

STAFF HANDBOOK

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INTRODUCTION AND PURPOSE OF HANDBOOK

The University of the South strives to provide its employees with a working environment that encourages personal and career development. As a community, we are committed to providing “best in class” service through high-performing teams and continuous improvement. In joining the University, one becomes a member of the University community which has achieved a record of excellence in education and research, a record which would not have been possible without the contributions of outstanding employees.

The provisions contained in this *Handbook* do not constitute an employment contract or guarantee employment for any specific duration. It is a guideline that reflects current policies, practices, and procedures for staff members’ information. The University reserves the right to change any and all of its policies, practices, and procedures in whole or in part at any time. Staff members are expected to follow the rules and regulations of the University, including changes in those rules and regulations made during the course of their employment. At all times during the employment relationship, staff members are “at will” employees. Thus, employment may be terminated at any time by the staff member or by the University.

The Office of Human Resources is responsible for maintaining and updating the *Staff Handbook*. New policies, practices and procedures or changes to existing policies, practices and procedures will be effective when approved and will be reflected in the *Handbook* when it is updated or reissued. Staff members are encouraged to recommend a new policy, practice or procedure or change to an existing policy, practice or procedure to the Office of Human Resources, to the Staff Partnership Council, or to a member of the senior administrative staff.

Particular matters involving the interpretation of a policy shall be referred to the Assistant Vice President for Human Resources (AVP-HR).

WELCOME FROM THE VICE-CHANCELLOR

Welcome to the University of the South, known familiarly as Sewanee.

My colleagues and I value, respect, and will support you and the important work you will be doing here on the Mountain (yet another name you will hear used to refer to the University).

For all who live, work, and learn here, Sewanee is a very special place—indeed, both a catalyst and a crucible. It is a catalyst that emboldens all of us not only to find our own way but also to bring others along with us. It is a crucible of mind, heart, and place out of which is forged an experience that calls us to make a difference in the world.

The Mountain moves us so that we can move mountains. That is our calling; that's our purpose.

United by this calling, each of us, in our own way, helps to provide our students with the knowledge, skills, and opportunities to prepare them for lives of meaning, service, and achievement—to move mountains.

You are a critical component to the ongoing success of this institution, and together we will live into the University's motto of *Ecce Quam Bonum*, from Psalms 133—"Behold how good and pleasant it is when kindred dwell together in unity."

I appreciate your contributions to the University of the South.

Sincerely,

Rob Pearigen, C'76
Vice-Chancellor and President



UNIVERSITY PURPOSE

The University of the South is an institution of the Episcopal Church dedicated to the pursuit of knowledge, understanding, and wisdom in close community and in full freedom of inquiry, and enlightened by Christian faith in the Anglican tradition, welcoming individuals from all backgrounds, to the end that students be prepared to search for truth, seek justice, preserve liberty under law, and serve God and humanity.

The College of Arts and Sciences is committed to the development of the whole person through a liberal arts education of the highest quality. Outstanding students work closely with distinguished and diverse faculty in a demanding course of humane and scientific study that prepares them for lives of achievement and service. Providing rich opportunities for leadership and intellectual and spiritual growth, while grounding its community on a pledge of honor, Sewanee enables students to live with grace, integrity, and a reverent concern for the world.

The School of Theology educates women and men to serve the broad whole of the Episcopal Church in ordained and lay vocations. The School develops leaders who are learned, skilled, informed by the Word of God, and committed to the mission of Christ's church, in the Anglican tradition of forming disciples through a common life of prayer, learning, and service. Sewanee's seminary education and world-wide programs equip people for ministry through the gift of theological reflection in community.

HUMAN RESOURCES' COMMITMENT TO INCLUSION AND BELONGING

At the University of the South, The Office of Human Resources' (HR) commitment to inclusion and belonging supports the University's core values of inquiry, community, flourishing, and courage. This commitment is further reflected in our policies regarding: recruiting, advertising, hiring, placement, promotion, training, transfer, benefits, termination and any relevant privileges, terms and conditions of employment.

We seek to build a community enriched by our diversity and centered on equity, justice, mutual respect, and shared responsibility. Anyone with questions or concerns about the implementation of or compliance with this or any related policies should address them to the Office of Human Resources.



100 EMPLOYMENT

101 EQUAL EMPLOYMENT OPPORTUNITY

The University provides equal employment opportunities to all employees and applicants for employment. No person shall be discriminated against in employment because of race, color, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, pregnancy and childbirth, genetic information, or religion (except for those positions in The School of Theology and the Chaplain's Office where religious affiliation is a necessary qualification).

102 STAFF MEMBER APPOINTMENT STATUS

EMPLOYMENT-AT-WILL

Tennessee's employment-at-will doctrine states: "Employers may legally terminate the employment of an employee at any time for any reason, or for no reason without incurring legal liability. However, an employer may not discriminate against any employee on the basis of the employee's race, sex, age, religion, color, national origin, or disability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences."

ACTIVE STATUS

Staff members are considered in active status if they are working, using accrued leave, or on an approved paid or unpaid leave of absence. Leave of absences include: sick leave, short-term medical, long-term disability, family and medical leave, and/or military leave.

STAFF APPOINTMENTS

Staff appointments include faculty with administrative appointments

Regular Staff Appointment

An employee employed on an at-will basis in a position that is anticipated to have an ongoing duration. This type of appointment does not have a predetermined end date and is intended for long-term employment.

Term Staff Appointment

An employee hired on an at-will basis for a predetermined duration, typically established during the hiring process. This appointment usually spans a period longer than six months and is intended for specific projects or needs.

Temporary Staff Appointment

An employee engaged on an at-will basis, serving in a temporary capacity for a duration that does not exceed one year. This type of appointment is often used to fill short-term needs or to provide support during peak periods.

Staff members of the University are categorized and are paid in accordance with the federal and state law and University policy.

103 WORKING HOURS/WORKING FROM HOME OR OFF CAMPUS

The University operates on a standard business schedule of 8 a.m. to 4:30 p.m. Monday through Friday. Attendance at lectures, meetings, training programs, and similar activities may be counted as working time if one of these three criteria is met: 1) it is during normal work hours of operation, 2) it is mandatory, or 3) it is related with your job at the University.

A department's operational hours may vary depending upon business needs. Hours worked are established by departments and may vary from office-to-office. During peak periods (cyclical times of the year when operational activity or work volume is high), employees may be required to work other than their regular schedule. The department head, in consultation with the division head, is responsible for determining (and communicating in advance) the peak periods for their department and ensuring that a high level of service is maintained. The department head may alter peak periods from time to time.

All flexible work arrangements must meet the operational needs of the department and the University and must conform to the overtime compensation, record keeping, and meal break provisions of the Fair Labor Standards Act and applicable state law. Under no circumstances is any non-exempt staff member to work "off the clock."

Flexible work arrangements could include a) temporary remote work or b) altering the daily or weekly schedule.

Non-exempt staff members generally are not permitted to work remotely unless otherwise communicated by the University administration.

104 FLEX-TIME FOR EXEMPT STAFF

Flex-time allows for flexible scheduling arrangements that permit variations in start and stop times or days to report, but does not alter the University's Saturday through Friday workweek schedule or the total numbers of hours worked in a workweek.

For instance, when a staff member works intensive hours over an extended period, the staff member's division head may approve flex-time. This flex-time must be taken as soon as possible following the excessive work schedule.

105 PAY PERIODS AND PAY DATES

Depending upon job classification under the Fair Labor Standards Act (FLSA), employees may be paid on either a bi-weekly or a monthly basis. Paychecks are directly deposited into your checking and/or savings accounts.

Bi-weekly for FLSA classified non-exempt employees—paid every two weeks with checks being paid on the Friday following the close of the workweek as outlined in the bi-weekly payroll

schedule. Should the payday fall on a banking holiday, paychecks are paid on the day prior to the holiday.

Monthly for FLSA classified exempt employees paid salary—paid monthly with checks being paid on the 25th of the month salaries covering the entirety of the month as outlined in the monthly payroll schedule. Should the payday fall on a weekend or banking holiday, paychecks are paid on the business day prior to the weekend or holiday.

106 TIME RECORDS

All **non-exempt employees** are required to complete accurate weekly timesheets reporting all time actually worked and accrued leave utilized. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each pay period, the employee must submit their two week timesheet and their supervisor must approve the timesheet attesting to its correctness.

All **exempt employees** who are eligible to accrue paid leave time are required to complete accurate leave reports at the end of each month. At the end of each month, the employee must note the leave and holiday taken within that month and submit it for approval. The employee's supervisor must approve the leave report attesting to its correctness.

107 BREAKS AND LUNCH PERIODS

Staff members are eligible for break periods as scheduled by department heads or supervisors. Break periods are limited to two 15-minute breaks per work day for eight hour shifts, and one 15-minute break per work day for less than eight hour shifts. Break periods cannot be accumulated, cannot be used for arriving late or leaving early or for extending the lunch break, and should be scheduled in 15-minute segments, whenever possible, near the middle of each half-shift.

Non-exempt employees, under Tennessee law, must take a lunch break (unpaid) if scheduled to work at least six hours. This lunch break must be at least 30 minutes in duration and must be away from the employee's workstation.

Failure to adhere to the assigned break and lunch period schedules may be subject to corrective action.

108 DEDUCTIONS FROM PAY

Based on tax and benefits authorizations provided by employees, the University will deduct applicable federal, state and/or local withholding and employment taxes from an employee's paycheck. In addition, the University will deduct certain authorized, voluntary deductions (e.g., health insurance premiums, loan payments, municipal fees, child care tuition, University gifts, etc.).

The University will comply with state and federal laws relating to the garnishment of an employee's compensation and the enforcement of child-support orders. The University will act

on garnishment and child-support orders only if issued by a court of law with appropriate jurisdiction. The University prohibits discrimination against an employee on the grounds that their compensation is subject to garnishment or a child-support order.

109 OTHER EMPLOYMENT

A staff member's job at the University is expected to be the primary one if they are a full-time staff member. Outside employment should not bring discredit to the University, nor should the University position or name be used in acquiring or performing outside employment. A staff member should be certain that a conflict of interest, or conflict of commitment does not exist and that outside employment does not interfere with the staff member's regular duties and scheduled working hours at the University.

Staff members should disclose to their department head any ongoing outside employment. Either party is required to provide at least 48-hours prior notice of potential conflict of interest or conflict of commitment. Each conflict shall be considered on its own compelling reason for approval or denial.

110 NEPOTISM

No staff member of the University of the South shall work under the direct line of supervision of an immediate family member. When a partnership or a change in a staff member's position results in a staff member being supervised by an immediate family member, the situation may be resolved by transfer within the University or resignation.

