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Revised: July 2021
II. EMPLOYEE POLICIES

Exemption, Reasonable Accommodation, and Interactive Process for Mandatory Employee COVID-19 Vaccination

Mandatory Covid-19 Vaccination Policy for Employees

Policy on Selection, Evaluation & Dismissal of Administrators

Policy on Selection, Evaluation & Dismissal of Administrative Personnel

Policy on /selection, Appointment & Evaluation of Staff

Remote Work in a State of Emergency Policy
Exemption, Reasonable Accommodation, And Interactive Process For Mandatory Employee COVID-19 Vaccination

Overview

Larkin University's Mandatory Covid-19 Vaccination Policy for Employees allows employees to request exemption from the mandatory COVID-19 vaccination requirements based upon qualifying and documented medical, ADA disability or religious reasons.

SCOPE

All employees

POLICY

Exemption and Reasonable Accommodation

Employees in need of an exemption from receiving the COVID-19 vaccine based upon the existence of either: (1) an underlying medical condition or ADA disability that contraindicates administration of the vaccine or (2) pregnancy or pregnancy-related medical condition or (3) a sincerely held religious belief, practice, or observance must submit a completed Request for Exemption from Mandatory COVID-19 Vaccination & Reasonable Accommodation Form to the Human Resources (HR) to begin the interactive accommodation process as soon as possible before the vaccination deadline.

The initial deadline for an employee's receipt of the Covid-19 vaccine is September 30, 2021. Employees who submit their request with supporting documentation by September 10, 2021 should receive a determination from HR before the September 30, 2021 deadline. Employees are encouraged to submit their requests as soon as possible. Individuals receiving offers of employment are required to timely comply with the mandatory vaccination policy (by providing either proof of vaccination or receipt of HR vaccine exemption approval) prior to the commencement of employment. Individuals receiving offers of employment from LU who do not timely comply with this policy will have their offer of employment rescinded.

Accommodations will be granted where they do not create an undue hardship for LU and/or do not pose a direct threat to the health or safety of others in the workplace and/or to the employee.
PROCEDURE

An employee requesting an exemption from the COVID-19 vaccination and who may need a reasonable accommodation must submit a completed Request for Exemption from Mandatory COVID-19 Vaccination & Reasonable Accommodation Form with any required supporting documentation to fmusila@ularkin.org.

Interactive Process

After receipt of an employee’s request for exemption, HR will review the documentation submitted and engage in the interactive process with the employee to clarify the nature of the request, determine exemption eligibility, and identify potential reasonable accommodations (with assistance from the supervisor, and/or college/unit administration where necessary). Accommodations will be granted where they do not create an undue hardship for LU and/or do not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

Granting an Exemption/Reasonable Accommodation

HR will complete the approval section of the Request for Exemption from Mandatory COVID-19 Vaccination & Reasonable Accommodation Form when an exemption is granted noting the duration of the exemption and any required resubmission by the employee and recertification by HR. If an accommodation is granted, HR will describe the nature and scope of the accommodation including any required protective equipment and/or modifications to the employee’s workplace or work life.

Denying an Exemption/Reasonable Accommodation

HR will complete the denial section of the Request for Exemption from Mandatory COVID-19 Vaccination & Reasonable Accommodation Form when an exemption and/or accommodation is denied with a notation of the reason for the denial. Denial of an exemption and/or reasonable accommodation request may be reviewed through LU’s appeal process.

Exemption Appeal Process

An employee who is denied an exemption by HR may appeal the decision by submission of an Appeal for Denial of a Requested Exemption from the COVID-19 Mandatory Vaccination Policy to HR within five (5) calendar days (Monday – Friday) of receipt of the decision denying exemption. The Appeal has to contain the employee’s name and contact information, the reason for the appeal (please be as specific as possible), and any relevant documentation. Filing of appeal does not extend the deadline for an employee to comply with the Mandatory Covid-19 Vaccination Policy for Employees. Submit the completed appeal form to retrich@ularkin.org. Appeals of the Exemption, Reasonable Accommodation, and Interactive Process for Mandatory Employee COVID-19 Vaccination are reviewed by a panel consisting of the president, the deans, and the registrar. The appeal panel may request additional information from the employee and/or HR, and additional medical and/or ADA disability related documentation from the employee. The appeal panel may decide to affirm HR’s denial or overturn HR’s denial and grant the employee’s request in whole or in part.

