



CAMPBELL
UNIVERSITY



Personnel Manual

Revised
2025

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I. GENERAL

Campbell University is pleased to provide its employees with this Personnel Manual. Its design reflects the university's belief that people are the university's most important resource.

This manual is designed to acquaint the employee with the university's benefits and workplace policies by covering the questions most frequently asked. Because it is difficult to address every issue that may arise in the course of employment, these policies are meant to be flexible, not an ironclad rule. Not every Campbell University policy is included in this Personnel Manual. If an employee has any questions about Campbell University and its various policies and procedures, they should contact a member of the HR department.

This manual is intended as a guideline for employees and should not be construed as an offer to contract or as a contract between the university and any employee or a warranty of benefits. The university may modify or rescind policies or benefits at any time, for any reason, with or without notice, except as required by law.

The Personnel Manual is intended for all university employees. However, certain guidelines and policies may be modified as they apply to faculty. The primary policy manual for faculty is the Faculty Handbook.

This manual supersedes all previous employee handbooks, in addition to management memos that may have been issued on subjects covered herein. Please keep this manual intact and in a safe place.

For purposes of this manual, the terms:

- "University" shall mean Campbell University.
- "HR" shall mean human resources.
- "manual" shall mean this personnel manual.

Any and all laws and regulations referenced in this manual are the current provision as of the effective date of this manual. Any change in said laws or regulations applicable to the university and/or its employees are deemed incorporated by reference as of their effective date unless the change is non-mandatory in which case the change shall only be applicable if approved by the university.

II. EMPLOYMENT AT CAMPBELL

Although the university has a progressive discipline policy, an employee's employment relationship with the university is "at will" and may be terminated at any time by the employee or the university for any lawful reason or for no reason at all. While an employee may receive promotions, pay raises and the like during their employment, such employment decisions do not change the "at-will" nature of the employment relationship. The "at-will" relationship may not be changed except in writing signed by both the employee and the university president (or designee). Neither this personnel manual nor any of the university's policies, procedures, or practices should be viewed as creating any promises or contractual rights to employment for a specific duration of time or to any specific benefits of employment.

III. INTRODUCTION

HISTORY

Established in 1887 as an academy with a charter-class enrollment of sixteen students, Campbell University has developed into a major university with more than 5,000 students. Students hail from throughout North Carolina, the United States and from around the world.

From its early days as a liberal arts college, which initially awarded the associate and bachelor's degrees, the academic program of Campbell University was greatly expanded in 1976 when the trustees authorized the establishment of graduate programs in education and business and the awarding of the Master of Education and Master of Business Administration degrees.

Doctoral programs were authorized by the trustees in 1976 with the establishment of the Norman Adrian Wiggins School of Law and the awarding of the Juris Doctor degree. The Doctor of Pharmacy degree was approved in 1985 with the establishment of the Campbell University School of Pharmacy, now called the College of Pharmacy and Health Sciences.

The Campbell University Divinity School was established on October 25, 1995, and enrolled the charter class in August, 1996. In 2009, the Norman Adrian Wiggins School of Law relocated to downtown Raleigh, becoming the first law school in the capital city. The Jerry M. Wallace School of Osteopathic Medicine welcomed its first class in 2013; the Catherine W. Wood School of Nursing began enrolling students in 2015, and the School of Engineering welcomed students in 2016.

Because of the university's strategic location, Campbell provides additional campus educational opportunities at Fort Liberty (f/k/a Fort Bragg)/Pope, Camp Lejeune/New River, Raleigh, and Online. The University offers educational programs at select correctional facilities in North Carolina through its prison education program, locally known as the Second Chance Initiative as well. In keeping with the university's commitment to global education, Campbell University students enroll in international programs in Asia, Africa, Europe, and South America.

Campbell University is committed to the mission of providing its students with a Christian worldview and a charge to be "the salt of the earth and the light of the world." Open to all qualified students, Campbell's student-body includes people from multiple faith traditions.

Campbell University has been led by five presidents: Dr. James A. Campbell, Dr. Leslie H. Campbell, Dr. Norman A. Wiggins, Dr. Jerry M. Wallace and the current president, Dr. J. Bradley Creed.

Campbell University

Mission Statement

Mission

The mission of Campbell University is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service. The university is informed and inspired by its Baptist heritage and three basic theological and biblical presuppositions: learning is appointed and conserved by God as essential to the fulfillment of human destiny; in Christ all things consist and find ultimate unity; and the Kingdom of God in this world is rooted and grounded in Christian community. The university embraces the conviction that there is no conflict between the life of faith and the life of inquiry.