111 HIRING PROCESS FOR STAFF POSITIONS

Generally, the hiring process begins with the hiring manager. For all recruitment and hiring, the hiring manager should work with the Office of Human Resources to ensure that the appropriate procedures are followed and the necessary documentation is completed and approved.

Open staff positions are posted within the Office of Human Resources's web pages. Job postings include the primary function, duties, responsibilities, and the minimum qualifications for the position. All applicants must apply for the position through the job posting prior to the closing of the posting to receive consideration.

The hiring manager and search committee members conduct the applicant review and interview process. Once interviews are completed and candidates are identified for final consideration, the Office of Human Resources conducts post-offer, pre-employment screening(s) on applicants recommended for hiring. Pre-employment screening(s) results may disqualify an applicant from employment with the University. Each hiring manager is responsible for conducting the final interview(s), verifying past employment/references and, ultimately, extending the formal offer of employment.

In no event shall the offering of employment or hiring of a staff member be considered to create a contractual relationship between the staff member and the University; unless otherwise

provided in writing, employment shall be at-will, so that either party may terminate the relationship at any time and for any reason.

112 ONBOARDING AND ORIENTATION

Once a candidate accepts a job offer and completes the necessary prescreening requirements for their position, the onboarding and orientation process will begin to help the new employee transition into their role and get acclimated to the University.

New Hire Documentation

New employees will complete all required new hire documentation such as tax forms, direct deposit authorization(s), employment eligibility verification, or other documentation, as necessary. The Office of Human Resources will ensure all documents are properly completed and submitted.

Campus Orientation

During the first few weeks, new employees with staff appointments will participate in a campus orientation program that includes:

- Welcome and introduction to department leadership and staff
- Tour of the employee's work location and relevant campus facilities
- Participation in the required New Hiring Training to introduce new employees to important policies, procedures and best practices
- Participation in the full day orientation event is encouraged to allow new employees to explore the University campus with a cohort of other newly hired employees.

This orientation will help the new hire understand the University's culture and resources available to them.

The New Hire Training and Orientation occur once per month. Attendance for both training and orientation will be considered as hours worked.

113 CHANGE IN APPOINTMENT

The University recognizes that staff motivation, productivity, and retention hinges on employees being in roles that align with their interests. As such, the University offers and encourages promotion and transfer opportunities for current employees. Supervisors are also encouraged to support staff members who have the desire to enhance their skills or develop new competencies to pursue different or greater responsibilities internally.

Departments have the authority to promote or transfer employees to maintain effective workflow, based on the needs identified by the manager. While the University encourages managers to announce internal opportunities, formal postings may not be required.

In all cases, the employee's work record, including but not limited to performance, attendance, efforts to develop skills and related behavior will be considered when assessing suitability for a position.

Employees seeking promotion within their current department should make their interests known to their supervisor and/or department head. Those pursuing opportunities outside their current department should express their interests to the Office of Human Resources.

114 COLLABORATIVE REVIEWS

Performance reviews are conducted once per year via our Collaborative Review process University-wide for all continuing employees with staff appointments. The system is designed to help staff members achieve their full potential, allowing the University to do the same. Helping staff reach their full potential requires that staff understand how their work fits into the overall goals of the organization. Therefore, as part of the review process, University and departmental goals are shared with each person. Staff members are also asked to review their goals from the previous review period and set new goals for the review period to come.

115 DRESS AND APPEARANCE

The University strives to maintain a workplace environment that is well functioning and free from unnecessary distractions. As part of that effort, the University expects employees to maintain a neat and clean appearance that is appropriate for their workplace setting, and for the work being performed. To that end, division or department heads may determine and enforce guidelines for workplace-appropriate attire for their areas; e.g. guidelines may limit scents that could be distracting to others.

All staff members are expected to present a professional image to customers, visitors, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment.

Supervisors should communicate any department-specific workplace attire guidelines to staff members on or before their first work date. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.

At its discretion, departments may allow staff to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance

Specific requirements

Certain staff members may be required to meet special dress or grooming and hygiene standards, such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required for certain positions and will be provided to employees by the University.

200 ADMINISTRATION OF WAGES AND SALARIES

201 THE STAFF COMPENSATION SYSTEM

The University's goal is to attract, retain, and reward a highly qualified and diverse workforce at competitive compensation levels. The University pursues that goal through:

- **Affirmation**—Every employee is a valuable contributor to the mission of the University.
- **External competition**—The overall compensation structure will reflect a competitive market position, as measured by comparing average salaries for benchmarked jobs against our peers and College and University Professional Association for Human Resources (CUPHR) compensation data in general
- **Internal equity**—Employees will be paid similarly for similar work at similar levels of experience.
- **Transparency**—The compensation framework will be made available to all staff members.

Hiring and budget managers will work with the Office of Human Resources to achieve these objectives. Managers will recommend salaries at levels that recognize employees' skills and experiences as well as the salary bands established for position classifications.

Note that a certain amount of salary variation is and will be inherent in the University's compensation structure, as it is at most organizations. Employees may earn more or less than others in the same or similar positions, and/or more or less than the market rate for their positions. Prior experience, and relevant education and training should and will result in variations.

202 COMPENSATION PRACTICES

The University is committed to following all guidelines provided by the FLSA which establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in federal, state, and local governments.

Availability of salary increase funds is determined as part of the annual budgeting process. When and if granted, salary increases normally become effective on July 1. Individual salary increases are based on market and equity considerations. The University does not give automatic pay increases and does not make advances against a staff member's salary.

203 OVERTIME AND ON CALL TIME

The University will pay eligible non-exempt employees who work outside their regular work schedule fairly and equitably and in compliance with the Fair Labor Standards Act.

Overtime. The standard workweek for full-time non-exempt University employees shall be between 37.5 and 40 hours. When a non-exempt employee is required by their supervisor to be in active pay status for more than 40 hours in any calendar week, the employee shall be compensated for such time over 40 hours at 1.5 times the employee's rate of pay.

All overtime must be authorized by the properly designated administrative authority. Unless an employee has specific approval to work outside their normal work schedule, the employee is requested to work overtime by the supervisor, that time must be recorded through the normal timekeeping process.

Overtime registered on a timesheet must be approved by the supervisor in order to be considered for payment. By approving the entry, the supervisor acknowledges that the time was worked by the employee in carrying out the operation of the department.

On-call pay. An employee is eligible for on-call pay when directed by their supervisor to be available to report for work and all the following conditions apply:

- The employee must remain available to provide immediate response/services.
- The employee shall receive a minimum of two hours of pay at their regular hourly rate for each day of being scheduled on-call. Should an employee be required to return to campus, please refer to call-back pay guidance below.

Call-back pay. An employee is eligible for call-back pay when directed by their supervisor to report for work and all the following conditions apply:

- There is not a prearranged schedule.
- The time is not immediately preceding or following the regular work schedule.
- Extenuating or emergency circumstances require the immediate services of an employee.

The employee shall receive a minimum of three hours of pay at their overtime rate for each call back. Additional call backs, within a 24-hour period, would be considered an extension to the three-hour minimum. Total hours over 40 shall be compensated in accordance with the overtime provisions.

204 ADDITIONAL COMPENSATION FOR STAFF

Staff members, including faculty with administration appointments, may be eligible for additional compensation when they assume additional duties outside their primary role. Additional pay may occur when an employee temporarily takes on additional duties and responsibilities of a position that is in a higher career band. Additional pay is not factored into the staff member's benefits.

When a staff member works in an additional position, the hours worked should not interfere with the staff member's primary position. Staff members are still expected to work their typical work schedule and meet their primary position's budgeted weekly hours. If the additional position does interfere in the primary schedule, accrued vacation will need to be used.

If the hours worked in the additional role require the staff member to work more than 40 hours within the workweek, the hiring department of the secondary position is responsible for paying overtime for any hours worked in excess of 40 in a week.

All additional compensation to University employees for work performed as an employee is subject to applicable state and federal withholdings and processed through payroll.

205 TRAVELING ON UNIVERSITY BUSINESS

Non-exempt employees will be paid for travel time as required by applicable law. The United States Department of Labor (DOL) has identified several principles which apply in determining whether time spent in travel is compensable time.

Home to work travel: An employee who travels from home before the regular workday and returns to their home at the end of the workday is engaged in ordinary home to work travel, which is not work time and is not compensated.

Home to work on a special one day assignment in another city more than 75 miles away: An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time.

Travel that is all in a day's work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be compensated as hours worked.

Travel away from home community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is compensable work time when it cuts across the employee's regular hours of work. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on non-working days. Time spent in travel away from home outside of regular working hours as a passenger and where the employee is free to relax on an airplane, train, boat, bus, or automobile is not compensable work time.

206 INCLEMENT WEATHER

The University will generally maintain operations during periods of inclement weather. During times of inclement weather, the University will provide specific instructions and guidance to those deemed as essential functions.

All staff will be expected to make every reasonable effort to maintain their regular work schedule, but are advised to consider one's personal safety and avoid undue risks in traveling. Staff members who determine that they are not able to report at the scheduled starting time or who determine that they are unable to remain at work until the scheduled end of the work day may charge the time off to sick leave or vacation, or, with the approval of their supervisor, make up the lost time within the same workweek.

300 BENEFITS

The University recognizes the value of benefits to employees and their families, and offers a comprehensive program of benefits and services to help meet their needs throughout the various stages of life. Full details of each benefit are available in plan documents issued by the University or its insurance carriers. Enrollment in benefits plans must be completed within 30 calendar days of an employee's hire date.

Benefit plan information may be viewed in the Employee Benefits section of the University's Office of Human Resources webpage. Please contact the Office of Human Resources for details and eligibility for each program.

Each plan year employees have an opportunity to enroll in or change their selection of benefit options. However, federal regulations impose restrictions on enrollment and limitations on making subsequent changes. These opportunities and restrictions are explained in materials available from the Office of Human Resources. Your rights and obligations, and those of the University, are governed by the terms of each benefit plan and, in some cases, by contracts with insurance companies. The plans are based on current federal and state law and are regulated by those laws. Any changes that occur within the law or regulations may have an impact that will require modification of the plans. Benefits may be modified, amended, or terminated from time to time by the University at its discretion, or as required by applicable law, and the University reserves the right to terminate or modify the benefits as may be necessary or appropriate, with or without prior notice.

Many of the University's benefits are governed by the Internal Revenue Code (IRC). As a result, there are rules that govern when you may change a benefit election throughout the year. Generally, you must have a family-status change or life event. Examples include marriage or divorce, birth or adoption of a child, or a significant change in spousal coverage. You must notify the Office of Human Resources within 30 calendar days of the life event; otherwise, the only opportunity you will have to make a change in coverage is during the annual open enrollment period.