Please direct any questions regarding this policy to Director of HR at fmusila@ularkin.org.

RELATED INFORMATION

Mandatory Covid-19 Vaccination Policy For Employees
Attachments
No Attachments

Approval Signatures

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Applicability

Larkin University
Request for Exemption from Mandatory COVID-19 Vaccination & Reasonable Accommodation

Employees of Larkin University (LU) may request an exemption from the requirement to be fully vaccinated against COVID-19 in accordance with the Mandatory COVID-19 Vaccination Policy for Employees. The Exemption, Reasonable Accommodation, and Interactive Process For Mandatory Employee COVID-19 Vaccination, allows for exemptions to be granted for one of the following: (1) an underlying medical condition or legally recognized disability that contraindicates administration of the vaccine, (2) pregnancy or pregnancy-related medical condition, or (3) a sincerely held religious belief, practice, or observance. If exempted from the mandatory vaccination requirement, Human Resources (HR) will begin the interactive accommodation process to identify potential reasonable accommodations (with assistance from the employee’s supervisor and/or college/unit administration where necessary). Accommodations will be granted where they do not create an undue hardship for LU and/or do not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

This information will be used by the Human Resources (HR) to engage in an interactive process to determine whether an employee is eligible for such exemption and if so, to determine the reasonable accommodations that may be provided to enable the employee to perform the essential functions of his/her position without posing a threat of harm to self or others. If an employee refuses to provide such information, the employee’s refusal may negatively impact the university’s ability to adequately understand the employee’s request and/or to effectively engage in the interactive process to identify possible accommodations.

Medical and pregnancy exemptions from the mandatory COVID-19 vaccination requirement and necessary reasonable accommodations will be determined following the employee’s provision of written certification (LUVaccineMedicalExemptionForm) from a licensed treating medical provider (e.g., a physician (MD or DO)), nurse practitioner (NP), or physician’s assistant (PA) of one of the following:

- The applicable CDC contraindication for the COVID-19 vaccine
- A statement that the physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe, indicating the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine or

- Confirmation of pregnancy due date and/or documentation of pregnancy-related condition.

**Religious exemptions** will be determined based upon the employee's submission of this form and, if requested by LU, supporting documentation to verify and/or support the employee's sincerely held religious belief, practice, or observance.

If you have any questions about this form or the process you may contact Human Resources at [FMusila@ularkin.org](mailto:FMusila@ularkin.org).

| Nature of Request *(Required):* | ○ medical or disability  
|                               | ○ pregnancy-related  
|                               | ○ religious  

| Duration of Request *(Required):* | ○ temporary  
|                                  | ○ permanent  

**Employee Information**

**The following information is required for this request to be reviewed by the Office of Human Resources.**

Please provide your name and contact information.

**First & Last Name:**

**Phone number:**

**Email address:**
Request Information

The following information related to your request is required in order for LU to consider your request for an exemption.