To fulfill its mission, the university:

1. Presents a worldview informed by Christian principles and perspectives.
2. Affirms that truth is revelatory and transcendent as well as empirical and rational, and that all truth finds its unity in Jesus Christ.
3. Influences development of moral courage, social sensitivity, and ethical responsibility.
4. Gathers a diverse community of learners.
5. Delivers academic instruction in the liberal arts and sciences and professional preparation at both undergraduate and graduate levels through traditional, extended campus, and online programs.
6. Transfers to students the vast body of knowledge and values accumulated over the ages.
7. Encourages students to think critically and creatively;
8. Fosters the development of intellectual vitality, physical wellness, and aesthetic sensibility.
9. Forges a community of learning that is committed to the pursuit, discovery, and dissemination of knowledge.
10. Provides students with opportunities for servant leadership and community engagement, with an emphasis on underserved communities.
11. Cooperates with other educational institutions to expand learning opportunities for students.
12. Offers service and other opportunities to the greater community through athletics, continuing education, and cultural enrichment programming.

Land Acknowledgement Statement

Campbell University acknowledges and honors that it is situated on the traditional territories of the Coharie and Lumbee peoples, their ancestors, and any others who occupied, lived, worked, and stewarded the territory from time immemorial. The University is committed to engaging in an active effort to cultivate relationships with Indigenous communities within and around North Carolina, and through the North Carolina Commission of Indian Affairs.

IV. GENERAL EMPLOYMENT POLICIES

A. CODE OF ETHICS

Christian higher education has always been the focus at the university. Campbell University is Christian in character and Baptist in heritage, and it is expected that all those employed by the university will support its stated Mission. As detailed in the Campbell University Mission Statement, Campbell is committed to teaching students to think with Christian values as their basic guidelines. To perpetuate these ideals and principles, it is the responsibility of each employee to maintain a high standard of personal behavior. Accordingly, the university provides its employees with a code of ethics and professional conduct to which they are expected to adhere.

University employees, by virtue of employment, agree to abide by the rules and ethical precepts which govern the university community. Based upon the foregoing, all employees shall comply with the following Code of Ethics and Professional Conduct:

- Understand and support the university's Mission Statement.
- Exemplify principles of ethical and lawful behavior.
- Uphold professional standards of federal, state, and local regulatory agencies and boards.
- Protect students from conditions under our control such as: health and safety, maintain appropriate relationships, and assign grades based on competencies and performance.
- Acknowledge diverse views of students, parents, and fellow employees working collaboratively to provide an opportunity of growth and education within the institution.
- Protect the property rights of others from theft, damage, or misuse.
- Adhere to university policies and regulations, including the rules governing campus organizations, and the use of property and facilities.
- Maintain a standard of dress which insures neatness, cleanliness, and appropriateness of attire.
- Engage honestly and truthfully in the performance of professional duties.
- Treat all students, faculty, and staff with respect including refraining from abusive behavior, sexual exploitation, solicitation, harassment, or other behaviors prohibited by law.
- Maintain the confidentiality of any records as required by this manual or law.

B. CONFIDENTIALITY AND FERPA

The university serves students and the public. In many cases, an employee may be exposed to information that is of a confidential and sensitive nature, including but not limited to personally identifiable information of students protected by the Family Educational Rights and Privacy Act (FERPA). This information should not be disclosed to unauthorized persons.

In addition, all university employees are asked to sign a Confidentiality Agreement as part of their orientation process. In such Agreement, employees agree not to directly or indirectly disclose personal information about students or employees without such individuals' express written consent or as required by law.

Any proven breach of confidentiality may result in disciplinary action up to and including termination.

C. EMPLOYEE CLASSIFICATIONS

The university recognizes the following employee classifications:

- Full-time: Active in an established job working an average of at least thirty (30) or more hours per week.
- Part-time: Active in an established job working an average of less than thirty (30) hours per week.
- Temporary employee: Those employees who are hired for specific periods of time not to exceed six (6) months, regardless of the number of hours worked. Temporary employees are not eligible to participate in most university benefits.
- Casual employee: Hired for a few days as a result of an emergency or temporary need for less than thirty (30) hours per week, for specific periods of time not to exceed thirty (30) days.