This section is intended to describe the essential features of your benefit plans in general terms. It is not intended to be a full description of coverage. All efforts have been made to correctly summarize the level of benefits; however, if an error has been made in the summary description, the Certificate of Coverage and/or governing plan document will supersede this document. To the extent of any conflict between the terms of this Handbook and the Benefit Plan Documents, the terms of the Benefit Plan Documents will govern in all cases.

If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your medical benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA). (see Section 602 Resignations And Terminations Of Employment - Benefits)

301 ELIGIBILITY

An employee’s benefit eligibility classification is determined by their primary appointment.

Employees with the following appointments are eligible to participate in the full suite of University benefits, subject to applicable waiting periods.

- Full-time (FT) regular employees, including tenure track and tenured faculty;
- Term staff and contingent faculty with full-time appointments for more than 24 consecutive months who continue to work at least half-time (HT) after the 24th month.
- Part-time (PT) regular staff who are scheduled to work at least 3/4 time (1,560 hours annually for non-exempt employees);

Term staff and contingent faculty members are not eligible to participate in retirement plans unless they have held a full-time appointment for 24 consecutive months and continue to hold at least a half-time appointment.

Term staff and contingent faculty members who have held or are expected to hold a full-time appointment for more than 24-consecutive months are eligible for benefits consistent with full-time regular employees.

Appointment Classification	Regular			Term			Temporary
	FT	HT	PT	FT	HT	PT	Any
Health Plans							
Medical Insurance	Yes	No	No	Yes	No	No	No
Dental Insurance	Yes	No	No	Yes	No	No	No
Vision Insurance	Yes	No	No	Yes	No	No	No
Health Savings Account	Yes	No	No	Yes	No	No	No
Health Care Flexible Spending Account	Yes	No	No	Yes	No	No	No
Dependent Care Flexible Spending Account	Yes	No	No	Yes	No	No	No
Emeriti Retirement Health Plan	Yes	Yes	No	No	No	No	No
Life & Disability Plans							
Basic Life Insurance	Yes	No	No	No*	No	No	No
Voluntary Life Insurance	Yes	No	No	No*	No	No	No
Long-Term Disability Insurance	Yes	No	No	No*	No	No	No
Retirement Plans							
Employer-Paid Retirement Plan	Yes	Yes	No	No*	No	No	No
Employee-Paid Retirement Plan	Yes	Yes	No	No*	No	No	No
The Church Pension Group (Clergy)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Educational Benefits							
General Education Diploma	Yes	Yes	Yes	Yes	Yes	Yes	No

Employee Tuition Remission	Yes	No	No	Yes	No	No	No
Employee Undergraduate Tuition Assistance	Yes	No	No	No	No	No	No
Employee Graduate Tuition Assistance	Yes	No	No	No	No	No	No
Partner/Dependent Tuition Remission	Yes	No	No	Yes	No	No	No
Dependent Tuition Exchange	Yes	No	No	Yes	No	No	No
Education Loan Program	Yes	No	No	No	No	No	No
Dependent Secondary School Grant	Yes	No	No	Yes	No	No	No

**Term staff and contingent faculty members who have held or are expected to hold a full-time appointment for more than 24-consecutive months are eligible for benefits consistent with full-time regular employees.*

302 MEDICAL, DENTAL, AND VISION INSURANCE AND FLEXIBLE SPENDING ACCOUNTS

Full-time staff employees expected to work, on average, at least 30 hours per week are eligible to enroll for coverage. Full-time faculty members expected to instruct an undergraduate course load equivalent to five per academic year or a graduate course load of four per academic year are eligible to enroll for coverage. To keep coverage in force, every insured employee must meet a minimum 30 hours per week (averaged using a rolling 12-month period). Enrollment must be completed within 30 calendar days of hire date.

Refer to the Summary Plan descriptions, located on the Office of Human Resources web page, for coverage details and eligibility guidelines, or contact the Office of Human Resources directly.

303 CAFETERIA PLAN

The Flexible Benefit Cafeteria Plan is a benefit program permitted under Section 125 of the Internal Revenue Code and exempts eligible benefit plans from federal, state, and FICA taxation. The purpose of the Plan is to allow eligible employees to use funds provided through employee salary reductions to pay for certain benefits under the Plan with pre-tax dollars. Pre-tax Contribution elections as described in the Plan are intended to qualify for the exclusion from income provided in Section 125 of the Internal Revenue Code of 1986. The plan allows participating individuals to pay for certain expenses with tax-free dollars. Eligible expenses include health, dental, and vision employer deducted insurance premiums, and eligible out-of-pocket medical and dependent care expenses. Once the plan begins, you will not be allowed to make changes to your election unless a status change occurs.

304 RETIREMENT BENEFITS

Retirement Plan of the University of the South

The Retirement Plan of the University of the South is a defined contribution plan that operates under Section 403(b) of the Internal Revenue Code. The University's retirement accounts are serviced by The Teachers Insurance and Annuities Association (TIAA).

The University contributes 10% of base pay per pay; provided (i) 15% monthly for salaried employees hired prior to June 1, 1992, non-exempt employees and head residents enrolled prior to 1988, and the Vice Chancellor, up to applicable annual Internal Revenue Code limits.

Note on Waiting Period

The one-year service requirement will be waived if the employee worked full-time at a four-year college or university for the 12-month period immediately prior to date of employment with the University.

Tax Deferred Annuity Plan of the University of the South

The Tax Deferred Annuity Plan of the University of the South is an account into which an employee may make voluntary contributions pre-federal income tax to save for retirement, up to applicable annual Internal Revenue Code limits.

305 LIFE AND LONG-TERM DISABILITY INSURANCE

Life and Accidental Death Insurance

The University provides group term life insurance coverage equal to the employee's base annual salary, rounded up to the nearest \$1,000. An employee may, at their own expense, purchase additional life coverage in units of \$10,000 to a maximum of \$200,000, or five (5) times their annual base salary, whichever is less.

Enrollment must be completed within 30 calendar days of hire date. Coverage begins on the first day of the first full month of employment.

Age Reductions: Basic Life and Accidental Death & Dismemberment insurance coverage amounts reduce to 65% at age 65, and 50% at age 70. Life and Accidental Death Insurance is canceled at retirement, or when a person terminates employment with the University.

Voluntary Group Life Insurance

The purpose of the Voluntary Life Insurance Plan is to provide the opportunity for individuals to purchase term life insurance protection above the amount of Basic Term Life insurance provided by the University. Dependent children and spouse/partner term life coverage is also available. This plan is fully employee paid.

Long Term Disability

Long Term Disability insurance provides benefits in the event of a qualifying disability. The Plan provides 60% of an employee's base salary following a qualifying disability, and a six-month elimination period, less any benefits that the employee may draw from other group disability coverage, such as disability benefits from Social Security. The University pays the entire premium for this coverage, which begins on the first day of the first full month of employment.

306 UNEMPLOYMENT COMPENSATION

The University is a covered employer under the Tennessee Unemployment Compensation program administered by the Tennessee Department of Labor & Workforce Development. The University reimburses the state for actual benefits paid to employees, and former employees.

All requests for information regarding Unemployment Compensation should be directed to the Office of Human Resources, which is responsible for the administrative aspects of claims filed by former employees.

307 EDUCATION BENEFITS

General Educational Development or General Education Diploma (GED)

The University will pay the tuition, as well as the cost of materials and examination fees, for any eligible employee to take instruction in any regular program directed toward high school certification.

The University of the South Courses in The College & The School of Theology:

Eligible employees may receive full tuition reduction (exclusive of necessary books and supplies or special fees) for courses taken for credit or audit in the College of Arts and Sciences or any graduate course in the School of Theology for which the necessary prerequisites have been satisfied. During the second and third years of employment, employees may only take one course per semester for credit. After three years of employment, supervisors have the responsibility for limiting the number of credit hours so that an optimum level of job performance is maintained.

The eligibility requirements for courses at the University of the South are:

- The employee must be at least a three-quarter time employee and have worked for at least one year prior to course enrollment. A retired employee who has met the age and service requirement for University post-employment benefits is also eligible to receive the benefit.
- The employee must meet the eligibility requirements of the College of Arts and Sciences or School of Theology to enroll as a special student.
- For non-exempt staff members, time off for a University of the South course must be made up unless the head of the division in which the staff member works and the AVP-HR approve. Exempt employees are expected to work all the hours necessary to fulfill their duties when taking University of the South courses.
- Enrollment in the course must be approved by the employee's supervisor who must also approve any special work schedule prior to enrollment.

The University of the South Courses in The School of Letters:

Each year, a maximum of two scholarships will be available to employees interested in enrolling in the School of Letters.

The eligibility requirements for a scholarship in the School of Letters are:

- The employee must have been continuously employed for at least one year and be a regular or term employee working at least three-quarter time prior to course enrollment.
- The employee must be accepted into the School of Letters. The supervisor and division head of the employee must support the application and confirm that attending the School of Letters will not interfere with the employee's duties.

Undergraduate Courses at Other Colleges and Universities:

Limited funding is available for employees wishing to pursue undergraduate programs at accredited universities, colleges, junior colleges, technical or vocational schools and who have not yet earned a degree. Employees interested in this program should discuss their interest with the Office of Human Resources.

The Office of Human Resources will assist the employee with a proposal describing the program being pursued, the length of time required to achieve the degree, the long-term benefit to the University if the employee earns the degree, and the opportunities for growth at the University this program could provide the employee. To ensure that the proposal will benefit the University, the Position Management Team will review the proposal and may award a scholarship up to one-half the cost of tuition with a maximum of \$12,000 per person. The University will pay one-fourth the tuition upon registration and the remaining one-fourth upon successful completion of the course with a grade of C or better. Under current tax laws any benefit greater than \$5,250 in a calendar year must be treated as taxable income. Scholarships will be awarded only to the extent that funding is available. If an employee is selected for this program, an interest-free loan will also be available to assist the employee with tuition not covered by the scholarship. Employees who receive this award are required to repay the scholarship if they leave the University before serving three years following receipt of the degree. Scholarship recipients who terminate their employment before completing their degree must also repay the scholarship.

The eligibility requirements for receiving funding are:

- The employee must complete a year of service as a regular full-time employee prior to enrollment.
- Any special work schedule arrangements must be cleared with the employee's supervisor prior to enrollment.
- If the employee will qualify for grants or scholarships, the employee must apply for them. The amount of University funding will be reduced by the amount of the grant or scholarship.

Employees not wishing to pursue a degree may be eligible to receive the one-half tuition benefit for up to one work-related course per semester. Those interested in taking a single course should contact the Office of Human Resources.

