to financial restrictions or possible compromise of academic quality.

## **Duration of the Program**

This program should be no shorter in length than one academic year nor any longer than three academic years. At the end of the Phased Retirement Program, the faculty member must assume status as a fully retired member of the faculty. A faculty member who has completed the Phased Retirement Program may be hired as an untenured, "Distinguished Adjunct Professor," paid at a special adjunct rate of \$100 per credit hour above regular adjunct compensation.

## **Program Administration**

The Office of the Provost will administer this program in consultation with the Division Chairs. The Provost's Office will review all applications for acceptance into this program. The Provost's Office and Division Chair will work with the faculty member entering the program to assure that the work schedule is beneficial to both the faculty member and to CMU. With this schedule in mind, the Provost's Office will draft a letter of agreement and present it to the faculty member for his/her signature. The participating faculty member's workload and salary will be re-evaluated at the end of each academic year. Participants who have a record of satisfactory performance will be issued a new letter of agreement for the next academic year.

## **Salary and Benefits**

Compensation for faculty members in this program will be one-half of the salary they received for the academic year immediately preceding their entry into phased retirement. The prorated salary will be paid over 12 months. Faculty members in this program will be considered for annual increases if awarded to all full-time faculty. Faculty that are not renewing their contract, and have completed the year, will be paid their remaining contract, lump sum at the end of May. Benefits will end until the last day of May.

Faculty members in the phased retirement program will retain all University-paid benefits afforded to full-time faculty members. This includes tuition remission, medical, dental, life, AD&D, and long-term disability insurance, as well as retirement contributions to TIAA/CREF. They will not be eligible for Faculty Development Funds or sabbatical leaves. They will be allowed to keep an office on campus as space allows. Normally, the space will not be the office which was occupied prior to entering this program.

## **Application Process**

Eligible faculty members interested in participating in the CMU Faculty Phased Retirement Program should contact the Provost's Office to request an application form. This form should be completed and returned to the Provost's Office by January 15 to be considered for the reduced load to begin during the fall semester of that calendar year. It is the faculty member's responsibility to notify the Provost's Office by March 1 if they do not wish to participate in the program for the following academic year.

## **Termination of Agreement**

A faculty member participating in this program may terminate the agreement with the University no less than 60 days prior to the beginning of the semester, in consultation with the Division Chair and the Provost and Dean of the University.

Central Methodist University reserves the right to make necessary changes to this policy as needed.

## **206 INSURANCE**

Regular full-time employees are eligible for insurance coverage. Coverage is effective the first day of the month following 30 days of employment. Employees must complete insurance enrollment forms within their first 30 days of employment for coverage to begin on time. Subsequent enrollment changes are allowed during an annual open enrollment period. In addition, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), allows plan changes during the plan year due to qualifying events. Qualifying events include marriage, divorce, birth, adoption, or placement of a child, or loss of other coverage. Employees may make plan changes within *30 days* of the date the qualifying event occurred.

CMU pays 100% of the premiums for employee coverage, if employee has participated in the annual approved Wellness Screenings. Dependent and/or spousal coverage is available at the employee's expense. CMU offers a Section 125 Flexible Spending Account allowing participants the opportunity to reduce their taxable earnings. THE FSA plans has three options: A Premium only Plan FSA (ability to shelter dependent/spouse premiums), a medical FSA and a dependent care FSA.

Benefit coverage for staff employees continues until the last day of the month following termination of employment or reduction in hours to part-time. Benefit coverage for faculty continues through the date of their last paycheck of active employment. Benefits continue over summer months if the full time employee is under contract to return for the upcoming school year. If the employee does not return to full time employment, benefits paid during the non-active employment months will be reimbursed to CMU. Eligible employees may continue coverage at their own expense under COBRA. See section 207 for details.

A summary of current insurance benefits follows (actual coverage is subject to change, and actual Policy provisions govern benefits):

### **DENTAL – Delta Dental – 1-800-335-8266**

Deductible is \$50.00 per year for individual or \$150.00 for a family. Preventative services are covered at 100%. Basic services are covered at 80% and major services at 50% after deductible. The maximum benefit is \$1,000 per calendar year. Dentists may be in the Delta Dental PPO or Delta Dental Premier network. Your out-of-pocket expenses will be lowest when you see a PPO dentist. You may also see a non-participating dentist, but your out-of-pocket expenses may be more.

### **HEALTH – Anthem Blue Cross/Blue Shield – 1-800-490-6145**

Employees must choose either the Anthem Blue Cross/Blue Shield HMO, PPO, or high deductible HSA plan each year during the open enrollment period. The only exception to this yearly change would be changes made due to a qualified change in family status.

#### **HMO**

Medical coverage with no deductible. You are encouraged, but are not required, to choose a primary physician. You are required to use in-network physicians and facilities. There is no coverage for out-of-network physicians and facilities. A listing of covered physicians and facilities may be accessed on the Anthem BCBS web site at [www.anthem.com](http://www.anthem.com) under "Blue Preferred".

**PPO**

Medical coverage with deductibles and co-pays depending on network usage. Employee may choose physician. A listing of covered physicians and facilities may be accessed on the Anthem BCBS website at [www.anthem.com](http://www.anthem.com) under “Blue Access”.

**HSA**

High Deductible/Health Savings Plan. HSA is a way to pay for current and future health care expenses. The program is offered through Benefit Wallet, and contributions can be made via payroll. Deductibles must be met prior to health expenses coverage including prescriptions. HSA funds are not forfeited and each employee maintains ownership. A listing of covered physicians and facilities may be accessed on the Anthem BCBS website at [www.anthem.com](http://www.anthem.com) under “Blue Access”. CMU currently provides \$50.00 per month per employees HSA.

**PRESCRIPTIONS**

Under the HMO and PPO plans, prescriptions are available at in-network pharmacies for a \$10 co-pay for generic, \$45 for Anthem preferred brands, or \$75 for non-preferred brands. Also available is a 2 month cost for up to a 90 day supply through the mail order program or a participating pharmacy.

Retirees may continue insurance coverage at their own cost up to age medicare eligibility, if they have been employed by CMU for 10 or more years and are at least 60 years of age. CMU’s group health/medical insurance coverage terminates when an employee is disabled and has qualified for long-term disability.

**LIFE & LONG-TERM DISABILITY – Anthem Blue Cross/Blue Shield**

Life insurance coverage is provided for the employee and is based upon the employee’s salary. Employees earning \$30,000 and over are eligible for \$50,000 in coverage. Employees earning under \$30,000 are eligible for \$35,000 in coverage. Employees may purchase optional life insurance for spouse/dependents.

LTD benefits begin six months after the date of disability. The benefit payment is 60% of the current monthly compensation up to a maximum of \$5,000 monthly. The benefit amount may decrease if the employee receives payments under another program. LTD benefits continue as long as the employee is determined to be disabled, or until age 65. Benefits are reduced at age 65 by 33% and again at age 70 by 33%.

**FLEXIBLE SPENDING ACCOUNTS – AmeriFlex -1-800-868-FLEX (3539)**

A flexible spending account (FSA) is an account that allows you to set aside pre-tax dollars to pay for certain types of expenses. Annually, employees may set aside up to \$2,650 in the medical FSA and up to \$5,000 in the dependent care FSA. Election forms for the 125 Plan are available every year during the open enrollment period in December. When you elect to participate in the 125 Plan, you must maintain your election for the full year. Unused FSA funds are forfeited at the end of the plan year if not used. There are certain changes in family circumstances that the IRS will consider as valid reasons to make mid-year plan changes.

**207 INSURANCE CONTINUATION AT TERMINATION (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Central Methodist’s health and dental plans when a “qualifying event” would normally result in the loss of eligibility. A qualified individual will be eligible for continued coverage for a minimum of 18 months or a maximum of 36 months depending upon the “qualifying event”. Some common qualifying events are resignation, retirement, termination of employment, or death of an employee; a reduction in an employee’s hours or a leave of absence; an employee’s divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Resignation is defined as the voluntary termination of employment by the employee before the normal retirement age.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Central Methodist’s group rates, plus a 2% administrative fee. Central Methodist University provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Central Methodist’s health insurance plan. The notice contains important information about the employee’s rights and obligations.

**PERIODS OF COVERAGE**

Qualifying Events	Beneficiary	Coverage
Termination	Employee	18 months
Reduced Hours	Spouse	

Retirement	Dependent Child	
Employee entitled to Medicare Divorce or legal separation Death of covered employee	Spouse Dependent Child	36 months
Loss of "dependent child" status	Dependent Child	36 months
Disability as determined by the SSA	Employee Spouse Dependent Child	11 more months (total of 29 months)

## **208 RETIREMENT PLAN**

Employees, including adjunct instructors, are allowed to begin tax-deferred or after tax deductions at any time if they wish to do so. In addition, employees, excluding adjunct instructors, who are at least 18 years of age are eligible for CMU's contribution to TIAA after one year of continuous service, if they are work 1000 hours during that time. New employees who have worked at another institution of higher learning, full time and at least one full year, immediately preceding employment at CMU may be eligible sooner.

Beginning in the Fall of 2016, Central Methodist's employer contribution formula changed to the following: Eligible employees receive a 3% employer base contribution, plus 100% employer match on the first 1% the employee contributes and a 50% employer match on the next 7% the employee contributes. Upon termination of employment, employees with account balances under \$1,000 will receive an automatic cash out of their account balance. Each employee should seriously consider the 403(b) tax deferred plan option available for retirement planning purposes. Options available at retirement may be discussed with a TIAA/CREF representative by calling 1-800-842-2776. Other retirement information is available at [www.tiaa.org](http://www.tiaa.org).

## **209 EDUCATIONAL ASSISTANCE PROGRAM**

### **SPOUSE & DEPENDENTS**

All dependent children and spouses of full-time employees may receive a waiver for CLAS undergraduate and CGES undergraduate tuition charges each semester. Spouses of full-time employees will receive one-half tuition waiver for classes in the graduate program. The benefits received by spouses for classes in the graduate program will be taxable to the employee. There is not a limit on the number of classes spouses may take. Dependents do not qualify for a graduate tuition waiver. Associated fees for health, student government, science labs, room and board, Ed. Resource, computer, library, and any private lessons will still be due from all dependents and spouses.

"Dependent Child" shall be understood to include:

- a. The full-time employee's biological or adopted children who begin their degree program before the age of 25, for as long as they are continuously enrolled in the degree program.

**Or**

- b. The full-time employee's step children (but not foster children) who are legal dependents as defined by the IRS. Employees must submit their previous year's tax return for verification of dependent child status.

For further interpretation of "dependent child status" benefits, see the Financial Aid handbook or the Director of Financial Assistance.

Dependent children of a full-time employee who dies, who are receiving this benefit at that time, shall be allowed to complete their degree program as long as enrollment is continuous.

Under special circumstances, not specified above, a full-time employee may apply for this benefit for a dependent who does not meet the requirements in (a) and (b) above.

The Director of Financial Assistance shall be responsible for making initial rulings on the application of the tuition waiver to a particular case. Employees may appeal this ruling to the Enrollment Management Committee.

## EMPLOYEES

Upon approval of their supervisor, **full-time employees** are eligible to take undergraduate and graduate classes with tuition waived on a space-available basis. Under the tuition waiver program, full-time employees (generally working 8 a.m. to 5 p.m.) may take up to twelve (12) CMU credit hours per **semester** (not to exceed one [1] on-ground course per **semester**, offered between 8 a.m. and 5 p.m.). The time taken off of regular work hours to attend class must be made up at a time agreeable to the supervisor.

Employees applying for a faculty/staff tuition waiver must have all paperwork completed by the Financial Readiness Date or their registration or that of their dependents will be dropped. All miscellaneous fees are due from employees within 30 days of the beginning of the term. Outstanding balances over 30 days will be deducted from the next payroll check. Employees must meet the graduate program's admission guidelines.

After one year of continuous service, **part-time staff employees**, working at least 20 hours per week, are eligible for full-time tuition waiver for undergraduate courses or one-half tuition waiver for graduate classes. This applies only to the employee.

The first year an employee applies for an undergraduate tuition waiver for themselves or a dependent, they must complete the federal and state aid application (FAFSA). In subsequent years, if they have not qualified for state or federal grant assistance, they do not need to complete the renewal FAFSA. The Director of Financial Assistance has the option of requesting the FAFSA be completed if he/she is aware of circumstances that may result in the reduction of the family's EFC. If the student desires a Stafford Loan, the FAFSA will be required. If living on campus, all federal and state aid including money for scholarships received must be applied toward the student's tuition and room and board fees. If living off campus, institutional aid must be applied to tuition.

An employee must be employed on the first day of class of any given semester/term in order to receive the faculty/staff tuition waiver for such semester. If an employee resigns from, or is terminated by the University, tuition benefits cease on the date of severance for both the employee and his/her spouse or children. Enrollment in courses may be continued, but financial liability for those courses becomes the responsibility of the student and is prorated on a per-day basis from the date of severance. If the employee or spouse or child(ren) do not wish to continue enrollment at their own expense, they must complete formal withdrawal procedures.

CMU is a member of the CIC network of colleges and universities willing to accept tuition-free students from families of full-time employees of other CIC institutions. **Section 703** contains guidelines, procedures and participating institutions. For the most updated list of participating institutions or to apply for the CIC program, contact Debbie Himmelberg in the Academic Dean's Office or visit [www.cic.edu](http://www.cic.edu).

### **Employees must have approval from their supervisor and follow the steps below to receive the tuition benefit:**

1 <sup>st</sup>	Admissions	(Application to University)
2 <sup>nd</sup>	Registrar/Advisor	(Register for Classes)
3 <sup>rd</sup>	Financial Aid	(Complete FAFSA)
Final	HR	(Complete Tuition waiver application each year)

## **210 UNIVERSITY FACILITIES & AVAILABLE SERVICES**

Central Methodist University recommends that all employees attend CMU functions whenever possible. This gives employees the opportunity to show community spirit and allows them to engage students and colleagues in a setting outside the realm of their normal duties. The University also encourages employees to use campus exercise facilities, counseling services, and health clinic to aid in their personal wellness.

## **ATHLETIC EVENTS & FACILITIES**

All CMU Trustees, employees, spouses and children are admitted to CMU regular athletic events free of charge. Tournament and post-season games may have an admission charge. CMU is a member of the NAIA Heart of America Athletic Conference. Schedules for events may be obtained from the office of the Athletic Director or the CMU Athletic web page.

CMU Trustees, employees, their children and spouses, are allowed to use the campus recreation facilities free during hours the facilities are regularly opened. For specific hours, contact the supervisor of the facility.

### **ASHBY-HODGE GALLERY OF AMERICAN ART**

Established in 1993, the Ashby-Hodge Gallery of American Art is dedicated to broadening the appreciation and availability of American art on the Campus of Central Methodist University and in the community of Fayette and the larger constituencies of the county and state. Through acquisitions and exhibitions, the Gallery hopes to transform lives and unite people through the power of art. The Ashby-Hodge Gallery of American Art is located on the first floor of Classic Hall. The Gallery is open Tuesday, Wednesday and Thursday from 1:30 pm to 4:30 pm. Tours by reservation may be scheduled by contacting the Curator at 660-248-6304.

### **ATM MACHINE**

An ATM machine is available on the second floor of the Inman Student & Community Center. It is sponsored by Commercial Trust Company and accepts most major ATM and credit cards.

### **BUILDING SECURITY**

CMU offers many activities and programs open to the public. For the most part, the campus and its buildings (excluding residential facilities on main campus in Fayette) are also open to the general public during normal business hours. Administration and academic buildings close at various times and are locked during the overnight by safety officers.

An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building. Authorized personnel may have guests with them as long as the guest is accompanied by a faculty or staff member who have an assigned key. The authorized individual assumes full responsibility for their presence. Any employee entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured.

### **CAMPUS KEYS**

It is the responsibility of each Department supervisor to identify any key his/her workers will require for access to their building or office. A supervisor must request in writing to Plant Operations (email is fine) any new keys to be issued for employees. Generally allow 2 business days for production. The keys must be picked up and signed for by the employee who will be using them. Lost or stolen keys must be reported immediately to the Department supervisor. An employee's keys should be returned to Plant Operations upon termination so they may be issued to the next person in that position.