Basis for Request: Please explain your request for an exemption from a completed COVID-19 vaccination due to medical, pregnancy-related, or a sincerely-held religious belief, practice or observance. If this is a religious exemption, describe the nature of your sincerely-held belief, practice or observance and how that conflicts with the mandatory vaccine policy. (Required):

Acknowledgement: By selecting an option below, you are acknowledging any applicable documentation requirements: (Required)

- Medical/Pregnancy Documentation: I acknowledge that medical documentation (as described on this form) must be provided before the request will be considered

- Request for Religious Tenet Documentation: I acknowledge that, in some cases, LU will need to obtain additional information, documentation or other authority regarding a sincerely held religious practice(s) or belief(s). I understand that such additional information does not take any specific form and is determined on a case-by-case basis. If requested, I understand that I am to provide such additional information, documentation or other authority to support my requested accommodation based on my sincerely held religious practice(s) or belief(s), or provide a written explanation as to why I am unable to provide such information.
Verification: I verify that the information I am submitting in support of my request for an exemption is complete and accurate to the best of my knowledge, and I understand that any intentional misrepresentation or falsification of documentation supporting this request may result in disciplinary action. I also understand that a request for an accommodation may not be granted if it poses a direct threat to the health/or safety of others in the workplace and/or to me, or if creates an undue hardship on the university. (Required)

O I agree.

Supporting Documentation & Next Steps

If this is a medical or pregnancy-related request and you have the written certification from your medical provider you can submit this information together with the request, otherwise your request will remain on file for review until the supportive documentation has been received.

If this is a religious request, the Human Resources will review your request and contact you with any questions or if documentation is needed. You also may choose to submit documentation in support of your request together with the request.

_______________________
Date (MM/DD/YYYY)

_______________________
Signature
Medical Certification Form To Be Completed by Employee’s Medical Provider

Employee Name: ________________________________________________

Date Requested: ______________________________________________

Attention Medical Provider:

Larkin University requires a completed COVID-19 vaccination as a condition of employment. The above-named employee is requesting an exemption from this vaccination requirement. A medical exemption from the COVID-19 vaccination may be allowed for certain recognized contraindications and/or pregnancy or pregnancy related medical conditions.

Please complete the form below. Should you have any questions please contact Ms Frida Musila, Director of Human Resources at fmusila@nova.edu.

The above person should not be immunized for COVID-19 for the following reasons:

☐ History of previous allergic reaction to indicate an immediate hypersensitivity reaction to a component of the vaccine.

Healthcare provider to add explanation here:
○ The physical condition of the person or medical circumstances relating to the person are such that immunization is not considered safe. Please indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization with the COVID-19 vaccine.

Healthcare provider to add explanation here:

○ Confirmation of pregnancy or pregnancy-related medical condition – Please provide due date and any other related documentation including postpartum requirements.

Healthcare provider to add explanation here:

I certify that for the above stated reasons, ____________________________ should be exempted from the requirement to complete the COVID-19 vaccination.

Medical Provider Signature: ___________________________________________
Print Signature: ______________________________________________________
Date: ____________________________
Provider Address: ____________________________________________________
Provider Phone Number: ______________________________________________
Mandatory Covid-19 Vaccination Policy For Employees

PURPOSE

Consistent with its duty to provide and maintain a workplace that is free of recognized hazards, Larkin University ("LU") has adopted a Mandatory Covid-19 Vaccination Policy for Employees. This policy is intended to safeguard the health and well-being of employees and their families, our students, visitors, and others who spend time on our campus from Covid-19’s infectious conditions that can be reduced through an effective mandatory employee vaccination program. This policy complies with Federal law and is based upon guidance provided by the EEOC, Centers for Disease Control and Prevention (CDC) and public health and licensing authorities, as applicable. This policy and related policies are intended to comply with Title VII and the ADA which require an employer to provide reasonable accommodations for employees who, because of a disability or a sincerely held religious belief, practice, or observance, do not get vaccinated for COVID-19, unless providing an accommodation would pose an undue hardship on the operation of the employer’s business.

SCOPE

This policy applies to all LU employees: faculty (including full-time and part-time faculty, administrative faculty, and adjunct faculty), full-time and part-time non-faculty staff, temporary employees, and individuals receiving offers of employment in any of these categories. This policy does not apply to students, vendors, or visitors. This policy applies only to the requirement for completion of the Covid-19 vaccine and does not supersede or otherwise limit any current or future requirements by LU’s colleges and/or administrative units for proof of an employee’s receipt of other vaccines or compliance with health and safety requirements. Compliance under this policy may require recurrent vaccinations or boosters on an annual or recurrent basis consistent with U.S. Food and Drug Administration labeling and CDC recommendations.

