



## **Employee Handbook**

**2018-2019**

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## **General Information**

2018-2019

[www.larkin.org](http://www.larkin.org)

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Miami, FL 33169

## MESSAGE FROM THE PRESIDENT/CHIEF EXECUTIVE OFFICER

### Dear Fellow Employee:



As the President/Chief Executive Officer at one of Florida's newest private not-for-profit universities, I am honored to welcome you to Larkin University. Larkin University is a private not-for-profit university that is partnered with the Larkin Health System. Prior to joining Larkin University in summer 2018 I followed the transition of Larkin Health Sciences Institute into Larkin University very carefully. I was amazed by its vision, dynamics and the passion of the people involved: the founder, the board, the administration and the faculty had not only a vision but started to build and shape a new university in a stimulating multicultural, multiethnic environment to serve the needs of a diverse global society.

Larkin University today delivers innovative education in a dynamic learning environment that incorporates the latest technologies, evidence-based science. LU's dedicated faculty truly cares about our students and their future roles in health care and related industries, including research and education.

We here at Larkin University are proud of what we achieved so far and are looking forward to serve for the benefit of our diverse group of bright students and the needs of our community. Our University benefits greatly from the dedication and professionalism that each of you brings to your work. The policies, benefits, and services described in this handbook reflect our interest in the well-being of everyone in our community and I encourage you to take advantage of the many opportunities and resources available to you for your personal growth and professional development.

I hope you will derive much satisfaction and personal fulfillment in knowing the vital contribution that you make to the success of our University as I am convinced that Larkin University in the close future will be one of the leading medical universities in South Florida, strong in research, excellent in education!

My best wishes for your success at Larkin University!

A handwritten signature in blue ink, appearing to read 'Rudi H. Ettrich', written in a cursive style.

**Rudi H. Ettrich, RNDr. MSc. PhD.**  
President/Chief Executive Officer

## **Introduction**

Welcome to Larkin University (LU). This Employee Handbook outlines and describes the organizational structure and governance of the University, sets forth the major policies and procedures for faculty and staff, outlines professional activities and responsibilities, and describes benefits plans. Because the University by its very nature is an academic institution, is a dynamically evolving institution, it is inevitable that changes will occur, new policies and procedures will be adopted, and existing descriptions will be superseded. This handbook will be revised periodically, but changes between handbook revisions will be disseminated and taken into effect as they adopted and approved.

This handbook is to acquaint you with the policies and procedures at Larkin University. This Employee Handbook attempts to answer any questions about your job. It provides an overview of employee benefits and general policies and procedures. Specific employee benefits, which may change from time to time, will be provided in a separate document by the Human Resources Department.

Onboarding (e.g., employee orientation) is provided to introduce all employees to their new job, work environment, and LU policies and procedures. Each individual supervisor is available to assist each new employee and answer any questions. The success of the University depends on the conscientious work of each and every employee. The Larkin University team, made up of administrators, faculty, and staff, are committed to helping everyone do the best job possible. This reflects our commitment expressed in our Policy on Institutional Integrity

Please keep in mind this handbook is a reference guide and that its contents are not intended to create a contract between the University and any employee. Nothing in this handbook binds LU to the benefits, working conditions, or definite period of employment.

The policies stated in this handbook are subject to change at any time at the sole discretion of the University. From time to time you may receive updated information concerning changes in a policy. Any questions not answered in the manual may be referred to each individual supervisor or the Human Resources Department.

## **History**

Larkin University was founded as Larkin Health Sciences Institute (LHSI) in August of 2013 with the official filing of the Articles of Incorporation with the Board of Directors with the State of Florida and was granted status as for 501(c)3 nonprofit status with the US Internal Revenue Service. In the establishment of LHSI, the vision of the Founder, Dr. Jack Michel was to create a health sciences university devoted to interprofessional education, serving the education needs of underrepresented minorities of South Florida, and helping to fill the gap in the shortage of highly trained health care experts locally and nationally.

Shortly after founding Larkin Health Sciences Institute, The College of Biomedical Sciences sought and received approval from the Florida Department of Education's Commission for

Independent Education (CIE) to offer the first degree from LHSI, the Master's in Biomedical Sciences. The College has since graduated over 50 alumni of that program. In 2015, the State of Florida approved the Doctor of Pharmacy Program, two additional master's programs, and a Doctor of Philosophy (PhD) program in Clinical and Translational Research.

Simultaneous with the founding of the College of Biomedical Sciences, was the beginning of a two-year process to begin the College of Pharmacy programmatic accreditation with the Accreditation Council for Pharmacy Education (ACPE). The College of Pharmacy was awarded Candidate Status in July 2017, which allows all students graduating with a Doctor of Pharmacy Degree to apply for licensure as a pharmacist with any Board of Pharmacy in the United States or US Territory. The first class of pharmacy students will graduate in May 2019 and the application to ACPE for Full Accreditation Status will be in review.

In March 2017, the State of Florida approved the name change from Larkin Health Sciences Institute to Larkin University in recognition of its commitment to graduate education.

### *Mission*

Larkin University provides an inclusive interprofessional learning environment to enable students to learn together utilizing modern technologies, research, innovation, and personal and professional engagement to serve the needs of the community, state, nation, and world.

### *Vision*

As one of the new private not for profit university in the state of Florida, Larkin University will champion the needs of a diverse global society through its education programs, scholarly activity, and development of solutions that promote the common good of health and society.

### *Core Values*

Larkin University is committed to:

- \*Excellence in learning, research, and engagement;
- \*Inclusive learning community;
- \*Dynamic interprofessional learning environment;
- \*Passion for the institutional mission;
- \*Acceptance and embracement of diverse cultures and perspectives;
- \*Improved quality of life for the people and communities of Florida, the nation & world;
- \*Appreciation for academic, scientific, and humanitarian achievements on a local and international level;
- \*Passion for innovation and ongoing curiosity;
- \*Civility, integrity, and trustworthiness; and
- \*Fiscal and programmatic accountability

## **Employment**

### **Employment Policies**

#### **Employee Classifications**

Full-time employees at Larkin University will be classified as either exempt or non-exempt employees. Exempt employees have positions that are paid as salaried whereas non-exempt employees have positions that are paid hourly.

#### **Faculty and Staff Recruitment**

The policy and procedures described in this document apply to all faculty and staff position searches within Larkin University. These guidelines should be followed by all University personnel whenever there is a need to hire a faculty, administrator, or staff member for a new or vacant position. In order to keep the process as focused and self-contained as possible, details of the search process should not be discussed with any individual outside the Search Committee, with the exception of authorized administrators, until after the final selection is made and the candidate accepts the employment offer. This procedure ensures that the candidacy of each person is treated with the utmost confidentiality. A breach of confidentiality by a member involved in the search process would be considered a serious violation of professional ethics and may result in disciplinary action. It is the responsibility of the Search Committee Chair, or designee University representative, to ensure that Committee members are informed of their responsibility to maintain confidentiality at the first meeting of the Committee and throughout the process.

Larkin University is committed to a robust search and recruiting process to find the most qualified administrator, faculty and staff available. A Faculty, Administrator, or Staff Search Committee is formed by the appropriate Supervising Individual in collaboration with the Dean for positions within each of the Colleges. Members of the faculty and staff will be appointed to participate as members of a Search Committee to help identify and screen potential individuals to participate in the recruitment process. For faculty searches, there will be representation from both academic departments and at least one member of the staff. For supervisory staff searches, the Committee will be constituted by staff members and include at least one representative from the faculty. For administrative staff searches, a committee will be appointed from within the faculty and supervisory and administrative staffs. The Dean will appoint one individual to serve as the Chair for all Search Committees. Membership on each Search Committee may include individuals with administrative rank. Typically, the Search Committee will be appointed for a one-year term or until the position is filled. This Committee may conduct multiple searches simultaneously, as directed by the Dean.

Prior to convening the Search Committee, the Dean will meet with the Department Chair (for faculty hires) or the Supervising Individual (for staff and administrative hires) to discuss the dynamics of the position that is being recruited. The Department Chair/Supervising Individual will be responsible for developing or updating the Job Description and a Position Announcement for each position. The Department Chair/Supervising Individual will also be expected to provide guidance to the Search Committee, which may include suggested venues for advertising and specific attributes that they feel would be useful for consideration. Examples of these attributes

might include prior academic service, an area of sub-specialty or knowledge of specific practice or research dynamics.

Once the Job Description and Position Announcement are approved by the President/CEO and Dean, they are posted to the LU website and appropriate job boards as well as forwarding this information to the Search Committee. The Dean will suggest a general timeline for initiating the search process and a projected start date for the selected candidate. The Search Committee will be tasked with disseminating the Job Description and Position Announcement. The Committee will then begin the screening process, conduct a review of references and coordinate all on-site interviews. Once the interview process concludes, the Committee will meet to rate the candidates and provide written feedback to the Department Chair or Supervising Individual. The Department Chair or Supervising Individual will then provide their own assessment of the candidates and forward their assessment and the Committee's assessment to the Dean. The Dean will consider this information and begin the process of final negotiations with the preferred candidates. The Dean will consult with the CEO & CFO for final negotiations.

Once a candidate has accepted an offer of employment, the Search Committee will be notified, and if appropriate the Committee's service has identified a candidate. At this point, Human Resources will work directly with the candidate.

## **General Employment Policies**

### **New Hire Paperwork**

1. Employment offer letter or employment agreement
2. Onboarding forms and required documentation
3. Screenings: Work Authorization, Criminal Background, drug screen
4. Application & Interview filing/compliance
5. Employment Verification
6. Reference Checks
7. Entering new hire into ADP
8. Orientation
9. Insurance Benefit Orientation

### **Employee Eligibility and Verification (E-Verify)**

The employee must comply with government regulations by furnishing valid documentation of both, identity and authorization to work. The Human Resources Department will inform the employee what documents are acceptable based on the current government regulations at the time of hire.

### **Employment of Relatives**

This policy defines the conditions under which relatives of employees will be considered for employment at LU. Exceptions to this policy will be granted only in extraordinary instances and only by the CEO. The employment of relatives is forbidden if it results in a direct reporting relationship between two close relatives.

For interpretation of this policy, close relatives are defined as spouse, children, parents, siblings, in-laws or any other relative whose relationship with an employee is such that it could jeopardize efficient and effective operation of the business.

If one of the above conditions is created through marriage of two employees, the University will, within sixty (60) days, make an effort to place the affected employees into positions which comply with this policy. If no acceptable placement options are available within sixty (60) days period, one of the affected employees must terminate their employment with the University. The affected employees will determine which of them is to terminate employment.

It is the responsibility of each supervisor to ensure that all employees under his/her direction are in compliance with this policy at the time of employment. If an employee's marriage creates a relationship in violation of the policy, it is the supervisor's responsibility to coordinate the process outlined above.

This policy is to provide guidelines designed to avoid conflict of interest and favoritism toward employees and consultants employed or supervised by a Relative or Domestic Partner in any employment-related activity.

### Definitions

For purposes of this policy, a "Relative" means spouses, children or stepchildren, parents, step-parents, grandparents, brothers and sisters, half-brothers, half-sisters, step-brothers and step-sisters, grandchildren, uncles, aunts, nieces, nephews, first cousins, and the following in-laws: mother, father, sister, brother, son and daughter. Foster children and other family members living in the same household are also included in the definition.

A "Domestic Partner" means an individual who has a signed declaration on file at the University certifying an emotionally committed and affectionate relationship with someone of the same sex or an individual who is cohabiting with another.

A "Consultant" means an individual hired by the University, through established procedures, to give professional advice or service.

A "Unit" means an organized working group of individuals in which the head of the Unit is in a position to influence, directly or indirectly, employment-related decisions affecting a Relative or Domestic Partner. Examples of Units include a school, college, division, department, center, work group, etc.

A "Supervisor" means an individual who is responsible for directly overseeing another employee's work performance.

### Policy

#### *Employment and Consulting Contracts*

An individual cannot be employed as an employee in or retained as a Consultant by a Unit that is supervised by a Relative or Domestic Partner, nor can he or she be directly supervised by a Relative or Domestic Partner. Faculty members who are married to or Domestic Partners of another faculty

member may be employed or retained as a Consultant in a Unit that is supervised by a Relative or Domestic Partner, but only if approved in writing by the Dean or President/CEO.

### Disclosure

#### *Seeking Employment*

Individuals seeking employment with or retention as a Consultant by the University must disclose in writing the existence of any Relative or Domestic Partner working at the University whether or not the Relative or Domestic Partner is in the same unit in the University in which the individual is seeking employment.

#### *Transfer or Employment in a Unit*

An individual who is a Supervisor or head of a Unit in which a Relative or Domestic Partner is seeking to be employed or to transfer must disclose the relationship in writing to his or her supervisor prior to the date of appointment or transfer into the Unit. Transfer to or employment in that Unit will not be allowed unless an exception is granted. Faculty who are or will be in a position to vote on or evaluate a Relative or Domestic Partner must disclose that relationship in writing to their Department Chair or Dean prior to the appointment of their Relative or Domestic Partner to the Unit. Failure to disclose the relationship may lead to disciplinary action, including possible termination.

#### *Change of Circumstance*

In cases where a Supervisor or head of a Unit marries or becomes a Domestic Partner or Relative of another individual in the same Unit, those employees will be given the option of electing who will seek another position within or outside the University. The individual who is the Supervisor or head of the Unit must notify his or her supervisor in writing prior to the change in circumstances if possible and in any event within thirty (30) calendar days after the change in circumstances. If no election is made within thirty (30) calendar days of notification of the change in circumstances, the individual with less seniority within that Unit must find employment in another Unit within the school or must find employment outside of LU. In such cases, a transitional period of up to one year will be granted.

#### *Exceptions*

The President/CEO, in consultation with the respective Dean of the college in which there is a question regarding a family or partner relationship, may make an exception to this policy in their respective areas only in unusual cases where the hiring of a Relative or Domestic Partner as an employee or Consultant is considered essential to the function of the Unit. No direct reporting relationship will ever be accepted.

#### *Employment Related Decisions*

In the event (1) an exception is made to allow an employee to be hired in the Unit supervised by a Relative or Domestic Partner, or (2) the Supervisor or head of the Unit and employee who are married or Domestic Partners are both Faculty Members and the arrangement was approved by the Dean and President/CEO may not be involved in decisions relating to the employment of the Relative or Domestic Partner. In the case of Faculty, this includes voting or recommending for appointment, reappointment, promotion, or granting of 5-year extension of contract to a faculty

member by another faculty member who is a Relative or Domestic Partner. Appropriate alternative arrangements must be made with the approval of the President/CEO.