Funding for Advanced Degree Programs

Limited funding is available for assisting employees who wish to pursue an advanced degree. Employees interested in this program should submit a proposal to the Office of Human Resources describing the degree being pursued, the length of time required to achieve the degree, and the opportunities for growth at the University this program could provide the employee. To ensure that the proposal will benefit the University, the Position Management Team will review the proposal and may award a forgivable interest free loan of up to \$35,000, or \$12,000 on an annual basis, to offset the tuition for the program. Repayment of the loan is due when the employee terminates employment with the University or if the employee fails to complete degree requirements. For each year the employee works after the degree is awarded, 10% of the loan is forgiven. If the employee works 10 years after the degree is awarded, the obligation for repaying the loan is satisfied.

The eligibility requirements for receiving funding are:

- The employee must complete three years of full-time continuous service as a regular, full-time employee prior to enrollment.

Educational Benefits For Spouses And Children

The University of the South

The University provides complete tuition remission for on-campus, undergraduate courses in the College of Arts and Sciences or any graduate course in the School of Theology for the spouses and dependent children of full-time employees whose appointment is for a period of one year or more, subject to the student's being in good standing and the student's degree-seeking status. Spouses and dependent children who have not previously received a four-year undergraduate degree are eligible for remission for courses taken at the University as part of an undergraduate degree-seeking program, and must be accepted for matriculation to be eligible. Spouse and dependent children who are not seeking a degree are eligible for remission for a maximum of two courses per semester. Continuation of this remission is subject to the same academic and other standards as the continuation of need-based financial aid. These same spouses and dependent children are eligible for portable financial aid for off-campus Advent or Easter semester programs, subject to the same standards as apply to students on financial aid.

The spouses and dependent children of disabled and retired employees who had met the age and service requirement for University post-employment benefits are also eligible under the same terms above.

To be considered a dependent child, he or she must be the natural, adopted or step-child of the employee, be under age 24, receive more than 50% of their support from the employee, and have lived with the employee for at least ½ of the year. Evidence of paying more than 50% of support is normally shown by the employee taking the child as a dependent on their federal income tax return.

Tuition Exchange Programs

The University participates in both the national Tuition Exchange (TE) Program, involving schools throughout the United States, and in the Associated Colleges of the South (ACS) tuition exchange program, involving most ACS member schools. These undergraduate programs provide the opportunity for dependent children of University employees to receive tuition scholarships at other participating institutions. For the national TE Program, the annual value of the grant varies among participating institutions; however, it cannot be less than a stated minimum in any given year. (This figure is available from the Office of Financial Aid.) For the ACS program, the value of the grant at participating institutions is full tuition. Most member institutions in both programs are liberal arts colleges, although some more specialized institutions also participate. The Office of Financial Aid has lists of those institutions participating in either or both programs. (Some institutions, like the University, have dual participation.) Due to restrictions inherent in both programs, some member institutions may not, in given years, be able to participate in tuition exchanges. Interested employees should contact the Office of Financial Aid beginning in the fall of each dependent's senior high school year for details on participating institutions.

The eligibility requirements for this benefit are:

- The student must be the natural, adopted or step-child of the employee, under age 24, receive more than 50% of their support from the employee, have lived with the employee for at least ½ of the year, and have been claimed as the employee's dependent on at least one of the preceding two years' federal income tax returns.
- A student(s) whose parent is a full-time employee of the University hired for at least a year is eligible.
- A student(s) whose parent is a University retiree (living or deceased) is eligible provided the aforementioned requirement concerning dependency qualifications was met while the parent was an active employee.

Educational Loan Program

The University offers an interest-free loan plan to all eligible employees who are enrolled or have dependents enrolled in degree-granting programs at accredited post-secondary educational institutions. Employees may borrow from a minimum of \$500 to a maximum of \$12,000 per academic year per dependent, not to exceed four academic years of borrowing per dependent. Loan repayments will be by payroll deduction for a period of up to 24 months per annual loan. Upon notice of termination of employment, the employee must pay the balance of the loan in full. This balance will be deducted from any payments owed to the employee.

The eligibility requirements for this benefit are:

- All regular full-time employees who are in good credit standing with the University are eligible to apply for a loan under the Educational Loan Program (ELP) after one year of employment, provided there is a reasonable expectation that employment will continue beyond three years.
- A family's adjusted gross income (AGI) as reported on their most recent federal income tax return will be used to determine income eligibility for the ELP. A family must show sufficient resources (by use of a standardized needs analysis) to repay the ELP in order to qualify.
- The student for whom the ELP is sought must have been claimed as a dependent on the borrower's federal income tax return for at least one of the two years preceding the loan application, and he or she must be the natural, adopted or step-child of the employee, under age 24, receive more than 50% of their support from the employee, and have lived with the employee for at least ½ of the year.
- The student for whom the ELP is sought must be enrolled in a program at an accredited post-secondary educational institution.

Secondary School Grant

The Secondary School Grant is designed to assist dependents of full-time employees hired for at least one year in attending an independent school of their choice for secondary education, excluding home school and online educational programs. The amount of the grant is determined each year, and the grant amount will vary depending upon where the student enrolls.

Repeated grades will not be covered and repayment will be required if the student is withdrawn before the end of term.

The eligibility requirements are the same as those for the Tuition Exchange Program.

Any student eligible for a scholarship or grant from the independent school must declare the amount of the grant in order to receive a University grant, and the amount of the scholarship or grant may reduce the University's grant.

308 CAMPUS SERVICES

Sewanee Dining

All employees are entitled and encouraged to visit the University dining facilities. Employees receive a discount at McClurg Dining Hall.

Athletic Facilities and Events

The University's athletic facilities, including the Fowler Center, are available for use on a scheduled basis by all University employees. Employees will be admitted with their Sewanee ID

Card. Partners and eligible dependents may obtain Fowler Center cards for a processing fee from the Athletic Department. These cards may also be used for admittance to home football games.

Housing

A limited number of rental housing units are available through the University Rental Housing Office in Facilities Management. Information about owning a residence on the Domain is available from the Superintendent of Leases.

Library Privileges

All employees are entitled and encouraged to use the facilities, services, and materials of the University Library. These include:

- Checking out books, videos and equipment
- Use of online resources
- Library services including interlibrary loan, reference services, computing equipment and printing, scanning equipment, and video editing equipment

The use of these services and materials by employees will be governed by the library's policies. If any checked out item is lost, the employee will be charged the cost of the item, plus a processing fee, both of which will be deducted from pay.

400 TIME AWAY FROM WORK

401 INTRODUCTION TO TIME AWAY FROM WORK

The University's leave programs are intended to provide staff members with substantially generous sick leave, vacation, holiday, and short-term medical programs.

Staff members who are away from work in excess of accrued leave may be subject to corrective measures unless they have been granted a leave of absence. Staff members who are away from work for more than one year are normally considered to have voluntarily terminated their employment.

Staff must use all applicable accrued leave to replace hours away from work prior to going into unpaid leave.

Leave Accrual eligibility is determined as follows:

- Full-time regular staff members or term appointees for terms in excess of two years are eligible for holiday, vacation, sick and short-term medical leave.
- Part-time regular staff members or term appointees for terms in excess of two years, who regularly work at least 1/2 time (1,040 hours annually for non-exempt staff), are entitled to holiday, vacation, sick and short-term medical leave benefits on a prorated basis.
- Full-time staff with a term appointment of at least one academic year (or nine months/1,560 hours) are eligible for holiday and sick leave.
- Full-time staff with a term appointment less than nine (9) months are not eligible for the University's leave programs.
- Temporary staff are not eligible for the University's leave programs.

402 VACATION

Purpose:

Vacation leave is intended for the rest and refreshment of the staff member, and staff members are encouraged to use their vacation days for that purpose. Although the University seeks to schedule vacations at the times sought by staff members, it is not always possible to do so in order to accommodate the University's work cycle. Except in an emergency, arrangements to take vacation must be made with the staff member's supervisor prior to its use. Any staff member who believes that they have been unfairly prevented from taking vacation should inform the Office of Human Resources; likewise, supervisors should insure all staff members are taking advantage of the vacation benefit.

Procedure and Application:

Vacation for non-exempt (hourly and salary) staff members accrues biweekly and vacation for exempt staff members accrues monthly. Vacation does not accrue when staff members are on unpaid (including short-term medical leave) leave from the University. Vacation cannot be taken before it is earned without permission of the appropriate division head and the assistant vice president of human resources.

Vacation can only be used to cover scheduled hours that were not worked. Vacation hours cannot be used to add hours to the pay period outside of your typical scheduled hours.

Staff members are expected to meet their budgeted hours during each workweek. For submitted timesheets that do not meet the position's budgeted number of hours, accrued vacation hours will be used to meet the budgeted number of hours. This action will occur during the payroll process.

Because the University believes that individuals should take vacation for their own welfare, vacation must be taken within 24 months after being earned. This means that accrued vacation is limited to the amount of vacation a staff member accrues in two years. Any vacation accrual over that limit will be lost.

Once approved, the days of requested vacation may not be exchanged for use of other accrued leave or changes in University operations (inclement weather closings, etc.)

Upon resignation, retirement, or a transfer to a non-eligible position (such as faculty) staff members are paid for accrued but unused vacation up to a maximum amount of one year's vacation accrual.

Non-Exempt Hourly Positions

Full-time non-exempt hourly staff members accrue vacation based on the schedule below. Part-time non-exempt staff members, who regularly work 20 or more hours per week, receive vacation hours in direct proportion to the position's budgeted hours.

Number of employed years:	Accrued per year:
0 to 3 years	13 days
3 to 5 years	15 days
5 to 8 years	18 days
8 to 12 years	20 days
12 plus years	25 days

Exempt and Non-Exempt Salaried Positions

Full-time exempt and non-exempt salaried staff members who have full-year appointments receive 25 work days (2.08 days per pay period) of vacation per year. Part-time exempt and non-exempt salaried staff members who have full-year appointments and who work an equivalent of at least one-half time receive vacation in proportion to the time worked.

403 HOLIDAYS

The University observes the following as holidays:

- New Year's Day
- Dr. Martin Luther King, Jr Day (**floating**)
- Spring Holiday (last Friday in Spring Break)
- Memorial Day
- Juneteenth (**floating**)
- Independence Day
- Labor Day (**floating**)
- Thanksgiving Day and the day following Thanksgiving
- Christmas Day and at least two other designated days

Floating holidays may be observed on the day of the holiday or scheduled day. They are noted as days when the University is considered open and most departments are required to be operational.

Holiday leave may not be taken in advance of the holiday.