POLICY

The initial deadline for an employee’s completion of the Covid-19 vaccine is September 30, 2021. On or before this date, all employees must either: (a) accurately and truthfully report the date of the completed vaccination to Human Resources (HR) (i.e., receipt of second dose in a 2-dose series vaccine such as Pfizer or Moderna, or receipt of a single-dose vaccine, such as Johnson & Johnson) or (b) obtain an approved HR vaccine exemption (with specification of any reasonable accommodation if applicable and available). For purpose of compliance with this policy, an employee is considered to have completed the Covid-19 vaccination two weeks...
after the receipt of either the single dose or 2-shot vaccine series. The process for seeking an accommodation is explained below. Individuals receiving offers of employment will be required to comply with this policy prior to the commencement of employment.

Employees who do not fulfill one of these two requirements will be placed on unpaid leave for up to forty-five (45) calendar days. During this time period, employees who either submit information to HR of a completed COVID-19 vaccination or receive an approved HR vaccine exemption will be authorized to return to duty subject to operational needs. If at the end of the unpaid leave period an employee has not completed COVID-19 vaccination, received an approved HR vaccine exemption, his/her continuing employment status will be determined by HR, and the employee may be subject to separation at LU’s discretion for cause for failing to comply with LU’s Mandatory COVID-19 Vaccination Policy for Employees.

Individuals receiving offers of employment are required to timely comply with this policy prior to the commencement of employment by providing either proof of a completed vaccination or receipt of HR vaccine exemption approval. Individuals receiving offers of employment from LU who do not timely comply with this policy will have their offer of employment rescinded.

To establish that they have been fully vaccinated, employees are required to provide COVID-19 vaccine information accurately and truthfully to HR. Any falsification of vaccine information will subject an employee to potential disciplinary action up to and including termination of employment for cause.

LU will assist employees by identifying sites where employees may receive the COVID-19 vaccinations or/and arranging an appointment on a nearby vaccination sites or/and organizing transportation to a site where employees may receive the vaccinations. If requested and subject to scheduling requirements of the college or administrative unit, employees shall be provided release with pay from their scheduled work time (for up to two hours) to obtain a vaccination injection.

**Request for Vaccine Exemption and Accommodation**

To assist any employee who has either: (a) an underlying medical condition or Title VII and ADA recognized disability that contraindicates administration of the Covid-19 vaccine, (b) pregnancy or pregnancy-related medical condition, or (c) an objection based upon a sincerely held religious belief, practice, or observance, LU will provide exemption from the vaccination requirement and engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for LU and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. (Refer to the LU policy *Exemption, Reasonable Accommodation, And Interactive Process For Mandatory Employee COVID-19 Vaccination* for further details.)

To request an exemption from the vaccination requirement for one of the above reasons, employees are required to submit a completed *Request for Exemption from Mandatory COVID-19 Vaccination & Reasonable Accommodation Form* to HR. Employees who submit their request with supporting documentation before September 10, 2021 should receive a determination from HR before the September 30, 2021 deadline. Employees are encouraged to submit their requests as soon as possible. Employees may request an exemption and seek workplace accommodation without fear of retaliation.

After receipt of an employee’s request for exemption, HR will review the documentation submitted and, engage in an interactive process with the employee to clarify the nature of the request, determine exemption eligibility, and identify potential reasonable accommodations (with assistance from his/her supervisor, and/or college/unit administration where necessary). Accommodations will be granted where they do not create an undue
hardship for LU and/or do not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

If an employee believes that s/he has been treated in a manner not in accordance with this policy, please notify HR immediately and/or the office of the President in writing.

