

Concordia University

Staff Handbook

“Concordia University is
a Christian university
preparing leaders for the
transformation of society”

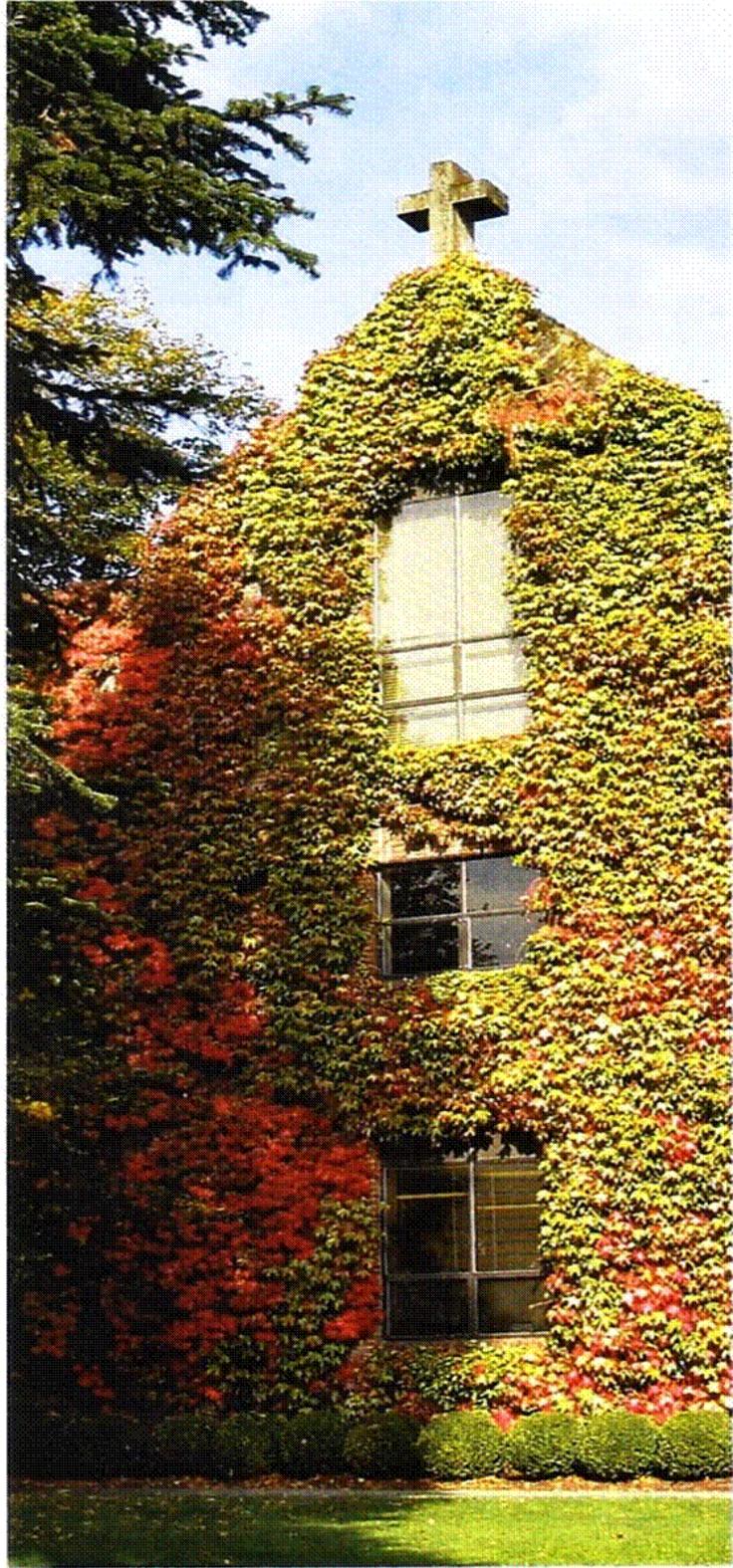


TABLE OF CONTENTS

Background, Philosophy, Purpose	3
Categories of Employees.....	3
Exempt Employees.....	5
Non-Exempt Employees.....	5
Approved Position	6
Application and Resume	6
Staff Orientation.....	7
Probationary Period	8
Office Hours	8
Compensatory Time-off / Overtime	8
Absences and Tardiness.....	9
Flex-time.....	9
Security	9
Dress Code	10
Telephone Calls	10
College Property & Equipment	10
Personal Information Changes	11
Outside Employment	11
Corrective Action & Disciplinary Procedure	11
Grievance Procedure.....	12
Resignation & Termination Procedure.....	12
Exit Interview Procedure	13
Performance Review	13
Salary Scale.....	14
Pay Procedures.....	14
Payroll Deductions.....	14
Employee Benefits.....	16
Health Plan Options	17
Travel Accident Insurance.....	17
Tuition Remission.....	18
Holidays	20
Leaves of Absence	21
Vacations.....	21
Sick Leave.....	22
Disability	22
Personal Paid Leave	22
Death in Family	23
Military Leave	23

TABLE OF CONTENTS
Continued

Jury Duty 23
Pregnancy & Family Leave 24
Inclement Weather 25
Workers Compensation..... 26
Computer Purchase Program 26
Employee Identification Card 26
Chapel 26
Check Cashing 27
Keys 27
Parking/Vehicle Registration 27
Voting/Political Action..... 28
Smoking 28
Health Center 28
College Vehicle Use 28
Verification of Employment 28
Alcohol and Drug Abuse 28
Voluntary Employee Substance Abuse Assistance Program 29
Involuntary Substance Abuse Rehabilitation Leave 29
Affirmative Action Policy 30
Appendix A - Sexual Harassment Policy 32
Appendix B - Safety Policy Statement 36
Appendix C - Conflict of Interest Policy 38
Appendix D - RIF Policy 41
Appendix E - Privacy Rights of Students..... 43

Concordia University - Background--Philosophy--Purpose

Concordia University was founded in 1905 and is owned and operated by the Lutheran Church-Missouri Synod. The mission statement clarifies to what each and every employee of Concordia contributes:

Concordia University is a Christian university preparing leaders for the transformation of society.

Concordia regards itself as a distinctive educational institution. Its distinctiveness is found in quality teaching, learning, and living within an atmosphere of Christian meaning and hope. Faith and meaning can be happily integrated with the learning process and within the educated person. The core values which continue to address every aspect of the Concordia community are Christian commitment, educational excellence and service to students. As an employee at Concordia, you are an integral part of ensuring that our students have the kind of experience that helps them realize the impact they can have on society. You are making an impact here at Concordia!

As a Christian university, Concordia is committed to creating and sustaining an atmosphere where Christian sensitivities are sharpened, and where individuals acquire the freedom to live their lives for God and other people. If you would like more information about what it means to be a Christian university, contact the campus chaplain.

Concordia operates six major academic programs: Arts and Sciences; Education; Business; Health and Social Services; Theological Studies; Nursing. Service to the church and community is an emphasis in all programs. In addition to offering academic programs, Concordia provides all the services necessary to manage a college campus, including Student Services, Writing Center, Registration, Financial Aid, and Library and Information Services. The Bookstore and Dining Services are contracted services for the campus.

In addition to offering courses on campus, Concordia offers courses online, as well as offsite locations in Portland and throughout Oregon. While these students are not present on campus, they are as much a part of our campus community as any other student. This can provide a challenge for staff as they seek to serve some with whom they may not come in personal contact. Our goal is to provide all students - on or off campus - with the highest quality of student care.

Staff at Concordia: The staff at Concordia consists of part-time and full-time non-exempt and exempt employees, categorized at four levels depending on responsibilities. Staff assists in the daily operations of the University, and in helping to fulfill the mission of the University.