If a staff member is required to work on a holiday, they will be paid for the actual hours worked on the holiday plus up to eight hours of holiday pay. Holiday pay is paid at regular rates and not at overtime rates.

If a non-exempt staff member is scheduled to work a holiday and calls out sick, the staff member will be paid eight hours holiday pay and the sick leave will not be deducted from the balance.

All holidays must be taken within each calendar year. Holiday accrual is zeroed out on December 31 of each year.

Holiday leave does not accrue from year to year and is not paid out upon resignation or termination.

404 SICK LEAVE

Sick leave is intended to provide salary protection during times of genuine illness of the employee or a dependent family member. Staff members accrue sick leave at the rate of one day for each calendar month up to a maximum of 40 days. Sick leave does not accrue when a staff member is on unpaid leave from the University. Staff members with academic year (or nine months/1,560 hours) appointments or staff members who work more than half-time, but less than full-time, accrue sick leave on a prorated basis.

Sick leave may be used to cover absences due to illness, injury, or required medical examination of a staff member or a staff member's child, spouse, or parent. Sick leave may also be used to make arrangements for and attend the funeral of a member of one's immediate family.

Absence due to illness shall be reported to the absentee's supervisor as soon as possible on the first day of absence. A doctor's statement may be required for sick leave in excess of three days, or whenever the supervisor or the Office of Human Resources deems it appropriate to question the validity of such leave.

When a staff member is absent from work on sick leave for more than three working days for a serious health condition, the staff member must inquire about family and medical leave to cover that absence if the staff member is eligible for such leave. The staff member's supervisor is responsible for working with the Office of Human Resources to ensure that the documentation required by the Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.) is completed (see *406 Family and Medical Leave*).

If an absence due to illness or injury exceeds the accumulated sick leave credit, accrued vacation will be used. Leave without pay, subject to the approval of the individual's supervisor and the AVP-HR (see *409 Leave Of Absence Without Pay*), may be used after all other leave has been exhausted.

Sick leave may not be transferred to another staff member under any circumstances and staff members are not reimbursed for accumulated sick leave upon final separation from the University.

405 SHORT-TERM MEDICAL LEAVE

Full-time staff members accumulate 22 days of short-term medical leave for each full year's service to the University up to a maximum of 110 days.

Staff members who hold regular appointments at less than full-time or who have academic year appointments accrue short-term medical leave in proportion to the time worked. For example: a non-exempt staff member working 20 hours per week receives one-half of the short-term disability leave benefits received by a full-time staff member.

A staff member becomes eligible for short-term medical leave benefits after 22 working days (based on a five day workweek) of total disability under a qualified physician's care and with a written statement from the physician certifying disability. The University may require that the certifying physician provide detailed information regarding the nature of the disability, the program of treatment, and the prognosis for the staff member's return to work. The certifying physician may also be asked to provide periodic reports verifying that the staff member is still under the physician's care and following the prescribed course of treatment. If the staff member is no longer under a physician's care or is no longer following the prescribed course of treatment, the University reserves the right to discontinue this leave. The University also reserves the privilege of requiring a second medical opinion from a University-designated physician before approving medical benefits. Should the medical opinions of the staff member's

physician and the University-designated physician concerning the short-term disability differ, a third physician, chosen mutually by the staff member and the University, will be asked to render an opinion. The majority opinion of the three physicians will be binding.

Staff members who return to work following short-term medical leave and who qualify as disabled due to the same illness within six months after their return are not required to meet the 22-day elimination period a second time. However, the 22-day elimination period must be met if the staff member is off for a different illness.

Should the staff member remain disabled after six months, the disabled staff member should apply for long-term disability. Information regarding long-term disability can be found with section 305 of this *Handbook* and within the Benefits Summary located on the Office of Human Resources webpage.

Staff members on short-term medical leave for a full pay period do not accrue sick leave, vacation, or short-term medical leave.

Employees who are granted short-term medical leave may not work for another employer or otherwise engage in activities inconsistent with the employee's representation that they are unable to work due to disability. Employees who violate this policy may be disciplined up to termination.

As of the date of retirement, resignation, or termination of employment, the staff member forfeits all accrued short-term medical leave. Should the staff member be re-employed by the University, they receive no short-term disability benefits due to prior service.

Short-term medical leave will under no circumstances continue to be paid after the date of termination of employment.

406 FAMILY AND MEDICAL LEAVE

The Family Medical Leave Act of 1993 (FMLA) entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave.

Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - 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;
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of their job;

- 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;” or
- Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember’s spouse, son, daughter, parent, or next of kin (military caregiver leave).

The Department of Labor’s website contains the full details of FMLA. For more information regarding the administration of FMLA at the University contact the Office of Human Resources.

407 WORKERS’ COMPENSATION

All employees are protected under Tennessee’s workers’ compensation law. This benefit covers accidental injuries or occupational illnesses that are caused by, arise out of, and occur in the course of employment at the University. Benefits continue uninterrupted until the staff member has reached maximum medical improvement, and an assessment of ability to return to work has been made, as defined by the workers’ compensation laws.

If a staff member is injured while working, no matter how slightly, the injury must be reported immediately to their supervisor. If the accident occurs outside normal working hours, a voice mail message to your supervisor should be left immediately after the accident occurs. The supervisor of the injured staff member should contact the Office of Risk Management as soon as possible to report the details of the accident and open a claim with the workers’ compensation carrier. The injured employee will be provided a list containing at least three medical providers to select for treatment. The Emergency Room should only be used for medical emergencies or injuries that occur outside normal office hours. Medical treatment for work-related injuries must be provided by one of the medical providers on the workers compensation panel of doctors provided to the employee at the time the injury is reported.

Staff members who are absent from work due to a work-related injury are only compensated by the University for the time missed on the day of the injury. No cash benefits will be paid by the workers’ compensation insurer for the first seven calendar days, excluding the day of injury, unless the disability extends to 14 calendar days. Staff members off work for 14 calendar days or less receive no wage replacement for the first seven days. Regular staff members will be allowed to use accrued sick leave and/or vacation leave to compensate them for the first seven calendar days of disability not paid by the workers’ compensation insurer. When a staff member is off work for 14 calendar days or more because of the work-related injury, the workers’ compensation insurer will pay the staff member for the first seven calendar days. This payment is known as a “wage replacement benefit” and is computed on a percentage (66 2/3 percent) of the average weekly compensation.

Staff members who are off work due to a work-related injury for a full pay period do not accrue vacation, sick leave, or short-term disability leave, and are not paid for holidays.

Each time a staff member is not at work due to a workers’ compensation injury, the total amount of the staff members’ Family and Medical Leave Act (FMLA) benefits will be reduced by the amount of workers’ compensation leave utilized.

Any medical expenses incurred as a result of such injury at work will be paid for by the workers' compensation insurer.

Staff members who are involved in a work-related accident will be subject to drug and alcohol testing and possible corrective action.

Staff members who are not able to perform all of their job functions (such as heavy lifting) may be assigned to positions that are within the limitations set by their physician when such positions are available.

408 LEAVE OF ABSENCE WITH PAY

Jury Duty

Paid leave shall be granted to a staff member who serves on a jury in any state or federal court as required by law. If excused by the court, the staff member must return to duty for the remainder of the day. A copy of the summons to jury duty must be furnished to the staff member's supervisor on the next scheduled work day following receipt of the summons.

Religious and Spiritual Conventions

Staff members may be excused once annually to attend religious or spiritual conventions of any tradition, provided they are official delegates (individuals who are officially appointed or selected to represent a group, organization, or community) and their absence is approved by the department and division heads. The leave should not exceed two days.

Sewanee Volunteer Fire Department

All staff who are members of the Sewanee Volunteer Fire Department and who are called to a local emergency will be paid for their services rendered when it cuts across the employee's regular hours of work. Compensation received while performing volunteer services are not subject to overtime rules.

Military Leave

All staff who are members of the National Guard or a military reserve unit and are called to active military duty for training or during a national, state, or local emergency will be granted unpaid military leave in accordance with applicable federal and state law. Such leave protects an employee's seniority and right to return to the same or a comparable position. The reassignment does not entitle the staff member to back pay during military leave, but upon return the salary will reflect any salary increases that would have been received had the staff member not been called to active duty.

Military leave is unpaid; however, staff employed in a regular position of half time or more may be eligible for military differential pay for up to 20 work days in a calendar year. If the staff member works half time or more, they are eligible for prorated differential pay based on the number of hours regularly scheduled to work.

Military differential pay is available only when called to active duty during the period of time the staff member would normally be at work (e.g., a staff member who works an academic-year schedule would not be eligible for differential pay for military leave during the summer).

Upon receipt of the appropriate authorization documentation, the University will pay the difference between the staff members regular salary and military pay for the period of required active duty up to a maximum of 20 work days annually, provided that the military pay is less than the staff member's regular University pay for the work days missed.

To request military differential pay, a staff member should submit to the Office of Human Resources military orders and a pay voucher which verifies the dates they were on active duty and which includes a detailed breakdown of military pay and allowances.

Staff members working less than half time, or hold a temporary position, are not eligible for military differential pay.

409 LEAVE OF ABSENCE WITHOUT PAY

Leave of absence without pay may be granted for justifiable absences. A leave of absence without pay may be recommended by the Office of Human Resources or the department and division head. A specific time period for the leave must be determined prior to an approval by the AVP-HR.

A staff member who does not return to work at the end of the leave period will be deemed to have resigned.

A staff member on leave of absence without pay for FMLA, military duty, or formal study may be eligible to continue membership in all group insurance plans in which the staff member enrolled prior to commencement of the leave for the full period of the leave. Costs for such insurances shall be at the regular staff member rates of contribution or COBRA rates.

Vacation time, sick leave, and short-term disability will not accrue during leave without pay. Holiday use is permitted during a leave of absence without pay.

410 CLOSING UNIVERSITY OFFICES FOR FUNERALS

University offices that wish to close their offices or permit staff to attend funerals of current or retired staff members or their immediate family members should obtain permission from the division head.

When an office is closed for a funeral, regular non-exempt staff members scheduled to work during the funeral will have the time the office is closed counted as time worked.

500 GENERAL EMPLOYEE INFORMATION

501 CONFIDENTIALITY

As a result of your employment with the University, you may acquire and have access to confidential information belonging to the University of special and unique value. This includes such matters as the University's personnel information, procedures, financial information and projections, student records, donor and prospect names and analysis, as well as any other information specific to the University. Sharing this confidential information with any unauthorized individual entities is prohibited. Any information, which is disclosed to the public by the University, shall not be deemed confidential information.

If you are ever unsure of your obligations consult with your supervisor for clarification.