#### *Effective Date*

This policy is effective in Units where a supervisory relationship between Relatives or Domestic Partners existed prior to the effective date of this policy, the individuals will be “grandfathered” but encouraged to sever the supervisory relationship in accordance with this policy. The person who is the supervisor or head of a Unit where a Relative or Domestic Partner is employed must notify his or her supervisor in writing within ninety (90) calendar days of the effective date of this policy. Failure to disclose the relationship may lead to disciplinary action in accordance with the applicable provisions of the Faculty Handbook.

#### *Responsible Office*

The President/CEO, working with HR has the responsibility for implementation of this policy. Appropriate notifications from the Human Resources Department will be distributed periodically to faculty and staff reminding them of this policy. All new faculty and staff will be given this policy at the time of hiring.

#### *Disputes*

Any dispute concerning the interpretation, application or enforcement of this policy to non-faculty employees shall be brought to the President/CEO for resolution and that determination shall be deemed final.

In the event of a conflict between this policy and other policies, this policy shall govern.

#### ***Job Description***

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.

All Personnel Requisition and Approval Forms require the approval of the Department Chair, Dean, Chief Financial Officer (CFO), and the President/CEO. The Human Resources Department will review for final approval.

All exempt (salaried) and non-exempt (hourly) personnel decision involving hiring, promotions, demotions and transfers requires the written approval of the position by the Department Chair, Dean, Chief Financial Officer, and President/CEO and should be coordinated by Human Resources to review for final approval. It is the Human Resource Departments responsibility to assist 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.

#### ***Onboarding***

Within two weeks of arrival on campus, each new employee will go through an onboarding process coordinated by Human Resources. As part of this process, the employee will meet with University and College administrators as well as representatives from various non-academic departments and support services (e.g., library, information technology and building operation). The purpose of these short (~30 min) one-on-one meetings is to acquaint the new employee with the roles and

responsibilities of various key individuals on campus. This will also help new employees know who to reach out to for specific guidance and assistance. The new employees will also be exposed to various useful documents (e.g., policies and procedures) and forms, such as time off request, relocation and miscellaneous reimbursement forms.

### **Probation Period**

All exempt employees are hired on a 90-day probation period. Probation has been implemented to comply with Florida Unemployment Compensation regulations. Continued employment, both during and after the probation period, is for an indefinite period of time. Non-exempt employees are hired for a defined period of time per the executed contract.

#### New Employee Probation Period

All new or rehired employees are placed on probation for a period of ninety (90) days. This probation period shall be regarded as an integral part of the selection process. It shall be utilized for the close observation of the employee's work in order to secure the most effective adjustment of the employee to the assigned position and to reject the employee whose performance does not meet the established standards for the assigned position. During this period, the University, as well as the employee, may terminate employment without notice. Approval from the Human Resources Department is required to extend an employee's onboarding period beyond ninety (90) days.

#### Promotional Probation

An employee who is transferred to another department or one, who is promoted to a new position, shall begin a ninety (90) day probation period in the new department/position.

#### Disciplinary Probation

An exempt employee may be placed on performance improvement at any time as a disciplinary measure to allow them time to correct poor job performance or adherence to conduct standards. Use of disciplinary probation is at the discretion of the employee's immediate supervisor with the approval of the Human Resources Department. In the case of job performance probation, Performance Appraisal form must be completed and reviewed with the employee to affect a disciplinary probation status. The duration of the disciplinary probation period will be determined by the supervisor but may not exceed ninety (90) days.

In order to place an employee on disciplinary probation, the employee's immediate supervisor must document on the Performance Appraisal Form the reasons for such action and set specific action plan for performance improvement. The supervisor should then obtain the approval of the next higher level of management and place such documentation in the employee's personnel file.

### **Termination or Administrative Leave**

An exempt employee may be placed on an administrative leave (with or without pay) or terminated at any time for any reason. A terminated probationary employee has no rights to appeal. Any employee who is absent from work for three consecutive days without notifying his/her supervisor will be seen as having voluntarily terminated his/her employment with the University. Non-exempt employees are subject to conditions outlined in his/her executed contract.

### **Separation of Employment**

Employment at the University may end due to retirement, resignation, termination, program reorganization, or as a result of the elimination of a position.

#### Resignation of non-faculty:

An employee shall notify his/her supervisor and the Human Resources Department in advance in writing of his resignation date with no less than a 4 week notice or as mutually agreed. The last day of employment can be mutually agreed upon with the immediate supervisor or per arrangement in the current contract.

The only legal document between an exempt employee and the University is the Employment Agreement. The purpose of this Employee Handbook is to serve as a guide for day to day operations and is subject to change at any time at the sole discretion of the University.

A resignation should be made in writing through the Supervising Individual or Dean of the respective College. The Dean will forward the resignation to the President/CEO. Notice of termination by a faculty member shall be given either six months prior to the termination of the appointment or by the time specified for the return of salary memoranda for the following year.

#### Termination by LU for Cause

Larkin University shall have the right to terminate employment of a Faculty Member immediately upon notice to Faculty Member in the event Faculty Member: (i) engages in employee or student harassment or discrimination; (ii) engages in the illegal use, sale or possession of controlled substances; (iii) materially or repeatedly violates any policies or procedures of LU; (iv) materially or repeatedly refuses to comply with the reasonable directives of LU or its authorized representatives; (v) fails to perform Faculty Member's duties hereunder or engages in gross or willful misconduct; (vi) knowingly causes LU to commit a violation of law or government regulation; (vii) loses Faculty Member's license to practice Pharmacy in the State of Florida, where applicable; or (viii) is convicted of a felony or any crime involving moral turpitude. In the event a Faculty Member is terminated for cause, LU shall have no further obligations to Faculty Member, financial or otherwise, including but not limited to severance pay and unemployment compensation benefits.

#### Termination by Death of Faculty Member

The Employment Agreement and all rights of Faculty Member hereunder shall terminate upon Faculty Member's death, and neither Faculty Member nor Faculty Member's estate shall have any rights hereunder, except with respect to Compensation earned by and payable to Faculty Member hereunder prior to Faculty Member's death.

#### Termination by Disability of Faculty Member

The Employment Agreement and all rights of Faculty Member hereunder shall terminate upon Faculty Member's disability. The term, "Disability", as used herein, means any physical or mental illness, disability or incapacity which prevents Faculty Member from performing the essential functions of his job, with or without reasonable accommodations, hereunder for a period of not less than one hundred fifty (150) consecutive days or for an aggregate of one hundred eighty (180) days during any period of twelve (12) consecutive months. During any period of Disability, Faculty Member agrees to submit to reasonable medical examinations upon the reasonable request, and at the expense, of Faculty Member.

## Re-employment

A staff, faculty or administrative member of the University in good standing may be rehired if appropriate given a position vacancy.

## Additional General Employee Policies

The rules and policies published in this handbook are for all employees of the University.

### Accommodations for Employees

Larkin University will provide special accommodations to meet all ADA, as well as health and religious needs of employees within the ability of the University to do so. All needs for special accommodations should be noted at the time of hire or when the accommodation becomes necessary. Requests for accommodations should be handled through Human Resources.

### Attendance and Tardiness

The following Attendance and Tardiness Policy is to be followed by employees. Unscheduled and/or unexcused absences or tardiness may be cause for disciplinary action.

#### Definitions

1. **Unscheduled Absence:** An employee will be considered to be on an unscheduled absence when he/she does not report to work as scheduled, regardless of the reason for the absence. When time off is requested without prior approval due to an emergency or illness, a specific reason for the request is to be given and accrued vacation or sick leave will be used.
2. **Unexcused Absence:** Time off that was neither scheduled in advance nor excused after the fact based on an unjustified reason. Vacation time or personal days must be used.
3. **Occurrence:** If an employee misses one or more partial and/or complete consecutive days for the same reason, it will be considered one occurrence. Missing two or more consecutive days for a different reason will be considered separate occurrences. Holidays and scheduled days off do not constitute a break in a continuous absence.
4. **Tardiness:** An employee will be considered tardy if he/she reports to work after the scheduled start time or returns late from a meal break, rest period or other situation that required the employee to leave work. Tardiness in excess of 60 minutes may be considered as an unexcused absence, at the discretion of the supervisor.
5. **12-month period:** A 365-day period is calculated as a one-year period continuing backward based on the date of the incident when the employee is absent or tardy.
6. **Quarter:** A three-month period continuing backward based on the date of the incident when the employee is absent or tardy.
7. **Month:** A calendar month.

#### Policy

- A. **Employee Reporting Requirements:** Unless instructed to do otherwise by established department policy, an employee requiring time off without prior approval must call either his/her supervisor, or designee, at least two (2) hours prior to his/her start time if the employee is not able to appear for work as scheduled. Separate from meeting established attendance guidelines, corrective action may be taken if the employee fails to meet this reporting requirement.

- B. **Certificate of Illness:** The supervisor may request a certificate of illness, to be documented by a treating licensed health care provider, and/or require the employee to be seen by the employee's designated health care provider if the amount of time off due to illness is deemed excessive by the supervisor.
- C. **Absence Patterns:** A pattern of absenteeism may also necessitate corrective action even though an employee may not exceed the established guidelines. Corrective action may result in the employee's termination. Such examples for corrective action may include but is not limited to:
  - 1. Frequent absences on a Friday, and/or Monday. Absences before and/or after a scheduled holiday or day off.
  - 2. Absences to avoid undesirable work assignments or schedules.
  - 3. Employee has had a high number of absences from work.
  - 4. When requested, the failure to provide written proof of illness from a physician or other requested documentation to verify an absence or need for the employee to be absent from work.
  - 5. Leaving the work area without prior approval during or before the end of the scheduled workday.
  - 6. Use of vacation or sick time as rapidly as it is accrued for "unexcused" absences.
  - 7. The failure to report to work as scheduled and no response from the employee after repeated attempts to contact the person.
- D. **Corrective Action:** This policy will be used along with other appropriate factors when determining if corrective action is necessary. Factors to be considered include, but are not limited to, the employee's overall work performance, length of service, preventive measures taken by the employee to improve, the reason given by the employee for the absence, and employment status. The supervisor will determine the corrective action to be taken based on the merits of each case.
- E. **During the probation period** if used, the employee may be terminated immediately if the employee's absence and/or tardiness are considered excessive or the situation has caused a serious hardship on the department.

### Breaks

Larkin University provides one meal period (half an hour) for a normal eight-hour work day for employees. Break periods are granted based on workflow. The break period(s) (2@ 15 minutes) are paid time, whereas the half-hour meal period is deducted automatically from the employee as unpaid time. Supervisor approval is needed if an employee does not take his/her lunchtime; they must notify the supervisor who will note the time as paid time on the payroll detail sheet. Break periods may not be omitted in order to shorten the workday or allowed to accumulate as added vacation, holiday, or any form of leave. Break periods may not be skipped to be taken the next day or any following day. Break periods are scheduled at the discretion of the appropriate supervisor and may be scheduled any time after the first half-hour of a workday and any time before the last half-hour of a workday, as long as it does not interfere with the workflow.

### Cell Phone Policy

This policy outlines the use of personal cell phones at work and the safe use of cell phones by employees while driving.

### **Personal Cellular Phones**

While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for use of University phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make personal calls on non-work time where possible.

### **Personal Use of University-Provided Cellular Phones**

Where job or business needs demand immediate access to an employee, the University may issue a business cell phone to an employee for work-related communications. Employees in possession of University equipment such as a cellular phone are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, the employee will be required to immediately return University-provided cellular phones. At any time upon request, the employee may be asked to produce the cellular phone for return or inspection.

### **Safety Issues for Cellular Phone**

All employees are expected to follow applicable state or federal laws or regulations at all times, in regard to the use of cellular phones. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using either personal or University-provided cellular phones while driving. Use of a cellular phone while driving is not required by the University, and safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call, or use hands-free operations. Even if using hands-free operations, employees should refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees who are charged with traffic violations or are involved in an accident resulting from the use of their cellular phone while driving will be solely responsible for all liabilities that result from such actions.

### **Social Media**

In order to promote events, communicate accolades and issues and keep in touch with students, faculty, staff, alumni, donors and general public, Larkin University has decided to use Social Media provided that postings are not offensive, discriminatory, obscene and/or break any local, state or federal law.

### **Video or Audio Recording Devices**

The use of phone cameras or other audio or video recording-capable devices within the University may constitute not only an invasion of other individuals' personal privacy but may breach the confidentiality of LU protected information. Therefore, the use of cameras or other video or audio recording devices within LU premises is prohibited without the express prior permission of the supervising individual and of the person(s) present at the time. This prohibition is specifically applicable to restrooms.

### **Special Responsibilities for Supervisors**

As with any policy, supervisors are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy

### **Class Attendance During Working Hours**

Employees are encouraged to pursue educational and training opportunities that will broaden the scope of their competencies and knowledge.

In the event that a particular course is not offered at a time other than during the normal work schedule, an exception may be allowed provided that the normal work day schedule is extended by the length of the class time. All exceptions must be approved prior to course registration by the respective dean and the President/CEO.

Full-time employees may be granted administrative leave on an hourly basis to attend courses, seminars or workshops if required or requested by their supervisor. Employees may only be required to attend courses necessary for the performance of duties and both the employee's supervisor and the President/CEO must approve the administrative leave. The decision to require attendance is discretionary and should be based on a need identified by the supervisor and/or employee (e.g., remediation to improve poor performance, familiarization with new technological developments in the office). In this case, employees need not request administrative leave to attend courses during the day since the decision to require class attendance is decided by the administration.

### **Computing and Information Resources Policies**

Access to the Internet has been provided to employees for the benefit of the organization and its students. It allows employees to connect to information resources around the world. Every employee has a responsibility to maintain and enhance the company's public image, and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users, and are protecting the company's public image, the following guidelines have been established for using the internet.

### **Electronic Communication Policy**

The following policy summarizes the responsibilities that employees and contractors who represent or serve Larkin University must follow the following Internet services and e-mail protocols:

1. Larkin University employees have an obligation to use their access to the Internet and e-mail in a responsible and informed way, conforming to network etiquette, customs, courtesies and any or all applicable or regulations;
2. Employees are responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights;
3. Employees must secure all e-mail containing sensitive or confidential information during transit with approved security services or encryption tools, if and when available;
4. Copyright restrictions/regulations should be observed;

5. Employees shall be aware that the conduct/information they publish can reflect on the reputation of Larkin University. Therefore, professionalism in all communications is of the utmost importance; and
6. Employees shall represent themselves and their department accurately and honestly through electronic information or service content at all times.