#### **Key Guidelines:**

**BUILDING MASTER KEYS:** These keys are rarely issued and would require approval of a member of Senior Staff or the President of the University. The holder of such keys shall have measures to secure them to avoid loss.

**BUILDING SUB-MASTER KEYS:** These keys allow access to several areas within a building. Such keys could be made available to Department Heads or a designated department manager with budget authority. The holder of such keys shall have measures to secure them to avoid loss. Approval from a member of Senior Staff or the President of the University is required.

**KEY HOLDER RESPONSIBILITIES:** All faculty, students and staff are responsible for maintaining building security. A key holder is responsible for the safekeeping of the keys assigned to them. It's understood that the key is only to be used by the holder and that they will not make it available to anyone else. Should a loss occur due to a loaned key, the department, or employee, will be responsible for the financial impacts of re-keying an area or facility. In an effort to minimize loss or misuse of keys, all key holders are strongly encouraged to leave University keys in a secure location during non-working periods.

**KEY FEES:** Faculty, Staff and Students will not be required to pay for their initially authorized keys, but may be required to pay for replacement keys. All costs associated with re-keying a department's building space will be the Department's responsibility when re-keying is determined to be necessary by the Director of Plant Operations.

Key replacement fees are as follows: (prices subject to change)

☑ Building Master Key - \$100.00/key      ☑ Sub-master Key - \$50.00/key      ☑ Individual Pass/Space Key - \$20.00/key



## **CAMPUS COUNSELORS**

Campus Counselors are Autumn Newby and David Fortel. The Counseling Center is located in room #206 on the second floor of the Inman Student & Community Center and is available to students, as well as employees on a limited, space available, basis. Visit the Counseling Center website or contact the office for office hours. Appointments may also be scheduled to accommodate visitors who aren't available during listed office hours. To make an appointment, contact the Counseling Center at extension 58274 or the Student Development Office at extension 58223. All appointments are strictly confidential. Referrals are available as well.

## **CAMPUS PRINT SERVICES**

Open 8:00 a.m. to 5:00 p.m. Monday through Friday.

Campus Print Services is located on the second floor of the Inman Student & Community Center. This department is able to print large volume orders at very economical rates. All print jobs should be submitted at least 3 days before the work is needed. Orders are completed on a first come first serve basis and may take longer than 3 days depending on order volume. For details on available services, contact Amy Monnig at extension 58235.

## **CARDIO CENTER**

The CMU Cardio Center is located on the 1<sup>st</sup> floor of the Inman Student and Community Center just inside the Mulberry Street entrance. It is open to CMU students, faculty, and staff as well as Fresh Ideas employees who have completed the Cardio Center questionnaire. Family members are permitted access only if accompanied by the employee. A CMU identification card is required for admittance to the Cardio Center. Hours are 5:00 a.m. to 12:00 a.m. Monday through Friday, 7:00 a.m. to 12:00 a.m. on Saturday, and 9:00 a.m. to 12:00 a.m. on Sunday. For more information, contact O.S.D. at extension 58267.

## **COMPUTER USER INFORMATION**

All employees are entitled to a personal computer account. Prior to using CMU's network resources, an employee must complete a Computer User Agreement and submit it to Technology Services for processing. Technology Services will communicate the employee's initial password and login to their direct supervisor.

Technology Services provides a "Help Desk" from 8:00 a.m. to 5:00 p.m., Monday through Friday at extension 56197. The Acceptable Use of Computing Resources Policy is on the CMU web page and is also included in this Handbook in Section 801.

## **CONSERVATORY EVENTS**

CMU employees and their immediate families may attend most musical events sponsored by the Conservatory free of charge.

## **EAGLESTORE**

Open 8:00 a.m. to 5:00 p.m. Monday through Friday and occasionally on Saturday.

The campus Eagle Store is located on the second floor of the Inman Student & Community Center. Textbooks, emblematic apparel, school supplies, and general items are available. Employees receive a 10% discount on emblematic items. For more information about books and other items offered in the bookstore, contact Jill Barringhaus at extension 58977.

## **FOOD SERVICE**

The Bergsten Dining Hall is open to employees as well as students. The entry to the dining hall is located on the 3<sup>rd</sup> floor of the Inman Student & Community Center. For questions regarding food service, please call Sharon Cravens at extension 58988. Times and rates are subject to change.

Bergsten Dining Hall Hours are as follows:

Breakfast	Monday - Friday 7:15 a.m. to 9:30 a.m.
Continental Breakfast	Monday - Friday 9:30 a.m. to 10:30 a.m.
Lunch	Monday - Friday 10:45 a.m. to 1:30 p.m.
Deli, Pizza & Salad Bar	Monday - Friday 1:30 p.m. to 2:00 p.m.
Dinner	Monday - Friday 4:30 p.m. to 7:00 p.m.
Saturday & Sunday brunch	11:00 a.m. to 12:30 p.m. and dinner 5:30 p.m. to 6:30 p.m.

Meals may be purchased individually as follows:

Breakfast	\$4.65	
Lunch	\$5.00	(on Thursdays: faculty and staff may eat for \$3.00)
Brunch	\$6.10	
Dinner	\$6.35	
Steak Night and Theme Meals	\$7.45	

Employees and off campus students may also purchase a \$30.00 declining balance card for \$25.00 that may be used in the cafeteria and snack bar.

Snack Bar hours are Monday–Thursday 7:30 a.m. to 10:00 p.m., Friday 7:30 a.m. to 10:00 p.m., Saturday 1:00 p.m. to 5:00 p.m., and Sunday 2:00 p.m. to 10:00 p.m.

## **HEALTH SERVICES**

The CMU On-Campus Health Clinic is located on the 2<sup>nd</sup> floor of the Inman Student & Community Center. During the school year, the clinic is generally open 8:00 a.m. to 1:00 p.m. and 2:00 p.m. to 5:00 p.m. Monday through Wednesday, 8:00 a.m. to 12:00 noon on Thursday, and closed on Friday. A variety of services are provided to CMU students at no charge. Faculty and staff are charged \$5.00 per visit.

Services:

- Visits for acute & chronic illness (common colds, sore throat, etc.)
- Visits for minor injuries
- Health maintenance exams (diabetes, etc.), CMU students only
- Women’s health visits, CMU students only
- Pre-participation sports exams, CMU students only
- Health education visits
- General physicals, CMU students only

Procedures:

- Administration of allergy injections (does not include antigen)
- Routine immunizations
- TB screening skin test
- Suture removal
- Earwax removal

Laboratory Tests:

- Urine testing
- Strep throat test
- Mono Test
- Pap smears, CMU students only
- Pregnancy testing
- Finger stick blood sugar test

Other services:

- Health promotion/disease prevention education
- Over-the-counter medications (non-prescription) for short-term treatment

The CMU Health Clinic is a walk-in clinic, so an appointment is not necessary. However, if you wish to make an appointment, you may contact the Nurse Practitioner at extension 58285.

## **IDENTIFICATION CARDS**

ID cards may be obtained by visiting the Student Development Office between the hours of 8:00 a.m. and 5:00 p.m. ID cards are required for entry into some campus buildings and facilities. An ID card is also required to check out library materials, and to enter the Cardio Room.

## **LIBRARY SERVICES**

Smiley Memorial Library serves the entire campus community: Students, Faculty and Staff, and on a limited basis, citizens of Howard County. The library houses the Garst Information Commons, which contains computers, group study rooms, and the Collaborative Classroom, which may be reserved. Books and CDs may be checked out for one month, DVDs for 3 days, and

other AV materials for one week. Library patrons also have access to the Quest and Mobius catalogs, providing access to over 18 million items at academic libraries across the state of Missouri.

The library is open from 3 p.m. to 11 p.m. on Sunday, 7:30 a.m. to 11 p.m. Monday through Thursday, 7:30 a.m. to 5:00 p.m. on Friday, and 12 p.m. to 4:00 p.m. on Saturday. For additional information please contact Director Cynthia Dudenhoffer at [cmdudenh@centralmethodist.edu](mailto:cmdudenh@centralmethodist.edu) or (660) 248-6292.

## **MAILROOM INFORMATION**

A lockable mailbox may be assigned by the Mailroom Manager. Mail is received every morning and may be picked up from boxes at approximately 11:00 a.m. Monday through Friday. UPS, Federal Express, DHL, and USPS are among the services provided. You will have a “package” notice in your box if there is a large package for you to pick up. The mailroom in Brannock Hall is open from 8:00 a.m. to 5:00 p.m. Monday through Friday, and the mailroom in the Inman Student & Community Center is open from 9:00 a.m. to 2:00 p.m. Monday through Friday.

## **General Information**

- Outgoing mail should be in the Brannock mailroom by 1:30 p.m. or the Inman Student & Community Center outgoing mailbox by 10:00 a.m.
- Department name or account number to be charged should be above the return address
- Flaps may be open or sealed
- Personal mail will not be sent unless proper postage is affixed
- Please call the mail clerk’s attention to certified, insured, or other special services
- Mail not marked otherwise will be sent First Class
- Contact the mail clerk for more information regarding postage rates, bulk mail, etc.

For other mailroom questions please contact Jessica Chrislaw at extension 57215.

## **NOTARY PUBLIC**

For your convenience there are two Notary Publics on campus. Nettie Cherrington and Kimberly Thomson are both Notaries and are located in Brannock Hall. To schedule an appointment, contact Nettie at extension 56200 or Kimberly extension 56680. Please do not sign the document to be notarized until you meet with the Notary.

## **PARKING PERMITS**

All vehicles on campus belonging to students, staff & faculty must have a CMU parking permit displayed in the front window. Permits may be obtained by registering online at <http://www.centralmethodist.edu/faculty/parkingregistration.php> (CMU website - Faculty and Staff tab – heading On Campus, choose Parking Information). This page also contains the parking fees, rules, and lot information. Vehicles parked in visitor spaces or other areas not designated for parking will be ticketed and/or towed. Please contact Connie Hayes at extension 58225 for campus parking information.

## **RECYCLING**

Central Methodist University supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. Special recycling receptacles have been set up to promote the separation and collection of recyclable materials. All employees and students should refrain from putting trash in these receptacles.

## **SAFETY & SECURITY SERVICES**

Effective January 1, 2017 Campus safety & security will be provided by a CMU Employee. A night-walk escort service is offered to all employees and students from 6:00 p.m. until 6:00 a.m. Monday – Friday and anytime over the weekend. By calling **660-202-0848**, a Safety Officer will be dispatched to the location of the employee or student and accompany him/her to the desired destination on campus. This number may also be used for other contacts or call Wayne Morse at 660-248-6298.

## **SCHEDULING EVENTS ON CAMPUS**

- 1) Check available times and dates of the building you wish to use. You may check with the building representative and Connie Hayes to make sure of possible openings.
- 2) Schedule as far in advance as possible.
- 3) Make sure to tell the building representative of set-up dates and times that pertain to maintenance or food service.
- 4) Ask for a building unlock/lock request when scheduling during times buildings might otherwise be locked, such as nights and weekends.
- 5) Contact the building representative with any changes or cancellations as soon as possible.
- 6) Contact Maintenance for any special heating or air conditioning needs.
- 7) Contact the following building representatives for available times and dates in their buildings.

**Jacobs Conference Center** – Connie Hayes, 58225

**Stedman Hall** – Connie Hayes, 58225 (for daytime scheduling please also contact Kay Winegard)

**T-Berry Hall** – Connie Hayes, 58225 (for daytime scheduling please also contact Kay Winegard)

**Linn Memorial, Parish House or Assembly Hall** – Linn Memorial Church Office, 53380

**Cupples Hall Collaborative Classroom or Library** – Cindy Dudenhoffer, 54292

**Recital Hall/Conservatory** – Lynette Beeler, 53317

**Givens Hall, Coleman Hall or Brannock Hall Board Room** – Mary Lay, 65221

**Missouri Room** – Mary Hrdina, 56374

**Recreation Center or other athletic facilities** – Mark Stone, 58387

**Field House** – Brian Spielbauer, 58995

**Little Theatre** – Mark Kelty, 54284

**Residence Hall Lobbies** – Hall Director of the residence hall

**McMurry Lobby Quiet Study Room** – Connie Hayes, 58225

**Mabee Classrooms or Eagle Lounge** – Sherry Wells, 58346

Employees or off-campus organizations may schedule events by contacting Connie Hayes at 660-248-6225.

## **TELEPHONE CALLS, PHONE SYSTEM & VOICE MAIL SYSTEM**

Long-distance calls may be made by dialing “9” plus the number you wish to reach. Enter your account code when prompted.

On campus extensions may be dialed directly from off campus by dropping the building assignment number (the first two numbers of the extension) and adding a six in front of the last three digits of the extension. For example to reach the mailroom, extension 56215, from off campus you would dial 248-6215. For more information on the campus phone system, please go to <http://www.centralmethodist.edu/intranet> <http://192.168.48.10/intranet> and click the Telephone and Voice Mail heading.

Each campus extension has voice mail capabilities. For details on how to use the voice mail system, please see Attachment B in the back of this Handbook. To ensure effective telephone communications, employees should always speak in a courteous and professional manner.

## **LEAVE BENEFITS**

### **301 HOLIDAYS**

Student/Faculty holidays are listed in the CMU Academic Catalogue or in the Important Academic Dates section of the CMU Student Handbook. Staff Holidays are listed on the HR webpage.

Employees should be actively at work 2 weeks before and after the holiday to be eligible for holiday pay. In the case of FMLA Leave, the employee must have paid sick or vacation time going into, and returning from the holiday to be paid for holiday time off. Employees may be required to work on a holiday as business necessitates. In this case, the employee will be paid regular pay for the hours worked and will be allowed to take off the pertinent holiday hours, with the approval of their supervisor, during the next pay period. Only in extreme circumstances, and with supervisor approval, will the holiday hours to be taken off be allowed to extend beyond the next pay period.

### **302 JURY DUTY**

CMU supports employees in carrying out their civic responsibilities. Employees are released for jury duty with pay if the remuneration received from serving is put into their Department's account. The limit for jury duty with pay is two weeks.

If an employee is summoned for jury duty, they should notify their supervisor as soon as possible and provide the summons received from the court. The employee is expected to report to work when they are not actually serving on jury duty.

### **303 SICK LEAVE - FACULTY**

Full-time faculty teaching on a 9, 10, or 12 month contract are given 1.25 days of paid sick leave per contract month (i.e., 9 months equals 11.25 days of sick time). Days accrue at the completion of the academic year. These days may accrue up to 120 days when long-term disability will take over. Faculty members are required to report to their chair when they are ill in order for the tracking of sick leave. In addition, because of the Family Medical Leave Act, it is mandated that faculty members taking 3 or more days of sick time, for any purpose, inform the Provost Office so that the appropriate actions may be taken to insure that all FMLA guidelines are followed. The supervisor, spouse or other family member should submit notification in the event that the faculty member is unable to give personal notification. The Human Resource Office will keep a record of such absences. Details of the Family Medical Leave Act are outlined under the Family and Medical Leave section of this Handbook.

### **304 SICK LEAVE - STAFF**

Each full-time **staff employee** earns paid sick leave at a rate of 1.25 days for each month of employment. Sick leave benefits are intended solely to provide income protection in the event of illness/injury and may also be used to schedule doctor's visits, however may not be used for any other absence, except as specified in this section. Accrued sick leave may be used immediately.

Absence due to the illness of an immediate family member may count toward sick leave with the supervisor's approval. Immediate family members are limited to dependent children (per IRS definition), spouse or parents. Sick leave for immediate family members may be taken in increments of up to 3 days. Extreme cases of immediate family leave may be extended past 3 consecutive days, if approved by the V.P of Finance. The usage of paid sick time may not exceed the number of accumulated days.

In the case of death of a family member including a parent, spouse, child, grandparent, grandchildren, sibling or mother or father in-law, staff members will be allowed paid time off not to exceed 3 consecutive working days for each occurrence. This absence is charged against the accumulated sick leave. Any additional days required will be charged to accrued vacation, or taken without pay.