Selection of Staff: You have been selected as an employee of Concordia University on the basis of an available position, your experience, your skills, references, personal interview and your desire to provide quality service in the job for which you applied. Each staff person is provided with a job description which states their department's overall goals at Concordia, and that position's specific responsibilities and accountabilities. If you have any questions about your job description, speak directly with your supervisor.

Positions are approved in accordance with University and/or Synodical policy, which is administered by Concordia's Human Resources department. Whenever a new hire is pursued, the hiring department or College works with the Director of Human Resources who assists in engaging all staff. All offers of employment, including starting salary, must have the prior approval of the Director of Human Resources.

Staff Classifications: Each staff position falls into one of four classifications.

Staff position Level 1 - Services Support, Non-Exempt

1. Primary responsibilities are confined to the performance of specific support service activities assigned by their immediate supervisor.
2. Assist other departmental personnel in achieving departmental objectives.
3. May supervise student workers.

Staff position Level 2 - Administrative Assistant, Non-Exempt

1. Primary responsibilities are the performance of clerical and/or technical functions and duties.
2. Exercises a limited degree of independent judgment as it relates to deciding how to implement management decisions.
3. Functions at the specific direction of the immediate supervisor.
4. Assists other departmental personnel in achieving departmental objectives.
5. May supervise student workers and Level 1 staff.

Staff position Level 3 - Assistant Director, Exempt Staff

1. Responsibilities extend beyond the performance of clerical and/or technical functions and duties to include assistance in both the operation and management of the department.
2. Assists in the determination of which management decisions to implement.

3. Responsible for the supervision, direction and evaluation of student workers, Level 1 and Level 2 staff, assuming the direct responsibility for actions taken by staff under their supervision.
4. On an interim basis, in the absence of the director, the Assistant Director has both the qualifications and ability to carry out the majority of the Director functions as they pertain to their specific responsibilities.
5. Works without direct supervision.
6. May have a high degree of contact with Concordia's service constituencies - prospective students, current students, or community/church relations.
7. Certain board-designated Level 3 positions require the Christian faith as a bona fide employment condition.

Staff position Level 4 - Department Director, Exempt Staff

1. Responsible for the development of all departmental goals and objectives, as well as the management decisions involved in the implementation to achieve those goals.
2. Responsible for the supervision, direction and evaluation of all employees in their department, assuming the direct responsibility for actions taken by staff under their supervision.
3. Responsible and accountable for all aspects of departmental budgeting and control.
4. Works without direct supervision.
5. May have a high degree of contact with Concordia's service constituencies - prospective students, current students, or community/church relations.
6. Requires the Christian faith as a bona fide employment condition.

Additional staff categories or definitions:

Non-exempt: Paid on an hourly basis (projected as a monthly salary). Works no more than 40 hours per week. After 40 hours during one work week eligible for comp-time within seven days or for 1.5 times an employee's regular hourly rate. Requires the maintenance and monthly submission of a time sheet. Receives protection under child labor and equal pay regulations as prescribed by the FLSA.

Exempt: A full-time employee paid a yearly salary of at least \$23,660. Position falls within the exemptions for the federal overtime pay laws so compensation does not change based on actual hours expended. Expected to devote the number of hours necessary to complete their respective tasks. Generally the position is more administrative or managerial in nature, related to management policies or general business practices. Also includes highly skilled computer-related employees. May supervise two or more staff members with the

responsibility for hiring and firing.

Full-time: Employed on an annual basis to work a standard 40-hour week. Receives vacation, health, retirement, death, disability and tuition benefits.

Regular Part Time Class AA: Employed on an annual basis to work at least 32, but less than 40, hours each week. Eligible for health, retirement, death, disability and tuition benefits. Leave benefits are pro-rated according to the number of hours worked each week.

Regular Part Time Class A: Employed on an annual basis to work 21-31 hours each week. They are eligible for retirement, death, disability and tuition benefits. Leave benefits are pro-rated according to the number of hours worked each week.

Temporary: Short term duty or project hire. No benefits of any kind.

Approved Positions

All positions must be approved in accordance with University and/or Synodical policy. The Department of Human Resources is responsible for the administration of these policies. The process of hiring staff, regular, part time, or temporary, must be made through the Director of Human Resources who will assist in engaging all staff. All offers of employment, including starting salary, must have the prior approval of the Director of Human Resources.

Employment of Relatives

The University neither encourages nor discourages employment of relatives; however, the basic criteria for appointment and promotion of all employees shall be appropriate qualifications and performance.

Without the prior approval of the president's board, no person shall be assigned to or work in a department or unit under the supervision of a relative who has or may have a direct effect on the person's promotion or performance.

Application / Resume

All applicants are asked to submit a signed application to the Department of Human Resources before being considered for employment. All information included in the application is subject to verification. Your signed application form and resume will become a permanent part of your personnel file.

Background Check

All job offers must be made contingent upon an acceptable background investigation. Most investigations will be conducted only on the final candidate for a position. An applicant who refuses to sign an authorization form is no longer eligible for employment. Human Resources will notify the hiring supervisor of the results of the investigation immediately on completion. If acceptable, the supervisor then notifies the candidate and the hiring process can begin.

If the potential employee is denied employment because of the results of the background investigation, the person will be informed and given the name, address and phone number of the screening provider to contact, if they want more information or if they want to dispute the accuracy of the investigation. 5 days will be allowed for a dispute, after which the offer will be extended or the University will be free to move on to another candidate.

Staff Orientation

The period of staff orientation is intended to provide the new employee with an understanding of the many facets of Concordia University and how their position relates to the university's mission, its students, other department employees, and the university's constituency.

During this period of orientation, an employee may be specifically asked about their religious affiliation and background. The purpose of this inquiry is to determine the extent of orientation needed to acquaint the new employee with the history, tradition, terminology, and practice of the Lutheran Church-Missouri Synod.

Harassment Prevention Training

Concordia University, Portland has contracted with Workplace Answers Inc to deliver Harassment Prevention training to all University employees. This training will come via e-mail and should be completed as soon as possible. The Assistant Director of Human Resources will monitor the employee progress and notify supervisors if the training is not completed in a timely manner.

See Appendix A for Concordia University's Sexual Harassment policy.

Introductory & Initial Performance Review

Each new employee will undergo an initial introductory period of no less than 30 days, nor longer than 60 days. During this period, the employee shall have a performance review conducted by their immediate supervisor. Based on this initial performance review, the university will determine whether to continue employment, extend the introductory period with specific provisions for improvements and further evaluation, or terminate the employee.

The use of this introductory period is not intended to affect at-will status, nor does it imply that employment continues for the entirety of this period or beyond it.

Work Week

The work week begins at 12:01 am on Sunday and ends at midnight on the following Saturday.

Office Hours

University offices are normally open between the hours of 8:00 am and 6:00 pm Monday through Thursday and 8:00 am to 4:30 pm on Friday. Some offices require alternative work schedules.

Lunch periods for staff employees are scheduled for 30 minutes and should be scheduled so that departmental office operations are not interrupted.

10-minute breaks are provided during each four hours worked. Normally these breaks should be scheduled at mid morning and mid afternoon and should not disrupt normal office functions.

Overtime

Federal and state regulations require that all non-exempt employees be compensated for overtime hours, i.e. hours actually worked in excess of 40 hours within a given work week. Concordia's policy is to not permit overtime hours except in emergency situations as determined by the departmental supervisor. In those emergency situations, schedules may be flexed within the normal monthly pay period to meet these needs.

State regulations require the university to keep record of the days and hours

worked by each non-exempt employee. Each non-exempt employee will submit a time sheet each month listing the hours worked and identifying the reasons for all absences during any scheduled work time.