### Responsibilities

All employees are responsible for their content of published information and for the actions of their employees. The immediate supervisor is responsible for non-compliance with this standard.

Commercial uses by departments must be approved by the Office of Information Technology to make sure they do not violate the terms of agreements with Larkin University's Internet provider. No reselling of access is allowed. For example, during a fund-raising event, student's organization cannot charge guests for the usage of internet or for making long distance phone calls.

The following behaviors are some example of actions and activities that are prohibited and can result in disciplinary action:

1. Sending or posting discriminatory, harassing or threatening messages or images.
2. Using the organization's time and resources for personal gain.
3. Stealing, using or disclosing someone else's code or password without authorization.
4. Engaging in unauthorized transactions that may incur a cost to Larkin University or initiate unwanted Internet services and transmissions.
5. Sending or posting messages or material that could damage Larkin University's image or reputation.
6. Participating in the viewing or exchange of pornography, obscene materials or other sexually explicit materials.
7. Sending or posting messages that defame or slander other individuals.
8. Attempting to break into the computer system of another organization or person.
9. Sending or posting chain letters, solicitations or advertisements not related to business purposes or activities.
10. Using the Internet for political activities, religious activities or any sort of gambling.
11. Jeopardizing the security of the organization's electronic communications systems.
12. Gaining access to the Internet by using any access-control mechanism not assigned to the particular user or permitting another person to have access to the Internet by using the employee's assigned access-control mechanism.
13. Using, transmitting, changing or deleting another user's files or software without permission.
14. Sending anonymous email messages.
15. Using access for any reasons violating University rules and regulations or other illegal activities.

### Acceptable Uses of the Internet

Employees accessing the Internet are representing the University. All communications should be for professional reasons. Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels may be used to conduct official

company business, or to gain technical or analytical advice. Databases may be accessed for information as needed. E-mail may be used for business contacts.

### Communications

Each employee is responsible for the content of all text, audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. All messages communicated on the Internet should have the employee's name attached. No messages will be transmitted under an assumed name. Users may not attempt to obscure the origin of any message. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane or offensive language is transmitted through the system. Employees who wish to express personal opinions on the Internet are encouraged to obtain their own usernames on other Internet Systems.

### Software

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software. All software downloads will be done through the Department of Information Technology.

### Copyright Issues

Employees may not transmit copyrighted materials on the Internet belonging to entities other than the University. One copy or copyrighted material may be downloaded for the user's own personal use in teaching or research. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.

### Security

All messages created, sent or retrieved over the Internet are the property of the University, and should be considered public information. The University reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver.

### Harassment

Harassment of any kind, including bullying, is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted.

### Violations

Violations of any guidelines listed above may result in disciplinary action up to and including termination. If necessary, the University will advise appropriate legal officials of any illegal violations. The following summarizes the responsibilities that employees and contractors who use Larkin University - provided Internet services and e-mail must follow:

1. Larkin University employees have an obligation to use their access to the Internet and e-mail in a responsible and informed way, conforming to network etiquette, customs, courtesies and any or all applicable or regulations;
2. Employees are responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights;
3. Employees must secure all e-mail containing sensitive or confidential information during transit with approved security services or encryption tools, if and when available;
4. As with other forms of publications, copyright restrictions/regulations should be observed;
5. Employees shall be aware that the conduct/information they publish can reflect on the reputation of Larkin University. Therefore, professionalism in all communications is of the utmost importance; and
6. Employees shall represent themselves and their department accurately and honestly through electronic information or service content.

### **E-mail/Voicemail**

Electronic and telephone communications, including e-mail and voicemail communication, and the contents of an employee's computer are the sole property of the University.

### **Confidential Information**

The data information and programs ("materials") contained in or accessible through the University- provided electronic communication systems may be confidential and proprietary to the University. "Confidential materials" include any information discovered, learned, derived, or handled during the course of business that is not generally known outside of the University. This includes, but is not limited to, University trade secrets, patent disclosures, marketing plans, financial information, customer or employee lists and other related information, the operational characteristics of the University's computer programs and anything else specifically related to the University's business operations. Personal information about employees, customers, and suppliers is also confidential and protected. Such confidential materials may only be accessed, modified, distributed, or disclosed by persons specifically authorized by the University to do so.

Any violation of this policy may result in corrective action as well as reimbursement or assessment to the University for damages.

### **Unacceptable Uses**

Since the Internet and e-mail constitute an uncensored worldwide network of networks that provides for peer-to-peer communications between participants, they also have great potential for misuse.

Use of Larkin University Internet and e-mail resources is a privilege that may be revoked at any time for inappropriate conduct. Any abuse of acceptable use policies may result in revocation of access, notification of Larkin University administration, and disciplinary action up to and including dismissal.

Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Larkin University authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Larkin University owned resources.

Abuse of the Internet access provided by Larkin University in violation of law or Larkin University policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

1. The use of enterprise-provided access to the Internet is intended exclusively for business use.
2. Employees who use Internet access capability for company business must adhere to the same policies and guidelines applicable to the organization as a whole. Violation of this policy may be grounds for termination.
3. Director of Information Technology approval is required for Internet access.
4. Internet access is restricted to secured firewall LAN-enabled workstations unless specifically authorized by the Director of Information Technology.
5. Sensitive or confidential information must be sent secured and encrypted via the Internet.
6. Business applications serviced by the Internet will follow the same systems development and management authorization processes as any other automated information system.
7. All public information to be broadcast, (i.e. information contained on a website) via the Internet, must be approved by the President/CEO or his designee.
8. Internet users must report all security problems or suspected violations to the Director of Information Technology.
9. Internet users must abide by all software licensing agreements, copyright laws, and other applicable regulations.

### **Code of Ethics**

Members of the Larkin University faculty, staff, and administrators are required to perform their responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with University policy and applicable laws.

While in the service of the University, each and every person is expected to conduct themselves free of personal conflicts or appearances of impropriety, mindful that one's exercise of authority on behalf of the University has been delegated fundamentally for the public good. Conflicting interests or influences are promptly disclosed to their supervisors and appropriate steps are undertaken to promote the integrity of the University business and other transactions.

All members of the Larkin University community are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to the University services, programs, activities and employment. An environment that respects the rights and opinions of all people is a standard that everyone must abide by. Complaints of discrimination, harassment and retaliation are investigated, and when warranted, appropriate corrective action is taken and disciplined in accordance with the University policy and applicable law. All University members strive for continuous improvement in their performance of public duties for the

University, mindful of the public cost to activities, which must be reasonable and appropriately authorized.

Any violation of these principles or circumstances reasonably indicated that a violation has occurred will be brought to the attention of supervisor or to the individual in the appropriate chain of command to the extent of the employees' level of comfort, or to the Human Resource Department. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the University, and retaliation by any employee as a result against the person making such good faith reports shall be subject to disciplinary action. All reports are appropriately investigated and, when warranted by the facts, require corrective action and discipline in accordance with the University policy and state laws.

## Conflict of Interest

The following four-part policy addresses itself to potential conflict of interest involving the University, and its employees and agents. The four broad areas covered are business matters, academic matters, sponsored research, and consulting.

### Business Matters

#### *Purchases*

Larkin University does not purchase goods or services directly or indirectly from its employees, other than those that are specified in the conditions of employment. If an unusual situation arises that might warrant consideration of such a transaction, it must be reviewed and approved by the Chief Financial Officer.

#### *Sales*

Larkin University does not sell goods, materials, or services to its employees for their personal use or individual personal gain. As a non-profit university, items may be sold by student organizations, or University fund-raising initiatives, with proceeds used in support of the university mission.

#### *Gifts*

The association between suppliers and employees of Larkin University should always be on a professional and business-like basis. Financial incentives from suppliers are not to be accepted for personal use by any employee of Larkin University. Small tokens of appreciation with a value of \$25.00 or less are acceptable.

## Academic Matters

### *Tutoring*

No member of the faculty under any circumstance shall accept payment for tutoring from any Larkin University student.

### *Teaching*

Full-time faculty members are not permitted to teach for additional compensation at other than Larkin University, except with the approval of the respective Dean and President/CEO. All external teaching at other institutions at any time including after hours and on weekends should be approved by the Dean of the respective college.

### *Faculty Produced Teaching/Research Materials*

Larkin University encourages faculty to produce text materials, experimental textbooks, and laboratory manuals for their respective courses. These documents remain the sole property of the University if used for University courses.

### **Sponsored Research**

Funding derived from sources outside the University is an essential component of the University's financial health and its ability to undertake and sustain vital research, scholarship and education. Sponsored Research includes all funding arrangements in which the University is providing a return benefit to or agrees to provide a defined deliverable or complete a set of activities for the sponsor in exchange for the funds, regardless of whether the funding instrument is designated a contract, cooperative agreement, grant, consortium agreement, or otherwise. This category includes all contracts or sponsored "grant" funding by foreign entities or international organizations, whether pursuant to a contract or sponsored "grant." This category also includes all subcontracts and subgrants, whether from federal or nonfederal sources. Sponsored Research is supported at Larkin University and at present is negotiated with the Dean of the respective College. The Dean must follow the protocols developed by the CFO and final authorization by the President/CEO. The University must manage all funds received in accordance with applicable federal, state, and local laws, and with the specific terms and conditions of any grant or contract. The University's approval, negotiation and agreement processes and mechanisms, accounting, budget practices, oversight, and compliance practices differ depending on the source of funding to ensure that external funding directed to the University receives the proper compliance review, administrative oversight, and monitoring.

### *Distribution of Effort*

There are competing demands on the energies of a faculty member (for example, research, teaching, administering, committee work, and clinical service). The way in which employees divide their effort among these various functions does not raise ethical questions unless the agency supporting research is misled in its understanding of the amount of professional effort actually devoted to the research in question. If the research agreement contemplates that a faculty member will devote a certain fraction of effort to sponsored research or agrees to assume a responsibility in relation to this research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected. LU, therefore, through joint consultation of administration and faculty, has developed procedures to assure responsible compliance with the terms of these agreements as outlined in the Faculty Handbook.

### **Consulting**

#### *Consulting and Compensation for Non-Larkin University Activities*

Opportunities for outside consulting are normally looked on with favor when they (1) contribute to the professional development of a faculty member, (2) contribute expertise not commonly available for the solution of a problem of society or industry, or (3) provide carry-over into the instructional program of the professor involved. The following general guidelines apply to consulting activities. (See also the Conflict of Interest Policy following this section.)

Time spent on such consulting must be in addition to rather than a part of the normal full-time effort expected of the members of the faculty for Larkin responsibilities.

A faculty member shall keep the department chair and the dean of the college informed of the nature and extent of consulting and related activities by annual submission of a report.

Faculty may accept opportunities for outside consulting and similar services in their fields of specialization provided this work does not interfere or conflict with their teaching, research, service and other school responsibilities. No faculty member may profit from private services while receiving monies from LU for the performance of these same services. The receipt of honoraria, lecture fees, and monies for expert testimony is permitted provided the services performed for such fees do not interfere or conflict with LU responsibilities and the University has not provided or agreed to provide funds to the faculty member for performing those same services.

### *Intra-University Consulting*

When consulting is permitted under established school policy, faculty members may not be paid a retainer fee. Compensation is to be based upon regular daily rates established by Larkin policy.

### *Private Professional Services*

The University assumes no responsibility for private professional services rendered by members of the faculty. When faculty members do work in a private capacity, they must make it clear to those who employ them or may use the results that their work is not performed as agents of Larkin University. All outside professional services should be approved by the respective Dean.

### *Use of School Facilities, Staff or Equipment*

If LU facilities, staff, or equipment are used in any activity, the activity must be a LU-authorized function and must be conducted either (1) under contract with the University or (2) under an agreement that provides for reimbursement to the Institute for facilities, staff, or equipment used by the faculty member in the conduct of this activity.

### *Relationships with Private Enterprises*

Faculty members should not acquire a relationship with private enterprise that either (1) requires in excess of one day per week of their time during their period of appointment, or (2) presents the possibility of competition between the private enterprise and the University in terms of the services each could provide.

## **Conflict Resolution and Grievance**

The Conflict Resolution and Grievance policy is to provide an effective and consistently applied method for resolving conflict among staff, faculty, and University administrators. Additionally, the policy allows faculty, employee to present his/her concerns to the administration and have those concerns internally resolved.

## **POLICY:**

It is Larkin University's intent to be responsive to staff, faculty and administrators concerns. Therefore, anyone who is confronted with a complaint/issue may use the procedure described below to resolve or clarify his or her concerns.

Larkin University (LU) encourages staff, faculty, and administrators to manage disagreements or problematic issues as quickly as possible to avoid the development of problems of a more serious nature. Issues should be resolved directly with the involved party when possible.

If an informal conversation with the particular individual(s) involved in the situation does not result in a satisfactory resolution, or if the person is not comfortable speaking about the matter with the involved party, the person should follow the procedure listed below.

## **PROCEDURE:**

### **Complaints by Staff, Faculty, or Administrator**

If the discussion with the involved party does not resolve the problem to the mutual satisfaction of the parties involved, the staff, faculty, or administrator may submit a written complaint to their immediate supervisor or the individual in the appropriate chain of command, to the extent of the employees' level of comfort or to the Human Resource Department. The submission of the written complaint is due within ten (10) days of the grievance and must include:

1. A statement of the problem with facts and details of the situation.
2. Date when the incident occurred.
3. Names and positions of the parties involved.
4. Suggestions on ways to resolve the problem.

Upon receipt of a written formal complaint, the respective supervisor will investigate the complaint, speak with all parties involved, and any other personnel deemed to have pertinent information to the situation. After such an investigation, the immediate supervisor will make a decision as to whether the grievance has merit as alleged. If the alleged grievance is deemed justified, the supervisor will take whatever steps are deemed appropriate to correct the grievance. Within ten (10) business days after receipt of the complaint, the supervisor will inform the complainant regarding the institutional response to the complaint.

If it is determined that such grievance has appropriate support, the person(s) responsible for such violation shall be subject to disciplinary action up to and including termination. Disciplinary action shall progress in the following manner:

1. **Verbal warning.** Verbal statement to employee that he/she has violated a rule and/or regulation and that such violation may not continue.
2. **Written reprimand.** Formal notification in writing to employee that he/she has violated a rule and/or regulation.

3. **Administrative Leave (with or without pay).** Loss of work and wages for a specific number of hours or days, but not for more than one work week, depending on the severity of the offense. Notice of administrative leave (with or without pay) is provided to the employee in writing.
4. **Termination.** The employer/employee relationship is severed.