D. EMPLOYMENT OF RELATIVES

The university permits the employment of relatives; however, no employee shall be placed in a position that involves direct supervision of the job performance or work activities of their relative which shall mean a person who relates to another or others by blood or marriage.

Should a situation arise as a result of marriage, whereby the employee must directly supervise the job performance or work activities of a relative, every effort should be made to remedy the situation by either an intradepartmental or interdepartmental transfer of at least one of the employees. The supervisor or the director of the employees shall advise the employees of the available alternatives. Such employees shall be given the opportunity to select from the alternatives. If the employees are unable to agree upon any such alternative within sixty (60) days, then the supervisor or director shall take appropriate action to remedy the situation.

E. EQUAL EMPLOYMENT OPPORTUNITY POLICY/AFFIRMATIVE ACTION

Campbell University provides equal opportunity in all phases of the employment process and in compliance with applicable federal, state, and local laws and regulations. Accordingly, the university is committed to administering all educational and employment activities without regard as to race, color, sex, pregnancy or childbirth, sexual orientation, gender identity or expression, age, ethnicity or national origin, religion, disability, genetic information, protected veteran status and any other characteristic protected by law, except where appropriate and authorized by law. This policy of nondiscrimination shall include, but not be limited to, the following employment decisions and practices: hiring; upgrading; promotions; demotions or transfers; layoffs; discipline; recalls; terminations; compensation; selection for training, including apprenticeship; and recruitment or recruitment advertising. Campbell University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the university.

Employees and applicants of Campbell University will not be subjected to any form of harassment or discrimination for exercising rights protected by, or because of their participation in, an investigation or compliance review related to Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, or any other federal or state nondiscrimination law, rule, or regulation.

If you believe that you have been discriminated against in any manner as described above, you should notify your supervisor, department manager, or the human resources director. All matters will be investigated, and appropriate disciplinary action will be taken, up to and including termination of employment, if necessary. Retaliation against anyone who complains of or witnesses behavior contrary to this policy is also prohibited.

Campbell University also maintains affirmative action programs to promote the employment opportunities of minorities, females, qualified individuals with disabilities, disabled veterans, recently separated veterans, armed forces service medal veterans, and Active-Duty Wartime or Campaign Badge Veteran.

Employees or applicants who wish to review the narrative portions of the Affirmative Action Programs for Protected Veterans and for Individuals with Disabilities may schedule an appointment to do so by contacting the human resources director at Campbell's Buies Creek campus, during normal business hours.

F. GENETIC INFORMATION NONDISCRIMINATION

The federal Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts the university's acquisition of genetic information through any university owned or used equipment, computers, or internet systems, and strictly limits disclosure of genetic information. If you are requested to provide a medical certification for any valid purpose, you will not be asked as part of that certification to provide genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

G. HIRING PROCESS FOR FACULTY

These are the general guidelines for hiring, though circumstances may occasionally arise whereby variation in the procedure is appropriate. Contact HR for further details. The Review Committee must approve any variation.

When an academic department needs to hire a new or replacement faculty member the process is as follows:

1. A position requisition form must be completed and sent to HR for approval by the Review Committee.
2. If approved, the open position will be posted on Campbell.edu and other locations as needed.
3. Applicants submit applications through the applicant tracking system.
4. The department head/search committee chair reviews applications/resumes and selects several applicants for interview in accordance with school/department's process.
5. The selected applicants interview with the department head or search committee chair in accordance with the department's process.
6. The department head or other selection committee representative must contact references on any candidate who is to be hired.
7. The department head meets with all interviewers and the dean to make final selections.
8. The dean must review the employment offer with the appropriate vice president.
9. The dean/department head makes the employment offer to the preferred candidate subject to background check and credentials clearance and approval of executive administration.

10. The hiring supervisor will contact HR and provide the candidate's information to facilitate sending the selected candidate information to complete the background check online.
11. When the background check clears, the appropriate vice president prepares the contract and approvals are obtained.
12. The candidate begins work at Campbell University only after all the signatures are on the contract, new employee forms are executed, HR has cleared the new hire for work, and payroll processing is complete.

H. HIRING PROCESS FOR STAFF

These are the general guidelines for hiring, though circumstances may occasionally arise whereby variation in the procedure is appropriate. Contact HRHR for further details. The Review Committee must approve any variation.