All employees are expected to notify their supervisor by 8:00 am or prior to the beginning of their scheduled shift if any circumstances prohibit their reporting to work on any given day.

Absences and Tardiness

The services you have been selected to perform are important to the operation of Concordia University. If you are absent or tardy from your work assignment someone may have to assume your duties. Tardiness can be made up within the same week in which it occurs, charged to your personal paid leave, or pay forfeited.

Flex-time

The primary task of staff is to provide support services to our students and constituents. These support services are normally performed during regular business hours during a work week. However, in certain cases it may be necessary or even desirable for departments to schedule employees to work outside the parameters of the normal work week, i.e. five- eight hour shifts. In those instances, Flex time may be arranged with the approval of the Director of Human Resources. These changes will be communicated to the employee in writing or by verbal agreement.

Security

Campus security is the responsibility of everyone. Unusual or suspicious activity should be reported to campus security at extension 8517. Emergency situations that immediately threaten life or property should be handled by dialing the emergency 911 number.

Any employee leaving the campus who feels they need an escort to their vehicle should dial Campus Security at extension 8517 and request an escort.

Security of people and possessions is important to all of us. In order to maintain security within the campus building, the Office of Physical Plant Services assigns keys to controlled access areas. Several campus buildings are also controlled by electronic security systems.

Your department supervisor will assist you in obtaining the necessary keys and access codes to gain entry to specific work areas. Any assigned keys and access codes must be kept in the employee's possession and should not be given or loaned to anyone.

See Appendix C for Safety Policy Statement

Dress Code

Concordia University is visited daily by prospective students, their families, donors, and others who represent our constituency. Employees who are attractively and properly dressed assure these visitors of our professionalism, competency and interest. All employees' appearance should be in good taste. All employees should demonstrate good grooming.

Clothing worn on the job should be clean, neat and of proper fit.

In specific departmental situations, such as Physical Plant Services, the dress code may be altered to more closely match the function of the work being performed. The appropriateness of departmental dress shall be determined by the appropriate administrator. Dress codes for student workers should be consistent with staff dress codes.

Telephone Calls

When receiving telephone calls in your department you are expected to give your name and department's name in a friendly and courteous manner. When transferring telephone calls from your extension to another campus extension stay on the line until the party you are calling picks up their extension. Announce that a call is being transferred then, hang up your extension. Receiving and making personal telephone calls during normal working hours should be kept to a minimum.

University Property & Equipment

The Concordia University campus and all of the equipment contained thereon is provided in order that all of us can do our jobs properly. You should treat university property with care and use university property according to standard procedure. University property should normally not be removed from the campus.

Personal Information Changes

If there is a change in your name, address, telephone number, marital status, number of dependents, your beneficiary, or person to be notified in case of emergency, it is your responsibility to notify the Assistant Director of Human Resources so that your records can be updated accordingly. This information is also important as it may affect the benefits to which you and/or members of your family are entitled.

Outside Employment

Concordia University does not prohibit its employees from seeking or obtaining additional employment outside of their university position as long as this additional employment does not interfere with their primary functions at Concordia University and provided that the additional position does not create a conflict of interest.

Corrective Action & Disciplinary Procedure

Employees who fail to adhere to the policies of Concordia University are subject to disciplinary action including termination of employment. For other than major infractions which can result in immediate termination, employees will first be verbally counseled by their immediate supervisor about the problem with the intent of clearing up any misunderstanding and establishing expectations for future behavior.

Continued violations of policies will result in notation to the employees personnel file, consultation with the appropriate administrator and can lead to probation, suspension, or termination.

For purposes of definition

A major infraction consists of any action by an employee which, by the action alone, is a violation of the law such as theft, assault, or the like.

Except in the case of the first probationary period of employment, probation shall be defined as the period in which an employee has been notified that a deficiency in their job performance has been noted and needs immediate improvement. During this probationary period there will be no loss in benefits.

Suspension shall be defined as a period in which an employee has been

temporarily relieved of their duties without pay .During this time there will be no loss in benefits.

Termination shall be defined as the action taken by the university to sever the employee/employer relationship. This action shall occur after a major infraction or where an acceptable employment arrangement cannot be continued.

Grievance Procedure

Should any problem arise regarding a work situation involving the staff employee and their immediate supervisor or a fellow employee, the procedure outlined below will be used to resolve the issue in a manner satisfactory to the employee and the university.

1. The employee is to first bring the matter to the attention of their immediate supervisor. A full discussion and understanding of the situation should take place at this point.
2. If the grievance is not resolved, the employee is to discuss the matter with the Senior Administrator responsible for his/her department.
3. If the grievance is still not resolved, the employee shall submit the grievance in writing to the Director of Human Resources, who, within one week from receiving the written grievance, will convene a meeting between the employee, the immediate supervisor, the Officer responsible for the administrative area involved, and the Director of Human Resources.
4. If the matter cannot be resolved at this point it will be referred to a committee chaired by the President of the institution and including the Provost and Officers. This committee will evaluate the situation and render a decision as quickly as possible.

Resignation & Termination Procedure

Resignations can be made verbally to the supervisor but must be followed by a written resignation. Two week's notice is acceptable.

Your final paycheck will be available on the last working day of your employment and can be obtained from your Supervisor after you have returned all keys, cards, and other property issued to you during your employment.

Employment Termination procedures for ITS

1. Supervisors are responsible for contacting the ITS department at the earliest possible time to implement procedures.
2. The user account will be disabled immediately. Employees leaving on good terms may have their account left enabled to access personal e-mail or files if so desired by their supervisor.
3. E-mail will be redirected to a supervisor or appropriate equivalent staff person as designated by a supervisor. E-mail may be directed off-site to another E-mail address if desired by the supervisor.
4. Content of the user's H: drive will be moved to the supervisor or other equivalent staff position decided by the supervisor.
5. Any personal files should be identified by the employee at the time of termination and can be put on disk or CD at the discretion of the supervisor where appropriate. ITS can assist in this process where appropriate.
6. Laptop users should return to ITS their computer with all cables and peripherals owned by the University.
7. Desktop users should leave all computing items in place at their workstation.
8. Data files from desktop and laptop computers will be extracted and delivered to the supervisor or appropriate staff position.
9. Access to Banner/MyCU will be locked out immediately unless otherwise requested by the supervisor.
10. All accounts and E-mail forwards/redirects will be deleted 30 days after termination unless other arrangements by the supervisor have been made.

Exit Interview Procedure

Employees who terminate are asked to participate in an exit interview process with the Assistant Director of Human Resources. This interview is intended to provide you with an opportunity to advise the university on ways to improve its services and policies.

Performance Review

All employees will participate in a performance review with their immediate supervisor at least annually. This review is intended to be a formative process, whereby constructive feedback is exchanged with the purpose of improving your performance and job satisfaction. Both the employee and supervisor will sign the performance review which shall be maintained in the employee's personnel file. Differences of opinion that result from the performance review process will be resolved through the grievance procedure outlined in this handbook.

Salary Scale

The salary scale for all employees at Concordia University is determined by the university's Board of Regents. A copy of the scale is available, per request, in the Business Office.

Pay Procedures

Employees shall normally receive one-twelfth of their annual contracted salary on a monthly basis. Employees contracted for less than a full twelve month fiscal year shall receive the same pro-rated amount of salary as if they were contracted on a twelve month basis.

Payroll will be distributed on the last working day of the month. If the last working day of the month is a Holiday, their payroll will be issued on the working day immediately preceding the Holiday.

Direct Deposit is mandatory for all salaried, full or part time employees, hourly employees (including students) and adjunct faculty.