All full-time employees may accumulate sick leave up to a total of 120 working days. To be eligible for paid accumulated sick leave when an employee is sick and unable to report for work, employees must contact, and personally speak with, their supervisor as soon as possible and continue to contact them daily until returning to work. Leaving a voicemail, text message, email, etc. is not sufficient.

Sick leave, including pregnancy, is granted only in the event of actual sickness, and the employee may be required to furnish satisfactory proof of illness in order to receive the time off with pay. Terminating employees will not receive payment for any unused sick leave. A leave of absence with or without pay will retain any unused sick leave credits until the return. A request for leave of absence must be submitted in writing to the Department Head or supervisor. See Section 307, Personal Leave.

### **305 FAMILY AND MEDICAL LEAVE**

Eligible Central Methodist University employees may qualify to receive time off under the **Family Medical Leave Act of 1993, as amended by the National Defense Authorization Act of 2008**. FMLA requires covered employers, with at least 50 employees within 75 miles, to provide up to 12 workweeks of un-paid, job-protected leave to "eligible" employees for certain family and medical reasons. Family medical leave at CMU will be calculated on a rolling 12-month basis. This means that the 12-month period immediately preceding the requested date of leave will be used for determining eligibility. Family medical leave will run concurrently with sick and/or vacation time until these are exhausted. Supervisors should notify the Human Resources Office when an employee has missed more than 3 working days due to illness.

**Eligibility:**

Employees must meet the following criteria in order to qualify for Family Medical Leave:

1. Must have worked for the University for at least one year prior to the start of the leave.
2. Must have worked at least 1,250 hours in the 12 months preceding the start of the leave.
3. Must be employed at a worksite where 50 or more employees are employed within 75 miles of that worksite.

**Qualifying Reasons for Leave:**

Eligible employees may take up to twelve (12) workweeks of Family Medical Leave for the following reasons:

1. The birth of a child and to care for the newborn child within one year of birth;
2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, child, or parent who has a serious health condition;
4. A serious health condition that makes the employee unable to perform the essential functions of his/her job; or
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" ("Active Duty Leave").

In addition, eligible employees may take up to twenty-six (26) workweeks of Family Medical Leave for the following reason:

1. To care for a covered service member with a serious injury or illness, if the eligible employee is the service member's spouse, son, daughter, parent or next of kin ("Military Caregiver Leave").

Spouses who work for the University will be limited to a combined total of twelve (12) weeks of leave during any 12-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition. This limitation does not apply to leave taken by either spouse to care for the other who is seriously ill and unable to work, to care for a child or a parent with a serious health condition, or for his/her own serious illness.

**Procedures:**

Employees seeking to use FMLA are required to provide written notification to Human Resources. Notice should include the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. This notice should be provided 30 days in advance of the first day of leave, if foreseeable. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable. Employees should also consult with their supervisors regarding the need for leave under the FMLA in order to ensure continuity of business operations and should consult with supervisors regarding any changes in the need for leave.

A medical certification, or other supporting documentation such as active duty orders, will be required. This paperwork will be provided by Human Resources and must be returned within 15 calendar days. The certification is completed at the employee's expense. CMU may require the employee to obtain a second opinion from a healthcare provider selected by CMU, at the expense of the University. CMU may require a third opinion, again at the expense of the University, from a healthcare provider mutually agreed upon by CMU and the employee. The decision of the third medical opinion will be binding.

Central Methodist University reserves the right to deem any leave that could qualify under the Family Medical Leave Act as FMLA leave.

**Intermittent or reduced schedule leave**

FMLA leave may be taken intermittently or on a reduced schedule under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. For example, an employee needs to take off 2 hours, 3 days a week for physical therapy. Reduced schedule leave reduces an employee's usual number of working hours per workweek, or hours per workday.

If an employee needs leave intermittently or on a reduced schedule for planned medical treatment, then the employee must make a reasonable effort to schedule the treatment so as not to disrupt unduly the employer's operations. If an employee needs leave intermittently or on a reduced schedule for unplanned reasons, the employee must follow normal call-in procedures and indicate that the time off is related to their FMLA event.

### **Benefits coverage**

CMU will maintain the employee's health and dental benefit coverage on the same conditions as coverage would have been provided if the employee were actively at work. Employee premiums will continue to be deducted from the employee's paycheck, if applicable. If the employee is in an unpaid status, the employee must pay the appropriate premium by the first day of each month. If the employee fails to return to work after expirations of the leave, the employee is required to reimburse CMU for payment of health insurance premiums during the FMLA leave, unless the reason the employee fails to return is the presence of a serious health condition that prevents the employee from performing his or her job or is due to other circumstances beyond the employee's control.

Employees on FMLA leave are not entitled to holiday pay unless the employee is using paid time off – ie: vacation /sick time. If the employees is on unpaid FMLA leave, they will not be paid for holidays that occur during the leave. The employee will not accrue vacation/sick leave during unpaid leave. When the holiday falls during a week in which the employee is taking FMLA, the entire week counts toward FMLA leave.

### **Employee Reinstatement**

Employees returning from leave will be required to provide a statement from their doctor indicating their ability to return to work and perform the essential functions of their position. CMU reserves the right to make additional medical inquiries and/or require follow-up examinations to ensure the employee can perform the essential functions of the job.

Upon return from leave, employees, with the exception of those determined to be key employees, are entitled to be returned to the same position the employee held when leave started, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

Key employees may or may not be restored to their original position, or to an equivalent position. This decision is based on CMU's judgment regarding whether such reinstatement would cause substantial and grievous economic injury to the University.

### **Employee Rights**

The FMLA prohibits interference with an employee's rights under the law. Employees who exercise their rights to family and medical leave are entitled to do so without restraint and shall not be subject to discharge or discrimination by the University for doing so.

Employees who believe they have been subject to retaliation or discrimination as a result of exercising their rights under the Family and Medical Leave Act may bring a complaint to Human Resources.

### **306 MILITARY LEAVE**

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable Missouri state laws pertaining to military leave, a military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U. S. armed services. Employees shall provide a copy of their official orders to the University as soon as possible. In situations in which the employee has a choice as to when to report for military duty (such as reserve drills), the employee must make an effort to arrange the duty during non-working time, if possible.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by Central Methodist for the full term of the military leave of absence. Uniformed service members who are activated for duty may continue their health and dental insurance benefits for up to 24 months at their own expense.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees returning from an extended military leave must notify the University of their intent to return to work following military duty within the mandates prescribed by USERRA.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual. Central Methodist will comply with the USERRA and applicable Missouri state laws pertaining to military leave.

**307 PERSONAL LEAVE**

Central Methodist University will consider leaves of absence without pay to full-time employees who wish to take time off from work duties to fulfill personal obligations, but do not qualify for leave under other leave policies. **Employees may be required to use available sick and/or vacation leave prior to the leave becoming unpaid.**

As soon as eligible employees become aware of the need for personal leave of absence, they should request a leave from their supervisor. The request should be in writing and should indicate the reason for leave and the amount of time off needed. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Personal leave may be granted for a period of up to 30 calendar days per year. (calendar days not workdays) If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

Subject to the terms, conditions, and limitations of the applicable plans, Central Methodist will continue to provide health insurance benefits for the full period of the approved personal leave, but the employee will be responsible for paying the premiums during any leave period of more than 10 consecutive calendar days after the initial 30 days. Vacation, sick leave, and holiday benefits will not accrue during the approved personal leave period.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if available, or to a similar available position for which the employee is qualified. However, Central Methodist cannot guarantee reinstatement in all cases.

Failure to report to work promptly at the end of the approved leave period shall constitute immediate resignation on the part of the employee.

**308 VACATION BENEFITS**

Each full-time employee at Central Methodist University earns vacation leave according to the schedule below, based on a 40 hour workweek. **Vacation time for full-time employees working 30-39 hours per week will be pro-rated accordingly.** Vacation time is accrued on continuous years of service within a given job classification.

Job Classification	Days Per Month	Years of Service	Annual Weeks
<b>Non-exempt:</b>	.83	0-10	2 weeks
	1.25	10 & up	3 weeks
<b>Exempt:</b>	1.25	0-10	3 weeks
	1.67	10 & up	4 weeks
<b>Officers:</b>	1.67	all	4 weeks

Faculty who are not on 12 month work contracts do not accrue vacation time.



Vacation time is accrued monthly. Accrual begins the month the person begins working, provided the date of employment is the fifteenth of the month or earlier; otherwise, accrual begins the following month. Employees are eligible to accrue up to 2 times their annual accrual; therefore, an employee who earns 2 weeks of vacation per year is eligible to accrue up to 4 weeks of vacation. Employees who are in unpaid status do not accrue vacation time.

Vacation time should be scheduled in advance with the employee's supervisor and taken at a time agreeable to both. Vacation time may be taken in one hour increments. Holidays that occur during vacations are not counted against the employee's vacation time. All non-faculty employees are required to submit monthly records of vacation/sick days taken through TimeClock.

Upon termination of employment, employees may be paid for unused vacation time that has been earned through the last day of work, up to a maximum of 2 years of accrued vacation. However, if Central Methodist, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result. Additionally, an employee who voluntarily terminates his or her employment must provide adequate written notice and work the entire notice period in order to be paid for unused vacation. Adequate notice is considered two weeks for non-exempt staff and four weeks for exempt staff.

To confirm available sick or vacation time, Plant Operations employees should contact Lacey Atha at extension 55295. All other employees should contact Debbie Nation at extension 56201. **Employees may be required to use available sick and/or vacation leave prior to the leave becoming unpaid.**

## **COMPENSATION POLICIES & PROCEDURES**

### **401 PAYROLL PROCEDURES**

Payroll for all CMU employees will be issued either through direct deposit or printed check, at the discretion of the employee. Employees are strongly encouraged to use direct deposit for security and timely pay due to inclement weather. If direct deposit is elected, payroll funds will be received by banking institutions on the scheduled day of payment. Employees will receive a confirmation containing all withholding information in their campus mailbox on payday, or will receive a printed paycheck in their campus mailbox.

Employees will complete the following forms/training on or before the first day of employment:

- Federal Withholding
- Missouri State Withholding
- Form I-9 – Employment Eligibility Verification
- Direct Deposit Form
- Personal Information Sheet (Confidential)
- Retirement (salary reduction form)
- Computer Users Agreement
- Insurance Enrollment Forms (Full-time employees only)
- FERPA training
- Handbook Signature page
- Sexual Harassment training (Mandatory)
- New employee presentation

Students are paid on the 10<sup>th</sup> of each month while school is in session. Plant Operations staff are paid every two weeks. All other staff and faculty employees are paid on the first day of the month for the preceding month. If the first falls on a weekend, payroll will be performed on the last business day of the month. As stated in the Faculty Handbook, full-time faculty contracts are paid in twelve installments, unless the faculty member has ended their contract. In this situation, the remainder of their contract will be paid in May as a lump sum and their benefit coverage will end at that time.

To change deductions, withholding, etc., please contact the Payroll Clerk before the 20<sup>th</sup> of the month. All permanent personnel records are maintained in the Human Resources Office.

The University is obligated to withhold FICA (Social Security) and MEDE (Medicare) taxes from payroll and will withhold Federal and State Income Tax as indicated by the employee.

## **402 WORK HOURS**

**Administrative office hours** are 8:00 a.m. to 5:00 p.m. Monday through Friday through the academic year. All offices are expected to be open for service during this time. Flexible hours for employees are to be pre-arranged and monitored by supervisors. Each employee is expected to take one hour daily for lunch. For **faculty office hours**, please refer to the Faculty Handbook. Employees are expected to be reliable and punctual, reporting for work on time and as scheduled. If employees cannot come to work or will be late for any reason, they must notify their supervisor as soon as possible. (texting is not an acceptable form of notification)

For purposes relating to the Fair Labor Standards Act (FLSA), our workweek is defined as Saturday at 12:00 a.m. through Friday at 11:59 p.m. Most employees are normally scheduled to work Monday through Friday, but at times, staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Advanced notice will be given, where possible, and hours within the week will be adjusted accordingly. The general policy of the University is to avoid overtime. Therefore, supervisors reserve the right to adjust an employee's work schedule to compensate for time worked in excess of any regularly scheduled workday. In cases where it is not possible to adjust the work schedule, non-exempt employees will be compensated for overtime at 1 ½ times their regular rate of pay for any hours worked over 40 in a workweek. Excess hours worked that are unscheduled will generally also result in weekly overtime compensation for the employee. Overtime work is not to be performed at the discretion of the employee. All overtime must be approved by the supervisor.

While in general the University believes that students and constituents can best be served when Central Methodist University employees are physically at work, it also recognizes that alternative work arrangements may be required in certain circumstances. Any such formal arrangement must be defined in writing prior to the start of the assignment and signed by the employee and the Vice President for that area. Work from home approval is not intended to be a substitute for sick leave or disability insurance. The employee's ability to work from home will only be approved by the Vice President when it is for the benefit and convenience of the University.

Regular breaks during working hours are not a part of our working system. If an occasional break is needed, it must be pre-arranged with the supervisor. During regular working hours, employees must notify their supervisor before leaving campus. In compliance with the Patient Protection and Affordable Care Act, Central Methodist will provide reasonable break time for nursing mothers.

## **403 LACTATION/BREASTFEEDING POLICY**

CMU supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday. Under the Patient Protection and Affordable Care Act, employees must be provided with a reasonable break time to express breast milk. The employee and her immediate supervisor will agree on the times for breaks needed to express milk. The University provides a private lactation room. It is located in the nursery of the parish house at Linn Memorial Hall. Employees may use the Mother's Lounge anytime during normal business hours. Visitors who wish to use this room to express breast milk should be directed to the Human Resource Office. An alternate room available for use is the Brannock Hall Break Room.

Employees must provide their own clearly identified, leak proof containers for storage of express milk while on campus. If there is no refrigerator/freezer readily available, employees should provide their own means to store and keep the milk cold.

## **404 TIME KEEPING**

Accurately recording information on timesheets or other designated time keeping system or other designated time keeping systems is the responsibility of every staff member. Federal and state laws require the University to keep an accurate record of time worked and leave time used in order to properly calculate employee pay and benefits. Each employee position is noted as exempt or non-exempt in their Job Description – which is on file in the HR office.

Nonexempt employees are required to turn in a time sheet using the TIMECLOCK system or other record noting time worked and vacation and sick leave days used by the 20<sup>th</sup> of each month. It is the responsibility of each nonexempt employee to certify the accuracy of all time recorded. The supervisor will review before submitting it for payroll processing

Nonexempt employees are specifically prohibited, and not expected, to perform any work for the University "off the clock" or remotely". In all cases, all time worked by nonexempt staff MUST be recorded on TimeClock System.

Work related travel for non-exempt CMU Employees is generally compensable during regular 8-5 working hours. Non-exempt employees are entitled to payment for all the time they work during a conference. This includes events they attend that include meals, meetings and social events. If meals are not included with a conference, that time does not count towards work week computation. Sleep time is never counted as hours worked while away from home. Travel time spent from home to the airport, or as a passenger does not have to count towards the work day or overtime calculations.

Exempt employees will also keep an attendance record using the TimeClock system for the purpose of documenting sick or vacation leave. The attendance record will be submitted to the employee's supervisor for approval before sending it to the Payroll Office by the 5<sup>th</sup> day of each month. Exempt employees are expected to work a minimum of 40 hours per week, but may often exceed those hours in order to perform their job responsibilities. This extra time spent does not qualify for time off.

**For full-time staff who teach part-time:** In certain circumstances, exempt employees may teach on an adjunct basis with the approval of the immediate supervisor, the appropriate academic Department Chair, and the Provost and Dean of the University. Such teaching must not interfere with the employee's ability to successfully perform their primary responsibilities. A Part-Time Teaching Agreement must be completed in each case. Exempt staff employees have the option of teaching in addition to the regular scheduled hours and being compensated accordingly or as part of the regular scheduled hours and receiving no additional compensation. If adjunct teaching is scheduled during regular scheduled hours, the employee is expected to define a plan, to be approved by the supervisor, to offset the absence from regularly assigned duties during the day by working additional hours on regular duties. Non-exempt employees that are considering a teaching assignment (or any additional pay assignment) should consult the HR office as an additional salary test must be met before the arrangement will be approved. This also must be pre-approved by the supervisor.