When a department needs to hire a new or replacement employee the process is as follows:

1. A position requisition form must be completed and sent to HR for approval by the Review Committee.
2. If approved, the open position will be posted on Campbell.edu and other locations as needed unless an internal candidate is filling the position.
3. Applicants submit applications through the applicant tracking system.
4. The hiring supervisor reviews applications/resumes and selects several applicants for interviews.
5. The applicants chosen by the hiring supervisor are to be interviewed by the department.
6. The hiring supervisor meets with all those who interviewed the candidates to make final selections.
7. The hiring supervisor must contact references and obtain transcripts, if necessary, on a candidate before any offer is made.
8. The hiring supervisor must submit Personnel Action Form (PAF) before any offer is made.
9. Once the Personnel Action Form (PAF) is approved HR will notify the hiring manager. The hiring supervisor then makes the employment offer to the preferred candidate.
10. The hiring supervisor will contact HR and provide the candidate's information to facilitate sending the selected candidate information to complete the background check online.
11. When the background check is complete HR will reach out to the candidate to set an appointment to complete the required paperwork. Once HR has set the new hire appointment, the hiring manager should fill out the Create/Update User Account form and submission it to IT Services.
12. The candidate may begin work at Campbell University only after all signatures are received, new employee forms executed, HR has cleared the new hire for work, and payroll processing is complete.

I. INTELLECTUAL PROPERTY POLICY CAMPBELL UNIVERSITY

Preamble

Campbell University is dedicated to teaching, research, and the dissemination of knowledge. Although the university does not undertake research or other work principally for financial gain or for the purpose of developing patents or commercial applications, it is the policy of the university

to assure the appropriate utilization with regard to ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. This policy acknowledges and protects the intellectual property rights of faculty, staff, students, and the university while acknowledging the supportive and enabling role of the academic community. It sets forth the fair distribution of benefits arising from activities in which the university and its members are jointly engaged, including public recognition and, where appropriate, financial remuneration. The policy is intended to balance all interests in a fair, manageable, and productive way.

With regard to the policy, the university's aims include:

- a. Making clear the university's values with regard to intellectual property.
- b. Promoting the university's intention of encouraging research and scholarship in support of the teaching and learning of students.
- c. Facilitating the dissemination of knowledge for the benefit of the university community and the larger society.
- d. Providing incentives to creators in various forms, including professional development, recognition, and financial compensation.
- e. Providing for the equitable disposition of interests in shared intellectual property among the author, creator, developer, and the university.
- f. Safeguarding intellectual property so that it may receive adequate and appropriate legal protection against unauthorized use.

Definition

This policy covers all intellectual property conceived, written, or otherwise produced by faculty, staff, or students of Campbell University using university funds, facilities, or other resources. The university defines intellectual property as the tangible or intangible results of scholarship, research, development, teaching, or other intellectual activity. Intellectual property may include, but is not limited to, the following categories: copyrightable material, patentable material, trademarks, inventions, discoveries, written materials, media productions, computer programs, computer-based instructional materials, biological products, chemical products, and laboratory procedures.

General Terms

- A) Intellectual property arising from research financed by the Government shall be controlled by the terms of the grant or contract. Where the university is permitted to retain intellectual property rights, the university may choose to do so.
- B) Intellectual property arising from research or other work sponsored by nongovernmental entities shall be controlled by the terms of the sponsored agreement, if applicable. Where the university is permitted to retain intellectual property rights, the university may choose to do so.
- C) Intellectual property arising from research or other work conducted by university employees or students on university time or with use of university funds or facilities shall be considered the property of the university. This stipulation is understood to encompass such items as inventions, patents, copyrights and trademarks which result from research or unintentional discovery by university employees or students as part of their employment or educational pursuit and by using the university's resources. Included under this stipulation are 'works made for hire,' that is works created

- 1) for institutional purposes in the course of the creator's employment or
- 2) as a contribution to a collective work, where there is a written agreement that it is made for hire. Any income received by the university as a result of licensing or otherwise commercializing shall be shared with the employee or student as provided by the further details of this policy.

Students own their intellectual property unless it is developed through use of university funds or facilities, in the student's capacity as an employee (whether part-time or full-time) of the university, or where the student transferred ownership rights in writing to the university or to another entity.