FORMS

Request for Exemption from Mandatory COVID-19 Vaccination & Reasonable Accommodation Form
LUVaccineMedicalExemptionForm

RELATED INFORMATION

LU Policy: Exemption, Reasonable Accommodation, And Interactive Process For Mandatory Employee COVID-19 Vaccination

Attachments

LUVaccineMedicalExemptionForm.pdf
Request for Exemption from Mandatory COVID-19 Vaccination.pdf

Approval Signatures

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Applicability

Larkin University
Larkin University  
18301 N. Miami Ave.  
Miami, FL 33169

Policy on Selection, Evaluation and Dismissal of Administrators

**Purpose:** The success of Larkin University is dependent on an environment of mutual trust and confidence. The administrative leadership team is critical to the environment and implementation of the mission and strategic plan of the university. This policy provides guidance in the selection, evaluation and dismissal of university administrators.

**Policy:** The selection of University administrators is a matter of great importance to the University. The President normally seeks advice on such matters through a variety of appropriate channels, individuals, and groups. Participation of faculty and students in the selection of those administrators who significantly affect the academic programs of the University is highly recommended.

**Selection**
Academic excellence is essential to the educational mission of Larkin University. Such excellence is achieved in an environment of mutual confidence, collegial participation, effective leadership, and strong academic programs. To foster that environment, it is University policy that the faculty are expected to participate in the selection of deans and departmental chairpersons and that the advice of the faculty shall be actively sought concerning possible improvements in academic programs and in administrative leadership of academic divisions and departments. Working in coordination with Human Resources, approval of any open position must have been approved in the budget, have a developed job description, and receive the approval of the CFO and President/CEO. The President/CEO will then initiate the selection process, by establishing a search committee. Working with Human Resources, the President/CEO will monitor the selection and hiring process through to completion. It is the responsibility of the President/CEO to inform the Board of Trustees of administrative appointments.

**Evaluation.**
It shall be the practice to evaluate all administrators periodically. It is the responsibility of the President/CEO to evaluate all direct reports at the university level, with the respective college Dean evaluating administrators at the college level. Performance reviews will be done annually as a “formative” process for all administrators as an opportunity to identify areas for potential growth and improvement. Reappointment reviews will be completed near the end of the stated contract period and have direct bearing on the question of continuation in the administrative position. This evaluation should be global in nature and
include input from all stakeholders and constituents. The President/CEO or the direct supervisor will have the final decision on the evaluation of administrators.

**Dismissal**

If it has been determined that an administrator will not be offered a continued contract for the position, they must consult with the President/CEO and Human Resources. The process for dismissal must follow the protocol for faculty/staff dismissal detailed in the Employee Handbook or the specific contract agreement and must include due process for the administrator. The termination should be communicated verbally and in writing. Because Florida employment is “at will”, a reason for termination may not be provided. Department leadership is strongly advised to request assistance from Human Resources in all matters dealing with termination including composing the letter of termination.

**Implementation:** May 1, 2019

**Maintenance and Review of the Policy:** The President/CEO and Human Resources are responsible for the implementation and monitoring of this policy. This policy will be reviewed every four years for its effectiveness. All administrative policies of Larkin University can be accessed electronically at ularkin.org or can be obtained from the Human Resources Department.

**Document History**

- Date adopted by Board of Trustees: 4/19
- Date reformatted: 4/19
- Date reviewed: 7/21
- Next scheduled review date:
Policy on Selection, Evaluation & Dismissal of Personnel

Purpose: The success of Larkin University is dependent on an environment of mutual trust and confidence. Quality personnel are critical to the success of the university and work in unison with other positions to implement the programs and mission. This policy provides a short summary of the selection, evaluation and dismissal of personnel. Detailed processes are found in the Employee Handbook.

Policy: Larkin University is committed to a robust search and recruiting process to find the most qualified personnel available to fill vacancies. Full time employees at Larkin University will be classified as either exempt or non-exempt employees. Exempt employees have positions that are paid as salaries whereas non-exempt employees have positions that are paid hourly. Detailed process for selection, evaluation and dismissal of personnel is found in the Employee Handbook.