#### **405 COMPENSATION**

Central Methodist University complies with the Fair Labor Standards Act. Exempt employees are paid a salary for all work performed during a workweek. The University will not make any improper deductions from the salaries of exempt employees.

Certain deductions from pay (calculated by converting the monthly salary into an hourly rate) are permissible, and include:

- For absences from work for one or more full days for personal reasons other than sickness or disability;
- For absences from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- To offset amounts employees receive as jury or witness fees, or for military pay;
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions;
- For work performed in the initial or last week of employment;
- For penalties imposed in good faith for infractions of safety rules of major significance; and
- For weeks in which an exempt employee takes unpaid leave, such as the Family Medical Leave Act.

If an employee believes that an improper deduction has been made to their salary, they should immediately report this information to Human Resources. Reports of improper deductions will be immediately investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

#### **406 PERSONAL DEBTS/REIMBURSEMENTS**

There will be no personal cash advances to employees. Any employee who fails to satisfy a personal debt to the University within 30 days of notification is subject to that amount being deducted from his/her payroll earnings and interest assessed. The employee will have the opportunity to settle the debt before it is forwarded to the payroll office for deduction.

All work related advances are charged against the employee's personal account (E/R). **Detailed receipts for actual expenses incurred must be submitted to the Business Services Office; credit card summaries are not acceptable.** At the time that detailed receipts are provided, the charges will be deducted from the employee's account and charged to the appropriate center. Any remaining funds should be submitted to the Cashier for credit to the employee's personal account.

Expenses/mileage incurred at the employee's expense should be submitted to the supervisor for approval and turned in to the Business Services Office by the 18<sup>th</sup> of each month in order to be reimbursed on the 20<sup>th</sup>. If the 20<sup>th</sup> falls on the weekend, reimbursements will be made the following Monday. **Expense reports are due within 30 days of the date of the trip/expense or they may not be considered for reimbursement. Expense reimbursements will be processed only after the business related event (i.e. trip, conference, etc.,) has occurred. Detailed receipts must be attached to expense reports. If detailed receipts are not attached to the expense report, they will not be reimbursed.** Employees will not be reimbursed for personal items such as personal calls, videos, snacks, tobacco products, or alcoholic beverages. **Employees are expected to purchase the lowest priced airfare, share travel expenses when possible, and use the tax-exempt certificate when appropriate.**

#### **407 MEAL REIMBURSEMENT POLICY**

Reimbursable business meals, not involving an overnight stay, are defined as a meal in which the primary purpose is to conduct University business. When traveling less than 8 hours in a 24-hour period, only one meal will be reimbursed at a maximum of \$10.00. The maximum daily meal reimbursement is \$30.00 per 24 hour period. Employees are not eligible for a meal reimbursement if that particular meal is provided as part of a conference or meeting that is paid for through a registration fee. If actual expenses are less than the specified maximum, reimbursement is allowed only for actual expenses. The business purpose of each meal should be noted, with appropriate original **detailed** receipts and names of guests, on an expense report, approved by the direct supervisor, and submitted to the Business Services Office. **There will be no reimbursement for summarized receipts.**

#### **408 PERSONAL INFORMATION CHANGES**

It is the responsibility of each employee to notify the CMU Payroll Office promptly of any changes in personal information. Personal mailing addresses, telephone numbers, emergency contact information and information for dependents covered under the CMU insurance plans should be current at all times. On-line directory information for all employees is maintained by Human Resources. A telephone extension list is distributed each semester by the switchboard supervisor.

### **EMPLOYEE CONDUCT**

#### **501 CODE OF BUSINESS CONDUCT & ETHICS**

This code of Business Conduct and Ethics covers a wide range of business practices and procedures. It does not cover every issue that may arise, but it sets out basic principles to guide the administrators, faculty, and staff of Central Methodist University. All Central Methodist administrators, faculty, and staff should conduct themselves accordingly and seek to avoid even the appearance of improper behavior in any way relating to the University. In appropriate circumstances, this Code should also be provided to and followed by the University's agents and representatives, including consultants.

Any administrator or supervisor who has questions about this Code should consult with the President, Vice President for Finance and Administration, or legal counsel as appropriate in the circumstances. If an employee has any questions about this Code, the employee should ask his/her supervisor on how to handle the situation.

#### **Scope of Code**

This Code is intended to deter wrongdoing and promote the following;

- Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest between personal and professional relationships;
- Full, fair, accurate, timely, and understandable disclosure in reports, documents, and other communications made by CMU;
- Compliance with applicable governmental laws, rules, and regulations;
- The prompt internal reporting of violations of this Code to the appropriate person or persons identified in this Code;
- Accountability for adherence to the Code; and
- Adherence to a high standard of business ethics.

### **Compliance with Laws, Rules, and Regulations**

Obeying the law, both in letter and in spirit, is the foundation on which Central Methodist's ethical standards are built. All administrators, faculty and staff should respect and obey all laws, rules and regulations applicable to the business and operations of Central Methodist. It is important to understand enough about the rules and regulations of the University to determine when to seek advice from supervisors, administrators, or other personnel.

### **Conflicts of Interest**

A "conflict of interest" exists when an individual's private interest interferes in any way, or even appears to conflict with the interests of Central Methodist. A conflict of interest situation can arise when an administrator, faculty member, or staff member takes actions or has interests that may make it difficult to perform his/her work on behalf of Central Methodist in an objective and effective manner. Conflicts of interest, whenever possible, should be avoided. Any employee who becomes aware of a conflict or potential conflict of interest should bring it to the attention of a member of the senior staff.

CMU prohibits sexual relationships between a faculty member and a CMU Student. (Unless they are married to each other) Violation of institutional policies will result in sanctions which may include suspension, with or without pay, or other appropriate action up to and including termination of employment. Staff members may be subject to disciplinary action up to termination for inappropriate conduct.

### **Competition & Fair Dealings**

Central Methodist University seeks to compete in a fair and honest manner. It is understood that CMU employees will seek competitive advantages through superior performance rather than through unethical business practices. Each employee should respect the rights of, and deal fairly with all customers, suppliers, service providers, competitors, and other employees. No employee should take unfair advantage of anyone relating to CMU's business operations through manipulation, concealment, or abuse of privileged information, misrepresentation of material facts, or any unfair dealing practice. To maintain CMU's valuable reputation, it is understood that all products and services of the University meet reasonable customer expectations.

### **Discrimination & Harassment**

The diversity of CMU's employees is a tremendous asset. The University is firmly committed to providing equal opportunity in all aspects of employment and will not tolerate unlawful discrimination or harassment of any kind. Examples include derogatory comments based on racial or ethnic characteristics and unwelcome sexual advances.

Violence and threatening behavior, or the use of alcohol or illegal drugs on campus will not be tolerated. Employees should expect to report to work in a safe environment, where they are able to perform their duties without the influence of drugs or violence.

### **Recordkeeping**

Central Methodist University requires honest and accurate recording and reporting of information in order to make responsible business decisions.

Many employees regularly use business expense accounts. Information supporting these uses must be documented and recorded accurately. If an employee is not sure whether a certain expense is legitimate, they should contact the Business Services Office.

All of the University's books, records, accounts, and financial statements must be maintained in reasonable detail, must appropriately reflect the University's transactions, and must conform to both applicable legal requirements and to the University's system of internal controls.

The University's records should always be retained or destroyed according to the University's retention policies. In accordance with the policies, in the event of litigation or governmental investigation, the employees involved should consult with the University's Chief Financial Officer or legal counsel before taking any action in order to avoid the possible appearance of any impropriety.

### **Confidentiality**

CMU employees must maintain the confidentiality of confidential information entrusted to them by the University or its customers, suppliers, or others with whom the University is considering a business or other transaction, except when disclosure is authorized by an officer of the University, required, or mandated by federal or state laws or regulations. The obligation to so preserve confidential information continues even after employment ends.

### **Protection and Proper Use of University Assets**

All employees should endeavor to protect the University's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the University's profitability. Any suspected incident of fraud or theft should be immediately reported for investigation. University assets should be used for legitimate business purposes and should not be used for non-University business.

### **Corporate Disclosures**

All University employees should support the University's goal to have full, fair, accurate, timely, and understandable disclosure in the periodic reports required to be filed by the University. This includes, but is not limited to, reports required by government agencies, the University's auditors, and its Board of Trustees. Any violation of this code should be promptly reported to a supervisor or member of the University's Senior Staff.

### **Publicly Available**

This Code of Conduct shall be posted in the CMU Staff Handbook which is posted on the CMU website.

### **Reporting any Illegal or Unethical Behavior**

Senior Staff Members are encouraged to talk to the University's President, and other employees are encouraged to talk to their supervisor or a member of the University's Senior Staff, when in doubt about the best course of action in a particular situation. Individuals should report any observed illegal or unethical behavior and any perceived violations of laws, rules, and regulations, or this Code to appropriate personnel. Confidential reports may also be submitted via the University's online reporting system at: <http://www.centralmethodist.edu/safety/index.php>. It is the policy of the University not to allow retaliation for reports of misconduct by others made in good faith. All officers and employees are expected to cooperate in internal investigations of misconduct.

### **Enforcement**

Violation of institutional policies or inappropriate conduct will result in sanctions which may include suspension with or without pay, or other appropriate action up to and including termination of employment. The President of the University, after reviewing the appropriate Central Methodist Handbooks and consulting legal counsel, will determine the appropriate actions to be taken in the event of violations of this Code.

## **502 SUBSTANCE ABUSE POLICY**

Central Methodist University has the responsibility to provide a healthy, safe environment for all students, employees, and campus visitors. Accordingly, the University fully supports all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages and other controlled substances. This policy applies to all employees, including staff, faculty and adjunct faculty, and is enforced in conjunction with the Drug-Free Workplace Statement found in this Handbook.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is strictly prohibited. Officers and members of each student social or academic organization must assure that those in attendance at their meetings, activities, or social functions conduct themselves in accordance with this policy and with other CMU regulations. Faculty and staff sponsors may attend approved (i.e., by the Office of Student Development) social events off campus, but are expected not to consume alcohol themselves at such events. In all other instances, faculty and staff should not consume any substance or condone student substance use while participating in any university-related activity involving students, whether on or off campus. Central Methodist University does not provide (i.e., pay for) alcohol for any function, nor does it reimburse employees for alcohol expenses.

Employees must report all drug convictions occurring in the workplace to the University. This report must be made in writing within five calendar days of the conviction. The University will report any employee's conviction of criminal drug statute violations to the Department of Education within ten days of receiving notification from the employee.

Whenever the University suspects that an employee's work performance or on-the-job behavior may have been impacted by alcohol or drugs, or that an employee has otherwise violated this policy, the University may require the employee to undergo alcohol and/or drug testing. Violation of institutional policies, or federal, state, or local laws, pertaining to the sale and possession of alcoholic beverages, use of illegal drugs, or abuse of other controlled substances will result in sanctions which may include suspension, with or without pay, or other appropriate action up to and including termination of employment.

Confidential counseling for employees with alcohol and other substance abuse problems is available. Employees should contact the CMU Counseling Center for information and help regarding substance abuse problems. The telephone number is 660-248-6274 or on campus ext. 58274. All visits to the Counselor are confidential, except as otherwise required by law.

### **503 TOBACCO FREE WORKPLACE POLICY**

Central Methodist University is committed to providing a safe and healthy work and learning environment and to promoting the health and wellbeing of its employees and students. Keeping in mind these commitments, CMU is a tobacco-free campus.

#### **Scope**

The use of all tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, will be prohibited on campus property. This policy applies to:

- All CMU staff, faculty, and students, as well as visitors to campus and contractors or consultants (and/or their employees) working on campus.
- All buildings occupied by employees and/or students, all vehicles owned or leased by the University, all athletic facilities, and all parking lots and campus grounds, and all other property that is owned, operated, leased, occupied, or controlled by the University.

This policy is applicable twenty-four hours a day, seven days a week. It will apply to the main campus only; all CGES sites will be subject to the tobacco policies of their respective sites.

#### **Enforcement**

Every member of the CMU community is empowered to politely advise others of the policy in a continuing effort to enhance awareness of and encourage compliance with this policy. It is believed that the spirit of community and caring that exists on the CMU campus is sufficient to resolve any complaints that may arise out of this policy. However, any complaints that cannot be resolved should be brought to the attention of Ken Oliver, Vice President for Institutional Growth and Student Engagement. Such complaints may be referred to other offices as indicated below:

- Human Resources, when the complaint is regarding staff.
- Office of the Provost, when the complaint is regarding faculty.
- Office of Student Development, when the complaint is regarding a student.
- Business Services, when the complaint is regarding a contractor or visitor.

The complaint should be submitted in writing and outline specific concerns. The appropriate office will investigate the concern and take appropriate steps to remedy the situation. Standard disciplinary procedures will be followed for both students and employees. No individual shall be subjected to any form of retaliation for bringing forward a complaint or asking a question about this policy.

#### **Assistance**

CMU is committed to supporting all students and employees who wish to stop using tobacco products. The following resources are available to assist you in this process:

#### **For Students:**

- Health Services
- Counseling Center

#### **For Staff and Faculty:**

- Central Wellness
- Anthem health plans
- Health Services

**For all members of the campus community:**

- QuitPal – National Cancer Institute: free smartphone app <http://www.cancer.gov/cancertopics/tobacco/smoking/quitting/nciquitpal-app>
- Freedom From Smoking – American Lung Association <http://www.ffsonline.org>
- The EX Plan <http://www.becomeanex.org/>
- Quit Tobacco – Make Everyone Proud: for US military service members or Veterans <http://www.ucanquit2.org/>
- My Last Dip: for chewing tobacco users <http://mylastdip.com/>
- Kill the Can: to help people quit dip, smokeless and chewing tobacco <http://www.killthecan.org/>
- Smokefree.gov <http://www.smokefree.gov/>

**504 DRUG-FREE WORKPLACE STATEMENT**

CENTRAL METHODIST UNIVERSITY INSTITUTIONAL POLICY STATEMENT  
IN COMPLIANCE WITH THE REGULATIONS IMPLEMENTING  
THE DRUG-FREE WORKPLACE ACT OF 1988

Central Methodist University certifies that it will provide a drug-free workplace by herewith:

- (a) Publishing this statement notifying all/each of its employees (faculty and staff) that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in/on CMU workplace(s), and further specifies that action(s) will be taken against an employee for violation of such prohibition.
- (b) CMU will establish and maintain a drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) CMU’s policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug use violations occurring in/on the institution’s workplace.
- (c) Every employee who is engaged in the performance of any of the functions and activities associated/involved under this Certification is to be given a copy of this statement and a copy of the grant Certification under which he/she is working. The University will periodically, through audio-visuals, brochures, updated institutional policy statements, and employment procedures/terms consistent with actual certification requirements, seek to operate and maintain all of its grantee activities in compliance with the Drug-Free Workplace Act of 1988.
- (d) As a condition of employment, an employee will notify the University of any criminal drug statute conviction for all violations in the workplace, no later than five (5) days after such conviction.
- (e) Penalties for infractions or violations of employees covered in this Certification will be determined by the President of the University and Personnel Committee of the University, consistent with the range of penalties found in Institutional Certification given by CMU to the U.S. Department of Education. (Specific reference is made in Sections (c), (d), (e), (f) and (g) of attached Institutional Certification.)

Roger Drake, Ed.D.  
President  
Central Methodist University

**505 NONDISCRIMINATION AND HARASSMENT POLICY**

In accordance with the requirements of federal and state civil rights acts, including Title VI and VII of the Civil Rights Act and Title IX of the Educational Amendments Act of 1972, among others, Central Methodist University is committed to creating a learning and work environment free from all forms of discrimination, including harassment. Every member of the University community should be aware that unlawful discrimination and harassment, either intentional or unintentional, of any student, faculty member, employee or third party by another student, faculty member, employee or third party is strictly prohibited by law and University policy.