Payroll Deductions-REQUIRED BY LAW

Certain deductions from your paycheck are required by law; others are by your request.

Deductions required by law include the following:

- Federal Income Tax Withholding
- Oregon State Income Tax
- Federal Social Security Tax
- Medicare Tax
- Garnishments
- Workers Comp Assessment

Federal Income Tax Withholding and Oregon State Income Tax Withholding are made based upon your salary and the number of withholding allowances you claim on Form W-4.

Federal Social Security Tax is deducted based on your salary and the current applicable FICA tax rate.

If an employee does not pay their debts, the creditor can, through legal means, order Concordia University to withhold certain amounts from his/her paycheck. This claim is called a garnishment. The University has no desire to be involved in this type of situation but must obey the order of the court. The employee will be notified by the Assistant Director of Human Resources upon receipt of the garnishment. Payroll computes the dollar amount legally allowed to be withheld. The employee may be required to complete a form stating the number of eligible dependents.

Payroll Deductions-EMPLOYEE OPTIONS

Employees may elect to voluntarily have certain amounts withheld from their paycheck. The following is a sample listing of these deductions.

- AFLAC premiums
- Gifts and Grants to the University
- Tax Sheltered Annuity Contributions
- United Way
- Meal Plan Purchase Payments
- Micro Computer Purchase Payments
- Personal Memberships
- Pre Paid Legal Services
- Flexible spending for medical expenses and/or dependent care expenses

Employees may elect to make monthly donations to the university by way of payroll deduction. Contributions can be made to the university's general unrestricted annual fund, or your gift may be restricted for a particular purpose or program. The Concordia Foundation can provide you with a wide range of gifting options.

As an employee of Concordia University, a not-for-profit organization, you are eligible to participate in a tax sheltered annuity program. Your entry into this program allows you to invest "before tax" dollars into a qualified plan. Your contributions into the plan as well as investment earnings are tax-free until withdrawn.

Information regarding plans available, plan contribution limitations, rates of return, and application procedures can be obtained from the Assistant Director of Human Resources.

Annually the United Way solicits contributions from the University's employees. The United Way agencies serve many functions throughout the greater Portland Metro area. The United Way is the only on-the-job solicitation permitted by an outside organization not specifically connected with Concordia University or The Lutheran Church-Missouri Synod.

All employees of Concordia University are eligible for membership in the On Point Credit Union.

Concordia University's Dining Services, operated by Sodexo, offers meal service during the regular academic school year. For your convenience a photo ID card may be used to purchase meals. By virtue of your electing this option you are authorizing the University Payroll Department to withhold your monthly food bill from your paycheck.

Concordia University's policy is to reimburse employees up to 50% of the cost of memberships in professional organizations related to their work. To obtain this reimbursement you must obtain the approval from your supervisor who will submit your requisition for payment to the Office of Business Services. Your share of any membership costs will be deducted from your monthly paycheck. Submission of a requisition for payment to your supervisor shall constitute your authorization for payroll deduction.

Employee Benefits

Concordia University maintains a comprehensive benefit program available to all full-time and regular part-time class AA employees primarily through the Lutheran Church-Missouri Synod's Concordia Plans. The cost of this program, which includes retirement, disability, and survivor benefits, is paid by Concordia University. Concordia University also pays an amount equal to 100% of the Base Health Plan premium for the employee and their immediate family. This is more completely explained in the handbook section titled "Health Plan Options".

Concordia Retirement Program provides financing for eventual retirement income to you.

Concordia's Disability and Survivor Program provides benefits to you and your family in the case of death or disability.

All of these programs are more completely explained in current program brochures available from the Assistant Director of Human Resources.

Health Plan Options

Every full-time employee and regular part-time employee class AA has the option of choosing one of the three health plans currently available to Concordia University employees. The plans currently available consist of the Kaiser Permanente Base Plan, the Kaiser Permanente Premium Care Plan, or the Added Choice Plan.

Concordia University has selected the premium for the Kaiser Permanente Base Plan as the basis to determine the employee share of premium, if any. For each eligible employee Concordia University will pay a premium amount up to an amount equal to the premium for the Kaiser Permanente Base Plan. Should an employee select a health care plan having a premium exceeding the Base Plan premium, the employee shall pay this amount through monthly payroll deduction.

Each year during the open enrollment period, (May 1 to May 31) to be effective as of July 1, all eligible employees will be notified of the premiums for each plan and will be given the opportunity to switch to the plan which best meets their individual or family situation.

Contact Human Resources for a comparison of coverage and costs associated with your particular situation.

Travel Accident Insurance

Travel and accident insurance programs are available from Concordia Plans and from AFLAC, however, these programs are entirely voluntary, and the costs related to the programs are paid entirely by the employee via payroll deduction. Information regarding these programs is available from the Assistant Director of Human Resources.

Flexible Spending

This plan is available to employees who qualify for benefits. Pre-tax dollars can be set aside to pay for dependent care expenses and/or medical care expenses. Information regarding this plan is available from the Assistant Director of Human Resources.

Tri Met Bus Pass

Regular full time and regular part-time class AA employees are eligible for a \$25.00 reimbursement on a monthly Tri Met bus pass. A receipt must be presented to the Accounts Payable clerk and the employee will receive a cash reimbursement.

Tuition Remission

This policy is effective as of April 15, 2005

Concordia University seeks to offer a Christian, Lutheran education in which God is an active part of every subject, of every group, of every situation. The University continues to seek to connect with dedicated faculty, staff and administrators who are committed to this philosophy, who are willing to share their faith with students, and who desire to be at Concordia University. In keeping with these ideals, Concordia University has established a tuition remission policy for faculty, staff and administration in order that:

- 1) Employees may benefit from the environment in which they work.
- 2) Employees and dependents may contribute to the overall community through their interaction with students in the classroom.
- 3) Employees and dependents may have access to a quality education in a small, Christian liberal arts environment.
- 4) Concordia University may retain their dedicated employees.

The benefit: Applies to full-time employees and regular part-time class AA staff persons:

- 1) During the first year of service, employees are eligible for 100% and spouse and dependents are eligible for 80% of undergraduate tuition. Graduate tuition remission is offered at 30% for the full-time employee and spouse.
- 2) After one full year of current service, employees are eligible for 100% and spouse and dependents are eligible for 90% of undergraduate tuition. Graduate tuition remission is offered at 30% for the full-time employee and spouse.
- 3) After two full years of current service, employees are eligible for 100% and spouse and dependents are eligible for 100% of undergraduate tuition. Graduate tuition remission is offered at 30% for the full-time employee and spouse.
- 4) Adjunct faculty are eligible for 100% remission for one undergraduate course during each semester they teach.

Board of Regents and Board of the Concordia University Foundation:

All duly elected and appointed members of the Concordia University, Portland Board of Regents, and the Concordia University Foundation, as well as their spouses and immediate dependents, may receive a tuition-remission in the amount of one-half of the tuition costs for courses enrolled during their term of service. This remission applies to tuition only; other course-related fees must be paid by the employee or family member taking the class.

Definitions:

Dependents are an employee's spouse and those members of their family who receive 50% of support from the employee, are under 24 years of age, and are unmarried.

Tuition remission applies to tuition expense only. Books, room and board, as well as concurrent enrollments, independent studies, directed studies, private lessons, and expenses for travel abroad are not included. It is up to the employee to guarantee payment of any non-tuition expenses by those receiving tuition remission.

Process for receiving tuition remission benefits:

- 1) Those employees and dependents interested in receiving tuition remission benefits complete the Tuition Remission Application in the Office of Human Resources by the mid-semester of the semester prior to the one in which benefits will be utilized.
- 2) The Office of Human Resources will provide verification to the Financial Aid officer that the prospective student is eligible for benefits.
- 3) If interested in matriculating towards a degree, the employee or dependent must also apply to Concordia University.