Selection A job description must be completed and approved for any new or additional position within the system prior to approval of the Personnel Requisition and Approval Form. The job description will outline the specific responsibilities for the position. Open positions will be posted to the Larkin website in search of qualified individuals. Candidates for interview will be selected from those with completed applications. Recommendation of candidates for hire will be presented to Human Resources for completion of the applicant verification. The immediate supervisor and human resources will work together in the recruitment of quality personnel and to monitor all University staffing, assuring that the objectives of this policy are met, and the procedures required are followed.

Evaluation Larkin University will formally evaluate the performance of each employee on an annual basis. Informal performance is expected as a part of the development and growth of all employees. Opportunities for personnel development are available to employees and should be discussed with the immediate supervisor.

Dismissal Employment at the University may end due to retirement, resignation, termination, program reorganization, or as a result of position elimination. The immediate supervisor working in collaboration with Human Resources handles all dismissal of employees in accordance with the protocol detailed in the Employee Handbook.
Implementation: May 1, 2019

Maintenance and Review of the Policy: The President/CEO, Human Resources, and the immediate supervisor are responsible for the implementation and monitoring of this policy as detailed in the Employee Handbook. This policy will be reviewed every four years for its effectiveness. All administrative policies of Larkin University can be accessed electronically at ularkin.org or can be obtained from the Human Resources Department.

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Date adopted by Board of Trustees: 4/19
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Date reviewed: 7/31
Next scheduled review date:
Larkin University
18301 N. Miami Ave.
Miami, FL 33169

Policy on Personnel (Staff) Development & Evaluation

Purpose: At Larkin University, Staff play a key role in providing effective operations and assistance in the delivery of our program and mission. Their needs regarding development and evaluation varies from the role of a faculty member. This policy is intended to provide an understanding of resources available to enhance their skills and identify the annual evaluation process and continued employment with the institution.

Policy: The overall objective of staff evaluation & development is to provide an environment with resources and support conducive to innovation, entrepreneurial and academic excellence. Larkin University aims to encourage personal growth intellectually and professionally for all members of the faculty and staff. In order to achieve this goal, the University has adopted a two-pronged strategy that considers both programmatic as well as individual approaches. Additional information is also available in the Employee Handbook.

Staff Development
Due to different roles and responsibilities, LU staff require different developmental opportunities. The staff development program focuses on activities pertaining to the specific roles and responsibilities of each staff member, as well as departmental needs, which include, but are not limited to, training on technology systems, training on admissions processes, student affairs specific programming or experiential program specific training.

New Staff Orientation
1. Introduction to the full administrative team, the staff within their respective department, as well as individual 30-minute meetings with appropriate faculty and/or administrators as related to the role of the staff member.
2. Weekly one-on-one meetings with the appropriate supervisor to outline a plan for learning the role and assess progress toward understanding of processes, communication, and expectations. Examples of various meeting topics include may include but are not limited to:
   a. Mission, Vision, and Core Values of the LU and their respective College and Department
   b. Organizational structure
   c. Introduction to documents and procedures for time-off requests, reimbursement requests, requests for supplies, etc. The staff member will also be oriented to the shared (p) drive.
   d. Monthly department meetings for departments with more than one staff member.
3. After the initial 90-day period, the staff member completes a self-assessment which is sent to their supervisor. The supervisor incorporates the staff member’s self-assessment with their own assessment and provides the full evaluation to the staff member three days prior to meeting with them to discuss. The purpose is to determine
initial growth in the role, professional development needs, and to establish initial goals to be assessed at the annual review.