In cases where a decision results in the termination or non-renewal of contract for an employee or there is clear reason to show that the disciplinary action taken by the University does not match the seriousness of the infraction, or, in cases where the right to a fair and impartial hearing was violated, an appeal of such decision may be made to President/CEO.

Appeals must be made in writing to the office of the President/CEO within thirty (30) days from the date of the incident. In all cases of appeal, the final decision rests with the President/CEO of Larkin University.

#### Disciplinary Action Policy for Employees

These procedures do not prevent, limit or deny the University the right to take disciplinary action when it is determined to be appropriate, including the termination of employment. When taking disciplinary action, the University takes into account a number of factors that include the seriousness of the offense and the employee's past record, as well as other appropriate considerations. Each case is determined on an individual basis and the University has sole discretion in determining what is necessary and appropriate. Disciplinary actions may take the form of verbal reprimands, a formal written warning and/or written reprimands which may be placed in the employee's file, unsatisfactory evaluation and/or termination of employment.

Acts that may result in disciplinary action include, but are not limited to:

1. failure to perform responsibilities as assigned;
2. excessive absenteeism or tardiness;
3. insubordination or refusal to comply with instructions;
4. failure to maintain confidentiality of specified information;
5. falsifying documents;
6. acts of dishonesty, such as, but not limited to theft, sabotage, scientific misconduct and fraud;
7. unauthorized use, destruction, possession or neglect of school property and materials;
8. abusive or vulgar language;
9. threatening, intimidating or coercive behavior toward another faculty or employee;
10. failure, refusal or interference in cooperating with an internal investigation;
11. carrying weapons or firearms on campus;
12. violating criminal laws on school premises;
13. endangering the safety or well-being of any individual on campus;
14. abuses of leave or benefit policies;
15. misuse of school funds; and,
16. making false or malicious comments regarding other employees, faculty or students of the school.

## Copyright Infringement Policy

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material on the University computer systems and networks. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. It is illegal. This policy applies to all users and subscribers of the University network. Users are required to comply with the legal safeguards provided for copyrighted and licensed works.

### What is Copyright?

“Copyright is a form of protection provided by the laws of the United States (title 17, U.S. Code) to the authors of “original works of authorship,” including literary, dramatic, musical, artistic, and certain other intellectual works. This protection is available to both published and unpublished works. Section 106 of the 1976 Copyright Act generally gives the owner of copyright the exclusive right to do and to authorize others to do the following:

- To reproduce the work in copies or phone records;
- To prepare derivative works based upon the work;
- To distribute copies or phone records of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending;
- To perform the work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and motion pictures and other audiovisual works;
- To display the copyrighted work publicly, in the case of literary, musical, dramatic, and choreographic works, pantomimes, and pictorial, graphic, or sculptural works, including the individual images of a motion picture or other audiovisual work; and
- In the case of sound recordings, to perform the work publicly by means of a digital audio transmission.”

“In addition, certain authors of works of visual art have the rights of attribution and integrity as described in section 106A of the 1976 Copyright Act. For further information, request Circular 40, ‘Copyright Registration for Works of the Visual Arts.’

“It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the doctrine of ‘fair use,’ which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitation takes the form of a ‘compulsory license’ under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the Copyright Office.” ([www.loc.gov/copyright](http://www.loc.gov/copyright))

The University strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the University’s computer systems and networks.

The University respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of the University to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like arenas, the University will follow the legal doctrine of fair use currently a part of the copyright law. The University's users will not make unauthorized copies of copyrighted material on University computer systems, networks or storage media.

This is inclusive of utilizing unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. The University reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the University reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice.

Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions.

### **Employee Conduct and Work Rules**

The Employee Conduct and Work Rules policy is to provide supervisors with appropriate guidelines regarding acceptable employee behavior.

To assure orderly operations and provide the best possible work environment, LU expects employees to follow rules of conduct that will protect the interests and safety of all students, employees, and the facility. Conduct that is offensive to fellow employees, discredits the organization, interferes with business operations, or any other conduct which in the facility's judgment is averse to the University's interest will not be tolerated. Employment with the University is at the mutual consent and either party may terminate that relationship at will at any time, with or without cause, and with or without advance notice.

#### Example Behavior:

It is not possible to list all forms of behavior considered unacceptable in the workplace. However, the following are examples of improper or inappropriate conduct or behaviors in or away from the workplace that causes disruption on the job, or reflects unfavorably on the University that may result in immediate corrective action, up to and including termination of employment:

- Scientific misconduct;
- Theft or inappropriate removal or possession of University property;
- Falsification of timekeeping records or other University documents or records;
- Providing false information in connection with any University investigation or Workers' Compensation claims;
- Failure to report overpayment of wages, benefits, or prerequisites;
- Reporting to work or working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or customer-owned property;

- Unlawful or unauthorized possession, display, or use of a dangerous or deadly weapon in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to property damage;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Sexual or other unlawful harassment;
- Excessive absenteeism, tardiness or absence without notice;
- Unauthorized absence from work during the work day;
- Unsatisfactory performance or conduct;
- Dishonesty;
- Sleeping or giving the appearance of sleeping while on duty.

### Non-Compliance

Violations of this policy will lead to immediate counseling and corrective action, up to and including termination of employment. Any corrective action requiring the employee to refrain from reporting to work for a period of time may be without pay.

### Supervisors

Responsibilities of supervisors:

- Promptly document the occurrence of any unacceptable behavior in writing and immediately contact Human Resources Department.
- Meet with the employee to discuss the facts surrounding the policy violation and describe any necessary action.

### Human Resources Department:

Responsibilities of the Human Resources Department

- Investigate all reports of unacceptable employee conduct.
- Promptly report back to the supervisor. Discuss the appropriate course of action.
- If appropriate, meet with the supervisor and employee to resolve the issue.

### Employee Discipline

The University established a process of progressive discipline to address employees' performance or conduct problems. Each situation is evaluated, and the University will apply the level of disciplinary action that is most appropriate to a given infraction. The University retains the discretion to determine the appropriate discipline, up to and including, immediate termination.

### Step I – Counseling Sessions

The supervisor may verbally counsel an employee regarding violations of University standards for job performance or conduct. The counseling session will clarify University expectations and job performance standards. The supervisor will make a written notation of the counseling session and the Human Resources Department will retain the documentation in the employee's personnel file.

### Step II – Written Warnings

The supervisor prepares a written warning to document an employee's performance or conduct problems. Information in the written warning will contain, but is not limited, to the following:

1. Employee and supervisor names, department, date of the warning and dates of any prior counseling sessions regarding the matter.
2. Specific information regarding the unacceptable conduct or job performance and the standards of performance or conduct that are required of the employee.
3. Signatures of the employee and supervisor. The employee may add his/her comments to the documents if desired. If the employee refuses to sign the warning, another member of administration may sign to verify that the session did take place.
4. All written warnings are reviewed by the Human Resources Department prior to discussion with the employee.
5. The written warning is retained in the employee's personnel file.

### Step III – Probation

The supervisor may place an employee on probation whose conduct or job performance is unacceptable. Probationary status is documented by a completed Performance Appraisal Form, with an overall performance rating of Unsatisfactory. Unsatisfactory performance results in automatic probation for a period not to exceed 90 days. A performance improvement action plan will be outlined for the employee and remain in the Human Resources Department. Unsatisfactory progress at any time during the probationary period will normally result in termination. Upon completion of the probationary period, the employee is expected to continue to meet job performance standards in order to avoid further disciplinary measures.

### Step IV—Administrative Leave Without Pay

Employees may be placed on administrative leave without pay for failure to meet performance standards or conduct standards. Supervisors will review all administrative leaves with the Human Resources Department

The supervisor, with a representative from the Human Resources Department, will notify the employee of their action. In cases involving a volatile situation, an employee may be placed on administrative leave without pay while the situation is investigated and required approvals are obtained. An investigation involving an employee administrative leave must be finalized within three scheduled working days.

### Step V – Termination

An employee who fails to meet job performance or conduct standards may be terminated from employment with approval of the Human Resources Department. Employees who are terminated from employment are not eligible for rehire with the University.

It is each supervisor's responsibility to address employee performance problems at the earliest stage possible. Timely intervention allows employees the opportunity to correct performance problems before they become ingrained behaviors. It is also the responsibility of each supervisor to assure that appropriate disciplinary procedures are followed throughout his/her area of responsibility. It is the Department of Human Resources' responsibility to evaluate and approve all employee terminations in advance.

## **Employee Safety and Security Policies**

Safety on campus is a shared responsibility involving everyone in the University community. Students, staff, and faculty have a responsibility to be alert to matters of security. Students, staff and faculty are asked to exercise reasonable caution on campus and to be alert to suspicious persons or activities and report them to Security or Facilities Office. If you identify anything which is a potential safety or security, please notify the Facilities Office. Please be certain that main doors are not propped open or left unlocked and that unauthorized persons are not permitted to enter any campus building. The University complies with the requirements of the “Campus Crime Awareness and Campus Security Act of 1990.”

### **Prompt Emergency or Crime Reporting**

It is important that persons who observe criminal activity report such activity promptly to the University authorities or to police. Such report should include an accurate assessment of the activity taking place and a specific description of its location. The University authorities cooperate with local police agencies in the investigation of criminal activity.

Larkin University has established a process to collect and report crimes on campus and make it available to students through the Facilities Office. An "annual crime report statistics" document will be compiled and made available to any potential student or employee applicant and to any current student or employee through the Facilities Office. Larkin University will continue to adopt and implement security measures to prevent crime on the campus, establish uniformity and consistency in reporting of crimes and encourage the development of policies and procedures to address sexual assaults and racial violence.

All doors remain locked for all hours for the safety of the students and employees. The Larkin University main building has entry by key card managed by Stanley Security. All employees are issued key cards. In the event the employee loses the key card, they must report it to the Facilities Office immediately in order to deactivate the card. The employee can then purchase a replacement key card.

An on-site security guard will be housed at the west entrance of the building and will be available during specific hours in which the building is accessible to students. To reach the security officer, you may call 305-760-2473 or by cell phone at 786-956-1648. It is suggested to add these phone numbers to your cell phone “contacts”. For additional security, LU has a series of cameras that project onto a computer screen which will be monitored by the security guard.

### **Accident Reporting**

The University has an established accident/incident investigation program to determine the underlying causes of accidents and incidents on campus and to prevent similar occurrences. The University will investigate any accidents or incidents that involve an employee, student or visitor on campus. Supervisors, faculty, staff and students must ensure the completion of the Injury and Incidents Report Form for each accident, incident or near miss incident that is reported.

The purpose of the reporting and investigation is to initiate actions that will prevent further accidents or incidents. The goal is to find the cause(s) of the occurrence. The result of the analysis will be physical or mechanical improvements or better employee training.

### **Work Related Accidents and Injuries Policy (Workers' Compensation)**

Maintaining a safe workplace is essential to Larkin University operations, and it is the University's policy to promote safety on the job and comply with all applicable federal and state regulations regarding safety in the workplace. The health and well-being of employees is foremost among the University's concerns. For this reason, employees are expected to assist in maintaining safe working conditions. Employees are required to follow common-sense safety practices and correct or report any unsafe condition to administration. Similarly, employees are required to report any workplace accidents, bodily injuries and illnesses to their supervisor and to human resources.

Workers' compensation covers employees' reasonable and necessary medical expenses and may provide weekly income for lost time from work due to a bodily injury by accident or bodily injury by disease. Entitlement to workers' compensation benefits is controlled by Florida state laws and as detailed within this policy.

#### **Definitions:**

**Bodily injury** = Bodily injury by accident must occur during the workers' compensation policy period. Bodily injury by disease must be caused or aggravated by the conditions of the injured employees' employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the workers' compensation policy period.

**Transitional Duty** = Temporary alternative work offered to an injured employee before he/she is fully recovered. It can be modified or alternate work.

**Wage Replacement Benefits** = For the first 7 days of work missed, the injured employee will use accrued time off hours (if any are available). The 3-day waiting period is waived for workers' compensation claims.

#### **Eligibility:**

All Larkin University employees are covered under the provisions of workers' compensation laws while at work or engaged in work-related activities.

#### **Procedure:**

All work-related accidents, bodily injuries or illnesses involving employees, even those that are not serious, must be immediately reported to their supervisor and to Human Resources Department. Employees who experience a work-related accident, bodily injury or illness are to immediately seek treatment, complete the "Injury and Incident Reporting Form" and cooperate with the University in complying with its recording, reporting, and employee health obligations.

#### **In the Event of a Workplace Injury:**

1. The employee must notify his/her supervisor immediately and then report to the emergency room for assessment. In the case of an emergency, the employee may report immediately to the emergency room. The employee will then be responsible for notifying their supervisor as soon as possible after the initial ER assessment.
2. All employees who sustain an on-the-job injury are required to submit for a urine drug screen and blood alcohol level immediately following any injury. An employee who refuses to submit immediately upon request to a blood test or urine drug test or tests positive

following a work-related injury may forfeit workers' compensations benefits, in accordance with Florida's workers' compensation laws.

3. In the case that continued treatment is needed, the employee is to be referred to the Human Resource Department for further follow-up. The Human Resources Department will engage with the employee in an interactive process to refer medical clinics within the University's contract and to identify possible accommodations.
4. The Supervisor is to notify the Human Resource Department of the employee who sustains an on-the-job injury within 24 hours from the time of the incident. Timely reporting ensures the best recall of the facts and the prompt delivery of benefits to employees.
  - a. Exception: An injury occurring after hours, during the weekend, and holidays is to be reported directly to the Summit's Claims hotline at 1-800-762-7811. The supervisor is to then notify human resources by the next business day and submit the internal notice of injury form via email.
5. Once reported, Human Resources will:
  - a. Open the claim and keep record of all documentation of the employee's injury and recovery.
  - b. Facilitate clear communication with the injured employee, the supervisor, and the employee's treating physician during the course of the employee's recovery.
  - c. Cooperate fully with the workers' compensation insurance adjustor.
6. Larkin University has a process in place to bring injured workers back to work as soon as possible after an on-the-job injury. This includes providing transitional work based on the treating physician's written recommendations. The Human Resources Department and the injured employee's supervisor will prepare for the employee to return to work by analyzing the job duties and physical demands of the employee's current position. This will help in assessing whether the employee can continue their regular duties or whether transitional work (if available) is needed.