General considerations:

- 1) Tuition remission is contingent on achieving and maintaining a cumulative Concordia University GPA consistent with the academic sliding scale related to academic status. This would apply to tuition remission regardless of the number of credits for which the student registers. Students whose cumulative Concordia GPA falls below the sliding scale will be given one term of probationary status to raise their GPA above the sliding scale. After this time, the student will become ineligible for additional tuition remission. Appeals for special consideration under this policy will be heard by the Provost.

- 2) Tuition remission students may not be included when determining minimum enrollments in courses.
- 3) Tuition remission students are allowed into classes on a space-available, first-come, first-served basis.
- 4) All other institutional benefit awards when combined with the tuition benefit will not exceed 100% of tuition.
- 5) The tuition benefit shall apply to any undergraduate course for which the regular tuition rate applies. It also applies to the degree-completion programs and B.S. programs except that benefits for these programs are limited to two tuition-remission students per class and will be awarded only when the class has at least 15 regular students.
- 6) Employees taking advantage of this benefit need to clear with their supervisor the number of courses as well as the hours that they will be absent from their job.
- 7) The same discounts that are applied to tuition also apply to the cost of auditing classes.
- 8) The tuition benefit also applies to full-time employees who have completed 10 years of employment and whose employment is terminated by death or total disability at any time, or by retirement at or subsequent to normal retirement age. The benefit will be available for use by the spouse and/or dependent children of the employee to the extent that it was not used during employment.
- 9) Tuition benefits awarded to employees, spouse and dependent children may constitute taxable income to the employee for federal, state and social security tax purposes (Section 127 of IRS Code).
- 10) Both the undergraduate and graduate tuition benefit programs are administered jointly by the Human Resources Office and the Financial Aid Office.

Holidays

Concordia University observes the following holidays when all offices are closed and full-time and regular part-time employees receive full salary.

1. New Year's Day
2. Martin Luther King Day
3. Good Friday
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Thanksgiving Day

8. Day After Thanksgiving
9. Christmas Eve Day
10. Christmas Day
11. New Year's Eve Day

If a holiday falls on a Saturday, the Friday preceding the Holiday will be observed. If the holiday falls on a Sunday, the Monday following the holiday will be observed.

Leaves of Absence

See Family Leave

Vacations

Concordia's vacation policy is intended to operate within the framework of its fiscal year, beginning July 1 and ending June 30. Full time staff employees accrue vacations according to the following schedule:

- a. For each of the first five years of service, an employee shall receive 10 working days of vacation with full pay. This vacation is accrued on a monthly basis.
- b. For six years through the completion of ten years of service an employee shall receive 15 working days of vacation with full pay.
- c. After completion of ten years of service an employee shall receive 20 working days of vacation with full pay.

All vacations accrued in a given fiscal year must be taken in the same fiscal year in which they are accrued. Accrued vacation days not taken during the designated period are forfeited.

If an employee leaves the employ of the university during the year, payment is made with the final paycheck for any eligible, unused accrued vacation time. Like wise, if the employee has used vacation time not yet accrued, he/she must pay back the value of that time.

Regular part time employees, class AA, earn vacation time on a pro-rated basis in proportion to the number of hours worked in a year.

Regular Part-time Class A and temporary employees earn no paid vacation.

Sick Leave

Sick leave is available to all full time and regular part-time employees. It is to be used only in cases of absence due to injury or illness of the employee. Full time employees accrue sick leave at the rate of 8 hours per month. Regular part-time employees accrue sick leave on a pro-rated basis according to the number of hours worked each week. Temporary employees are not eligible for sick leave. Employees are allowed to use sick leave in advance of their actual accrual. Sick leave operates within the framework of the fiscal year, and is not carried over to the next fiscal year.

Any sick leave hours taken in excess of accumulated sick leave will be charged against unused vacation hours first, then unused personal leave hours. If an employee leaves the employ of the university during the year, payment will not be made for any unused accrued sick time. However, if the employee has used sick leave not yet accrued by the termination date, he/she must pay back the value of that time on the final paycheck.

Disability

Refer to the Concordia Plans explanation of Disability Benefits found in the program brochure. Specific disability benefits are available to full time and regular part-time class AA employees following the fourteenth consecutive day of absence due to a specific injury or illness. Regular part-time class A employees receive no disability benefits. Disability leave runs con-currently with FMLA and/or OFLA leave.

For the first six months of a temporary disability, the university will pay eligible employees the difference between the disability payment from Concordia Plans and the employee's regular monthly payroll amount. After six months, the employee will receive payment only from Concordia Plans. The employee's term of employment will terminate when the employee is determined to be permanently disabled.

Personal Paid Leave

Each regular full-time and regular part-time class AA employee shall be granted the equivalent of 3 days personal paid leave per fiscal year.

Personal paid leave may be used in increments of one hour and is intended to provide opportunity for medical, dental, and other personal appointments. Personal paid leave is not intended to be additional vacation days and should be utilized accordingly. Abuse of Personal Paid Leave days will result in their forfeiture.

All Personal Paid Leave must be cleared with your supervisor in sufficient advance, to avoid undue staffing conflicts in your department.

Personal Paid leave shall not accumulate past the date of June 30 in any given year and may be used only for the above referenced purposes.

Death in Family

Should a death occur in your immediate family the employee is permitted 3 days emergency leave with no loss of salary, benefits, accrued vacations or sick leave.

Immediate family shall be defined as the employee's spouse, child(ren), mother, father, mother-in-law, father-in-law, brother, or sister.

In the event of the death of a close relative up to one day emergency leave will be granted. A close relative shall be defined as a grandparent, brother-in-law, or sister-in-law.

Additional time off shall be charged to vacation time, personal paid leave, sick leave or pay can be forfeited.

Military Leave

An employee who is in the military reserve may choose to use either vacation time with full pay or take time off without pay, with no loss of earned vacation time for full-time active reserve duty. An employee in the reserves should indicate their preference to their supervisor at the beginning of each fiscal year.

Jury Duty

Concordia University encourages its employees to accept their civic

responsibilities. If you are summoned for jury duty you must notify your supervisor immediately and provide a copy of the summons.

Full time and regular part-time employees will receive their full salary while serving jury duty. If an employee is excused from jury duty on any given day, the employee must report to work that day.

Family and Medical Leave

Concordia University recognizes that leave of absence from active employment may be necessary for family or medical reasons. The following leave of absence policy complies with the provisions of the Family and Medical Leave Act of 1993 (FMLA) and Oregon Family Leave (OFLA) of 1995.

To be eligible for leave, workers must be employed for the 180-day calendar period immediately preceding the leave, and in most cases work at least an average of 25 hours per week during the 180-day period. Workers are eligible for parental leave after being employed for 180 calendar days without regard to the number of hours worked per week.

An employee may take unpaid leave for the following reasons:

- **Parental leave** for the birth, adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Also includes leave to effectuate the legal process required for foster placement or adoption.
- **Serious health condition leave** for the employee's own serious health condition, or to care for a spouse, parent, child, parent-in-law, grandparent, or grandchild with a serious health condition. This does not include an employee unable to work because of a compensable Workers Compensation injury.
- **Pregnancy disability leave** (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
- **Sick child leave** taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.

Length of Leave

An eligible employee may be entitled to up to 12 weeks of unpaid leave during a 12 month period without loss of seniority or benefits. The amount of leave available to an employee at any given time will be calculated by looking backward at the amount of leave taken within the 12 month period immediately preceding the requested leave. An employee who fails to return to work immediately following the expiration of the authorized leave period is subject to termination. All leave taken under this policy and leave for any other reason which would qualify under FMLA or OFLA will be counted against the employee's leave entitlement under FMLA.