**Staff Development Programs**
The University supports staff development which is developed in partnership with the staff member’s supervisor and incorporated into the staff member’s annual goals/evaluation. Opportunities that may be considered include:

- Conference attendance
- Webinars
- Invited speakers
- Scholarship
- Work related certificates or courses, which may align with needs of the university or college

Staff members may request professional development funding for travel and training necessary for improvement in each staff member’s role. Scholarship within the areas of student affairs, experiential education, and admissions is encouraged, and funding requests are favored for conference presentations or poster presentations.

**Staff Evaluation**
Annually, the staff member completes a self-assessment which is sent to their supervisor. The supervisor incorporates the staff member’s self-assessment with their own assessment and provides the full evaluation to the staff member three days prior to meeting with them to discuss. The purpose is to determine initial growth in the role, professional development needs, and to establish initial goals to be assessed at the next annual review.

**Implementation: May 1, 2019**

**Maintenance and Review of the Policy:** It is the responsibility of the immediate supervisor working in collaboration with Human Resources to ensure the implementation and monitoring of this mandatory policy. Staff and supervisor should communicate and document performance during the year as well as during the annual evaluation period. This policy will be reviewed every two years for its effectiveness. All administrative policies of Larkin University can be accessed electronically at ularkin.org or can be obtained from the Human Resources Department.

**Document History**
Date adopted by Board of Trustees: 4-19
Date reformatted: 4-19
Date reviewed: 7-21
Next scheduled review date:
Remote work in state of emergency policy

PURPOSE

Remote work can be helpful in urgent situations and/or a declared campus state of emergency, allowing for continuity of operations. This policy assumes that the campus still does exist and is facilities are functional but can't be used as a result of a pandemic. This policy does also address if the state of emergency results from a partial non-functionality of the campus. This policy outlines the transitions of the University to remote work in such a state of emergency and defines procedures and expectations.

A pandemic is a disease epidemic that has spread across a large region, for instance multiple continents, or worldwide. A pandemic crosses international boundaries, usually affecting a large number of people. Pandemics can also occur in important agricultural organisms (livestock, crop plants, fish, tree species) or in other organisms. A disease or condition is not a pandemic merely because it is widespread or kills many people; it must also be infectious.

A key part of managing an infectious disease outbreak is trying to decrease the epidemic peak, known as flattening the epidemic curve. This helps decrease the risk of health services being overwhelmed and providing more time for a vaccine and treatment to be developed. Non-pharmaceutical interventions that may be taken to manage the outbreak include personal preventive measures such as hand hygiene, wearing face-masks and self-quarantine; community measures aimed at social distancing such as closing schools and cancelling mass gathering events; community engagement to encourage acceptance and participation in such interventions; as well as environmental measures such as cleaning of surfaces.

The health of Larkin Community, our students and employees is and must be our top priority and therefore in case of a declared pandemic Larkin University will work diligently and carefully with the Centers for Disease Control and Prevention (CDC), the Florida Department of Health, The Florida Department of Education and local authorities to make decisions and arrangements to maximize social distancing and eliminate gatherings of large groups of students to minimize the impact on our campus. LU Administration will work with students, faculty and staff to mitigate the impact of necessary public health decisions and implement the following measures designed to promote social distancing, which experts say is central to preventing the spread of disease. This is addressed in part A of this policy.

LU might also need to transition to remote work or partial remote work as the result of a different critical incident that lead to a declaration of a state of emergency in which the Critical Incident Management Team advised not to use the whole campus or its parts for normal operations. This is addressed in part B of this policy.
SCOPE
This policy applies to all faculty and staff, Board members, students, interns and volunteers.

DEFINITIONS
State of emergency: This situation exists when a critical incident has resulted in substantial disruption of University functions and is likely to be long term, and it becomes necessary, for continuity of normal operations and/or the well-being of the University community, to modify/alter normal functions, established procedures, and/or policies without submitting to a formal process.

POLICY
A. Remote work in response to a pandemic
   A. All face to face classes will move to virtual instruction using online tools.
   B. Larkin University will be transitioning to remote work following the move to virtual instruction. Certain employees will be required to be on campus, as we will continue to support our academic and research enterprise as well as other university functions during this time.