When applicable, Larkin University will reasonably offer a transitional duty to the injured employee during his/her recovery, based on the recommendations/physical restrictions from the treating physician and provided the accommodation does not create an undue hardship to the university, pose a direct threat to the health or safety of others in the workplace, or pose a direct threat to the health or safety of the injured employee.
7. If the work-related bodily injury or illness results in the employee being placed on a leave of absence, LU's applicable leave policies, statutory regulations, and workers compensation policy will apply to that absence. Workers' compensation leave may run concurrently with Family and Medical Leave (FMLA) and may count toward an employee's FMLA leave entitlement, provided the reason for the absence is due to a qualifying "serious health condition" as defined in the FMLA policy.
8. The employee is to contact their supervisor at least once every 2 weeks if placed on a leave of absence.
9. Injured employees may only return to work and/or return to their regular work duties once cleared and approved by the Human Resources Department and administration. An injured employee may be asked to provide a fitness for duty clearance from their treating physician prior to returning to work.

### **Documentation:**

The Injury and Incident Reporting Form is jointly completed by the employee and supervisor. All questions are answered as fully as possible.

If continued treatment is sought, the injured employee must provide their supervisor and the Human Resource Department a work release form every time the employee visits the treating physician.

### **Wage Replacement Benefits:**

For the first 7 days of work missed, the injured employee will use accrued time off hours (if any are available). The 3-day waiting period is waived for workers' compensation claims.

If qualified, workers' compensation benefits for lost wages will start on the 8th day that the injured employee is unable to work. The employee may use his/her remaining time off hours to remain in full pay status.

### **Temporary Alternative Work:**

If a transitional-duty position that is medically appropriate and designed to comply with the injured employee's medical restrictions is available, the University must provide, and the injured employee must accept, meaningful temporary alternative work when a modified duty release is issued by a treating physician. During this transitional duty assignment, injured employees who are back on the job will receive their normal wages for hours worked from Larkin University and the workers' compensation wage replacement benefits will be suspended.

If unable to find a temporary assignment within the injured employees' current department, the Human Resources Department will attempt to place the injured employee in a temporary assignment with another department. The injured employees' original department will still be responsible for paying the employee's salary.

Temporary alternative work is in the best interest of employees and Larkin University as the financial impact to both parties is reduced. Failure to accept the transitional duty assignment or failure to report to work could forfeit the employees' entitlement to temporary disability and wage loss benefits.

### **Alcohol at University Events**

Employees planning social events on campus may request to serve alcohol under the following regulations:

- Employees must request permission to serve alcohol on campus by completing the Events with Alcohol Form and submitting it to the President/CEO at least 10 business days prior to the date scheduled for the event.
- Only beer and wine may be served. No liquor or mixed drinks are permitted.
- It is preferred that a bartender is hired and manages the serving of alcohol at the event. Non-alcoholic beverages must be available.
- The employee responsible for planning the event must create a ticketing system to ensure a maximum of two drinks per attendee. It is to be explicitly stated that employees are not to sell or share their tickets with others.

- Employees are expected to maintain a safe environment for all.

### **Animals in the Workplace**

For reasons of liability, safety, health and sanitation, no animals of any type are allowed in any Larkin University owned or leased buildings with the following exceptions:

1. Service animals as defined by Florida's service animal law and the Americans with Disabilities Act of 1990, for use by faculty, staff and students. Larkin University recognizes the ability of persons with documented disabilities to utilize service animals as defined by Florida's service animal law and by the Americans with Disabilities Act 1990 (ADA). Faculty or staff of LU who require a service animal should consult with the Office of the CEO.
2. Animals professionally trained for search and rescue activities or law enforcement.
3. Animals in official University approved parades on campus.

Animals on University grounds (not buildings) must be under the control of their owners. Under no circumstances should animals be allowed to run loose. Animals may not be tethered to buildings, handrails, trees, bicycle racks or other objects. Any animal found tethered to University property or wandering loose on campus may be impounded at the owner's expense or reported to Facilities Office. Animals left in an unattended motor vehicle are subject to the same rules and regulations if they become a nuisance or if the welfare of the animal is threatened. Any infractions or complaints should be directed to Facilities Office.

Animals walked on campus must be kept on a leash and animal fecal matter should be removed to a proper disposal container by the animal's owner to protect the health and safety of others.

The President/CEO or designee must approve any exceptions to this policy. The employee's supervisor, department chair and respective dean must approve the request for an exception before submitting the appeal to the CEO.

### **Drug- and Alcohol-Free Workplace**

Larkin University has a vital interest in maintaining a drug and alcohol-free environment, and a safe, healthy, and efficient place for its employees, and visitors, free from the use of illegal and nonprescription drugs and alcohol and unauthorized use of prescription drugs as reasonably as possible. Being under the influence of drugs on the job poses a serious safety and health risk, not only to the user but also to all whom come in contact with the user.

Failure or refusal to cooperate with any aspect of the policy including, but not limited to, refusal to sign a form consenting to drug testing or the refusal to submit urine or blood samples for testing to determine use of or impairment by, a controlled substance or intoxicant will result in disciplinary action up to and including termination.

### **Post-Offer Tests:**

All offers of employment with the University will be conditioned upon the successful completion of a pre-employment drug screening. Once a conditional offer has been made, refusal to submit to a drug test or testing positive will result in withdrawal of the offer of employment.

### Post-Employment Test:

An employee may be required to undergo a blood or urine drug test under any of the following circumstances:

- When there is reason to believe, in the opinion of the University, that an employee is under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on University property, clinical sites, or during work hours. A “reasonable belief” means a good faith belief, based upon objective circumstances, which would cause any reasonable and prudent person to suspect that the employee is in violation of this policy.
- After the occurrence of a reported work-related injury/illness or accident while on University property or during work hours, when there is a reason to believe in the opinion of the University, that the injured employee or any other employee involved in an accident is under the influence.
- To the extent allowed by State Workers’ Compensation laws, workers’ compensation benefits may be denied in whole or in part to an employee who refuses to submit to or cooperate with a blood or urine drug test or has a positive drug or alcohol drug test following an accident.
- An employee who has been on a leave of absence, rehired or return after layoff, or for any other reason has not worked for the University in the twelve weeks preceding his/her return to work date, may be required to complete a drug test prior to returning to work, if there is a reason to believe the employee should submit to such requirement.

### Searches:

When there is a reason to believe, in the opinion of the University, that an employee is under the influence or is in possession of any intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on University property or during work hours, employee should submit to a search by University representative of his/her person and/or property).

### Confidentiality:

Testing and test results will be handled confidentially with disclosure of results provided only to those individuals with a need to know.

### Drug-Free Awareness Education Program:

LU is responsible for conducting an education and training program to inform employees about the dangers of drug and alcohol abuse, the University’s policy of maintaining a drug-free workplace, and the availability of community drug counseling and rehabilitation resources. Substance Abuse and Mental Health Services Administration’s (SAMHSA) [substance abuse treatment helpline](#) at **1-800-662-HELP** offers confidential, free service, along with referrals to local treatment facilities, support groups, and community-based organizations. These services are available for individuals and family members facing substance abuse and mental health issues. To find a local substance abuse treatment facility, visit SAMHSA’s [Behavioral Health Treatment Services Locator](#).

In addition, the University will maintain and make available to employees a current resource file of community drug counseling and rehabilitative resources, mental health providers, and various

other persons, entities, or organizations designed to assist employees with personal or behavioral problems.

**Community resources center**

***Time To Change Drug Rehab Hollywood - Alcohol Detox & Inpatient Advisory***

351-301 S 20th Ave, Hollywood, FL 33020

Phone: (561) 286-7717

***Miami Dade Community Services***

1901 SW 1st St #2, Miami, FL 33135

Phone: (305) 631-8933

For immediate assistance call: 1-844-48-33869

An employee who voluntarily seeks assistance for drug or alcohol use prior to being requested to submit to a drug or alcohol drug test may be placed on unpaid temporary leave or other applicable leave consistent with federal law while participating in a rehabilitation program. An employee in need of assistance with a drug or alcohol abuse problem is encouraged to seek professional assistance. After successful completion of the program, an employee will be allowed to return to work consistent with the University leave policy. Such an employee must agree to random testing periodically thereafter consistent with federal and state law.

**Discipline:**

An employee who refuses to submit immediately upon request to a search of his/her person or property or to a blood test, or urine drug test, or who otherwise is in violation of this policy is subject to disciplinary action up to and including termination. In addition, an employee who refuses to submit immediately upon request to a blood test or urine drug test or tests positive following a work-related injury may forfeit workers' compensation benefits, in accordance with applicable workers' compensation laws.

The University property covered by this policy includes property of any nature owned, controlled, or used by the University, including parking lots, offices, lockers, and vehicles.

Nothing in this policy alters the fact that employees that are employed for an indefinite period and that either, the employee or the University may terminate such employment with or without cause at any time for any reason. Neither, this policy nor any related policies, practices or guidelines, are employment contracts or parts or any employment contract. Due to the nature of the University's operations and possible need to accommodate individual situations, the provisions of this policy or any related policies, practices or guidelines, may not apply to every employee in every situation. The University reserves the right to rescind, modify or deviate from this or any other policy, practice or guidelines, as it considers in its sole discretion, either in individual or University-wide situations with or without notice. A list of substances to be tested is given upon testing. This list is subject to change without prior employee notification.

### **Children in the Workplace**

In general, for safety reasons, the University requests children not be in the workplace. In the event of an emergency, an employee must request approval from his/her immediate supervisor to bring the child to the workplace. The child, regardless of age, is to be accompanied by their parent at all times while on campus. No child will not be allowed into a University laboratory at any times.

**Emergency/Disaster Situations:** Larkin University is committed to a safe working and learning environment. However, we are not able to predict or prevent an emergency or disaster from occurring. Any threat to life/or property that requires an immediate response from police, fire, medical or other services is defined as an emergency. This might include: Serious injury or illness, crime in progress, person with a gun or Fire. In any emergency, be ready to take action. Call 911. It is better to exercise caution. In order to better protect ourselves and learn more about what to do in emergencies, members of Larkin University developed an Emergency Response Plan. This plan is available on the “U drive” or you can obtain a hardcopy from the Office of Human Resources, or respective college Dean. Become familiar with the plan, so you are better able to protect yourself and others. It is better to have a disaster and emergency plan in place and not need it, than to need it and not have one or not to have read it.

### **Weapons**

Larkin University (LU) is a weapons free zone and will not tolerate violence.

### **Employees with Disabilities**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Larkin University to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the University’s policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, termination, compensation, training or other terms, conditions and privileges of employment.

### **PROCEDURE:**

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. All employment practices and activities are conducted on a nondiscriminatory basis.

Upon request, job applications are available in alternative accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Post-offer medical examinations are required. They are given to all persons entering the position only after the conditional job offer has been made. Medical records will be kept separate and confidential. Individuals who are currently using illegal drugs or non-prescribed medication(s) are excluded from coverage under the company ADA policy.

Larkin University will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodations or if the accommodation creates an undue hardship to the university.

Contact the Human Resources Department with any questions or requests for accommodation.

All employees are required to comply with the company's safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an administrative decision has been made in regard to the employee's immediate employment situation.

Larkin University is also committed to not discriminate against any qualified employee(s) or applicant(s) because they are related to or associated with a person with a disability. This policy is neither exhaustive nor exclusive. Larkin University is committed to taking all the actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with ADA and all other applicable federal, state and local laws.

### Supervisors

Responsibilities of supervisors:

1. Ensure that all employment decisions are conducted on a nondiscriminatory basis.
2. Follow completely guidelines set forth relative to hiring process.

### Human Resources Department

Responsibilities of the Human Resources Department

1. Document disability accommodation analysis results.

### **Equal Employment Opportunity**

Larkin University is an equal opportunity, affirmative action employer and prohibits discrimination and harassment against employees or applicants on the basis of race, color, sex, religion national, origin, age, disability, sexual orientation, gender identity or any characteristic protected by law.

It is our policy not to tolerate discrimination or harassment, including sexual harassment. We believe that denying a qualified person the chance to contribute to our effort because he or she is a member of a minority group is not only unfair to an individual but to our University. We comply

with all applicable federal, state and local laws on employment and employment practices. We support laws prohibiting discrimination.

### **Harassment and Discrimination**

**It is the policy of the University to maintain a workplace free of sexual harassment and to comply with Section 703 of Title VII of the Civil Rights Act of 1964.**

The University is committed to maintaining a work environment that is free from discrimination and harassment, where employees at all levels of the University are free to devote their full attention and best efforts to the job. Harassment and discrimination, either intentional or unintentional, has no place in the work environment. Accordingly, the University does not authorize and will not tolerate any form of harassment/discrimination of or by any employee, supervisory or non-supervisory, based on race, sex, religion, color, national origin, age, disability, gender orientation marital status or any protected class. The University will take appropriate corrective action to remedy any situation, brought to its attention.

Nothing in this policy precludes the employee's right to recourse as provided by law.

This policy is applicable to all employees including supervisors, non-supervisory employees, as well as non-employees visiting or doing business at our facility. Sexual harassment will not be condoned or tolerated. An employee proven guilty of sexual harassment will be subject to immediate discipline up to and including termination.

### Definitions Harassment

The term "harassment" for all purposes includes, but is not limited to, offensive language or jokes or other verbal, graphic or physical conduct relating to an employee's race, sex, religion, color, national origin, age, sexual orientation, disability, marital status or any protected class that would make a reasonable person experiencing such harassment uncomfortable in the work environment, or that could interfere with the person's job performance.

### Sexual Harassment

The Equal Employment Opportunities Commission (EEOC), which enforces Title VII of the 1964 Civil Rights Act, defines sexual harassment as follows: unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct is used as the basis for employment decision affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may be verbal, physical, written, or visual. Examples of it may include, but are not limited to, unsolicited verbal sexual comments, suggestive comments, repeated propositions, offensive sexual joking, and sexually-oriented verbal comments about an individual's body,

offensive touching, patting or grabbing, and pressure for sexual favors in return for special treatment on the job.

The University regards all such offensive conduct as creating a hostile work environment and, therefore, a violation of this policy.

#### Required Action

Should an employee experience or know of an incident of sexual harassment, he/she is not only encouraged but is expected to immediately bring the incident to the attention of his/her supervisor or to the individual in the appropriate chain of command, to the extent of the employees' level of comfort or to the Human Resource Department. All supervisors are required to immediately notify the Human Resource Department of any known incidents of sexual harassment or any accusations of such incidents of abuse. The Human Resource Department is responsible for investigating all reported complaints of sexual harassment.