502 STAFF PARTNERSHIP COUNCIL

The Staff Partnership Council hosts four open staff meetings during the academic year, holds staff trustee elections, and conducts a staff survey every three years.

MEMBERSHIP

1. two volunteers from each division, one exempt and one non-exempt, who serve a three-year term
2. staff trustees, one exempt and one non-exempt, ex-officio
3. director of the Center for Leadership, ex-officio
4. title IX coordinator and senior director of EEOT, ex-officio
5. director, HR development, ex officio

CHARGE: to facilitate effective communication between staff members and the senior administrative staff. The Council does not have policy-making powers. As partners in the mission and life of the University, the Council seeks to foster interaction and positive communications. Staff members who wish to add items to the agenda should contact a member of the Council or the director of HR development. The Council normally meets once per month, except in July and August.

503 STAFF TRUSTEES

Staff trustees are elected representatives of the entire University, not their individual department or office.

1. one full-time, exempt employee nominated by the exempt staff for a three-year term
2. one full-time, non-exempt employee nominated by the non-exempt staff for a three year term

504 STAFF/EMPLOYEE DEVELOPMENT

The University encourages employees' professional development whenever possible. Employees may be eligible for continuing education support as defined within the University benefits. Specific development relating to an employee's University's position is typically covered within the employee's department or division.

505 PUBLIC SAFETY

Workplace Safety

It is the policy of the University to provide a safe work environment free from recognized hazards and to comply with all federal, state, and local regulations in accomplishing this goal. Employees are expected to comply with all safety and health requirements whether established by the University, or by federal, state, or local law.

The University requests that all employees be safety-conscious and report any and all conditions which pose a threat of injury to faculty, staff, students, and visitors. Reports concerning threats to an individual's safety should be immediately made to your supervisor, Facilities Management, or the Office of Human Resources.

It is the responsibility of each supervisor to know safety and health guidelines to provide safe working conditions, report and investigate accidents, provide safety equipment when needed, and advise management of any unsafe working conditions.

The University complies fully with The Occupational Safety and Health Act of 1970, which assures safe and healthy working conditions for working men and women throughout the nation.

Workers' Compensation

All accidents involving an on-the-job injury or work-related illness of an employee fall under the Workers' Compensation guidelines as set up by the laws of the State of Tennessee. If you are an employee (faculty, staff, work-study, or college job) you are covered under Workers' Compensation insurance and thus are required to file a claim with the University's workers' compensation carrier as soon as possible following an on-the-job accident, injury, or onset of a work-related illness. (see 407 *Workers' Compensation*)

Automobile Accidents

Accidents involving University equipment or vehicles should first be reported to the appropriate local authorities. Any accident should also be reported to your supervisor immediately. The Office of Risk Management or the Office of the Treasurer should be notified within 24 hours of occurrence. If such an accident occurs at a time when offices are closed, it should be reported immediately to the Sewanee Police Department (SPD) at this number, 931.598.1111. SPD will complete an incident report. If there is bodily injury to the employee, report it first to the appropriate local emergency medical officials; then, report it to the Office of Risk Management as an on-the-job injury.

The University makes every effort to protect the safety and health of employees. Please report any unsafe conditions to your immediate supervisor.

Sewanee Police Department and Emergencies

The Sewanee Police Department provides 24-hour-a-day patrol protection to the University campus. Sewanee Police have the power to arrest in the State of Tennessee.

Potential criminal actions and other emergencies on campus can be reported directly by any student, faculty, or staff member. For speed in accessing the police department, a Communication Center is in place on the campus and an E-911 county system will provide contact with the police dispatcher 24 hours a day for an emergency. In non-emergency situations, dial 931.598.1111 (or ext. 1111 on campus).

Emergency Notifications and Communications

The Sewanee Police Department and dispatch personnel are responsible for issuing campus alert communications. Emergency notifications may be triggered by events such as severe weather, natural disasters, outbreak of communicable disease, or an accident inside a campus building. The following tools will be used to communicate emergency notifications: campus sirens, email notifications, and LiveSafe notifications.

LiveSafe mobile safety application is a communications tool to aid our community in engagement with emergency services and information. The free application for mobile devices allows employees access to the University's emergency resources, in addition to emergency protocols, and notifications. Download "LiveSafe" for free from Google Play or the App Store. Register with your mobile phone number and fill out your profile. Verify your account. Select "Sewanee".

506 SMOKING PROHIBITED

Smoking is prohibited in all enclosed University property, including vehicles, and is also prohibited within 50 feet of the entrance to any facility. This includes "vaping" and "e" cigarettes.

600 CORRECTIVE ACTION AND SEPARATIONS

601 CORRECTIVE ACTION

All staff members are at-will employees of the University, and the University reserves the right to terminate employment at any time for any lawful reason. Progressive corrective action will normally precede separation for staff members who have finished the introductory period and have regular appointments. However, the seriousness of the actions determines whether and in what manner corrective action is implemented.

1. On the occasion of the first violation of a work rule the supervisor shall take the following action:
 - a. Meet with the staff member to discuss the matter;
 - b. Inform the staff member of the nature of the problem, the action necessary to correct it, and the consequences if it is not corrected; and
 - c. In consultation with the Office of Human Resources, prepare a written (verbal) corrective action letter indicating that the meeting has taken place.
2. Should another violation of the work rules occur: the supervisor shall take the following action:
 - a. In consultation with the Office of Human Resources, prepare a written corrective action letter;
 - b. Meet with the staff member to discuss the matter
3. Should an additional violation occur, the supervisor shall consult with their supervisor, their department/division head and the director of human resources about which one of the following actions should be taken:
 - a. Issue a final written disciplinary letter that may include;
 - i. A suspension for the staff member without pay for up to 10 working days; or
 - ii. Terminate the staff member's employment.

No wages, vacation, or sick leave shall be paid or accrued to any staff member while they are suspended from work.

Staff members who believe they have been improperly disciplined may use the grievance procedure (see *Appendix B*).

602 PERFORMANCE IMPROVEMENT PLAN

A Performance Improvement Plan (PIP) is a formal process that may be used to address performance issues with an employee. It involves creating a structured and documented plan that outlines specific goals, expectations, and actions required for the employee to improve their performance within a set timeframe. The PIP includes identifying performance issues, setting objectives and goals, outlining action steps, establishing a timeline, providing support and resources, and communicating potential consequences. Regular feedback and communication between the employee and their supervisor are essential throughout the process.

603 RESIGNATIONS AND TERMINATIONS OF EMPLOYMENT

Employment with the University of the South is voluntary and subject to termination by the employee or University at-will, with or without cause, and with or without notice, at any time. Nothing in this handbook shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of University of the South employees.

Voluntary Terminations A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation to their supervisor or when an employee is absent from work for three consecutive workdays and fails to contact their supervisor (job abandonment). A staff member who is away from work for a period of one year for any reason is treated as a voluntary termination.

Procedures 1. Employees are requested to provide a minimum of two weeks' notice (non-exempt) or one month's notice (exempt) of their intention to separate from the University to allow a reasonable amount of time to transfer ongoing workloads. The employee should provide a written resignation notification to their supervisor. 2. Upon receipt of an employee's resignation, the supervisor will notify the human resource office by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work). 3. The Office of Human Resources will coordinate the employee's off-boarding. This process will include the employee's returning all University property (computers, documentation, keys, etc.); a review of the employee's post-termination benefits status; and the employee's completion of an exit interview.

Involuntary Terminations An involuntary termination of employment, including layoffs of over 30 days, is a management-initiated dismissal with or without cause. The inability of an employee to perform the essential functions of their job with or without a reasonable accommodation may also result in an involuntary termination. An employee may also be discharged for any legal reason, including but not limited to: misconduct, tardiness, absenteeism, unsatisfactory performance or inability to perform.

Procedures 1. Before any action is taken to involuntarily terminate an employee, the employee's supervisor must request a review by the Office of Human Resources for reviewing of the circumstances and determining if discharge is warranted. 2. The employee's supervisor's recommendation for involuntary termination must be communicated to the division head prior to any action taken. 3. If the recommendation to terminate is affirmed, the employee's supervisor and/or an HR representative will notify the employee in person verbally and in writing.

Death of an Employee A termination due to the death of an employee will be made effective as of the date of death.

Procedures 1. Upon receiving notification of the death of an employee, the employee's supervisor should immediately notify HR. 2. HR will process all appropriate beneficiary payments from the various benefits plans. 3. The employee's supervisor should ensure that the payroll office receives the deceased employee's approved timesheet or leave report or leave report or notification of the inability to produce one.

Final Pay An employee who resigns or is discharged will be paid through the last day of work, plus any unused paid vacation time off up to one year accrual, less outstanding loans, advances or other agreements the employee may have with the University, in compliance with state laws. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.

A staff member's termination date is the earlier of:

- last day the staff member performs work at the University of the South
- When official notification is provided to the Office of Human Resources

Unused vacation up to the maximum amount a staff member receives in one year, may be paid upon termination of employment. Vacation cannot be used to extend the last day of employment.

Technology/Information Access after Employment Termination: Upon termination of employment, access to University systems and facilities will be terminated in accordance with University's Account Termination Policy.

Benefits: In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), employees who are participating in the college's health insurance plan may be eligible to continue health insurance coverage. See section 4.19 COBRA for more information. The Office of Human Resources will deliver a Benefit Status Letter to the departing employee.

The departing staff member and their dependents, in accordance with federal law, may be entitled to continue health insurance coverage at their expense. The staff member should consult with the Office of Human Resources if they wish to continue health plan coverage.

604 LAYOFF

It is the policy of the University to attempt to provide regular employment for its staff, consistent with the University's needs and resources. Should it become necessary to reduce staff, the University will comply with the applicable state and federal legal requirements.

Unlike layoffs, academic year appointments may have an inactive period of more than 30 days; however, they are not typically associated with termination or job loss. They are appointments that define the duration and terms of employment for faculty and staff members within the academic year.

700 HUMAN RESOURCES OPERATIONS

701 EMPLOYMENT RECORDS

The University maintains certain records on each staff member, which are directly related to the staff member's job with the University. These records include the staff member's personnel file, benefits file, and payroll file. Medical information, unrelated to work performance or attendance, is filed separately.

Access to the files by any University official is on a need-to-know basis. Examples of individuals who have a legitimate need to inspect employment records include: the vice-chancellor, the provost, treasurer, the University general counsel and staff of the Office of Human Resources, and a department head who is considering a staff member for promotion, transfer or other personnel action.

In order to keep employment records up-to-date, staff members are urged to notify the Office of Human Resources of any changes in name, address, telephone number, marital status, number of dependents, beneficiary designations for any of the University's benefits, and persons to be notified in the event of an emergency.