Substitution of Paid Leave

During family or medical leave provided under this policy, an employee must first exhaust all available paid leave before continuing such leave on an unpaid basis.

Intermittent or Reduced Leave

Leave taken because of the employee's or "family member's" serious health condition may be taken on an intermittent or reduced schedule basis when medically necessary but the employee must submit medical documentation that such an intermittent leave is necessary.

Insurance Premiums

During the employee's leave, Concordia University will continue to provide health insurance but any premiums normally paid by the employee must be paid during the leave.

Employee Notification

An employee who anticipates taking a family leave is required to notify the Assistant Director of Human Resources in writing 30 days before the expected commencement of the leave, or as soon as practicable if the leave is not anticipated

Reinstatement/Benefits - -

No pay or vacation benefits of any kind shall accrue to the employee during a parental leave. Upon return, employees are entitled to the same equivalent position without loss of seniority, or other benefits that had been earned at the

time of the leave.

Inclement Weather

In instances of inclement weather the decision to cancel classes will be determined by the Registrar and broadcast on local radio stations. Because Concordia University constantly serves a resident student population, support services are expected to report for work. In extreme conditions you will be notified by your supervisor and instructed not to report to work, in that instance, the time off will be paid.

If you cannot report to work due to inclement weather you should notify your supervisor as quickly as possible. Days missed because of inclement weather may be charged against unused vacation, personal paid leave, sick leave, or pay may be forfeited.

Worker's Compensation

Worker's Compensation pays benefits for work-related injury. You should report all injuries to your supervisor as soon after the injury as possible and file the appropriate claim form available with the Assistant Director of Human Resources.

Computer Purchase Program

Concordia University wants to encourage the use of computers for its employees. To this extent, Concordia University will assist its employees in the purchase of a computer and/or peripherals, for personal use.

The university will assist the employee in the selection, acquisition and financing of the computer purchase. Concordia will offer up to 12 months of financing for the purchase of a computer system interest free, repayment must be made via payroll deduction, and cannot extend beyond a 12 month period.

Specific information should be obtained from the Assistant Director of Human Resources.

Employee Identification Card

All employees should obtain a photo identification card. This photo ID will provide the employee with building access, library privileges, bookstore discount purchasing, food service meal charging, and free admission to most athletic events

Identification cards can be obtained from the help desk in the library.

Chapel

During the regular academic year, a chapel service is held Monday through Friday from 10:30 to 10:50 AM at St Michael's Church.

During this time all offices are closed to student access. All employees are encouraged to join the Concordia Community in worship at this time regardless of their religious affiliation. Participation is totally voluntary.

Check cashing

Cashing of your personal checks (up to \$50.00) is provided in the office of Business Services during normal business hours.

Keys

Your supervisor will provide you with the keys necessary for you to gain access to your work area except in those areas where security reasons dictate the limited issuance of keys.

The security of the keys issued to is your responsibility.

Parking / Vehicle Registration

If you bring a vehicle with you to the University and park on Concordia University Property, you must register the vehicle and display the current parking permit. Permits are free. Failure to register your vehicle and/or to display the parking Decal will result in a citation being issued. The fine for each offense is \$15.00.

Except for holidays, you may obtain a parking permit in the Public Safety Department at 8 AM, 11:30 AM and 4 PM, Monday through Friday.

Concordia University has entered into the following agreement with the Concordia Neighborhood Association:

Concordia University students, faculty, staff and visitors Will Not Park on the following Streets and locations:

1. Any street South of NE Holman St (i.e., 27th, 28th, 29th and 30th).
2. On the East Side of NE 30th St.
3. Within 10 feet of a Fire Hydrant; across Crosswalks, Sidewalks and Driveways or Park facing the Wrong Way

Campus Public Safety appreciates your cooperation. Additional parking can usually be found along NE 29th St, in the St Michael's Church parking lot, on NE Liberty St, or NE Junior St.

Voting / Political Action

Concordia University encourages all of its employees to exercise their right and

privilege to vote. Since polling places are normally open before and after the normal workday employees will exercise their voting rights during their personal time.

Smoking

Smoking is not permitted in any Concordia University building.

Health Center

Concordia University staff can receive basic services from the Health Services Center during its normal operating hours. There is no cost to the employee for basic services. Minimal charges are assessed for laboratory procedures.

University Vehicle Use

University vehicles are maintained exclusively for university business and are not available for personal use.

Before operating a university vehicle for business use an employee must complete a permit application form in the Physical Plant Office

Verification of Employment (requests from outside parties)

If requested by an outside party for employment verification the university will provide the following information:

- a. Length of employment
- b. Position held
- c. Confirmation of Salary

Questions regarding references will be directed to the employee's supervisor.

Alcohol and Drug Abuse

Concordia University, in conformity with the Drug-Free Workplace act of 1988, states that the manufacture, distribution, dispensation, possession or use of controlled substances is unlawful and prohibited in this workplace. Employees who violate this policy may be referred to the Employee Assistance Program, suspended or terminated. Employees who are convicted of violating any criminal drug statute must notify the Assistant Director of Human Resources within 5 days of that conviction.

In addition, the university strictly prohibits employees from being under the influence of alcohol and/or any drug while on duty or performing university business, including driving University-owned vehicles. This under-the-influence prohibition which includes legally prescribed medications, means that to the extent such use causes the employee's work ability, job performance, or safety on the job, the employee has violated the policy and is subject to disciplinary action up to and including termination.

Voluntary Employee Substance Abuse Assistance Program

If an employee comes forward to admit involvement with alcohol or other drugs, the university is committed to working with the employee to address the issue. A referral will be made to a trained counselor. The university will then assist the employee to carry out the recommendations of the trained counselor. This could entail continued counseling, enrollment in an alcohol or other drug education/rehabilitation program and/or inpatient treatment. If an employee does come forward to follow this process no disciplinary action will take place. Cost of the referral and treatment shall be the responsibility of the employee, however, all of the university's health care providers currently provide coverage for substance abuse treatment.

Involuntary Substance Abuse Rehabilitation Leave

If the University determines an employee is using drugs or alcohol, to the detriment of his/her work performance, the University can make rehabilitation a requirement of continued employment with the University. When such action is taken, an agreement should be developed between the university and employee, which may include a commitment to no longer use of alcohol or drugs and meet aftercare requirements imposed by the rehabilitation program. The employee must sign a release of information for the University so that information on the progress of rehabilitation and aftercare is available. Employees on involuntary rehabilitation leave may be given up to thirty days of paid rehabilitation leave to participate in a rehabilitation program or similar accommodations for a part-time or after working hours program. The University should make reasonable efforts to keep the employee's enrollment in a rehabilitation program confidential. Costs of participation in such a program will be paid by the employee or his/her health care provider.

Subject to other terms and conditions, benefits should remain in effect for the thirty days an employee is on an approved rehabilitation leave and the university should continue to contribute the designated amount toward the cost of their benefits.

Generally, no more than one rehabilitation leave will be approved for an employee of the university during the course of their employment with the University.

Affirmative Action Policy Statement

Concordia University, as an institution of The Lutheran Church-Missouri Synod is obligated by the demands of Christian conscience, as well as by legislative requirements, to ensure equal opportunities for employment without regard to race, color, religion, sex, or national origin or handicap status except as these are bona fide qualifications for job performance. Fulfilling this responsibility is a high priority at Concordia University.