The University will conduct its investigation of harassment and/or discrimination in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, the University will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct.

The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration.

It is the responsibility of all employees to comply with this policy and to report all complaints involving charges of sexual harassment to his/her supervisor or to the individual in the appropriate chain of command, to the extent of the employees' level of comfort, and/or the Human Resource Department.

Each supervisory employee will be responsible to take appropriate action on complaints of alleged sexual harassment from his/her employees. The supervisor is responsible for reporting such complaints to the Human Resources Department. The Human Resources Department is responsible for investigating each complaint of sexual harassment which has been reported.

On behalf of the University, the Human Resources Department is responsible for coordinating the taking of all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise, and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

#### **Information Security**

The nature of the University business is not a subject for outside conversation. The business, which crosses an employee's desk, or the information, which becomes available through work on campus, should be kept from social conversation and cannot be used for professional reasons

without the appropriate approval. Violation of this rule will be considered a serious offense and cause for discipline or termination of employment.

### **Inspections**

The University respects employees' privacy. However, for security purposes, the University maintains the right to inspect certain personal belongings. Wallets, purses and briefcases will only be inspected in the presence of the employee. Refusal to cooperate in an inspection or search will be considered a violation of employment agreement.

### **Job Duties**

An employee has been hired for job duties outlined in the position job description. In addition to regular daily assignments, the employee may be asked to help with other work. Assistance is expected for any work necessary at Larkin University.

### **Non-Discrimination Policy**

Larkin University does not discriminate against any individual on the basis of race, religion, creed, color, sex, age, disability, sexual orientation, veteran's status, or national origin. Nondiscrimination Policy is applicable to hiring, termination retention, promotion, responsibility distribution, and salary compensations.

### **Organization at your Workplace**

The University is a home away from home; please help maintain a good environment by keeping desks and files cabinets organized at all times. All desk and files cabinets must be accessible to the President/CEO, supervisors, and any other authorized employee.

### **Outside Employment**

The employee must have authorization from his/her supervisor to hold a second job. It is important for the University to be sure that a second job does not interfere with work performance or create a conflict of interest.

### **Political Activity**

Larkin University employees may not participate in personal political activity while on campus or during work time. Political activity is viewed as a personal activity and should never be brought into the workplace.

### **Personal Possessions**

Personal possessions brought into the workplace are not insured under the University policy. Care should be taken so as not to leave valuable items in the workplace.

### **Record Retention**

All documents and records obtained or created at Larkin University will be maintained in accordance to state and federal laws.

### **Relationships at Work**

Staff and faculty are encouraged to socialize and develop professional relationships in the workplace provided that these relationships do not interfere with the work performance of either individual or with the effective functioning of the workplace.

Staff and faculty who engage in personal relationships (including romantic and sexual relationships) should be aware of their professional responsibilities and will be responsible for assuring that the relationship does not raise concerns about favoritism, bias, ethics and conflict of interest. In cases of doubt, advice and counsel should be sought from the supervisor, or the Human Resource Department.

Romantic or sexual relationships between staff and faculty members where one individual has influence or control over the other's condition of employment are inappropriate. These relationships, even if consensual, may ultimately result in conflict or difficulties in the workplace. If such a relationship currently exists or develops, it must be disclosed:

- The supervisor or staff and faculty member who has influence or control over the other's condition of employment has an obligation to disclose his/her relationship to the supervisor.
- The other staff member involved in the relationship is encouraged to disclose the relationship to the supervisor.

### **Relationships with Students**

When staff and faculty members interact with students, staff and faculty are in a position of trust and power. These relationships must not jeopardize the effective functioning of the University by the appearance of either favoritism or unfairness in the exercise of professional judgment. In relationships with students, the staff and faculty are expected to be aware of his/her professional responsibilities and to avoid apparent or actual conflict of interest, favoritism or bias.

Consensual sexual relationships are prohibited between a student and a staff or faculty member who is in a position to exercise power or authority over that student. Efforts by staff and faculty members to initiate these relationships are also prohibited. A violation of this policy by a staff or faculty member is grounds for performance improvement counseling, up to and including termination.

Consensual sexual relationships between a student and a staff or faculty member who is not in a position to exercise direct power or authority over that student may also be inappropriate. Any staff or faculty member who engages in such a relationship must accept responsibility for assuring that it does not result in a conflict of interest or raise other issues of professionalism.

### **Sexual Harassment**

Sexual Harassment by any member of the University is prohibited. The University and its employees are committed to a work environment free of sexual harassment, and violations of the policies against sexual harassment are regarded as grounds for sanctions as defined in this policy.

Serious cases of sexual harassment by a member of the Larkin University community may result in termination in accordance with the appropriate policy. The Policy on Sexual Harassment applies to all cases in which charges of sexual harassment are made by a member of the LU community against a member of the University.

### Definition

Sexual harassment is defined as unwelcome sexual conduct, such as unwelcome advances, requests for sexual favors, or other conduct of a sexual nature when:

- Such conduct is engaged in under circumstances implying that one's response might affect academic or personnel decisions that are subject to the influence of the person engaging in that conduct; or
- Such conduct is directed at an individual or a group and (a) is either abusive or would be considered severely humiliating by a reasonable person at whom it was directed, or persists despite the objection of the person(s) targeted by the conduct; or (b) is so clearly unprofessional that it creates a hostile environment that may substantially impair the work or academic performance of colleagues, coworkers or students.

The first kind of sexual harassment, often referred to as "quid pro quo" includes implied or overt threats or pressure for sexual favors. Such sexual harassment is engaged in when (1) sexual advances are a condition of employment, work status, promotion, grades, or letters of recommendation or (2) unwelcome propositions of a sexual nature are made by a supervisor or individual with authority at the University over the status of the complainant.

Examples of the second kind of sexual harassment, often referred to as "hostile environment," may include: Verbal conduct, such as unwelcome sexual propositions which are made by a supervisor, coworker, or individual with authority at the University over the status of the complainant and persist despite the objections of the person to whom they are made. It also includes sexually explicit statements, innuendoes, comments, questions and jokes, as well as remarks of a sexual nature about a person's clothing or body or remarks about a person's sexual activity or speculations about the previous sexual experience of that person.

Physical contact, such as outright assault, other forms of inappropriate or embarrassing touching, such as brushing up against another's body, unwanted hugging, pinching or patting. Conduct, other than physical conduct, such as suggestive or insulting sounds.

In any event, to constitute sexual harassment, the conduct must be severe, or persist despite the fact that the employee member knew or should have known that the conduct was unwelcome.

This list is intended to be illustrative, not exhaustive; sexual harassment is established by determining whether the particular facts and circumstances of each case meet the definitions of this policy.

Important differences exist between the classroom and the ordinary workplace, and the academic functions of teaching and scholarship must take place in an environment of academic freedom.

Nothing in this policy censors the content, method, or language of academic courses that deal with sexual topics in an explicit fashion and examine in detail such issues as gender, sexuality and sexual beliefs, feelings, actions, and practices. The University protects the academic freedom and First Amendment rights of all members of the academic community. Faculty members are expected not to introduce into their teaching sexual material that has no relation to their subject, to avoid any exploitation, harassment, or discriminatory treatment of students, and to respect students as individuals. Students are entitled to an atmosphere conducive to learning and to even-handed

treatment in all aspects of the teacher-student relationship. Evaluation of students is to be based on academic performance professionally judged and not on matters irrelevant to that performance.

## Procedures

### *General Matters*

#### Responsibility of the Supervisor:

Each supervisor is responsible for pursuing sexual harassment complaints immediately upon becoming knowledgeable of their existence. Employees should report complaints of sexual harassment to his/her supervisor or to the individual in the appropriate chain of command, to the extent of the employees' level of comfort or to the Human Resource Department. (see Informal Procedures below).

#### Confidentiality

To the extent possible, the investigation and proceedings under this policy shall be conducted in a manner to ensure the confidentiality of all parties.

#### Archive of Records

At the conclusion of informal or formal procedures all records of proceedings and actions shall be placed in an archive maintained by the Human Resource Department. In any procedure, the record shall include only a description of the complaint, any response to the complaint by the employee, and any action or agreement in response to the complaint. Access to the records shall be restricted to the Human Resources Department in the context of a subsequent complaint. Records shall be kept for a maximum of seven years after the conclusion of the investigation and then sealed. Such records may not be used in any subsequent proceeding except when they are incorporated in an intervening (i.e., less than seven-year-old) proceeding, or when, after investigation, the President/CEO or Human Resources Department determines that the new allegations, if true, are serious enough to warrant initiation of termination for cause proceedings. The University legal counsel may keep appropriate records, and these records shall be sealed after seven years under the same terms. No other record of proceedings or actions may be kept, except that a supervisor may keep a record of any action, agreement, or sanction. These limitations do not apply, however, when it is necessary to comply with applicable state law or, court order, or valid subpoena or request for production.

#### Right to Resist and Report

No employee or University official shall retaliate or take any other adverse action against any person because that person resists sexual harassment, plans to report acts of harassment in accordance with the procedures of this Policy, or reports acts of sexual harassment in accordance with those procedures. However, persons who knowingly make false claims of sexual harassment are subject to disciplinary action.

#### Time Limits

Complaints of sexual harassment, both formal and informal, should be filed within 30 calendar days from the date the most recent incident occurred. A complaint that is not filed within 30 days but that is filed within four years of the incident may still be subject to LU action.

### Types of Procedures

Any individual who believes that he or she has been subjected to sexual harassment has available two methods for resolving the matter within the University: through an informal procedure, or through a formal procedure. A formal procedure requires the complainant to submit a written statement of the complaint.

The complainant may choose another LU employee to provide assistance. In all proceedings, formal and informal, every effort shall be made to ensure due process and to protect the rights of both the complainant and the accused.

### Informal Procedures

#### *Making a Complaint*

Any individual who encounters sexual harassment is encouraged to seek an informal resolution of the problem at the department or college level. Instances of sexual harassment may be reported to the appropriate supervisor or to the individual in the appropriate chain of command, to the extent of the employees' level of comfort or to the Human Resources Department.

### Actions of the Supervisor

Each supervisor is responsible for resolving sexual harassment complaints promptly upon becoming knowledgeable of their existence.

If the supervisor, after consultation with the Human Resources Department, determines that the facts described in the complaint would not, in the meaning of the law or policy, constitute sexual harassment, the supervisor shall so advise the complainant.

The supervisor shall make every reasonable effort to inquire into the facts regarding the complaint including: speaking with the complainant; speaking with other persons identified by the complainant; speaking with the employee; and speaking with other persons identified by the employee. This inquiry should be completed as soon as practicable, usually in ten business days. When the inquiry is complete, the accused employee shall immediately be provided with a description of the complaint, including the name of the complainant, where appropriate, the time and circumstances of the conduct, and other material facts.

In all cases of sexual harassment, the supervisor is to notify the Human Resources Department of the complaint and the action taken to resolve the matter. This notification normally will be submitted at the end of the inquiry.

### Resolution by Action or Agreement

At the conclusion of the inquiry, the supervisor, in consultation with the Human Resource Department, may take appropriate administrative action to resolve the complaint or may attempt to resolve the complaint informally and by voluntary means. If administrative action is taken or an agreement satisfactory to all persons involved is reached, the terms of the action or agreement shall be summarized by the supervisor and submitted to the Human Resources Department. Where no agreement is reached, the complainant may file a formal complaint within 20 academic days of the termination of the informal procedures. In cases where the supervisor, in consultation with the

Human Resources Department, concludes that the allegations are without foundation, the records should clearly reflect this judgment.

### Formal Procedures

#### *Making a Complaint*

The formal complaint shall be in writing and shall set forth: the facts and circumstances pertaining to the alleged harassment; the name of the complainant and the accused; the date, time and place of the incident(s); the names of other persons with knowledge of the incident(s); and the desired resolution. The formal complaint shall be filed with the supervisor or to the individual in the appropriate chain of command, to the extent of the employees' level of comfort or to the Human Resources Department. If the supervisor, in consultation with the Human Resources Department, determines that the facts described in the complaint would not, in the meaning of the law or policy, constitute sexual harassment, the supervisor shall so advise the complainant. If the supervisor determines that an investigation is warranted the supervisor shall notify the accused employee, the appropriate department chair or dean, and the complainant.

### Investigation

The Human Resources Department shall conduct the investigation, shall make every reasonable effort to interview the complainant, the employee, and other persons identified by the complainant or the employee as having direct knowledge of the matters, and shall examine appropriate records.

### Hearing

Upon completion of the investigation, the Human Resources Department shall report the results of the investigation in writing to the supervisor, department chair and dean and recommend appropriate action.

The Human Resources Department shall inform the complainant, the employee, the President/CEO and the appropriate department chair and dean of the outcome.

### Reports

Each year the Human Resources Department shall separately submit written reports on all actions taken or findings made. These reports shall be made to the President/CEO and shall briefly describe the nature of the harassment and the outcomes in each case without identifying individuals.

### **Smoking Policy**

As a location to learn health care, Larkin University and all property owned by such is designated as non-smoking. This includes sitting in cars or walking the perimeter of the property. Smoking in sight of LU will not be tolerated. Larkin University supports TobaccoFreeFlorida, through funding received from the State of Florida Department of Health, Area Health Education Center's effective evidence-based tobacco cessation services for tobacco users and trained treatment specialists are available to employees at no charge by calling 1-877-822-6669.

### **Solicitations, Distributions, and Use of Bulletin Boards**

General solicitation of employees by salesmen is not permitted except in the case of book publishers wishing to make professional contacts with faculty members. On-campus solicitations of students by student organizations must be cleared through the President/CEO or Dean of the respective college.

## Standards of Appearance

It is the policy of LU to ensure that its employees present a professional appearance at all times. Failure to adhere to this policy subjects an employee to disciplinary action, up to and including termination of employment.