Externally sponsored capstone and other educational projects, both as a part and outside of regular course requirements, are important to the university. Consequently, student assignment of ownership rights to intellectual property to the university may be a condition for participation in a capstone or other project, especially where sponsors are sharing confidential data or information needed for completion of the project. Acknowledging that such projects may be arranged well in advance of a course offering, that such a project may be essential to the educational goals of a course offering, and that educational and administrative requirements may prevent students from being assigned to a project of their choice during a specific course offering, students may be required to assign ownership rights to intellectual property related to a specific capstone or other project as a condition of participation in a course.

Faculty are not permitted to assert ownership of student intellectual property in general as a condition of participation in a course. Faculty are not permitted to claim personal ownership or control of student intellectual property created in courses they teach.

- D) While understanding its resources to have been involved in their production, the university claims no ownership rights to traditional products of scholarly activity, such as books, monographs, articles, reviews, works of art, musical compositions, course syllabi, exams, transparencies, study guides, workbooks, course packs, manuals, web pages, and other instructional materials developed by faculty or staff members in the course of their usual pedagogical, scholarly, and service activities. Unless otherwise specified in a contract or other written agreement, all rights to such scholarly products are retained by the faculty or staff member. This stipulation is also understood to encompass works produced by students, either individually or with the assistance of Campbell University faculty or staff, if they fall under the foregoing description.
- E) Any use of the university's name, mark, seal, or trademarks in connection with the commercialization of any intellectual property shall be approved in advance by the university.
- F) Intellectual property arising from research or other work conducted by university employees or students on their own time and without use of university funds or facilities shall be considered the sole property of the author or creator and may be commercialized at their own expense. The university will not consider the payment of salary as constituting use of university funds.
- G) Any faculty, staff, or student engaged in consulting work, collaborative work or business either individually or by contract or agreement with a third party is responsible for ensuring that clauses in other agreements are not in conflict with this policy or with other related policies of the university; and that the university's rights and the author or creator's obligations to the university are in no way abrogated or limited by the terms of such agreements. Any faculty, staff, or student involved in such collaborative work shall incorporate this policy into any such contracts or agreements. Any third-party agreement or contract in which the university is a

party, regardless of whether it is on an individual basis or sponsored research, shall be approved by the president or the vice-president for business and chief financial officer. No undergraduate, graduate, or professional school or department is authorized to enter into any contract without approval by the president or the vice-president for business and chief financial officer.

Division of Income

The university defines net revenue as gross royalties and/or other receipts minus the costs incurred for items including, though not limited to, development of the product, patent application, patent enforcement, licensing, travel, mailing fees, and auditing fees. It understands gross royalties to be agreed-upon payments specified in a license or other commercialization agreement. The university reserves the right to suspend distribution of revenue when there is reason to believe that substantial deductible costs will be incurred in the future. Revenues derived from intellectual property covered by this policy shall be shared as follows: 50% to the author or creator, 25% to the author or creator's college or school, and 25% to the broader university. The college or school share shall be administered by the dean in accord with a budget approved by the president and executive cabinet of the university. The author or creator's rights to share in revenue as stated above shall remain with the individual or pass to the individual's heirs and assigns for so long as net revenue is derived from the property.

Management

- A) Intellectual property arising in due course and falling within the specific stipulations of this policy shall be disclosed jointly to the office of the dean of the college or school, and the office of the vice-president for academic affairs and provost within thirty (30) days of the discovery and prior to the submission of the same for publication or other public disclosure.
- B) Disputes involving ownership, equity in, or administration of intellectual properties, including the interpretation of this policy, shall be submitted to the appropriate dean. After consideration of the dean's written findings and recommendations submitted to the provost, the provost shall rule on the dispute. If the disputant is not satisfied with the ruling of the provost, the employee may file a written appeal with the president of the university. After an appropriate period for the president's review, he shall set forth in writing his decision with explanation. The decision of the president is final and binding on all parties. It is understood that this intellectual property policy is subject to future modification and may be changed or discontinued at any time by action of the university executive administration and board of trustees. However, any such change or discontinuance shall not affect rights accrued prior to the date of such action.

J. OUTSIDE EMPLOYMENT

If circumstances are such that it is necessary for a full-time employee to accept outside employment, the employee must discuss the matter with their supervisor and obtain approval before doing so. Employees may not continue employment at Campbell if a second job is in direct competition with the university or involves the use of confidential information learned directly or indirectly through employment at Campbell. Under no circumstances should an employee perform outside work during normal work hours or use university facilities or equipment for outside employment. Immediate supervisors will help to determine whether there is any possible conflict of interest or breach of confidentiality. HR may assist in this determination.