CMU's Title IX Compliance Coordinator is Ken Oliver, Vice President for Institutional Growth and Student Engagement. He is located in the Inman Student & Community Center, 2<sup>nd</sup> floor. He may be reached at 660-248-6224 or via email at [koliver@centralmethodist.edu](mailto:koliver@centralmethodist.edu). The Title IX Coordinator is responsible for monitoring and overseeing implementation of Title IX compliance at Central Methodist, including coordinating training, education, communications, and initiating the grievance procedures for faculty, staff, student and other members of the University community, as well as visitors to the campus.

### **Definitions**

Discrimination is unlawful treatment of an individual or a group of individuals based on a legally protected status, such as race, color, religion, national origin, age, disability, citizenship, veteran status, gender, or any other status protected by law. The treatment causes the individual or group of individuals to be adversely affected in their education or employment. Discrimination does not occur, however, when an individual is treated differently than another individual for legitimate reasons.

Harassment is a form of discrimination, and includes verbal or physical conduct that is unwelcome and is severe, pervasive or persistent, according to the reasonable person, so as to interfere with the individual's job performance or educational opportunities.

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Unwelcome sexual advances, verbal or written requests for sexual favors, sexually motivated conduct, or other verbal or physical conduct or communication of a sexual nature directed at someone is a form of discrimination that constitutes sexual harassment when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or ability to learn or creating a hostile or offensive working or learning environment.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting an individual.
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work.

Examples of inappropriate conduct which may constitute sexual harassment include, but are not limited to:

1. Repeated unwelcome sexual propositions, teasing, joking, or flirting;
2. Persistent unwelcomed efforts to develop a romantic or sexual relationship;
3. Graphic comments about a person's body;
4. Sexually suggestive objects or pictures in the workplace or classroom;
5. Sexually degrading words to describe a person;
6. Derogatory or sexually explicit statements about an actual or supposed sexual relationship;
7. Unwelcome touching, patting, pinching or leering;
8. Derogatory gender-based humor; or
9. Acts of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion.

Both men and women can be targets of sexual harassment, and it can occur between individuals of the same gender. Such conduct, whether intentional or not, constitutes sexual harassment, is a violation of federal and state law, and will not be permitted. Violations of this policy will result in disciplinary action.

This policy applies to conduct on- or off-campus. Campus includes University-owned or -leased property, streets and pathways contiguous to University property, or in the immediate vicinity of campus. It also includes the property, facilities, and leased premises of organizations affiliated with the University.

Off-campus or online behavior violations that affect a clear and distinct interest of the University are subject to disciplinary sanctions. For example, discrimination and harassment by a student in an off-campus or online setting is within the University's interests when the behavior:

1. Involves conduct directed at a University student or other member of the University community;
2. Occurs during University sponsored events (e.g., field trips, social or educational functions, University related travel, student recruitment activities, internships, and service learning experiences);

3. Occurs during the events of organizations affiliated with the University, including events of student organizations; or
4. Poses a disruption or threat to the University community.

If you have been subjected to prohibited conduct under this policy, you are encouraged to seek assistance. Web resources:

[Central Methodist University Counseling Center](#)

[Central Methodist University Health Services](#)

[Campus Safety](#)

[True North](#)

[Rape, Abuse & Incest National Network \(RAINN\)](#)

### **Reports of Discrimination or Harassment**

Any member of the University community may and has a duty to timely report conduct which they believe may constitute discrimination or harassment under this policy. The reporting party may file a report with the Title IX Compliance Coordinator at 660-248-6225, or (if an employee) to his/her direct supervisor or Human Resources at 660-248-6680, or (if a student) to the Assistant Dean of Student Development at 660-248-6267 or the Provost at 660-248-6212.

The report, which need not be in writing, should include all facts and the identity of all witnesses to the incident. **Any individual who receives any report or complaint of harassment – whether informal or formal – must immediately report it to one of the designated officials above, even if the person has asked that no action be taken.**

Central Methodist University will take immediate and effective steps to end discrimination and harassment. All reports of discrimination or harassment will be investigated by a designee of the Title IX Compliance Coordinator. Investigations will be conducted and concluded within 60 days of the report. The following procedures will be followed in such investigations:

1. The accused individual(s) will be notified of the allegation(s).
2. An investigation will be performed, and will consist of interviews with all parties, including witnesses, and review of relevant material. Confidentiality is considered essential to the integrity of the investigation, and disclosure of facts will be limited to what is necessary to conduct a fair and thorough investigation, and will be otherwise protected to the extent reasonably possible under the legal standards that apply.
3. The complainant and accused may have the opportunity to present witnesses and other evidence.
4. The investigation will be completed as promptly as possible, at least within 60 days. The Title IX Coordinator, along with the investigator, will prepare a written report, along with any recommendations, to the President of the University. Recommendations in the report may include what the writer believes is necessary to resolve the complaint.
5. Both the complainant and the accused will be informed, in writing, of the outcome of the complaint within 3 business days of the determination.
6. The University will take reasonable steps to prevent the recurrence of sex discrimination in any form.
7. The University will take all necessary steps to remedy the discriminatory effects on the victim(s) and others. Examples of such victim sensitive remedies may include: order of no contact, residence hall relocation, adjustment of schedule, etc. These remedies may be applied to one, both, or multiple parties involved.

Anyone found to have unlawfully discriminated, harassed, or retaliated against another individual is subject to disciplinary action, up to and including termination of employment, or exclusion from the campus or expulsion. The University will take appropriate steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, as appropriate.

Knowingly filing a false report or making false allegations of fact is prohibited and may result in disciplinary action.

### **Retaliation**

Retaliation against any person because they report, complain about, or participate in the investigation of reports of discrimination or harassment will not be tolerated. Anyone engaged in such retaliatory behavior is subject to disciplinary action.

### **Appeals Process**

If any party to the investigation disagrees with the findings, they may file a written appeal within 3 business days of receipt of the findings. The appeal should be filed with the Vice President of Finance & Administration (if an employee) or the Provost (if a student). Appeals will be reviewed and a final determination made within 10 business days of receipt of the appeal.

## **506 DUTY TO REPORT CHILD ABUSE**

Central Methodist University provides meaningful educational opportunities for people of all ages. Children are participants in some of these educational opportunities. The University understands the importance of a safe environment for children. One aspect of a safe environment is the proper reporting of potential issues of suspected physical or sexual abuse. The purpose of this policy is to outline the responsibilities of University employees for reporting suspected child abuse.

### **Definitions**

Child means a person under the age of eighteen years.

Physical abuse means any non-accidental physical injury, or injury which is at variance with the history given it, suffered by a child as a result of the acts or omissions of a person responsible for the care of the child.

Sexual abuse means the commission of a sexual offense with or to a child as a result of the acts or omissions of the person responsible for the care of the child. The commission of a sexual offense includes any sexual offense with or to a person under the age of 18 years. Sexual abuse includes, but is not limited to, lascivious acts with a child, indecent exposure, assault with intent to commit sexual abuse, indecent contact with a child, incest, and sexual exploitation.

### **Policy Statement**

Any employee who in the course of employment suspects physical or sexual abuse of a child is required to report the suspected abuse to Ken Oliver, Vice President for Institutional Growth and Student Engagement. This would include any employee who, in the scope of the person's employment responsibilities, examines, attends, counsels, or treats such a child. The report should be made immediately, either by phone or in person to Ken Oliver. Any student or visitor who suspects physical or sexual abuse of a child or relating to a University program or activity should provide a report to Ken Oliver.

The report should include all of the relevant facts known to the person who is making the report, including:

- 1) The child's name, contact information, and/or description;
- 2) The name and/or description of the person suspected of the abuse;
- 3) The person/reporter's name and contact information;
- 4) The time, date, and location of the suspected abuse; and
- 5) A description of the suspected abuse, with all relevant information, and any supporting evidence.

If the suspected physical or sexual abuse is not on the CMU campus, local police authorities should also be notified. If an employee is a mandated reporter per 210.115.1, RSMo, the employee is required to immediately file a report with the Children's Division of the Missouri Department of Social Services via the Child Abuse/Neglect Hotline at 1-800-392-3738. Anyone, even if not a statutory mandated reporter may report to the Children's Division.

There will be no retaliation against a person who makes a good faith report of physical or sexual abuse of a child under this policy. Retaliation against any person who reports or participates in the investigation of reports of physical or sexual abuse of a child will not be tolerated. Anyone engaging in retaliatory behavior is subject to disciplinary action.

## **507 DRESS CODE**

Office attire for Central Methodist Offices can be described as business casual. Employees should exercise good judgment in their choice of clothing to wear to work. Their attire should project a professional image for our students, colleagues, and visitors. Anyone uncertain about acceptable, professional business casual attire should consult their supervisor.

Plant Operations staff should dress in a manner suitable for the work to be performed. Clothing should be clean and without large holes. Graphic pictures or profane sayings on clothing are not to be worn while working on the University campus. All employees should use the proper footwear for the work to be performed. Typically, this should include comfortable shoes with closed toes.

## **508 CHILDREN IN THE WORKPLACE**

Central Methodist University desires to support families by providing good working conditions for employees. The University expects employees who are parents to make appropriate arrangements for the care of their children. With the supervisors' approval, children may occasionally accompany parents to the workplace in the case of brief emergencies. Due to concerns about safety and work performance, however, parents cannot care for their children at the workplace on a regular basis during after-school hours or during the summer. Elementary aged children visiting campus should be supervised by a parent or another adult. Unsupervised elementary aged children will be asked to leave campus. Personal visits from other family members and friends should be limited as well.

## **509 DISCIPLINARY POLICY**

In order to ensure a productive and professional work environment, the University expects all employees to adhere to rules of conduct as established in this Handbook. The University generally supports the use of progressive discipline to address common conduct issues such as poor work performance and to encourage employees to become more productive. Generally, the following steps of the progressive disciplinary process will, as deemed appropriate, be followed:

1. Verbal warning – A verbal warning is usually given to bring attention to an existing performance, conduct, or attendance issue. A supervisor verbally counsels an employee about an issue of concern. The discussion is recorded and placed in the employee's personnel file for future reference.
2. Written warning – A written warning is usually given when a verbal warning has not corrected the behavior, or the behavior is serious enough to warrant bypassing the verbal warning.
3. Suspension – A suspension may be warranted as part of the normal progression of this progressive disciplinary policy. A suspension may also be used if the incident is considered so serious in nature that the most effective remedy is the temporary removal of the employee from the workplace. Employees will generally be suspended without pay, in accordance with federal and state wage and hour laws.
4. Termination – Termination is the final step in the normal progressive disciplinary process, and may also be used for incidents of a very serious nature, such as theft and insubordination.

The University reserves the right to administer discipline at the level deemed appropriate for the issue of concern. In some circumstances, the issue may justify either a suspension or termination of employment without going through the usual progressive discipline steps. Each situation will be dealt with on an individual basis. Some of the factors that can be considered are whether the offense is repeated, the employee's work record, and the impact the conduct and performance issues have on the University.

Consultation with the appropriate Senior Staff member and the Director of Human Resources is mandatory before issuing a suspension or termination.

## **SAFETY**

### **600 CAMPUS CRIME STATISTICS**

Federal law requires colleges and universities to disclose statistics on specific crimes that may occur on campus. Crime statistics for each CMU campus location may be located in the Annual Security Report.

<http://www.centralmethodist.edu/safety/reports.php> By reviewing campus crime statistics, you can make an educated decision about choices to stay safe. To maintain a proactive practice in campus crime prevention, all members of the campus community are encouraged to immediately report any crimes or suspicious activity.

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain non-campus buildings or property owned or controlled by Central Methodist University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security.

### **601 AUTOMOBILE ACCIDENTS/DRIVING IN HAZARDOUS WEATHER**

Drivers should have weather related driving experience before they consider driving for a CMU-related trip. Drivers cannot/should not be forced to make a trip if they are not comfortable with the driving conditions at the time of departure.

The driver, supervisor, and/or the Director of Plant Operations, should consult or call one of the following sources prior to leaving on their trip.

1-888-275-6636 or [www.modot.state.mo.us](http://www.modot.state.mo.us) for MODOT

1-800-222-6400 or [www.usroadconditions.com](http://www.usroadconditions.com) for the US Road Conditions Hotline

Before leaving the CMU campus, the driver, supervisor, and the Director of Plant Operations must feel confident that all vehicle passengers will arrive at their destination safely. The Director of Plant Operations must give final approval regarding all CMU weather related trips.

Drivers should check in with their supervisor before leaving campus and when they arrive at their destination on inclement weather days. The supervisor should have contact information for the driver in order to inform them of any weather changes that occur after the start of the trip.

- All vehicles must be in visual contact with one another during their trip.
- If one vehicle stops due to bad weather, all vehicles must stop.
- Vehicles should begin each segment of their trip with a full tank of fuel.

The vehicles need to be able to communicate with one another either by radio or cell phone. In the case of an accident involving a University vehicle, the driver should follow the procedure described in the packet located in the glove compartment of each vehicle and report it to Shelley Monnig in the Business Services Office as soon as possible. If your vehicle does not contain an accident report packet, please see Shelley. In the event of an accident, the Department using the vehicle will be charged for the deductible incurred. To report serious accidents after hours and on weekends and holidays, call Lyndell Stott, MARSH Captive Solutions at 802-864-6332 or Julee Sherman at 660-728-3936. For more information contact Shelley Monnig at extension 56202 or the Director of Plant Operations at extension 55296.

## **602 EMERGENCY CLOSURE**

The University recognizes that rare situations may occur requiring classes to be cancelled or campus to be closed (severe weather, power outage, etc.), either partially or in full, to protect the safety of employees and students. Only the President, (or in the President's absence, his/her designee, generally the Provost or Vice President for Finance and Administration), has the authority to cancel classes in the event of an emergency situation. The University maintains its teaching schedules in accordance with established schedules and operational demands. To this end, closing campus will be avoided except under the most extreme circumstances.

If the Fayette campus is closed, the decision will be communicated on the CMU website, appropriate official social media, and through local television and radio stations (as listed on the Weather Information and Closings page on the CMU website) shortly after 6:00 a.m. for day classes and by 4:00 p.m. for evening classes. Employees enrolled in the Eagle Alert system will receive a text message as soon as possible. In addition, an announcement will be released via the Public Relations Office and immediate supervisors will inform applicable personnel. For CGES sites, the procedures above will be followed, or if a site is affiliated with a partner campus, the cancellation decisions of that school will generally apply.

In the case of a campus closure, employees will be released from work, except for those designated as essential staff who are necessary to maintain critical operations of the University. Essential staff may vary depending on the circumstances causing closure, but will usually include Maintenance, Groundskeepers, Housekeepers, Security, and possibly Technology Services personnel. Employees will be notified by their supervisor if they are indeed considered essential staff for any campus closure.

### **Pay Procedures**

Unless otherwise indicated by the President, the following pay procedures will be followed in case of a campus closure. Full-time employees who are ready, willing, but unable to work due to a campus closure will continue to receive their regular pay for the duration of the closure, not to exceed three work days, based on their normal schedule. Exceptions to the three day rule must be approved by the Vice President for Finance & Administration. Those employees designated as essential staff and who are required to work during campus closure will receive their regular pay for the duration of the closure in addition to regular pay for hours actually worked. In addition, hours worked will count towards the calculation of weekly overtime pay.

Part-time and student employees who do not work during a campus closure will not be paid, but will be allowed to make-up any hours missed during the same work week.

In the event of severe weather that does NOT result in a campus closure, employees should use discretion in attempting to travel when road conditions are poor. Employees choosing not to travel to their job location should notify their supervisors as soon as possible. **Vacation time must be used when taking time off for bad weather.** If the employee has missed 4 hours or less because of a late arrival or early departure due to severe weather, the time can be made up as long as it is approved by the employee's direct supervisor.

### **603 PROHIBITED ITEMS**

CMU prohibits the possession, discharge and or use of any device that shoots or delivers a metal casing, B, pellet, arrow, dart, flare, projectile type electrical charge or any other type of projectile either loaded or unloaded that are meant to injure or threaten another person including devices powered by air or CO2. University property includes, but is not limited to campus grounds, including parking lots and green space, and University vehicles. See the website for additional information on CMU Weapons' policy.

The burning of open flame candles in University buildings is prohibited. This includes candles used for catered and special events.

### **604 DRONE POLICY**

The operation of any Drone or UAV (Unmanned Aerial Vehicle) over exterior lands not owned and operated by CMU shall fall under state and federal regulations for UAV usage.