Because Concordia University is an extension of the national church body and is a religious as well as an educational institution, certain positions of employment demand extensive understanding of and commitment to the doctrinal view of the Synod. For such positions it is necessary for us to seek out individuals with specific religious training and of particular religious affiliation.

The commitment of Concordia University to equal opportunity recognizes two basic concepts: non-discrimination and affirmative action.

The recognition of non-discrimination demands the elimination of all prohibited discriminatory conditions, policies, and procedures, whether purposeful or inadvertent. Concordia University is pledged to the careful and systematic examination of all of its employment policies and practices to ensure that they do not operate as a deterrent to individuals or groups of individuals as a result of race, color, religion, sex or national origin or disability status.

Our commitment to affirmative action requires that we do more than remain neutral with regard to race, color, religion, sex, or national origin and disabilities. Concordia University is pledged to programs which place special emphasis upon the efforts to recruit, employ, retain and promote qualified members of all such groups.

The recognition of these basic areas of responsibility prompts us to establish and utilize programs and policies which guarantee to all persons, whether or not they are members of designated "minority groups," equal opportunity for employment, advancement, and related benefits.

All programs and policies related to Affirmative Action, recruitment, employment, retention, and promotion of employees shall be designed to enhance the employment and advancement opportunities for women and minorities. However, no attempt

shall be made to eliminate or dilute standards which are necessary for successful performance of job functions. These policies and programs will not require or imply that the university employ or promote any unqualified person. The university recognizes its responsibility to foster reasonable standards and procedures which govern all employment, training, and promotion practices. The university is further dedicated to the proposition that any tests or other criteria by which qualifications for appointment, retention, or promotions are judged shall be valid predictors of job performance without bias toward race, color, religion, sex, national origin, or handicap status.

This commitment does not ignore or obviate the range of permissible discretion which has characterized employment judgment. There are real and proper limitations on the extent to which criteria for certain non-routine positions can be explicitly articulated. However, we shall monitor all such discretionary judgments to eliminate arbitrary and discriminatory employment decisions.

The university also pledges itself to ensure non-discrimination in all terms and conditions of work assignments, educational training opportunities, use of facilities, and career advancement.

APPENDIX A

UNIVERSITY HARASSMENT POLICY

I. Policy

Concordia University, Portland prohibits all forms of unlawful harassment by its students and employees. All complaints of harassment will be taken seriously and promptly investigated. Violation of the policy on harassment will result in disciplinary action which could include probation, academic suspension, expulsion, or employment termination. In order to foster a culture that does not tolerate harassment, all regular full-time and part-time staff and faculty are required to complete harassment prevention training. This training will be delivered via e-mail; Human Resources will verify the completion of the course.

II. Definition

The term harassment describes behavior by a person that another person finds offensive, aggravating, or unwelcome. However, not all harassment is unlawful. In order for behavior to be considered unlawful harassment, it must be all of the following:

1. related to a protected category
2. unwelcome
3. offensive to a reasonable person in the recipient's position
4. severe or pervasive

The protected categories include:

1. Sex/Gender
2. Disability/Medical Condition
3. Race/Color
4. Religion
5. Veteran Status
6. National Origin/Ancestry
7. Pregnancy
8. Age
9. Sexual Orientation

III. Confidentiality

All claims of harassment will be handled on a confidential, "need-to-know" basis. This means that only those individuals with a legitimate business need to know about the complaint will be involved in the inquiry. Concordia University can not guarantee strict confidentiality, however. If an employee or student makes a complaint of unlawful harassment, formally or informally, the University has a legal duty to take appropriate steps

to investigate and remedy the situation, whether or not the complainant wishes us to do so.

IV. How to Report a Complaint

Concordia University supports its employees and students coming forward with complaints of harassment. If an employee or student feels s/he has been the victim of unlawful harassment, s/he may report the harassment to their supervisor, another supervisor, department head, faculty advisor (in the case of students), or Human Resources. The complaint may be made verbally or in writing. All complaints will be investigated promptly.

If it is determined that unlawful harassment has occurred, Concordia University will take steps to remedy the situation. These steps may include both disciplinary and non-disciplinary measures. In all cases, retaliation against the complainant will not be tolerated. If an employee or student feels s/he has been retaliated against by anyone, s/he should report it immediately.

APPENDIX B CONCORDIA UNIVERSITY SAFETY POLICY STATEMENT

It is the policy of Concordia University to protect the safety and health of our employees. Injury and illness losses from accidents are needless, costly and preventable. Our University has established a safety and health program adapted to fundamental occupational safety and health concepts that will help us prevent injury and illness due to hazards. Employee involvement at all levels of the University is critical for us to be successful in this effort. To accomplish this task, a joint worker/management safety committee has been established. Its purpose is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. This safety committee will assist the University in making recommendations for change.

Management

Management's responsibility is the prevention of injury and illness accidents, because management is held accountable for all issues under their span of control. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices. We must keep fully informed on safety and health issues throughout the University in order to constantly review the effectiveness of our safety and health program.

Supervision

Supervisors are directly responsible for supervising and job training their workers. This includes proper procedures, work practices and safe methods to do the job. Supervisors must enforce University rules and take immediate corrective action to eliminate hazardous conditions and practices. They will not permit safety to be sacrificed for any reason. In addition, they will be held accountable for all safety and health issues

Safety Committee

The safety committee consists of management and employee representatives who have an interest in the general promotion of safety and health for Concordia University. Management will be represented by the Director of Public Safety, the Director of Human Resources, the Director of Physical Plant Services and the Dean of Student Services. Employees will be represented by the University's Campus Nurse and the maintenance foreman.. Other employees may ask their Director, Dean of Vice President to become a member of the Safety Committee

The Safety Committee is responsible for making recommendations on how to improve safety and health in the workplace. They have been charged with the responsibility to define problems and remove obstacles to accident prevention; identify hazards and recommend corrective actions; help identify employee safety training needs and establish accident investigation procedures for the University. In this committee, management will be represented by the Director of Public Safety, the Director of Human Resources or his representative, the Director of Physical Plant Services and the Dean of Student Services. Employees will be represented by the Vice President of Student Services, the campus nurse, the maintenance foreman and the Department Chair for Math and Science.

Employees

Each employee, regardless of their position within the University, is expected to cooperate in all aspects of the University's safety and health program. Some major points of our University's safety and health program require that:

Accidents must be reported immediately to your supervisor.

Required personal protective equipment must be worn by all employees, there are no exceptions.

Hazardous conditions or other safety and health concerns must be reported to your

supervisor immediately.

Employees participate in safety committee activities, and support safety committee membership.

If everyone does their part by doing what is necessary to ensure workplace safety and health, we all benefit.

**APPENDIX C
CONCORDIA UNIVERSITY
CONFLICT OF INTEREST STANDARDS AND PROCEDURES**

Concordia University is fully committed to conducting its responsibilities in a manner reflecting the highest degree of integrity and honesty. The success of the University in conducting its affairs is the sum of the efforts of each individual—in executing his or her responsibilities with good judgment and in an ethical manner.

In general, regents, faculty and staff shall scrupulously avoid acting on any matters in which the regent, faculty or staff has, or may be perceived to have, a conflict of interest. When evaluating an action, regents, faculty and staff are to determine what they believe to be in the best interests of the University. The purposes expressed in the organic documents of the University—its articles of incorporation, mission, and vision—define the basic interests of the University.

Conflict of Interest Standards

1. Conflict Transactions

A conflict of interest transaction is a transaction with the University in which a regent, Faculty or staff has a direct or indirect interest. In the event of a conflict of interest shall be disclosed to the president.

The president may grant a waiver or forward the matter to the Regents for decision.