When a change in the number of dependents or marital status occurs, the staff member should request (from the Office of Human Resources) and complete a new W-4 form for income tax withholding purposes.

702 PERSONNEL FILE

Each staff member's personnel file contains information needed by the University in conducting its business or required by federal, state, or local law.

Each active staff member is allowed to request access to their personnel records, except for letters of recommendation (which are usually provided on a confidential basis) and termination documentation. A staff member seeking to inspect their personnel file should inform the Office of Human Resources, who will determine the appropriate method in which to provide access to the file for the inspection.

If after inspecting their personnel records the staff member believes that certain material is irrelevant, inaccurate or obsolete, they may submit a written request to the Office of Human Resources to remove the material from the file. If the material is not removed, the staff member is permitted to place a written statement of disagreement in the file.

703 RELEASE OF EMPLOYMENT INFORMATION

The Office of Human Resources has partnered with a third party vendor to help provide automated income and employment verifications. All requests from sources outside the University for employment information of current and former staff members should call 931.598.1381 where they will be directed to the third party vendor to complete all requests in a confidential and timely manner.

800 HUMAN RESOURCES POLICIES

This Staff Handbook along with all University policies are owned and managed by the Office of the Provost and the latest, approved version of existing policies can be found on the [provost's webpage](#) (Access to University policies webpage requires University single sign on credentials).

University policies are subject to be applied to all employees regardless of classification, not just to employees receiving the *Staff Handbook*.

The following are the introductions to relevant Human Resources and Safety policies.

Employee Disability Accommodation Policy - Americans with Disabilities Act

The University is committed to providing reasonable accommodations to qualified employees with physical or mental disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act. The University provides procedures that will facilitate an interactive process of dialogue and timely exchange of information between the employee and the Office of Human Resources.

University's Drug-Free Campus Statement

The University of the South is committed to achieving a drug free campus and will both support those who voluntarily take steps to rid themselves of illicit drug use and alcohol abuse and rigorously enforce applicable laws and policies.

The unlawful possession, use, distribution, sale or manufacture of illicit drugs and alcohol on the University of the South campus, on property owned or controlled by the University of the South, or as part of any activity of the University of the South is strictly prohibited.

Alcohol and Drug Testing Policy

In compliance with the Drug-Free Workplace Act of 1988, the University has a commitment to providing a safe, quality-oriented, and productive work environment. The Alcohol and Drug Testing Policy outlines the practice and procedure designed to prevent and correct instances of identified alcohol and/or drug use in the workplace. The Office of Human Resources is responsible for policy administration concerning pre-employment and reasonable suspicion; the Risk Management Office is responsible for worker's compensation and volunteers.

Consensual Relations Policy

The relationship between students, faculty or staff with authority or ability to affect students' educational or staff's employment experience is inherently unequal in power and influence. Faculty members have the ability to grade and evaluate students, to invite or exclude students from research and other educational or professional opportunities and to provide recommendations for employment or further study for students. Staff members may have the ability to determine which students are selected for internships, study abroad, volunteer and professional opportunities and also may provide recommendations for students. The well-being

of the community at the University depends on a relationship of trust, respect, and fairness between the faculty, staff and students.

The Consensual Relations Policy provides definitions along with reporting procedures for someone who has concerns that this Policy may be violated. This policy applies only to consensual relationships. Where a student, faculty or staff member is coerced into a relationship, or coerced to stay in a relationship, the applicable policy will be either the Title IX and Sex Discrimination Policy or the Non-Discrimination, Harassment and Retaliation Policy.

Non-Discrimination, Harassment and Retaliation Policy

The University stands firmly for the principle that its employees, students, and participants of University-sponsored programs and activities have a right to be free from discrimination based on race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, veteran status, pregnancy and childbirth, and genetic information. As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008, Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, the University does not discriminate on the basis of sex or other protected categories in the educational programs or activities in which it operates.

This requirement of non-discrimination extends to admission to and employment in University related those programs or activities. All employees, students, and participants of University-sponsored programs and activities have the right to be free from discrimination, harassment and retaliation.

The University is committed to sustaining a community in which the dignity of every individual is respected. Keys to this value are efforts to nurture an environment of civility and mutual respect and to foster a culture of reporting concerns so that the University can respond promptly and equitably whenever an incident occurs.

This policy outlines the practice and procedure associated with filing a report along with providing definitions and the scope of applicability.

Title IX and Sex Discrimination Policy

Title IX prohibits discrimination and crimes of discrimination on the basis of sex in any federally funded program or activity. This Policy addresses review and response of complaints of sexual harassment, a form of prohibited sex discrimination, and other prohibited forms of sex discrimination involving individual students, faculty, staff and other participants in the University's educational programs and activities.

Conduct prohibited by this Policy also includes retaliation and complicity to commit sexual harassment or sex discrimination. Discrimination concerns based on categories other than sex are addressed using the Non-Discrimination, Anti-Harassment, Retaliation Policy (i.e. race, religion, etc.).

The Title IX Policy takes precedence over other University policies and procedures concerning Sexual Harassment or Sex Discrimination under Title IX or other conduct that is prohibited by this Policy in the event of a conflict.

Mandatory Reporter Policy

Most University employees, by position, are defined as Mandatory Reporters with the responsibility to report incidents of sex discrimination. This Policy is applicable to all individuals defined under the Policy as a Mandatory Reporter and defines how the report must be made. The Policy also provides important information for all members of the University community.

Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of the University is in violation of law, a written complaint may be filed by that employee with the Provost or General Counsel. Anonymous complaints may be sent through report-it.net.

The University protects from retaliation all employees who, in good faith, raise a complaint with the Provost or General Counsel against some practice of the University, or of another individual or entity with whom the University has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of University policy, and provides the University with a reasonable opportunity to investigate and correct the alleged unlawful activity.

Conflict of Interest Policy

The primary purpose of this Conflict of Interest Policy is to ensure that the interests of the University of the South are adequately protected as the institution enters into business or operational relationships that may involve the interests of one or more Key Institutional Leaders, as defined by this policy, or individuals related to such Key Institutional Leaders, and to ensure that all legal obligations of the University are being met.

Employee Gift Policy

At Sewanee, celebration is an essential part of how we create community and honor the hard work and dedication behind the success of the University in meeting its mission.

Certain gifts, awards, and prizes obtained through University funds and given to employees must be reported to the Office of Human Resources so that the value can be added to the employees' taxable income and the appropriate taxes collected from the employees' pay. Gifts such as cash awards, gift cards, and gift certificates, regardless of their value, are always taxable to the employee and must be reported at the time the gift or award is given.

Occasional non-cash gifts of nominal value may be excluded from reporting requirements if the value of the award is so small that accounting for it would be difficult. The Internal Revenue Service has not set a specific dollar maximum at which an item becomes taxable, but a gift worth more than \$50.00 is a good rule of thumb.

Departments with questions about whether a gift obtained through University funds should be reported should contact the Office of Human Resources for assistance.

APPENDIX A

UNIVERSITY WORK RULES

University work rules are subject to be applied to all employees regardless of classification (faculty, staff and administrators).

I. INTRODUCTION

Work rules are defined as rules issued by the University regulating the conduct of all employees. Work rules are designed to protect the rights and increase the safety of all. They provide written guidance to both supervisors and employees regarding the standards of behavior expected at work. An employee's conduct away from work may also result in corrective action, including termination.

The University's general work rules are listed below. Committing any of the infractions on the list may be sufficient grounds for corrective action ranging from reprimand to immediate discharge. The severity of the action will depend upon, among other things, the seriousness of the offense, the number of infractions, the prior corrective history of the employee, and the specific context of the incident(s) giving rise to the infraction(s). Employees are encouraged to discuss with their supervisor or members of human resources if they feel a) the work rules have been applied unfairly or b) a co-worker is violating the work rules.

These work rules constitute the general work rules applicable to employees of the University. Additional work rules may be issued which concern only individual positions or classes of positions or work units when such work rules are required by the nature of the work performed. Likewise, ***these work rules do not constitute all infractions for which employees may be subject to corrective action***. Other work rules, for example, are provided by law or established by the University administration. Violation of them may also result in appropriate corrective action.

II. Work Performance Infractions

- A. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of a supervisor or to carry out work assignments.
- B. Loafing, loitering, sleeping, engaging in unauthorized personal business, or visiting during work hours.
- C. Disclosure of confidential information or records to unauthorized personnel.
- D. Falsifying employment applications or other records or giving false information.
- E. Failure to observe all safety rules and practices, including the use of protective equipment and clothing, or in the operation of vehicles and equipment.
- F. Failure to cooperate in any University investigation.

III. Attendance Infractions

- A. Failure to report promptly at the scheduled starting time; leaving before the scheduled quitting time; or failure to notify the proper authority in a timely manner of an impending absence or tardiness.
- B. Unexcused or excessive absenteeism or tardiness.
- C. Failure to observe the time limits for lunch or rest periods.
- D. Falsifying time records or clocking in or out for another person.

IV. Property Infractions

- A. Abuse or misuse of University or private property, materials, equipment, or technology resources. Examples may include:
 - a. Email and internet access
 - b. Official notices, signs, and posters
 - c. Phone services for personal calls
 - d. Keys and credit cards
- B. Stealing or unauthorized possession or use of University or private property, equipment, services or materials.
- C. Unauthorized entry to University property.

V. Personal Action Infractions

- A. Inappropriate or unprofessional behavior that is disruptive to the operation of the office or endangers the physical or mental well-being of co-workers or other community members including students. Examples may include:
 - a. Threatening, attempting, or inflicting bodily harm towards others.
 - b. Using threatening, intimidating, abusive, or profane language toward others.
 - c. Making malicious statements concerning others or the University.
 - d. Conflict of commitment.
- B. Failure to comply with any University policy. Examples include but not limited to:
 - a. Drug Free Campus Statement
 - b. University Weapons Policy
 - c. University Gift Policy
 - d. Conflict of Interest Policy

- C. Reporting to work in a condition endangering the safety of the employee, of co-workers or of other University personnel; or inability to perform job responsibilities due to the influence of substance use.
- D. Failure to observe University or department-specific workplace attire guidelines.

VI. Outside Activities and Employment

Engaging in any outside activities or employment which could involve a conflict of interest or conflict of commitment in terms of the employee's relationship to the University may be interpreted as a violation of the work rules.

APPENDIX B

RESOLVING STAFF MEMBER CONCERNS

The Office of Human Resources is a resource for all employees, as well as supervisors and department heads on all matters arising in the workplace. HR staff are available for discussion about work-related issues at any time. Employees can request to discuss issues concerning their work environment with their supervisor or department head, HR staff, or their academic dean or the provost without the discussion being considered part of a grievance procedure.