The operation of any UAV equipment on and over lands owned and operated by CMU shall follow all state and federal regulations and requires a prior filing of an operating plan with the Plant Operations Office.

- a. The Director of Plant Operations will review the plan and make a recommendation to the VP of Finance and Administration for its approval, noting any limitations.
- b. Local law Enforcement use of UAV technology in execution of a search warrant or as part of a tactical government regulations.
- c. Operators will check in with the Director of Plant Operations before use on campus and will notify the Director upon leaving campus.

Operating plans shall include: (form also available in Plant Operations Office)

- a. Equipment to be used, (include information about the UAV control systems, communication systems etc.)
- b. Date and approximate time to be used
- c. Location(s) of the operation
- d. The identity and contact information of pilot(s) or other remote operator(s)
- e. All forms of data (including imagery) to be collected
- f. Current status of any required licenses or permissions
- g. Provisions for security of the equipment, both during and outside of operation, and of any sensitive data collected.

For approval of an operating plan:

- a. Plan must be submitted at least 48 hours prior to operation on campus
- b. The plan must include all required information in its content
- c. The envisioned operation must comply with applicable laws, government regulations, and other University policies.
- d. The envisioned operation must not pose an unacceptable threat to health, safety, privacy, or the environment, either in an absolute sense or compared to other methods of obtaining the desired information,
- e. The envisioned operation must be judged by CMU administrators to be in the best interest of the public and the University.

The Director of Plant Operations will notify operators of approval to operate on campus. This must be received before the UAV is brought onto campus.

**The University holds the right to immediately shut down the operation of an UAV if it creates any type of electronic interference, poses a hazard to sensitive campus equipment, or interferes with any CMU activity.**

## **605 SAFETY IN THE WORKPLACE**

The cooperation and involvement of all members of the University community in a campus program are essential. Each employee is expected to obey safety rules, exercise caution, and use reasonable judgment in all work activities. Employees should report any unsafe condition to the appropriate supervisor. CMU Plant Operations/Safety and Security coordinates crime prevention programs to educate members of the campus community about practices.

In the event of a life threatening injury or illness, call 911. All other incidents, regardless of how insignificant an injury may appear, should be immediately reported to the employee's supervisor. The employee, or supervisor on behalf of the employee, is also required to complete an Accident/Injury/Incident Form and submit it to Human Resources within 48 hours of the accident. Employees who fail to notify the University of an injury or illness within the time frames indicated may jeopardize their ability to receive compensation and other benefits under the Workers' Compensation Law, if applicable.

Central Methodist is not required to pay for non-emergency treatment that employees seek or select on their own. Employees must have approval from Human Resources prior to seeking treatment that they expect to be paid under Missouri's Workers Compensation Law, unless it is emergency treatment for serious injuries.

In the case of accidents that result in injury or illness, Central Methodist provides Workers' Compensation insurance to employees in compliance with the Workers' Compensation law of the state of Missouri. Services are available to all employees who have been injured on the job or exposed to occupational disease arising out of and in the course of employment.

Employees returning to work full-time following an absence due to a Workers' Compensation injury or illness will be granted unpaid time off for continuing medical treatment or therapy. The time away from work can be made up within the same week or charged to sick leave.

Employees released to return to work with restrictions will be assigned light duty work when available. Light duty work may involve modified duties or work in another assigned area for which the employee is qualified.

Central Methodist reserves the right to require a drug and/or alcohol test when work-related accidents occur.

## **606 EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES**

Bi-annually, CMU conducts University wide emergency management exercises to test emergency procedures. The scenarios for these exercises change from year-to-year, and include many departments from across the campus and other agencies and organizations that would support the university in the event of an emergency or disaster. All employees are expected to participate in drills.

Evacuation maps for fires and severe weather are posted on walls throughout campus buildings. Evacuations for other emergency situations will be based on the situation and instructions will be provided by the alert system or other means of communication.

## **MISCELLANEOUS**

### **701 AUTOMOBILE POLICY**

Vehicles owned or leased by the University are to be used only for conducting University business. For insurance purposes, the primary driver must be the employee. If exceptions are made, the use must be supportive of University business. Children of employees should not use University-leased automobiles. **All University drivers must be over 21, and a University employee must accompany student drivers.** All drivers must submit a copy of their U.S. driver's license to the Business Services Office 48 hours prior to driving a University vehicle. Driver records must be checked before driving. Leases for automobiles furnished by the University are arranged through the Vice President of Finance. Trips in University-owned or leased vehicles out of the state of Missouri must be pre-approved by the Vice President of Finance.

Departments will be charged \$.20 per mile for using the University car, \$.45 for using a University van and \$.65 for using the University bus. Mileage over 1000 miles in one trip is charged at \$.30 per mile for cars, \$.55 per mile for vans, and \$.80 for

the bus. Contact Lacey Atha in the Plant Operations Office at extension 55295 to reserve the bus, a van, or a car. All vehicles should be returned in a timely manner as a courtesy to others.

If using your personal vehicle for University business, CMU is not responsible for damage to your personal automobile. CMU will reimburse you based upon actual miles driven times the rate established by CMU. The rate of reimbursement for mileage is currently **\$.50 per mile**. Trips should be pre-approved with the Department supervisor.

Individuals needing to rent vehicles for University travel within the United States should not take insurance when offered by the rental company. The University has insurance to cover these rental vehicles. However, you are encouraged to purchase rental coverage if you are renting a vehicle for travel during an international visit. Contact Shelley Monnig at extension 56202 with any questions.

#### **GUIDELINES FOR 15-PASSENGER VANS:**

- The occupancy of the vans shall be no greater than 10 people, including the driver.
- No roof racks or trailers will be allowed on the 15-passenger vans.
- Never exceed the posted speed limit.
- Avoid sharp turns, abrupt maneuvers, and high speed.
- Driver must have a valid "CLASS E" Driver License and complete van driver training with Plant Operations.

#### **GUIDELINES FOR 15-PASSENGER & 25-PASSENGER BUSES:**

- The driver of the bus must be a CMU employee. (GA's are employees. Student assistants are not.)
- Driver must be at least 21 and have MVR points within eligibility for insured drivers.
- Driver must have a valid "CLASS E" Driver License and complete bus driver training with Plant Operations (15 passenger bus).
- Driver must have a valid "CLASS C-CDL-Endorsement P" Driver License (25 passenger bus).
- CDL testing for new staff may be covered by their Department budget, if the supervisor gives prior approval (25 passenger bus).
- Drivers must provide a copy of their license to the Business Services Office at least 48 hours before their trip is scheduled to take place. A Motor Vehicle Registration (MVR) check is done through the State of Missouri. All MVR checks are kept confidential. Drivers with excessive points will not qualify for insurance coverage and will not be allowed to drive a University vehicle.
- The bus must not be driven over 7 hours per day, unless two authorized drivers are on the trip.
- In general, the bus may not be taken on extended trips. Exceptions must be approved by the VP for Finance, Julee Sherman.

#### **GUIDELINES OF MVR POINT ASSESSMENTS:**

##### **Drivers under 25 and all students**

Suspended license within 3 years or alcohol related incident – NO INSURANCE COVERAGE.

4 or more points in the past 3 years – NO INSURANCE COVERAGE.

3 points assessed in the past 3 years – Questionable.

##### **Drivers over 25**

Suspended license within 3 years or alcohol related incident – NO INSURANCE COVERAGE.

After 3 years clean record, may drive by him/herself.

After 5 years clean record, may drive vehicle with passengers.

6 or more points in the past 3 years – NO INSURANCE COVERAGE.

5 points assessed in the past 3 years – Questionable.

#### **702 CREDIT CARD USAGE POLICY**

Only CMU employees are allowed to check out a CMU Commerce credit card in the Business Services Office. These cards are only to be used for business purposes. CMU credit cards may not be used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the University. In order to check out a credit card, the employee must bring a CMU Credit Card Expense Report signed by the department chair, detailing what will be purchased, the purpose for the purchase, and what budget/account will cover the expense. After the purchase is made, the CMU Commerce Credit Card Expense Report should be completed with actual costs and submitted to the Business Services Office along with detailed receipt(s) no later than 10 days after the expense was incurred. Failure to submit proper receipts



may result in credit card privileges being suspended and the employee being personally liable for the expenses if receipts are not produced upon request of Business Services. Employees should avoid using a CMU credit card for purchases from vendors who are willing to invoice us for the expense(s). **When making a purchase, employees are expected to purchase the product or service of best value and use the tax-exempt certificate when appropriate.**

### **703 CELLULAR PHONE POLICY**

CMU does not enter into contracts for cell phone/PDA plans. Based on IRS guidelines, CMU will only reimburse employees for documented business use of their cell phone that could not be done at the provided service in their office. Documentation must include identifying business related calls, the percentage of business versus personal calls, and prior approval from the supervisor. If no additional charges for calls have occurred under the employee's personal plan, they will not be reimbursed. Each month's request should be submitted separately.

### **704 THE COUNCIL OF INDEPENDENT COLLEGES TUITION EXCHANGE PROGRAM**

The CIC Tuition Exchange Program (CIC-TEP) addresses two needs:

- Encouraging dependent students and other immediate family members from employee families of private colleges and universities to attend similar institutions; and
- Assisting these families in meeting the tuition costs of college attendance.

The CIC-TEP consists of a network of CIC colleges and universities willing to accept tuition-free students from families of full-time employees of other CIC institutions (full-time as designated by the employer institution). A participating student may be a dependent (equivalent to the IRS definition of a dependent), spouse, or full-time employee. Specifically, each participating institution in the CIC-TEP agrees to accept (import) 5 students from other colleges on the same admission basis as they accept all other students, without regard to the number of students it exports. Students should apply by February 1<sup>st</sup>, and a decision will be made and students notified by February 15<sup>th</sup>. Students are responsible for all non-tuition charges, fees, and room and board at the institution in which they enroll (host institution). Should the qualifying employee terminate employment during a term, the student will be responsible for the pro-rated share of the tuition benefits. Since there are no limitations on the total number of exports, this program is designed to be utilized by any full-time employee at a participating institution. This program is both nondiscriminatory and in compliance with IRS Regulations.

**Guidelines:** The following conditions apply to all participating students:

#### Student Applicants

- Applicants must be admissible at the host/importing institution in accordance with regular institutional admission standards, and must comply with all host institution financial aid policies and procedures. Applicants must also maintain good academic standing and satisfactory academic progress.

#### Responsibilities of Host (Importing) Institution

- A participating institution is required to "import" up to three new CIC-TEP students each year, resulting in a maximum of 12 students over a four-year period (assuming no attrition). Institutions are required to reserve these three slots until April 1.
- The host institution's commitment to each student is limited to full tuition remission. Host institutions may use other tuition-specific student financial aid to offset some of this remission. Students are responsible for all other expenses such as room and board. (Institutions may *not* grant a partial tuition write-off.)
- Host institutions must determine whether part-time, graduate, and study-abroad students are eligible for the CIC-TEP.

#### Limitations of Home (Exporting) Institution

- No limit is placed on the total number of students each institution exports.
- CIC-TEP benefits are automatically terminated at the end of the current term if the qualifying employee drops below full-time employment at the home institution.

### **Procedures**

#### Institutional Registration

- To register for the CIC-TEP, participating institutions must be members of the Council of Independent Colleges and must have paid their annual membership dues (institutions not currently members of CIC should contact CIC for membership information).
- Participating institutions must register annually for the CIC-TEP network by completing the current Tuition Exchange Program registration form and paying an annual registration fee of \$325. They must be registered by June 30 of the year **preceding** any year that they import or export students and must register and pay the registration fee during **each** year that they participate.
- Each participating institution must appoint a CIC-TEP Liaison Officer who approves that institution's export applicants as eligible for CIC-TEP benefits and who contacts applicants from other institutions regarding their acceptance to the Program of the host institution. CIC maintains a current listing of CIC-TEP participating institutions on its website, [www.cic.edu](http://www.cic.edu). Early registration provides maximum opportunity for student choice.

#### Student Application

- Each student applies directly for normal admission to the institution(s) of his/her choice in accordance with the institution's procedures, submitting all required financial aid information.
- Student applicants are required to submit all financial aid awards to the host/importing institution. Host institutions should establish policies dealing with specific financial aid awards.
- In addition, student applicants must request that the Liaison Officer at the home/exporting institution complete the Tuition Exchange Program Student Application Form (provided by CIC), and direct it to the Liaison Officer at the host institution for determination of acceptance to the CIC-TEP.
- The admissions office of the host institution is responsible for informing the student of her/his acceptance to attend the institution.
- The Liaison Officer at the host institution is responsible for informing the student of his/her acceptance to the CIC-TEP.

#### Student Continuation

- Continued participation by a student in the CIC-TEP is determined on the same basis as all other students at the host institution.
- Continued eligibility for participation is determined by the annual filing of the CIC-TEP Student Application Form by the home institution's Liaison Officer. Students in good standing are automatically eligible for up to three years of annual renewal of tuition remission for undergraduate study (for a total benefit of four years).

For further information about the CIC's Tuition Exchange Program and a list of participating institutions, contact Debbie Himmelberg in the Academic Dean's Office. If the employee resigns from, or is terminated by the University, tuition benefits cease on the date of severance for both the employee and his or her spouse or children. Enrollment in courses may be continued, but financial liability for those courses becomes the responsibility of the student and is prorated on a per-day basis from the date of severance. Employees and their dependents may purchase the I-Pad issued to them for classes. They may contact the IT department if they wish to purchase the computer at the end of their classes.

## **705 DOCUMENT RETENTION POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide systematic control of information from creation to final disposition. It also provides a timetable and consistent procedures for maintaining the University's information, moving the records to inactive storage, and disposing of the records when they are no longer valuable to the organization.

### **II. SCOPE**

The policy provides guidelines for retention of official University records and applies to all Department Heads of each unit, department or administrative office.

### **III. POLICY**

The University is subject to numerous record retention requirements, and all records must be maintained in a consistent and logical manner and be retained in such a manner so that the University:

1. Meets legal standards for protection, storage and retrieval.
2. Optimizes the use of storage space.
3. Minimizes the cost of record retention.
4. Destroys outdated records in a proper manner.
5. Minimizes CMU and staff liability exposure.

**Departmental Responsibilities**

Departments that maintain University records are responsible for establishing appropriate record retention management practices. Each Department Head must:

1. Implement the Department's record management practices.
2. Ensure that these management practices are consistent with this policy.
3. Educate staff in understanding sound record management practices.
4. Destroy inactive records that have no value upon passage of the applicable retention period.
5. Ensure that records are destroyed in a manner that is appropriate for the types of records and information involved.

**Confidential Requirement**

Many records subject to record retention requirements contain confidential information. Such records are private and should be considered confidential and treated as such.

**Disposal and Destruction of Records**

At the end of the required retention period, documents must be destroyed in an acceptable manner, such as one of the following ways:

1. Recycle non-confidential paper records.
2. Shred or otherwise render unreadable confidential paper records.
3. Erase or destroy electronically stored data.

**IV. PROCEDURE**

Records will be retained for the previous fiscal year within the respective Department areas. Prior years will be labeled by Department name, index, and destroy date, and stored in accordance with the supervisor's instructions. Records will be destroyed at the end of required retention date, unless other arrangements are made.

**V. GUIDELINES**

The attached retention schedule shows types of records, responsible Department and required retention period. Recordkeeping policies must be guided by the rule of reason and the probability and dollar amount of risk involved, not by statues of limitations alone.