### Personal Appearance and Grooming Guidelines

The following standards of appearance have been established for employees to adhere to:

1. LU-issued photo I.D. badges must be appropriately displayed at all times while on University premises. For security purposes, the badge must be worn face forward and have no object obscuring the photograph or name, and it must be worn above the waist.
2. All attire should be kept neat, clean and in good repair at all times. Attire is to be appropriate and in good taste; unconventional or unprofessional clothing, including denim, Lycra, see-through fabrics, and skirts more than two (2) inches above the knee are not permitted.
3. Clothing shall be loose enough to allow freedom of activity in the performance of all job activities without exposing any undergarment when standing, stooping, bending or sitting.
4. Casual tops (i.e., T-shirts, tank tops, halter tops, tops with lettering or pictures) are not permitted. Discreet monograms are permissible. Sheer or see-through clothes, including shirts and blouses, are not acceptable at the workplace. Midriffs should not be visible.
5. Dresses should be businesslike and appropriate for the department assigned. Sundresses, party wear, low-cut necklines/back and shorts are NOT permitted. Denim or leather fabric is not permitted. Business lengths should be observed at all times. Sheer or see-through dresses are not acceptable at the workplace.
6. Skirts should be businesslike and appropriate for the department assigned. No denim or leather fabric is permitted. Business lengths should be observed at all times (two (2) inches above the knee is the shortest length allowed.) Split skirts are permissible providing they meet the established length guidelines. Slits should not exceed 5 inches above the knee. Sheer or see-through skirts are not acceptable at the workplace.
7. Pants should be business like in style and appropriate for the department assigned. No denim or leather fabrics are permitted. No stirrup, tight, or stretch pants are permitted. Jeans, even in colors other than blue denim, are not permitted. Shorts and pants reaching no more than mid-calf are not permitted.
8. Cosmetics, cologne and perfume should be used in moderation.
9. Hair must be clean and neatly styled. Extreme, unprofessional, or unconventional hairstyles are to be avoided. Long hair must be arranged away from the face and at an appropriate length so as not to interfere with the safe performance of the employee's duties. Hair ornaments, when worn, must be appropriate and in keeping with a business environment.
10. Facial hair must be kept neatly trimmed.
11. Jackets and ties are encouraged where and when appropriate for administrative and clerical personnel.

Individual departmental guidelines may be established when necessary or advisable in connection with the activities conducted within the individual departments. Employees are required to adhere to departmental guidelines regarding approved items, colors and/or other specifications, even when those specification go beyond or differ from the policy outlined above.

Employees in violation of the LU or Department Standard of Appearance may be given a documented verbal warning, unless the violation is so egregious that other action is more appropriate. If the employee is in violation of the Dress Code Policy a second time, the employee will be instructed to go home, change and return appropriately dressed. (The employee will NOT be compensated during such time away from work.) If a third violation occurs, the employee will be on an administrative leave of absence for two (2) days with no pay. If within three months of the administrative leave of absence, the employee continues to disregard this policy, the employee will be terminated.

All employees must follow the Standards of Appearance Policy established.

### **Employee Work Schedule**

At Larkin University, employees work a 40 hour work week. Typical work hours are considered 8:00 am to 4:30 pm, on campus.

### **Travel**

A variety of professional development programs are available to faculty and staff both on and off campus. These can include professional meetings and conferences as well as specialized programs. Faculty and staff should seek advice and approval of their supervisors, department chairs and/or dean to select appropriate professional development programs to enhance their University work and overall professional development for job satisfaction and professional growth. All faculty members have allocated an annual professional development fund and individual staff may request from their supervisor, department chair, or dean funds to attend a professional development program.

## **University Information and Property**

### **University Property**

All faculty, staff, and administration will have access to a University email, office, library, classroom, and research facilities (as appropriate).

### **Use of the Larkin University Seal**

Larkin University letterhead and all official seals and backdrops can only be used for University business. The Larkin University name and official logo cannot be used for personal promotion or personal benefit.

### **Visitors in the Workplace**

Any visitor or person without a key card can ring a bell at either entry which will alert University security, seated at the front entrance, to screen the individual entering the building. If the security guard on call is in another part of the University, the Facilities Manager will be able to visualize and speak to the individual through a smart phone and grant entry to the individual at the front door.

## **Personnel Records Policies**

### **Personnel Records**

Personnel records will include the following information:

1. Commission on Independent Education Instructional and Administrative Personnel Form
2. Employee Application
3. Curriculum Vitae/Resume
4. Emergency Contact
5. Personal ID, Driver's License and/or Passport
6. Results of Background Check
7. Taxpayer Identification Number and Certification (W-9/W-4)
8. Drug Screen/X-Ray/Urine Screen Results
9. Official Transcript(s)
10. Employment Agreement
11. Continuing Education Units
12. Certificates (if applicable)
13. Faculty Handbook Acknowledgement Form (if applicable)
14. Employee Handbook Acknowledgement Form
15. Position Description

It is the responsibility of the employee to update any information in 30 days. Continuing education must be updated yearly (by January 1) for all employees. A total of 8 hours of continuing education must be submitted per year. The personnel records will be kept in the Office of Human Resources.

### **Change in Personal Data**

It is important that personnel records be kept current. It is the responsibility of the employee to notify (in writing) the Office of Human Resources within 30 days of any changes in address, telephone number, marital status or number of dependents. It is also the employee's responsibility to enroll in benefit programs for which they are eligible. A change in marital status and/or withholding allowances may also require completion of another W-4 form, which employees can obtain by contacting the Office of Human Resources.

### **Right to Access**

Employees have the right to review and inspect their personnel files in the Office of Human Resources. Please allow notice of 5 business days. Letters of recommendation solicited or received in confidence, department votes on any personnel action, and attorney-client correspondence must be removed from personnel files prior to access. With limited exceptions, the contents of employee personnel files may not be disclosed without the consent of the employee. All personnel files are maintained in the Office of Human Resources.

## **Holidays, Vacation and Leave of Absence Policies**

### **Holiday and Vacation**

#### **Leave of Absence Policies**

##### Unpaid Leave of Absence

A personal leave of absence is time off from work without pay, which may be granted for reasons not covered by family and medical leave or to employees not eligible for family and medical leave. A personal leave is not a privilege, and in no instance is a leave granted automatically. Decisions to grant a personal leave are made at the sole discretion of LU and are based on the reason for the leave request, the employee work record, the workload, and the availability of other personnel to handle the work while absent. A leave of absence must be granted by all of the following: department chair or supervisor, dean, and President/CEO.

##### Unpaid Leave of Absence Procedure

A written request for a personal leave of absence, of up to ninety (90) days, will be considered by the supervisor at the time that the leave is requested, and any unpaid leave of absence must be approved by the Human Resources Department at least fifteen (15) days in advance of the date that the leave will start. Extensions for a leave will be considered with a written request submitted to the supervisor at least fifteen (15) days in advance of the scheduled return date. Failure to return from an authorized leave on the date agreed upon will be treated as a voluntary resignation.

If a paid holiday occurs during the leave of absence, the employee will not be paid for that holiday. Beginning with the first pay period when no paycheck is issued, he/she will not accrue paid time off hours. The anniversary and status dates will remain the same, with the possible exception of the evaluation/review date, as discussed above.

Benefits during personal leave of absence will terminate beginning with the first pay period when no check is issued. To maintain benefits during a leave, the employee must make advance arrangements with the Human Resources Department. Group benefits will continue as long as the employee remains on an approved leave of absence and the full amount of the required premium payments are made.

#### **Absence Due to Illness**

Employees are responsible for notifying their supervisor as much in advance as possible when situations occur that will result in unscheduled absence from work. If the situation precludes prior notification, the employee shall notify the supervisor as soon as possible thereafter. The Supervisor will follow up with the appropriate time off form.

Absences for family emergencies, please refer to the above policy.

If an employee reports to work and then becomes ill, the employee should notify their supervisor at once. Absences for the employee's personal illness are charged to the employee's sick leave bank.

If an employee is on vacation and is hospitalized, the employee may change their time off to sick leave. The employee must provide medical certification to his/her supervisor and Human Resources Department.

### **Bereavement**

Active, full-time employees may take a bereavement leave of absence with pay for three days or 5 days if travel out of state is required. Bereavement requests within the first 90 days requires the approval of the immediate supervisor.

### **Family and Medical Leave**

The purpose of this policy statement is to comply with The Family and Medical Leave Act of 1993. The policy outlines the conditions under which an employee may request time off for medical reasons or to provide family care. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

### **Policy:**

It is the policy of Larkin University to comply with The Family and Medical Leave Act of 1993 by granting up to 12 weeks of leave (or up to 26 weeks of military caregiver leave) during a 12 months period, counting backwards from the first day of leave. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy. Leave is provided under the terms and conditions set forth below.

### **Definitions:**

#### **Family Members**

Child means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either, under 18 years old or a dependent adult.

Parents means a biological, foster or adoptive parent, a stepparent, or legal guardian. Parent does not include a parent-in-law or grandparents.

Grandparent under this policy means a grandparent of an employee for whom the employee has assumed primary financial responsibility.

#### **Serious Health Condition**

A “Serious Health Condition” is an illness, injury, impairment, physical or mental condition of the self, child, parent, spouse, or eligible grandparent which warrants the participation of the employee to provide care during a period of treatment, or supervision of the child, parent, spouse, or eligible grandparent and also involves either, an inpatient facility or continuing treatment or continuing supervision by a health care provider.

#### **Covered Active Duty**

“Covered active duty” for members of military means duty during deployment of the member to a foreign country or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102. The leave may commence as soon as the individual receives the call-up notice. This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.

The term “covered service member” means:

1. a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

### **Employee Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked one year or must have worked at least 1,250 hours during the 12 months period immediately preceding the commencement of the leave. The 1,250 hours does not include time spent on a leave of absence. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.
2. The employee must work in a worksite where 50 or more employees are employed by the company within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

### **Qualifying Event**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child of the employee and in order to care for that child within one year of the birth.
2. The placement of a child for adoption or foster care and to care for the newly placed child within one year of the placement.
3. To care for a spouse, child, or parent with a serious health condition.
4. The serious health condition of the employee.
5. Qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is a covered military member is on covered active duty or called to covered active duty. The qualifying exigency must be one of the following:
  - a. short-notice deployment
  - b. military events and activities
  - c. child care and school activities
  - d. financial and legal arrangements
  - e. counseling
  - f. rest and recuperation
  - g. post-deployment activities, and
  - h. Additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

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

Employees with questions about FMLA qualifying events are encouraged to consult with the Human Resource Department.

### **Use of Paid and Unpaid Leave**

An eligible employee must use all available vacation hours, if any are available, at the beginning of the 12 weeks of leave to which the employee may be entitled under this policy.

An employee who is using FMLA leave to care for a serious health condition of their own must use all available vacation, if any are available, at the beginning of the 12 weeks of leave.

An employee who is using FMLA leave to care for their immediate family member can use vacation time.

### **Insurance Benefits During Leave**

While an employee is on a qualified leave, LU will continue the employee's insurance benefits, if authorized on the FMLA form, during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, LU will continue to make payroll deductions to collect the employee's share of the premium.

While on unpaid leave, the employee must continue to make this payment via check, either in person or by mail. The payment must be received in the Human Resource Department by the 5th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. LU will provide 15 days' notification prior to the employee's loss of coverage.

The Insurance Premium Authorization form certifies that an employee acknowledges the hospital's legal right to recover the cost to maintain his/her coverage in group insurance plans during a period of unpaid leave. An employee on unpaid leave accumulates no additional benefits during the leave period.

### **Certification for Serious Health Conditions**

LU will require certification for the employee's or family member's serious health condition. The employee must respond to such request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of leave. The medical certification form is provided in the FMLA packet.

LU may directly contact the employee's or employee's family member's health care provider for verification or for clarification purposes using a health care professional, a Human Resources professional, or administrator. LU will not use the employee's direct supervisor for this contact.

Before making the direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA

Medical Privacy Rules, LU will obtain the employee's permission for clarification of individually identifiable health information.

LU has the right to ask for a second opinion. LU will pay for the employee or employee's family member to get a certification from a second doctor, which LU will select.

LU may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

If necessary to resolve a conflict between the original certification and the second opinion, LU will require the opinion of a third doctor. LU and the employee will mutually select the third doctor, and LU will pay for the opinion. This third opinion will be considered final.

LU may request a recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days unless circumstances have changed significantly, or if LU receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave. Otherwise, LU may request recertification for the serious health condition of the employee or the employee's family member every thirty (30) days in connection with an FMLA absence. LU may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

### **Periodic Reports**

On a basis that does not discriminate against employees on FMLA leave, while on an FMLA leave an employee is required to report to his/her director at four-week intervals as to the employee's status and intent to return to work.

### **Employment Restoration**

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider prior to returning to work.

An eligible employee returning from an FMLA leave will be restored to the same or an equivalent position, unless, had the employee not been on leave, the employee would have been laid off or terminated. An equivalent position is defined as one involving the same or substantially similar duties, status, pay, benefits, and responsibilities. The position will be the same or one which is identical in terms of pay, benefits, and working conditions.

If credentials or special qualifications have lapsed during the leave period, the employee will be given a reasonable opportunity to fulfill the requirements after returning to work.

### **Intermittent Leave or Reduced Leave Schedule**

The employee may take FMLA leave in:

1. Twelve consecutive weeks
2. At the University's discretion, may use the leave intermittently (take a day periodically when needed over the year) or,
3. At the University's discretion, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule.

In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

LU may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care. The Human Resource Director and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule.

Intermittent or reduced leave that is determined to be “medically necessary”, i.e., for periodic medical treatments, is to be scheduled as to cause minimal disruption in the workplace. The University may request that the time off be scheduled at a certain time of day, if possible, in order to cause the least amount of disruption in the work place.

The employee must provide:

1. A statement of medical necessity for his/her intermittent leave or reduced leave schedule, and the expected duration of the need for intermittent leave or reduced leave schedule.
2. A listing of the dates of his/her planned medical treatment and the duration of the treatments.

For leave to care for an ill child, spouse, parent, or eligible grandparent -- the employee must provide:

1. A statement attesting to the necessity of intermittent leave or reduced leave for the employee to provide care or to assist in the person's recovery.
2. An estimate of the expected duration or a schedule of his/her intermittent or reduced leave.

### **Fraud**

An employee who fraudulently obtains a Family and Medical Leave of Absence is not protected by the Family and Medical Leave Act's job restoration or maintenance of health benefits provisions.

### **Jury Duty**

Jury duty shall not be the cause for reduction of regular compensation or vacation or other leave accruals. Upon receipt of summons, the employee must notify the supervisor and provide a copy to HR, as to the reporting date for such duty. Upon completion of jury duty, employees are required to turn over to the University any funds received for such jury service.

### **Continuing Benefit Plan Coverage**

If an employee is granted a leave of absence that does not exceed 30 days duration, the University will continue its contribution towards payment of the employee's group insurance benefits. If an employee is granted a leave of absence that exceeds 30 days duration, the employee must make arrangements to assume the University's contribution towards the group insurance benefits if the employee wishes to maintain uninterrupted coverage. The employee's voluntary contribution for their group insurance benefits remains their responsibility during any leave of absence regardless

of duration. Employees should make arrangements with the Human Resources Department and the Chief Financial Officer to cover these payments during the period of absence in order to maintain uninterrupted coverage.