UNIVERSITY COMPLAINT AND GRIEVANCE GUIDELINE

This Guideline has been developed to assist the University address complaints and grievances filed by its staff members. There shall be two types of procedures the University will use pursuant to this guideline. The two types are: 1) complaints which is an informal process and must be exhausted prior to instituting a grievance; and, 2) grievances, which is a formal process and are subject to AVP-HR review.

Definitions

1. Complaint—A complaint is a concern which an employee wants to discuss with supervisory personnel in an effort to resolve the matter.
2. Grievance—A grievance is defined as, and limited to, a written complaint involving an alleged violation of a specific provision of this *Handbook*.
 - a. a staff member who has a complaint or dissatisfaction arising from an interpretation, application, or a claim of violation of policy, rules, or regulations as described in this *Handbook* may initiate a formal grievance.
3. Staff Member—For purposes of the grievance procedure, a staff member is defined as all regular full-time and regular part-time staff members who have successfully completed the introductory period. Student workers are not included in the definition of staff members.
4. Administrator—For purposes of the grievance procedure, an administrator is defined as an employee tasked with the responsibility of managing, implementing, and enforcing policies within the University.

INTRODUCTION TO COMPLAINT AND GRIEVANCE PROCEDURES

In the interest of good working relations it is expected that a staff member should discuss work-related problems with their supervisor. Should that step fail to resolve a problem, members of the human resources team are available to assist the staff member and the supervisor in the resolution of personnel problems. All staff members and supervisors are encouraged to consult with the Office of Human Resources whenever doubts arise regarding staff member responsibilities, privileges, or behavior. Most concerns regarding policy or procedure can be resolved by the supervisor, the supervisor's supervisor, or the staff of the Office of Human Resources.

The following matters cannot be considered under these procedures:

- Elimination of a position.
- Changes in policy.
- Termination of staff members.
- Concerns regarding the staff member's Collaborative Review or compensation.
- Allegations of sexual discrimination under Title IX of the Education Amendments of 1972 and disability discrimination under the Rehabilitation Act of 1993 for which a different grievance procedure is provided (see 900 Policies)

In order to use the grievance procedure, a staff member must file their complaint with the Office of Human Resources within 20 working days following the incident which is the subject of the grievance.

COMPLAINT PROCEDURES

Step One—Discussion with immediate supervisor

Most grievances and on-the-job conflicts can and should be settled in conversation between the staff member and the staff member's supervisor. In some situations, the staff member may wish to discuss the matter directly with a member of the Office of Human Resources.

Step Two—Discussion with higher-level supervisor

If the staff member and the immediate supervisor are not able to reach a mutually satisfactory resolution to the grievance, the staff member may discuss the matter with the next-higher-level supervisor within five working days of the discussion with the immediate supervisor. Failure to proceed in a timely manner shall be deemed a waiver by the staff member and the grievance shall be deemed to have been settled.

If the staff member is satisfied with the decision reached by the next-higher-level-supervisor, no additional action is required. If not satisfied, the staff member may proceed to step three. (If no decision is communicated to the staff member within five working days of the initial discussion between the staff member and the next-higher-level supervisor, the staff member may proceed directly to step three.)

GRIEVANCE PROCEDURES

Step Three—The AVP-HR's hearing

The grievance must be in writing, signed by the staff member, and submitted to the Office of Human Resources within five working days of the completion of step two.

The written grievance:

1. must identify the provision of the *Handbook* which is alleged to have been violated,

2. must have a concise statement of the facts surrounding the grievance, and
3. must state the remedy sought.

Any grievance which does not include these essential elements may be rejected.

A staff member may select one member of the University faculty or staff who does not have a direct interest in the outcome to support the staff member during the grievance process. A member of human resources shall, if requested, help the staff member find a suitable person.

Time spent in grievance hearings shall be with pay for the staff member whenever it occurs during normal working hours.

Staff members are expected to exhaust the remedies available to them in the University grievance procedure prior to instituting any proceedings regarding the subject matter of the grievance in any state or federal court or agency. If, prior to or subsequent to commencing a complaint under the University's grievance procedure, a complainant files a claim regarding the subject matter of the complaint with a state or federal court or agency, the University reserves the right to discontinue the grievance proceedings.

The AVP-HR, in their discretion, may extend any time limit of this grievance procedure.

The AVP-HR will convene a meeting to include the AVP, the department head, and the staff member within five working days of the receipt of the written grievance. The meeting may also include any other person the AVP-HR deems necessary to understand and resolve the grievance. The staff member may be accompanied by one member of the University faculty or staff who does not have a direct interest in the outcome. At this meeting each party may present information concerning the grievance. The AVP-HR may also obtain information from other sources.

The AVP-HR or a designated representative shall render a recommendation for resolving the grievance in writing to the staff member within seven working days from the date the meeting was held.

Step Four—The Final Appeal

If the staff member is not satisfied with the recommendation of the AVP-HR, they must initiate an appeal within seven working days after receipt of the recommendation by sending the determination letter and the basis for the appeal to the provost.

The provost will then appoint a three-member Review Committee. Normally, the committee will consist of an administrator, a staff member and a faculty member. This committee will not consist of anyone from the same division as the grievant. The chair of the Review Committee will convene and conduct a meeting at which the grievant and the person(s) against whom the grievance was filed may appeal and present information concerning the grievance. The AVP-HR may also present additional information. The recommendation of the Review Committee will be by majority vote of its members, and the recommendation and its justification will be sent to the

provost within 30 days of the review meeting. The provost will render their decision within 10 days of receipt of the Review Committee's recommendation. The decision of the provost is final.

GLOSSARY

Academic year appointments (non-faculty): employment appointment limited to the academic year, which typically runs from the beginning of the fall semester to the end of the spring semester.

Accommodation: modification, change or adjustment to an individual's job, work conditions or work environment, or to the job application process for an applicant. An accommodation can be a change to the way job functions are typically performed, made in order to allow a qualified individual with a disability to perform the job.

Active status: when a staff member is working, using accrued leave, or on an approved paid or unpaid leave of absence.

Base Salary / Wages: refers to the fundamental or minimum amount of compensation an employee receives for their work, typically on a regular basis (e.g. hourly, weekly, or monthly).

Confidentiality: the duty to protect privileged information and to share entrusted information responsibly. It stems from the notion that a person's wishes, decisions, and personal information should be treated with respect. Confidentiality is an ethical duty that prevents certain people from sharing information with third parties.

Conflict of commitment: involves a situation in which an employee engages in an outside professional activity, paid or unpaid, that involves a commitment of time that may interfere, or appear to interfere, with fulfillment of the employee's obligations to the University, even if the outside activity is valuable to the University or contributes to the employee's professional development and competence.

Conflict of interest: occurs when an individual's personal interests – family, friendships, financial, or social factors – could compromise their judgment, decisions, or actions in the workplace.

Contingent (or adjunct) faculty appointment: an academic instructor who is hired on a temporary or non-tenure-track basis to teach courses at a college or university. Comparable to a term staff appointment.

Corrective actions: Action to eliminate the cause of a nonconformity to rules and procedures and to prevent recurrence. Corrective action generally follows a course of progressive discipline that will use increasingly serious actions if there is no sufficient improvement or if there is repeated failure to correct unacceptable conduct or work performance. The purpose of corrective action is to correct and resolve employee poor performance.

Employee: any individual with which the University maintains an employment relationship as defined by the Fair Labor Standards Act (FLSA), e.g. faculty members, staff members, students engaged in University student employment programming.

Essential services positions: Positions who perform work/duties/responsibilities that are necessary and required to maintain basic University functions including during scheduled closures or unscheduled suspension of some or all normal functions due to emergencies, events, or other situations.

Exempt positions and employees: those that are not entitled to receive overtime pay under the Fair Labor Standards Act (FLSA) or other applicable laws. They are typically paid a fixed salary, perform work that is executive, administrative, professional, or computer-related in nature, and must meet a minimum salary threshold to be considered exempt. Exempt employees are expected to exercise significant discretion and independent judgment, and are not eligible for overtime pay, even if they work more than 40 hours per week.

Floating holidays: may be observed the day of the holiday or scheduled day prior to the end of the calendar year. They are noted as days when the University is maintaining operations and most departments are required to be operational.

Full-time appointment and employees: a staff position that is designed and budgeted at a weekly schedule of at least 37.5 hours per week.

Hiring manager: The employee who is the accountable stakeholder who defines the job and requests the position to be filled. Typically, the direct supervisor or department head.

Immediate family members: considered to be the following relatives: spouse, domestic partner, parent, child, grandparent, grandchild, sister, brother, corresponding in-laws and step-relatives, and any other individual living in the same household.

Independent contractors: an independent contractor is an individual (or non-corporate business entity) that provides personal services to the University in such a manner as to be free from University control over performance. Typically, the independent contractor will have a principal place of business other than at the University, has a business license, and offers services to the general public, e.g. External consultants are independent contractors who provide professional advice.

Involuntary terminations: is a management-initiated dismissal with or without cause.

Layoff: the temporary or permanent termination of employment initiated by an employer due to various factors such as financial constraints, organizational restructuring, or other business-related reasons.

Military differential pay: a payment made by an employer to an employee who is performing active duty. The pay is intended to make up all of the difference between the employee's higher base salary or wages and their active duty military pay.

Non-exempt positions and employees: those that are not exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) or other applicable labor laws. These employees can be paid either an hourly wage or a salary, but they are still eligible for overtime pay at a rate of 1.5 times their regular hourly rate for any hours worked over 40 in a workweek. Employers must accurately track the hours worked by non-exempt salaried employees to ensure proper overtime pay calculations.

Part-time appointment and employees: a staff position that is designed and budgeted at a weekly schedule less than 37.5 hours per week.

Personnel file: a record of an employee's work life stored electronically by the Office of Human Resources.

Regular staff appointment: An employee employed on an at-will basis in a position that is anticipated to have an ongoing duration.

Short-term medical leave: when an employee is under a physician's care and is unable to perform work for up to six months.

Term staff appointment: An employee hired on an at-will basis for a predetermined duration, typically established during the hiring process and spanning a period longer than six months.

Temporary staff appointment: An employee engaged on an at-will basis, serving in a temporary capacity for a duration that does not surpass one year.

Three-quarter time employee: a position that is designed and budgeted at an annual schedule of at least 1560 hours (0.75 FTE).

Voluntary Termination: takes place when an employee a) provides a written or verbal notice of resignation to their supervisor, or b) remains absent from work for three or more consecutive workdays without notifying their supervisor.