**Record Retention Schedule**

Document	Required Retention Period	Responsible Department
Letters of Recommendation	Until Admitted	Admissions
Application for Admission (accepted)	Last contact + 5 years	Admissions
Application for Admission (rejected)	Academic Year + 1 year	Admissions
International student forms	Academic Year + 1 year	Admissions
I-20	5 Years after Graduation or Date of Last Attendance	Admissions

Admissions Data for Applicants Who Enroll, Acceptance Letters, Advanced Placement Records, Applications for Admission, Correspondence, Entrance Examination Reports/Test Scores, Military Documents, Placement Test Records/Scores, I-20, Residency Classification Forms, Other Test Scores, Transcripts	5 Years after Graduation or Date of Last Attendance	Admissions or Registrar
Students advising records	Graduation or last day of attendance	Advisor
Athletic eligibility determinations	4 Years	Athletics
Original Journal or Budget Entries	7 Years	Bus Office
Supporting Documentation for Transactions	7 Years	Bus Office
Travel and Employee Expense Reports and Supporting Documentation	4 Years	Bus Office
Bank Statements	3 years	Bus Office
Accounts Receivable Invoices, Trial Balance and Ledgers	7 Years	Bus Office
Purchase Orders & Accounts Payable ledgers (specifications, bids, quotes, contracts, etc.)	7 Years	Bus Office
Credit Cards Statements and Supporting Documentation	7 Years	Bus Office
Student-Related Transactions, including Tuition, Housing, Dining, and Supporting Information	7 Years	Bus Office
Check Registers, Cash Deposits, Journal Entries	Permanent	Bus Office
Employee Position Reports	4 Years	Bus Office
Grants and Contracts Accounting Records	Permanent for Contracts, Patents and Agreements; All Other Accounting Records: 7 Years	Bus Office
Vehicle Records and Titles	3 Years after Disposal	Bus Office
Perkins Repayment Records	3 Years from Date Loan Assigned, Cancelled	Bus Office
Perkins Original Promissory Note	Until Loan is Satisfied	Bus Office
Fee assessment records	Academic Year + 1 year	Bus Office
Tuition and Fee Changes	7 Years	Bus Office
Pledges, Gifts, Planned Giving and Other Donor Related Documentations	Permanent	Advancement Office/Bus. Office
Degree Statistics	Permanent	Dean's Office
Grade Statistics	Permanent	Dean's Office
Enrollment Statistics	Permanent	Dean's Office
Ethnicity Statistics	Permanent	Dean's Office

Academic Action Authorizations	Permanent (Minutes of Academic Standards & Admissions)	Dean's Office
Crime Statistics and Security Report	Permanent	Dean's Office
Transfer out data	Permanent	Dean's Office
Athletic participation EADA documents	Permanent	Dean's Office
Academic Calendar	Permanent	Dean's Office
Faculty minutes	Permanent	Dean's Office
Minutes of Standing Committees	Permanent	Dean's Office
College/University Catalogs	Permanent	Registrar and Dean's Office
Correspondence: Administrative & General	2 Years	Department
Correspondence: Informal	As Needed	Department
Hold or Encumbrance Authorizations	Until Released	Department
Pledges, Gifts, Planned Giving and Other Donor Related Documentations	Permanent	Advancement Office/Bus. Office
Surplus Property Records	7 Years	Fac. Director
Capital Project Building and Renovation Records, including POs and Change Orders	Life of the Building plus One Fiscal Year	Fac. Director
Faculty grade books	4 yrs after end of semester	Faculty or Division office if faculty leaves
Federal Disclosure Records: Crime Statistics and Security Report, SRK Graduation/Completion, Transfer-Out Data, Athletic Participation/EADA Documents	3 Years from Date of Required Disclosure	Financial Aid
Institutional Information: Cost of Attendance, Withdrawal Procedures, Accreditation, etc.	3 Years from Disclosure or End of Award Year	Financial Aid
Student Financial Aid Program Records	5 Years from Award Year	Financial Aid
Student Financial Aid Fiscal Records	5 Years from Award Year	Financial Aid
Student Financial Aid Recipient Records	5 Years from Award Year	Financial Aid
Campus-based Aid: Perkins Loan, SEOG, Federal Work Study, Pell Grant	5 Years from End of Award Year	Financial Aid
FFEL	3 Years from End of Award Year Student Last Attended	Financial Aid
Time and Attendance Records (timecards, rosters, attendance cards, efforts)	Current plus 3 Years after Separation	Human Resources

Payroll Distribution Reports and Supporting Information ( including reallocation forms)	8 Years	Human Resources
Employee Records for both Current and Former Employees including Employee Deductions, Contributions and Related Information	Current plus 10 Years after Separation	Human Resources
Employee Recruitment Activity including Applications or Resumes	1 Year Non-hire	Human Resources
Exposure to Hazardous Materials or Other Toxic Substances	Thirty (30) Years from Date of Exposure	Human Resources
Original Entries and Supporting Documents:	2 Years	Mailroom
Corporate Records: Mortgages, Notes and Leases; Bylaws, Charter and Minute Books; Checks (taxes, property, and fulfillment of important contracts); Contracts and Agreements; Copyrights and Trademark Registrations; Deeds and Easements; Patents; Labor Contracts; Retirement and Pension Records; Tax Return and Working Papers	Permanent	VP-F/President's office
Accreditation records	Permanent	President's Office
Academic Records, Change of Grade Forms, Class Lists, Graduation Lists, Degree Statistics, Grade Statistics, Enrollment Statistics, Ethnicity Statistics, Schedule of Classes	Permanent	Registrar
Degree Plans	Permanent	Registrar
Academic Records (transcripts)	Permanent	Registrar
Change of Grade Forms	Permanent	Registrar
Graduation Lists	Permanent	Registrar
Applications for Graduation	2 Years after Graduation or Date of Last Attendance	Registrar
Add/drop forms	2 Year after Date Submitted	Registrar
Credit no credit approvals	3 Year after Date Submitted	Registrar
Registration forms	4 Year after Date Submitted	Registrar
Transcript request forms	5 Year after Date Submitted	Registrar
Grade Reports	1 Year after Date Distributed	Registrar
Applications for Graduation, Medical Records, Personal Data Information Forms	1 Year after Graduation or Date of Last Attendance	Registrar
Audit Authorizations, Changes of Course, Credit/No Credit Approvals, Pass/Fails Requests, Registration Forms, Transcript Requests	1 Year after Date Submitted	Registrar
Grade Reports	1 Year after Date Distributed	Registrar

Withdrawal Authorizations	2 Years after Graduation or Date of Last Attendance	Registrar
Academic Action Authorizations, Advanced Placement and Other Placement Test Scores, Application for Admission, Correspondence, Credit by Examination Reports/Scores, Curriculum Change Authorizations, Degree Audit Records, Fee Assessment Records, International Student Forms, Graduation Authorizations, Military Documents, Name Change Authorizations, Transfer Credit Evaluations, Tuition and Fee Changes	5 Years after Graduation or Date of Last Attendance	Registrar
Application for Admission (enrolled)	5 Years after Graduation or Date of Last Attendance	Registrar
Credit by examination reports	Permanent	Registrar
Curriculum Change Authorizations	Academic Year + 1 year	Registrar
Military Documents	Academic Year + 1 year	Registrar
Name change authorizations	Academic Year + 5 years	Registrar
Enrollment Verifications	1 semester	Registrar
FERPA Release Forms	3 years after completion of form	Registrar
FERPA access Documents and data	Permanent	Registrar
Veterans Administration records	3 Years after Graduation or Date of Last Attendance Certification	Registrar
Admissions data for applicants who enroll	5 Years after Graduation or Date of Last Attendance	Registrar
Correspondence	5 Years after Graduation or Date of Last Attendance	Registrar
Entrance exams reports/scores	5 Years after Graduation or Date of Last Attendance	Registrar
Other test scores	5 Years after Graduation or Date of Last Attendance	Registrar
Transcripts (see academic records)	Permanent	Registrar
College/University Catalogs	Permanent	Registrar and Dean's Office
Course grade sheets	Permanent (electronic, on CD or paper)	Registrar
Student Housing Contracts and Medical Insurance Records	4 Years after Date of Issuance	Stu Development
Student Disciplinary Action Reports	4 years after end of semester in which the disciplinary action occurred	Stu Development
Police, Campus law enforcement logs	Calendar year +1	Student Affairs
Medical Records	1 Year after Graduation or Date of Last Attendance	Student Health
Accounting Transactions, Audit Reports, Chart of Accounts	Permanent	VP-F

Trial Balance Reports	Permanent	VP-F
Audited University Financial Statements	Permanent	VP-F
Internal Annual University Financial Statements	Permanent	VP-F
Annual Approved University Budgets	7 Years	VP-F
Capital Asset Records including Federal Property Records	Life of the Asset Plus One Fiscal Year	VP-F
Annual W-2, 1099, 5500 and Other Individual Tax Reporting, 990	Indefinitely	VP-F
Insurances: Policies, Accident Reports, Fire Inspection Reports, Group Disability Records, Safety Reports and Claims	8 Years	VP-F
Corporate Records: Mortgages, Notes and Leases; Bylaws, Charter and Minute Books; Checks (taxes, property, and fulfillment of important contracts); Contracts and Agreements; Copyrights and Trademark Registrations; Deeds and Easements; Patents; Labor Contracts; Retirement and Pension Records; Tax Return and Working Papers	Permanent	VP-F/President's office
Electronic Records: Email	30 days current files, employee's maintain own files	VP- IT
Electronic Records: Administrative Database System	Permanent (Supersedes shorter durations for specific paper or image backup documents)	VP- IT
Technology User Agreement	3 Months after student graduation, last date of employment, or inactivity (alumni)	VP- IT

**Records Preservation Notice:** When litigation against the University or its employees is filed or threatened, the law imposes a duty upon the University to preserve all documents and records that pertain to the issue involved. As soon as University officials are made aware of pending or threatened litigation, a records preservation notice will be issued to the legal custodians. The records preservation notice overrides any document retention policy that may have otherwise called for the transfer, disposal, or destruction of the relevant documents, until the records preservation notice has been cleared by University officials. No employee who has been notified by University officials of a records preservation notice may alter or delete an electronic record that falls within the scope of that record preservation notice. Violation of the record preservation notice may subject the individual to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies involved.

**Statute of limitations:** Many business managers feel that they must keep all original records for at least a certain time (six years is most quoted), after which no action can be brought against them. In fact, there is no single statute of limitations; rather, there are dozens of them, and the time period for each statute varies depending on the particular law and state. Recordkeeping policies must be guided by the rule of reason and the probability and dollar amount of risk involved, not by statutes of limitations alone.



## **706 EMPLOYMENT TERMINATION &/OR RETIREMENT**

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- **RESIGNATION** – voluntary employment termination initiated by an employee. It is considered a professional courtesy for staff employees to give adequate notice when resigning from a position. Adequate notice is considered two weeks for non-exempt staff and four weeks for exempt staff. Adequate notice is required to ensure the payment of unused vacation time. Insurance coverage for staff employees continues until the last day of the month following termination of employment or reduction in hours to part-time. See Sections 308 for vacation benefits and 207 for COBRA benefits.

It is expected that resigning faculty will follow the termination procedures in the Faculty Handbook. Insurance coverage for faculty members will continue up to the date of their last paycheck. The last paycheck for 9 and 10 month Faculty will be the month they terminate employment with CMU. If the Faculty member works through the academic school year, then their last paycheck would be at the end of May in a lump sum. See Section 207 for COBRA benefits.

- **DISCHARGE** – involuntary employment termination initiated by the University.
- **RETIREMENT** – voluntary employment termination initiated by the employee meeting the criteria for retirement from the University.

Since employment at Central Methodist University is based on mutual consent, and in accordance with Missouri law, both the employee and Central Methodist have the right to terminate employment at will, with or without cause, at any time.

### **Return of University Property**

All Central Methodist property, including but not limited to keys, ID badge, technology, etc. must be returned by employees on or before their last day of work, or as requested by their supervisor. Where permitted by applicable laws, Central Methodist may withhold from the employee's final paycheck the cost of any items that are not returned when required. Central Methodist may also take all action deemed appropriate to recover or protect its property.

### **Exit Interview**

Before leaving Central Methodist, employees should complete the exit questionnaire located on the HR website under Forms. Hard copies are also available in the Human Resources office. Employee should also complete the exit checklist provided on the intranet under the Human Resources heading. A mandatory meeting should be scheduled with Human Resources to review insurance needs, make address changes, and make arrangements for their last check.

## **707 EQUIPMENT LEASES**

Equipment leases must be reviewed and approved by the Vice President of Finance. When considering an office equipment purchase, contact Shelley Monnig at extension 56202 for details on approved CMU vendors.

## **708 PURCHASE ORDERS/REQUISITIONS**

All supplies and equipment not normally furnished are to be requisitioned. All purchases (single and combined from a single vendor) that exceed \$2,500 require at least **TWO** bids and approval by the Department Chair. Copies of these bids shall be filed, with the requisitions for payment sent to the Business Services Office. All items with a value greater than \$2,500 should have an inventory sticker and be on record with the Business Services Office. Purchase Order Numbers may be obtained from the Mailroom (ext. 56215). A purchase order is not a request for payment; it is a confirmation that CMU will pay for the order. Final approval for payment on all orders should be submitted on a requisition with the invoice attached, or the account number should be directly noted on the invoice with the supervisor or Department Chair's signature of approval, then turned in to Shelley Monnig in the Business Services Office for processing. Technology Services approval should be obtained prior to the purchase of any computer equipment.

Requisitions go to the Business Services Office. The account number to be charged should be noted. The Business Services Office will evaluate the requisition against the proper budget and approve for payment/order as warranted. Requisition forms may be purchased from Campus Services or printed from the Business Services Section of the CMU intranet (also see Attachment C).

CMU accounts are managed internally. Anyone wishing to open an outside bank account must first request approval from the Vice President for Finance & Administration.

### **709 SUBCONTRACTORS & BINDING AGREEMENTS**

Before beginning work on campus, all subcontractors must provide the Director of Facilities a certificate with proof of liability and Workers' Compensation insurance coverage. A City of Fayette business license may also be required.

All contracts with external contractors/constituents must be approved, in advance, by the Vice President for Finance & Administration or the President of the University and a copy filed in the Business Services Office.

### **710 WHISTLEBLOWER POLICY**

Central Methodist University has adopted a Whistleblower Policy and a Code of Business Conduct and Ethics applicable to all employees that urges employees promptly to discuss with or disclose to their supervisor, a member of the Senior Staff, or the President, events of questionable, fraudulent, or illegal nature. Prompt internal reporting and investigating of alleged violations is required.

As an additional measure to support our commitment to ethical conduct, the Central Methodist University Board of Trustees has adopted the following policies and procedures for (1) the receipt, retention, and treatment of complaints received by the University regarding accounting, internal controls, or auditing matters; and (2) the confidential, anonymous submission, by employees of the University, of concerns regarding questionable accounting or auditing matters:

#### **1. Reporting of Concerns or Complaints Regarding Accounting, Internal Controls, or Auditing Matters.**

Taking Action to prevent problems is part of the University's culture. If you observe possible unethical or illegal conduct, you are encouraged to report your concerns. Employees and others involved with the University are urged to come forward with any such information, without regard to the identity or position of the suspected offender.

Employees and others may choose any of the following modes of communicating suspected violations of law, policy, or wrongdoing, as well as any concerns regarding questionable accounting or auditing matters (including deficiencies in internal controls):

- Report the matter to your supervisor; or
- Report the matter a member of the University's Senior Staff; or
- Report the matter to the President of the University; or
- Report the matter to the Chair of the Board of Trustees.
- If your situation requires that your identity be protected, please submit an anonymous report to the University President's administrative assistant either by campus mail or through the United States Postal Service. When received it will be forwarded to the President.

The names of the University's Senior Staff members are listed at the bottom of this section.

#### **2. Confidentiality.**

The University will treat all communications under this Policy in a confidential manner, except to the extent necessary: (a) to conduct a complete and fair investigation; or (b) for review of University operations by the University's Board of Trustees, independent public accountants, or any Government agencies.

#### **3. Retaliation.**

Retaliation in any form against any individual who in good faith: (a) reports a possible violation of the University's Code of Business Conduct and Ethics or any state or federal law; (b) has any concerns regarding questionable accounting or auditing matters, even if the report is mistaken; (c) assists in the investigation of a reported violation, will not be tolerated. Any act of retaliation should be reported immediately and will be disciplined appropriately.

Specifically, the University will not discharge, demote, suspend, threaten, harass, or in any other manner discriminate or retaliate against any employee in the terms and conditions of the employee's employment because of any lawful act done by that employee to either (a) provide information, cause information to be provided, or otherwise assist in any investigation regarding any conduct that the employee reasonably believes constitutes a violation of any University code of conduct, rule or regulation, or (b) file, cause to be filed, testify, participate in, or otherwise assist in a proceeding filed or, to the employee's knowledge, about to be filed relating to an alleged violation of any code of conduct, rule or regulation.