### **Military Leave**

An employee shall not suffer an earnings loss because of short-term (30 days or less) military service in fulfillment of Armed Forces Reserves or National Guard obligations. The employee must present to his/her supervisor a photocopy of his/her official notification to report for service. The employee's regular pay shall continue for the period of service, unless payment is being made for the military service. In that case, the payment made for the service, must be returned to the University. Upon completion of service, the employee shall reimburse the University for any excess of the combined University and military pay over University pay for the period, but not more than the amount of the University pay. Employees ordered on extended active duty training, where the date of return is not specified, will have leave fully credited as no break in service, except the employee must return to work within 30 days of return from military duty.

### **Vacation**

1. Employees are to submit a request for time away from work to their supervisor in accordance with departmental policies at least 30 days from the scheduled vacation when the time away will be one week or longer.
2. Such requests will be granted to the extent that the department's staffing needs can be met during that period.
3. The supervisor shall create a practice for equitably determining who shall be granted time off when more than one employee requests time off for the same date or week and not all can be approved. If the department supervisor desires assistance, the Human Resources Department is available to assist.
4. Employees must work with their supervisors to plan time off to assure that faculty and staff take time off throughout the academic year.
5. Time off requests must be submitted using the [Larkin University Time Off Request Form](#).

### **Service as a Court Witness**

An employee serving as a witness in a legal procedure involving action against or instituted by the University shall be paid his/her regular wage for the required time of service without the use of vacation time. The employee may use vacation time

### **Time Off to Vote**

An employee may be granted time off (not to exceed two hours) to vote at the discretion of the supervisor.

### **Domestic Violence Leave**

An Employee is eligible to up to three days of leave in a twelve-month period if the employee or a family or household member is a victim of domestic violence. The employee must provide an appropriate advance notice except in cases of imminent danger to the health or safety of the employee or a family member.

Specific activities include:

- seeking an injunction for protection against domestic violence or repeat violence, dating violence, or sexual violence
- obtaining medical care or mental health counseling or both for the employee or a family or household member to address injuries resulting from domestic violence
- obtaining services from victims' services organizations such as a domestic violence shelter or rape crisis center
- making the employee's home secure from the perpetrator of domestic violence or finding a new home to escape the perpetrator
- seeking legal assistance to address issues arising from domestic violence or attending or preparing for court related proceedings arising from the act of domestic violence.

In the instance that the employee or a family or household member has suffered injuries or trauma that qualify as a **serious health condition** under the Family and Medical Leave Act (FMLA), employee may qualify for leave.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion or gender. If employee or someone they know is in an abusive relationship, or if he/she have questions about abuse she/he is encouraged contact the National Domestic Violence Hotline at 1-800 -799 – 7233 (lines open 24/7) or online by chat for free and confidential services.

## **Health Insurance and Related Benefits**

### **Benefits**

The University contributes to the premium for Health Insurance for eligible employees. Coverage for dependents is also available, through payroll deduction. If the employee leaves the University, or if the employee, the employee's spouse or one of the employee's dependents loses the right to be covered under the group health insurance, continuation or conversion rights may apply. Details of the Employees Health Plan are described in the health plan document given to new and inquiring employees.

### **Eligibility**

These benefits are for regular full-time employees who work an average of 32 or more hours each week through the year. Benefits may be modified or discontinued at management's discretion.

### **Benefits**

1. Medical Insurance
2. Dental Insurance
3. Vision Insurance

4. Life Insurance
  - a. Employer-Paid Insurance provided for all benefit eligible employees.
  - b. Voluntary Term Life Insurance available to all benefit eligible employee, spouse and family
5. Voluntary Income Protection
  - a. Short Term Disability
  - b. Long Term Disability
6. Voluntary Personal Insurance Products
  - c. Accident Insurance
  - d. Cancer Insurance
  - e. Critical Illness Insurance
  - f. Hospital Confinement Indemnity Insurance

### **Retirement Savings Plan**

Larkin University offers a 403B retirement plan through OneAmerica ([www.oneamerica.com](http://www.oneamerica.com)). The plan allows for each individual to choose how they would like their funds invested through many different investment strategies. OneAmerica also provides advice on all of the plan's products, which is managed by a third-party fiduciary. Immediately upon employment, individuals may invest any amount up to the annual legal limit (check with the IRS to determine your maximum) through bi-weekly payroll deduction.

After one year of employment, the University will provide a match to contributions made by employees. The match becomes vested after a total of three years of employment. The match is called a cliff match, meaning it is all or none. Any funds put in by the employee through payroll deduction is always the employee's funds and can be rolled over after they are no longer with the University. Funds from other programs may also be rolled into the University plan.

There are two levels of the employer match. For all employees without a title of Director or higher, the match is 3%. For all employees with the title of Director or higher, including all faculty, the employer match is 8.5%.

For more questions on the plan, contact OneAmerica.

### **Domestic Partnership**

At Larkin University domestic partnerships are covered within employee benefits offerings. A domestic partnership is a legal or personal relationship between two individuals who live together and share a common domestic life but are neither joined by marriage nor a civil union.

### **Enrollment in Benefits**

New staff employees must apply for insurance coverage before completion of 90 days of employment; with the effective date after the probation period ends. Administrators and Faculty benefits are effective the first day of employment.

### **Continuation Coverage Rights (COBRA)**

The Consolidated Omnibus Budget Reconciliation Act of 1985, referred to as COBRA, was enacted to provide continuation of health coverage to people who would otherwise lose coverage. In compliance with this Act, the University offers employees who leave the University the

opportunity to remain in the University health plan for a limited length of time at the beneficiary's expense. Contact the Human Resources Department for information.

### **Performance Evaluation Policies**

The overall objective of faculty and staff 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. The development plans for faculty and staff are described in the following sections.

### **Faculty**

The University-wide (programmatic) faculty development plan includes multiple components. This will be spearheaded by CEO Council charged with identification of University-wide faculty development needs and opportunities, including workshops, guest speakers, and electronic programming (e.g., webinars). In addition, faculty development is also available from the Deans Office of each respective college. Faculty will be provided with ongoing faculty development throughout the academic year in various areas including, but not limited to, development of personal teaching philosophy, course objectives, teaching materials (PowerPoint slides, handouts), instructional approaches (including active learning strategies and techniques), assessment methodologies (including test question writing skills), academic advising, grant writing, manuscript development, pharmacy-practice opportunities and other important topics that will prepare the new faculty to function and grow as an academician.

An individual development plan will be developed between the faculty member and his/her Department Chair. A faculty member will submit an Annual Faculty Development Plan and Summary for the upcoming year to the Department Chair. Key components of the faculty development plan include goals (with measurable outcomes) related to teaching, scholarship, and service which align with the mission, vision and core values of LU. Department Chairs will meet with each individual faculty member mid-year to evaluate progress and determine if any needs or support is required by the faculty member. This will be documented with the Mid-Year Check-Point document.

As part of the annual evaluation, faculty will complete and submit an Annual Report with a self-assessment of achievement of the goals from the previous year. A one-on-one meeting will occur with the faculty and Department Chair to discuss what goals are achieved and not achieved and work collaboratively toward improvement, as deemed necessary. Additionally, faculty will submit an annual development plan indicating goals for the upcoming year related to teaching, scholarship and service.

### **Faculty Evaluation**

The annual evaluation process will provide faculty with guidance and documentation on their progress towards advancement, such as extended contract/promotion. Additionally, each faculty member will be encouraged to seek internal and external mentors to support and facilitate academic success and growth.

The University will provide necessary support for various faculty development programs/activities to facilitate academic excellence and growth of individual faculty. Such support includes seminars and workshops on campus, faculty development funds to support travel to a professional meeting, and competitive intramural funding to support pilot projects. Each faculty member will have funds allocated for faculty development in the annual budget.

## **Staff**

Due to differential 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 may include training on technology systems, training on admissions processes, student affairs specific programming or experiential program specific training as appropriate.

### **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. These meetings may include a discussion of the following:
  - 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 orientation, 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**

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

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 annual review.

## **Promotion & Rehire**

### **Promotion**

Renewal and extension of contracts and promotion for faculty are outlined in the Promotion and Five-Year Continuing Contract policy.

### **Rehire**

A staff, faculty or administrative member of the University in good standing may be rehired if appropriate given a position vacancy.

## **Organizations/Miscellaneous**

**Credit Union:** All employees are eligible for participation in the South Florida Education Employees Credit Union.

**Community Discounts-**Eligible discounts for local community businesses is available through Human Resources.

### **Tuition Waiver**

In support of the LU education mission, we offer full-time employees, the opportunity to enroll at the University with a full tuition waiver, at the discretion of the University. Employees who wish to take advantage of this opportunity to upgrade skills and to enhance career goals should will need approval of their department manager to have an altered work schedule.

The spouses, and legally dependent children of employees also have the opportunity to enroll at the University with a tuition waiver, at the discretion of the University. They must enter through the admission process of the college they wish to attend.

## **Compensation Policies**

### **Payment of Salary**

#### Direct Deposit

Larkin University uses direct deposit for payroll. Enrollment forms for direct deposit can be obtained from the Human Resources Department.

### Pay Periods

Payments will be made in a bi-weekly basis; the work week starts every other Sunday and ends on a Saturday. Paychecks will be handled by direct deposit every other Friday. There are a total of 26 pay- periods in a year.

### Pay Statements

Paper payment statements will not be made available to employees at LU. Larkin University uses ADP to allow employees track payment, deductions. In order to access your information, the employee must register on ADP at <https://workforcenow.adp.com/public/index.htm>. Please contact Human Resources for login credential. Once an employee is enrolled, the employee can do any of the following:

- View and update personal information to keep contact information up-to-date.
- Update security questions and answers to be able to reset password or retrieve user ID, when required.
- Change password regularly to protect your account.
- Update/Activate cell phone numbers and email address to receive security notifications from Larkin University or ADP.
- View and update emergency contacts and dependent information.
- View pay statements and annual statements. Also available for viewing and updating are filing status (W4), as well as access to financial calculators.
- View and update work information, education, skills, memberships, licenses & certifications.
- Access company news, announcements, policies and more.

### **Time Records**

Supervisors for non-exempt employees will submit bi-weekly hours worked to the Chief Financial Officer or designee by noon on Tuesday of payroll week.

### **Overtime**

When operating requirements or other needs cannot be met during regular working hours, non-exempt hourly employees may be scheduled to work overtime hours. LU observes a 40 hour work week, any hours worked more than that are eligible for overtime, however time paid for sick leave, vacation leave, holiday time off, or any leave of absence will be excluded from the calculation of the 40 hour week.

Advance notification of these assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime is compensated to all non-exempt employees through compensation time that must be used in the next pay period. Overtime worked without prior authorization from the supervisor, may result in corrective action, up to and including termination of employment.

Exempt employees are not eligible for overtime pay.

### Employee Procedures

1. Obtain supervisor approval in advance of working any overtime hours.
2. Use any compensation time before the end of the next pay period.

### Supervisor Procedures

1. Plan, schedule, and approve overtime in advance.
2. Counsel employees who work overtime without prior authorization.

## **Disciplinary and Termination from Employment Policies**

### **Post-Resignation/Termination Procedures**

#### Exit Interview

An exit interview will be conducted through Human Resource for employees leaving the University. Comments regarding employment at the University are welcome during the interview. The employee should return all university property at this time.

#### Termination Benefits

1. Contact Human Resources to determine remaining unpaid time and benefits.
2. Human Resources in collaboration with the CFO shall be the reviewing authority for any requests for exceptions.

#### Final Paycheck

The final paycheck will be made in the same manner as previous paychecks, into the employees' direct deposit account on file. It is the responsibility of the employee to inform the Chief Financial Officer if the bank account does not exist at the time of the final paycheck deposit.

#### Retirement Plan

The employee benefits from the University retirement plan are not the Universities' responsibility. Once the employee departs from LU, he/she can keep the funds in the retirement plan for up to five years. To roll-over funds into other accounts, the employee must contact OneAmerica.

## **Campus Philosophies**

### **Open Door Policy**

Good employee relations are very important. LU strongly supports an open-door policy.

## **University Standing Committee & Councils**

Councils and committees are established to promote internal communication and administrative teamwork. The active involvement of committee members, representing a cross section of faculty and staff, provides a high level of involvement in decision-making and allows faculty, staff, administrators, and students to be involved in matters which affect them. The President/CEO or Deans may select full-time or part-time faculty and staff to serve on committees and councils.

Employees will have periodic meetings (e.g., committee, council) to achieve the goals of the University. The meetings will be held in a conference room or alternative site at the University facilities. Other meetings may be scheduled or unannounced, according to the urgency of the topic. Meetings are mandatory and includes gathering together at any time or place or by

simultaneous communication via conference telephone, the latter is at the discretion of the supervisor.

The following are standing committees and councils of the University. Ad hoc committees are appointed or elected as the need arises.

**Faculty Affairs Committee:** *Function:* The Faculty Affairs Committee directs the process of reviewing policies and procedures affecting LU, and issues of concern to the LU. Activities include review of faculty handbook, recommending actions for the welfare of the faculty, support, recommendations and participation in the faculty development program, recommending educational programs in the community, and recommending review and discussion of issues raised by the faculty.

**Library & Resources Committee:** *Function:* To review and consider the adequacy of 1) the medical library, 2) educational research holdings and services, 3) technology capabilities, 4) study space, and 5) and other resources affecting the learning environment.

**Research Advisory Committee:** *Function:* To promote, develop, and support research in the areas of biomedical, educational and clinical research. Establish a network of resources, both internal and community-wide, for student and faculty member participation in research and scholarly activities. Help formulate, recommend, and develop the necessary policies required for research and scholarly activity. To make recommendations for support of research and scholarly activity in the budget process and strategic planning process of the college. Assist in organization of intramural grant calls and review of the intramural grant applications. The chair and/or vice-chair may participate when requested in the Capital and Space Committee of the University.

#### **Space & Capital Allocation Planning Committee**

Composition CEO, CFO, Deans, Chair of Research Committee and non-voting are Director of Facilities and Director of Instructional Technology, with other people as invited as needed. Purpose of committee is develop and approve the capital budget and oversee all expenses in the capital budget.

**President's/CEO Council:** The Purpose of this committee is to meet with the President/CEO for updates on events and activities at Larkin University and to address any issues or concerns. All administrators who report to the President/CEO are members of the committee with additional members based on need.