2. Indirect Conflict of Interest

A regent, faculty or staff (hereafter "individual") has an indirect conflict of interest in a transaction if:

- a. another corporation or other entity in which the individual has a material financial interest or in which the individual is a general partner is a party to the transaction;
or
- b. another entity of which the individual is a director, officer or trustee is a party to the transaction and the transaction is or should be considered by the regents of the University; or
- c. the individual knows that a family member of the individual has a direct interest in the transaction;

- c. or the individual is aware of any other factor that could interfere with the individual's ability to act in the interest of the University with respect to the transaction or could appear to be a conflict of interest.

3. Direct Conflict of Interest

A regent, faculty or staff (hereafter "individual") has a direct conflict of interest involving the University if, among other things, the individual does any of the following:

- a. accepts any money or thing of value for negotiating, procuring, recommending or aiding in the making of a loan to or from the University.
- b. has a pecuniary interest, whether as principal, agent or beneficiary, in a purchase, sale or loan to or from the University.
- c. accepts any advances for future services to be performed.
- d. accepts a guarantee of financial obligations from the University.
- e. enters into a transaction, for the provisions of goods or services to the University, in the normal course of business, either personally or through any partnership or company in which the individual has, directly or indirectly, a proprietary interest in excess of five percent.

4. Exceptions

The foregoing prohibitions shall not apply to or affect:

- a. exercising of any rights under any policy of insurance.
- b. advance of expenses for travel or other related business activities of the University.
- c. direct employment benefits established through employment contracts.

In accordance with the Family Educational Rights & Privacy Act of 1974, Concordia University grants all the rights under the law to all matriculating students. No one outside the institution shall have access to nor will the institution disclose any information from any student's education records without the written consent of students except to personnel

within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion Concordia University may provide Directory Information in accordance with the provisions of the Act, to include student name, address, telephone number, e mail address, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams, these title/topics. Concordia also considers photographs to be Directory Information. As such, release of photographs also is provided.

Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than educational purposes. Students should consider all aspects of a Directory Hold prior to filing such a request. Request for nondisclosure will be honored by the institution for only one academic year commencing with the fall semester, therefore, authorization to withhold Directory information must be filed annually in the Office of the Registrar within the first two weeks of the Fall semester.

For more information concerning the Family Educational Rights & Privacy Act of 1974, contact the Office of the Registrar.

Appendix D Reduction in Force Statement

From time to time the University may eliminate certain personnel positions due to changes in student enrollment and program demand or when financial conditions create a condition of fiscal exigency and personnel reductions are required as a means to maintain financial viability. When these conditions exist the Board of Regents upon recommendation of the President may eliminate staff positions or faculty positions, regardless of the status of the faculty. (i.e tenured, non-tenured, initial one-year contract, or continuing 3 year rolling contract.

When these conditions are present the following process will be enacted based upon the conditions that exist.

Low Enrollment / Program Elimination

In cases where low student enrollment in a program is not sufficient to support ongoing operation of the program, staff and faculty positions related to these programs may be eliminated. In these cases faculty positions will be terminated by recommendation of the President to the Board of Regents. The Board of Regents will take specific to terminate the faculty contract based on the separation clause identified in the employment agreement.

Fiscal Exigency / Reduction in Force (RIF)

In cases where the existing or projected financial condition on the University is such that ongoing operations in placed into question a condition of fiscal exigency will be declared and a more far reaching reduction in personnel may be pursued as part of a larger strategy to remedy the financial condition and return the institution to financial viability.

When a condition of fiscal exigency is declared and a reduction in force is recommended the following process will be employed.

1. The President will notify the Board of Regents of the reason(s) for implementing a RIF.
2. The President will present to the Board of Regents a written RIF plan which will cure the financial exigency. The President **will** consult administrators **prior to and** in formulation of the RIF plan.

3. The Board of Regents will convene in person, by teleconference or in some other electronically mediated environment to approve or amend the plan.
4. The plan will be enacted. The principles used to make personnel reductions will be to evaluate all phases of the University operations and make reductions which will accomplish the following:
 - o Continue to provide quality education and services to students.
 - o Reduce the risk of permanent damage to the institution.
 - o Allow for the institution to recover quickly

Whenever such action becomes necessary, active attempts will be made to reassign a faculty or staff member to another position, and or, to the extent possible, assist in the transition process to a new position with another organization. **Faculty and staff members, whose positions have been eliminated, will be given at least 30 days notice.** This assistance may include assistance in writing a resumes, advice regarding effective interviewing techniques, and other job search strategies. This process will not include job placement.

Appendix E Privacy Rights of Students (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by the US Department of Education. The statute is found at 20 U.S.C. § 1232g and the Department's regulations are found at 34 CFR Part 99.

In accordance with FERPA, as amended by P.L. 93-380, Concordia University grants all the rights under the law to all enrolled students. Enrollment begins on the first day of the first course taken at Concordia University and extends until the student graduates. In accordance with the FERPA law, students must be permitted to inspect their own records. No one outside the institution shall have access to, nor will the institution disclose any personally identifiable information from any student's educational records without the written consent of students except to university officials, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of the student or other persons. All these exceptions are permitted under FERPA law.

At its discretion, Concordia University may provide Directory Information in accordance with the following FERPA provisions: Student name, address, phone, dates of attendance, degrees and awards received participation in officially recognized activities and sports, weight and height of members of athletics teams, and these tile/topics. Concordia also considers photographs to be Directory Information. As such, release of photographs is also provided.

The University may disclose directory information without the student's prior written consent, unless the student notifies the university by completing a Student Directory Exemption Form located in the Registrar's Office. Please note that such withholding requests are binding for all information to all parties other than for educational purposes. Students should consider all aspects of a Directory Exemption prior to filing such a request. Request for nondisclosure will be honored by the institution for only one academic year commencing with fall semester; therefore, the exemption form must be filed annually in the Registrar's Office within the first two weeks of the fall semester.

STAFF HANDBOOK INDEX

Absences and Tardiness.....	9
Affirmative Action Policy Statement	32
Alcohol and Drug Abuse.....	28
Application and Resume	6
Approved Position	6
Background, Philosophy, Purpose	3
Categories of Employees.....	3
Chapel	26
Check Cashing	27
Compensatory Time-off/ Overtime	8
Computer Purchase Program.....	26
Conflicts of Interest	38
Corrective Action & Disciplinary Procedure	11
Death in Family	23
Disability	22
Dress Code	10
Employee Identification Card.....	26
Employee Benefits	16
Exempt Employees.....	5
Exit Interview Procedure	13
Flex-Time	9
Grievance Procedure	12
Health Plan Options	17
Health Center	20
Holidays	20
Inclement Weather	25
Involuntary Substance Abuse Rehabilitation Leave.....	29
Jury Duty.....	23
Keys.....	27
Leaves of Absence	21
Military Leave	23
Non-Exempt Employees.....	5
Office Hours	8
Outside Employment	11
Parking/ Vehicle Registration.....	27
Pay Procedures.....	14
Payroll Deductions.....	14
Performance Review	13
Personal Information Changes	11

STAFF HANDBOOK INDEX
Continued

Personal Paid Leave	22
Pregnancy & Family Leave	24
Privacy Rights of Students	43
Probationary Period	8
Reduction in Force Statement	41
Resignation & Termination Procedure	12
Safety Policy Statement	36
Salary Scale	14
Security	22
Sexual Harassment Policy	32
Sick Leave	22
Smoking	28
Staff Orientation	7
Telephone Calls	10
Travel Accident Insurance	17
Tuition Remission	18
Vacations	21
Verification of Employment	28
Voluntary Employee Substance Abuse Assistance Program	29
Voting/ Political Action	28
Workers Compensation	26