Senior Staff Members:

Roger Drake – President

Rita Gulstad – Provost

Chad Gaines – Vice President of Technology Planning

Josh Jacobs – Vice President of Advancement and Alumni Relations

Ken Oliver - Vice President of Institutional Growth and Student Engagement

Julee Sherman – Vice President of Finance and Administration

Joseph Parisi – Vice President for Enrollment Management

CMU Board of Trustees Chair, Dr. Tad Perry, may be reached by phone at 605-494-0192

## **711 Marketing Standards & Approval**

In order to provide consistent publication impressions, CMU has a published **Identity Brand Standards** document which is available on the CMU intranet for reference. These formats & templates must be used for all logo, stationery, University Seal, Eagle, color palette and other uses in publications. As noted in the procedure section, "Official literature for Central Methodist University will be designed by – or must be approved – by the Office of Public Relations to ensure that it conforms to CMU design standards". Orders for departmental or division letterhead/business cards to be printed by Print Services should be submitted to the Office of Public Relations first for approval. All external marketing must also be pre-approved by the Office of Public Relations before it's sent for publication to media sources.

## **COMPUTER INFORMATION**

### **801 ACCEPTABLE USE OF COMPUTING RESOURCES**

#### **PURPOSE OF THE ACCEPTABLE USE POLICY**

The computing resources at Central Methodist University are valuable and limited resources that serve a large number and variety of users. The use of the computing resources is a privilege that is extended to support the educational, instructional, and administrative activities of the University. As a user of these computing resources, you have access to valuable University resources and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical, and legal manner.

#### **POLICY ON ACCEPTABLE USE OF COMPUTING RESOURCES**

By using or accessing Central Methodist University computing resources, the user agrees to the terms and conditions of this Acceptable Use Policy:

- Using Central Methodist University computing resources in a manner that does not violate University policies, local, state, or federal laws, and the rights and privacy of others;
- Respecting the integrity and security of Central Methodist University computing resources and avoiding any action that interferes with the efficient operation of the computing resources or impedes the flow of information necessary for academic or administrative operations of the University;
- Using Central Methodist University computing resources in a manner that does not infringe upon or otherwise impair, interfere with, or violate any copyright or other intellectual property rights of another. This pertains to all copyrighted material, including, but not limited to music, video, and software;
- Protecting your assigned Central Methodist University account information from unauthorized use and accessing information that is your own, which is publicly available, or to which you have been given authorized access;
- Respecting the rights and property of others, including privacy, confidentiality, and intellectual property.

For a sample list of specific actions which are detrimental or unacceptable when using or accessing Central Methodist University computing resources visit the policies section of the Central Methodist University technology support site located at <http://www.centralmethodist.edu/support>.

## **RECORDS OF ELECTRONIC COMMUNICATION**

Users should be aware that their uses of Central Methodist University computing resources are not completely private. Central Methodist does not routinely monitor individual usage of its computing resources; however, the normal operation and maintenance of the University's computing resources require the backup and caching of data and communications. The logging of activity, the monitoring of general usage patterns, and other such activities are necessary for the rendering of service. The University may also specifically access and monitor the activity and accounts of individual users of University computing resources, including individual log-in session and communications, without notice, when:

- The user has consented, or has voluntarily made information or communications accessible to the public, as by posting them to a web page or listserv;
- It is necessary to maintain University business functions and the user is no longer with the University, is suspended, or is otherwise unavailable;
- An account appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage patterns;
- It reasonably appears necessary to do so to protect the integrity, security, or functionality of University or other computing resources or to protect the University from liability;
- There is reasonable cause to believe that the user has violated, or is violating, this policy or other University policies, as reflected in information for faculty, the employee handbook, student handbook, or other official University documents.

The University, in its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications, to appropriate University personnel or law enforcement agencies and may use those results in appropriate University disciplinary proceedings.

## **SCOPE OF THE POLICY ON ACCEPTABLE USE OF COMPUTING RESOURCES**

This policy applies to all entities using Central Methodist University computing resources, which includes, but is not limited to, Central Methodist University students, alumni, faculty, staff, administration, and special guests. Computing resources include all university owned, licensed, or managed hardware and software, and use of the University network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. These policies apply to technology administered by the University, personally-owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

## **ENFORCEMENT OF THE POLICY ON ACCEPTABLE USE OF COMPUTING RESOURCES**

Penalties for violating the Acceptable Use Policy may include restricted access or loss of access to the Central Methodist University computing resources, monetary reimbursement to the University or other appropriate sources, termination and/or expulsion from Central Methodist University, and in some cases, civil and/or criminal liability. Questions about this Acceptable Use Policy should be directed toward the Vice-President of Information Services.

## **802 SOCIAL NETWORKING POLICY**

CMU provides access to the Internet for all of its employees as a privilege and in many cases a necessity to meet the responsibilities of their job. This includes the use of social networking sites, and access to an array of wikis and blog, and even permission to write a blog of one's own, as part of one's professional activities. The University defines "professional activities" as those that advance the University's mission.

In light of that definition, each employee is reminded that, when he or she blogs, contributes to a wiki or accesses a social networking site with a CMU e-mail address, the employee is a representative of the University and must act accordingly. That means an employee can access such sites as Facebook or MySpace to communicate with students, faculty, staff or other professional colleagues in matters related to their teaching and/or professional responsibilities at CMU.

Staff or faculty using a CMU address to create or post comments to blogs or wikis, or who reference their professional affiliation to CMU, should include this disclaimer: "The comments and/or postings on this site are my own and don't necessarily reflect CMU's opinions or policies".

CMU will not indemnify an employee for anything he/she writes on a social network, either under the CMU e-mail account or a private one. Furthermore, CMU reserves the right to take personnel action against any employee who uses the Internet with University equipment or e-mail addresses for illegal or inappropriate activities.

When posting online, whether for professional or personal use, ensure that you know and understand the Social Networking Policy, as well as the other Computer Information policies, the Code of Business Conduct & Ethics policy, and the Harassment policy, and ensure that your postings are consistent with these policies. Inappropriate postings that may include discriminatory statements, harassment, and threats of violence or other inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Central Methodist prohibits taking negative action against an employee for reporting a possible violation of this policy or for cooperating in an investigation of same. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## **803 EMAIL POLICY**

### **EMAIL ACCOUNTS**

- The use of an account is the personal responsibility of the account holder;
- Those who use University email services are expected to do so responsibly—that is, to comply with state and federal laws, with this policy and other policies of the University, and with normal standards of professional and personal courtesy;
- Access to University email services, when provided, is a privilege that may be wholly or partially restricted by the University without prior notice and without consent of the email user. Access will be denied when there is a substantiated reason to believe that violations of policy or law have occurred or, in time-sensitive cases, when required to meet critical operational needs;
- University electronic email systems and services are University facilities;
- The administrators of the University email facility may, within certain limits, block email, including external, unsolicited, bulk-email, or “spam”.

### **SECURITY, PRIVACY, AND CONFIDENTIALITY**

- Users should not assume the confidentiality of their email;
- Users are advised not to send confidential University communications via email;
- Email may be subject to disclosure under law;
- Backup copies may be retained for periods of time, even if the user has deleted the message from the account;
- In the course of routine system maintenance, trouble-shooting, and mail delivery problem resolution, network or systems staff may inadvertently see the content of email messages;
- University employees are expected to comply with University requests for copies of email records in their possession that pertain to the administrative business of the University or the disclosure of which is required to comply with applicable laws;
- The University cannot guarantee the retrieval of email messages that are over 30 days old;
- University employees may, under certain circumstances, have email files accessed by others when it relates to University functions.

### **EMAIL ABUSE AND POLICY ENFORCEMENT**

- In general, use of University email services is governed by policies that apply to the use of all University facilities;
- University email services may not be used for unlawful activities, commercial purposes not under the auspices of the University, personal financial gain, personal use inconsistent with this policy and other University guidelines including intellectual property, sexual harassment, and other forms of harassment;
- University email users shall not employ a false identity;
- University email services shall not be used for purposes that could reasonably be expected to cause excessive strain on any computing facilities or interference with others’ use of email. Such users include chain letters, “spam”, and email bombs;
- Administrators of systems and networks have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have the authority to control or

refuse access to anyone who violates these policies or threatens rights of other users, and they must make reasonable efforts to notify users of decisions they have made;

- Individuals who disagree with an administrative decision may submit an appeal of the decision to the Vice-President of Information Services;
- Violations of University policies may result in restriction of access to University information technology resources. In addition, disciplinary action may be applicable under other University policies or guidelines.

#### **804 EMAIL RETENTION POLICY**

Electronic mail (email) at CMU is defined as any message sent or received through or stored on the University's server. Such email may include, but is not limited to, correspondence and attachments, calendar schedules, and forms transmitted electronically:

- All electronic mail remaining in a recipient's DELETED ITEMS folder older than 30 days will be automatically and permanently deleted;
- All electronic mail remaining in a recipient's JUNK MAIL folder older than 30 days will be automatically and permanently deleted;
- All electronic mail remaining in a recipient's SENT MAIL folder older than 6 months will be automatically and permanently deleted;
- All electronic mail other than the above mentioned items will remain in a recipient's mailbox up to the point when the maximum limit has been reached.

**Originators and recipients of email are responsible for identifying and saving documents that must be retained in order to comply with federal, state, or local laws, or University policy, or other reasons.**

#### **805 EMAIL ACCOUNT TERMINATION POLICY**

An employee's access to their email account will cease on their final day of employment, at which time the University has the option of redirecting the email to the account of another University employee for a period of 30 days to ensure continuity of operations. Personal email received at the former employee's account may be forwarded to the former employee at the discretion of the supervisor for that area. After the 30 day period, the email account will be purged by Technology Services, unless written notification is provided by the Department supervisor.

If the former employee is also an alumni, they have the option of retaining their email account with the understanding that email sent to the account may also be delivered to another University employee for a period of 30 days to ensure operational continuity.

If an employee is suspended, the University has the option of redirecting email to the account of another University employee indefinitely to ensure continuity of operations. Personal email received at the suspended employee's account may be forwarded to the suspended employee at the discretion of the supervisor for that area.

#### **806 IDENTITY THEFT RED FLAG POLICY**

##### **INTRODUCTION**

Central Methodist University (CMU) established this Identity Theft Red Flag Policy to help protect the University, its employees and those they serve from damages related to the loss or misuse of sensitive information through identity theft. All members of the University community share in the responsibility of reducing this risk and protecting information for which they have access or custodianship.

This policy will help the University:

- Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
- Detect risks when they occur in covered accounts;
- Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
- Evolve with the current environment and/or institutional changes to remain current in its efforts to prevent identity theft.

Central Methodist University developed this Identity Theft Red Flag Policy pursuant to the Federal Trade Commission's red flag rules.

## DEFINITIONS

- *Identity Theft* is fraud committed using the identifying information of another person.
- *Red Flag* is a pattern, practice, or specific activity that indicates the possible existence of identity theft.
- *Covered Account* includes any account that involves or is designed to permit multiple payments or transactions. The University has the following covered accounts that are subject to this criteria:
  - Student loans including the Federal Perkins Loan and Federal Plus Loan;
  - Tuition payment plan accounts;
  - Accounts credited or billed through the Bursar's Office including student accounts.
- *Identifying information* is any name or number that may be used, alone or in conjunction with any other information to identify a specific person including, but not limited to any of the following:
  - Name
  - Address
  - Telephone number
  - Social security number
  - Date of birth
  - Government issued driver's license or identification number
  - Alien registration number
  - Government passport number
  - Student identification number (CMU ID number)
  - Credit card number or credit card information (expiration date, security code)
  - Pin/Password for access control
  - Paychecks or pay stubs

## 806 IDENTIFYING RED FLAGS

This policy considers the following risk factors in identifying relevant red flags for covered accounts:

- The types of covered accounts as noted above;
- The methods provided to open covered accounts--acceptance to the University and enrollment in classes requires all of the following information:
  - Application with personally identifying information;
  - Applicable transcripts;
- The methods provided to access covered accounts;
  - Disbursements obtained in person require picture identification (student ID or valid driver's license)
  - Disbursements obtained by mail can only be mailed to an address on file (generally address of record)
- The University's previous history of identity theft.

CMU identifies the following red flags:

- The photograph or physical description on the identification is not consistent with the appearance of the person presenting the identification;
- Other information on the identification is not consistent with readily accessible information that is on file with the University;

- Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a loan application);
- Social security number presented that is the same as one given by another student;
- An address or phone number presented that is the same as that of another person;
- A person fails to provide complete personal identifying information on an application when reminded to do so;
- Nonpayment when there is no history of late or missed payments;
- Breach in CMU's computer system security;
- University is notified of unauthorized charges or transactions in connection with a student or borrower's covered account;
- The University is notified by a student or borrower, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

### **RED FLAG DETECTION**

The policy will detect red flags relevant to each type of covered account as follows:

- Refund of credit balance, including Perkins and other FFEL programs - Refunds of student loan and grant overpayments are processed upon request or the lesser of 14 days from date of initial credit. For credit balances requiring a check to be issued, the check can either be picked up in person at the Business Office by showing a University or governmental issued picture ID or by mailing the check to the permanent address of record. Requests from students not currently enrolled or graduated from the University must be made in writing and sent to the permanent address of record.

### **RESPONDING TO RED FLAGS**

In the event University personnel detect any identified red flags, they shall take one or more of the following steps, depending on the degree of risk posed by the red flag:

- Contact the student or borrower;
- Change any passwords, security codes or other security devices that permit access to the covered account;
- Reopening a covered account with a new account number;
- Closing an existing covered account;
- Not attempted to collect on a covered account;
- Notify law enforcement;
- Determine that no response is warranted under the particular circumstances.

If employees are uncertain as to the sensitivity of the information or event, they should seek their supervisor for clarification.

### **PROTECTING STUDENT IDENTIFYING INFORMATION**

CMU will take the following steps with respect to its internal operating procedures to protect student-identifying information:

- Ensure that its website and associated files are secure or provide clear notice that the website is not secure.
- Ensure complete and secure destruction of paper documents and computer files containing student account information when a decision has been made to no longer maintain such information.
- Ensure that office computers with access to covered account information are password protected.
- Ensure computer virus protection is up to date.
- Require and keep only the kinds of student information that are necessary for CMU purposes.



- Secure file cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information when not in use.
- Secure storage rooms containing documents with sensitive information and record retention areas at the end of each workday or when unsupervised.
- Clear desks, workstations, work areas, printers and fax machines, and common shared work areas of all documents containing sensitive information when not in use.
- Erase, remove, or shred as appropriate whiteboards, dry-erase boards, writing tablets, etc. in common shared work area.
- Use a cross cut shredder for discarding documents containing sensitive information.
- A statement will be appended to all off campus email stating the following:

#### **POLICY ADMINISTRATION AND REVIEW**

The University will review and update the policy annually to reflect changes in risks to students or borrowers or to the safety and soundness of the University from identity theft, based on factors such as:

- The experiences of the University with identity theft;
- Changes in methods of identity theft;
- Changes in methods to detect, prevent, and mitigate identity theft; and
- Changes in the types of accounts that the University offers or maintains.

## **EMPLOYEE ACKNOWLEDGEMENT FORM**

The Employee Handbook includes important information regarding policies, procedures, and programs affecting my employment with Central Methodist University. I am aware that the Handbook is available on the Intranet, and I understand that it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it, subject to proper notification. I understand that I should consult the Human Resources Office regarding any questions not answered in the Handbook.

Since the information, policies, and benefits described in the Handbook are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. All substantive changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

**Central Methodist University follows an employment-at-will policy, allowing employees not under a separate employment arrangement or the University to end the employment relationship for any reason at any time. I understand that this Handbook is not a contract of employment, and it does not change my at-will status. I understand that no manager or representative of the University, other than the President, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, and any representations contrary to the foregoing shall not be binding upon the University unless made in writing and signed by the President of the University.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Typed or Printed)