   During this unusual time, it is imperative that supervisors work with each member of their team to confirm the remote work assignment, provide guidance for remote work, and set expectations.

PROCEDURES
• All employees, on-site and working remotely, are expected to fulfill their duties and work hours.
• All employees are to remain connected to secured systems during normal working hours and following all university policies related to access, data security, and data confidentiality.
• All classes and courses will be taught via virtual instruction and the University makes every effort that your professors will be providing the full spectrum of services you are used to via online/virtual delivery. IT support is available during normal business hours, please call Dr. Marchado via tel 305-760-7525 if you need any assistance, he will try to solve your issue via teamviewer and if not possible set up an appointment time when you would met at the University.
• As the University will be going virtual also in other areas like counselling and tutoring, you are required to continue to monitor your email for regular updates from your Departments or Colleges.
• The office of the Registrar, financial services, and admissions will continue to provide their full spectrum of services, all emails and phone lines are expected to work during business hours and appointments will be set up virtually.
• The Library and all classrooms, study rooms and lounges will be closed for general access. Access will be granted by facilities management only to smaller groups of less than 5 people and only for essential meetings approved by either the College deans or the Office of the president. However, Library services will be provided virtually, please call or email Dr. Argov with any requests. She will be happy to assist.
• The building will be open 8am to 6pm Monday to Friday and Security will be on campus only 9am-5pm. Only individuals with approval from the president and provided with an access code are allowed to be in the building outside those hours.
• The building will be closed on weekends. Only individual with approval from the president and provided with an access code are allowed to be in the building.

• All routing forms that typically need signatures (Credit care purchase/Purchase order/Vacation requests etc) can be signed electronically via a scanned signature and can be submitted via email, see separate Signing of routing and transmittal documents in state of emergency policy.

• Essential research infrastructure will be maintained. Research work in the research or educational lab can continue under certain conditions specified in the Research in case of transition to remote work policy.

• Under no circumstances are researchers to take materials other than laptops, data storage devices, etc., offsite (e.g., to their homes). Ensure that no data or files with patient or participant identifying information is compromised and HIPAA and IRB regulations are followed.

• If employees are in roles that do not traditionally accommodate remote work, supervisors are expected to assign other work, projects or professional development that can be performed remotely. Human Resources will assist in identifying alternative work assignments for these employees.

• During this period of remote work, employees will avoid travel and are asked to practice social distancing. Travel restrictions will be in place for all university-related travel. In addition LU recommends to reduce private travel to an essential minimum and not to use public transport or mass travel.

• Employees who are not able to do their work from home because the work requires their physical presence on campus, will work closely with their supervisors to devise a suitable solution that supports social distancing. Supervisors are expected to assign alternative or additional work. Human Resources will assist in identifying alternative work assignments for these employees.

• New hires expected to start during the remote period will be contacted by HR and their departments to discuss each case individually.

• The university cleaning crew will maintain an increased frequency for cleaning and sanitizing the building so that at all times if somebody needs to come in the building will be clean and as free of germs as possible.

A pandemic is a dynamic situation; it is important that you strictly follow all guidelines for social distances and prevention strictly and continue to stay alert to updates, read your email at least once per day, follow all updates on the university web page http://ularkin.org/ and have your cell phone charged and turned on to be able to receive notices and get contacted.

B. Remote work in response to a different critical incident

If LU needs to transition to remote work or partial remote work as the result of a different critical incident that lead to a declaration of a state of emergency, the Critical Incident Management Team will advise which parts of the policy and procedure outlined in A can be and will be applied or implemented.

RELATED POLICIES

Emergency and Critical Incident Policy and Procedure

Signing of routing and transmittal documents in state of emergency policy

Research in case of transition to remote work policy

Incoming mail and deliveries in state of emergency policy
Attachments

No Attachments

Approval Signatures

<table>
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<tbody>
<tr>
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<td>03/2020</td>
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