K. PERSONNEL FILES/ REFERENCES

1. Personnel Files

The HR department initiates and maintains each employee's personnel file. It is the responsibility of each employee to keep this data current. The employee is responsible for providing the HR department with changes in home address, marital status, number of dependents, any beneficiary changes to employer-provided insurance policies and other relevant personal data. Current information is also needed to eliminate potential problems concerning payroll and employee benefit records, including COBRA (Consolidated Omnibus Budget Reconciliation Act).

An individual's personnel file is considered privileged, and no information included therein may be released except:

- (1) The employee or their duly authorized agent may examine all portions of the employee's personnel file except letters of reference solicited prior to employment. Employees must give at least two business days' advanced notice to HR that they wish to view their personnel file.
- (2) An employee's supervisor may examine all material in the employee's personnel file.
- (3) If the employee is requesting a transfer to another department, the hiring supervisor has the option to review performance related documents such as evaluations and disciplinary actions.
- (4) By order of a state or federal court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court.
- (5) An official of an agency of the local, state or federal government, or any political subdivision of the state where authorized by law or regulation.

Subject to applicable laws of discovery, even if considered part of an employee's personnel file, the following information need not be disclosed to an employee or to any other person:

- (1) Testing or examination material used solely to determine individual qualifications for appointment, employment, or promotion when disclosure would compromise the objectivity or the fairness of the testing or examination process.
- (2) Attorney-privileged communication, notes, preliminary drafts, and internal communications concerning an employee but not addressed to the employee; or
- (3) Investigative reports or memoranda and other information concerning the investigation of possible criminal actions of an employee, until the investigation is completed, and no criminal action taken, or until the criminal action is concluded.

2. References

Employees contacted by outside sources requesting an employment reference or employment verification for a current or former employee should not provide any information to the requesting individual or organization. Instead, employees should refer all requests for employee references to the HR department.

An employee may sign a written release, to be placed with their personnel file, that permits the HR department to provide, either in person, by telephone, electronically, or by mail, information specified in the release to prospective employers, educational institutions, financial institutions, or other persons specified in the release. Upon receipt of an employee or former employee's signed release, HR will release the information requested in the release, which normally includes employment dates, position held and salary.

L. INTRODUCTORY EMPLOYMENT PERIOD

Most employees subject to this manual shall have a 60-day introductory employment period, unless waived by the appropriate vice president. If you have questions about your job, ask your supervisor. During this time, employees receive information and instructions on the duties of their position. Supervisors will review an employee's progress and performance during this period, and at the same time, new employees can review their own satisfaction with the position. If either the supervisor or the employee is not satisfied with these reviews, employment may be terminated. The introductory period may be extended one time at the supervisor's discretion, for a period not to exceed an additional 60 days.

Completion of the introductory employment period does not guarantee employment for any specific period of time. All employees, both during the introductory period and thereafter, are employed "at-will," and may be discharged with or without notice at any time for any lawful reason or no reason.

M. PROMOTIONS AND TRANSFERS

The university attempts to fill vacancies whenever and wherever possible by promoting qualified employees. An individual's job performance at the university will be considered in addition to their qualifications for the new job in accordance with the requirements of the new position when being considered for a promotion. However, the university may, in its discretion, hire an outside candidate.

Transfers within the ranks of university employees are permitted at the discretion of the university. The university may transfer employees as necessary for business reasons. The university may consider, among other things, the job performance and attendance record of the employee; the employee's qualifications for the new job; and the requirements of the new job.

An employee may apply for a posted position without the notification of their supervisor. If the hiring manager of the posted position wants to interview the employee applicant, the employee applicant must notify their supervisor of their intent. If the hiring manager wishes to make an offer to the employee applicant, the vice president of the hiring manager and the vice president of the employee applicant must be notified, and they will negotiate appropriate timing of the move before an offer is made. All employee transfers between departments must be approved by the Review Committee prior to offering the employee a position.

N. RECRUITMENT OF EMPLOYEES

1. Posting of Job Openings

HR administers recruitment for employee vacancies for all departments on all campuses. Faculty searches will normally be led by the department where the vacancy exists with assistance from HR. The more detailed hiring procedures are set forth in this manual.

2. Minimum Age

Generally, the minimum employment age is 18 years. Public Safety employees must be at least 21 years of age at the time of hiring. Some part-time and summer hires may be 16 or older as addressed in the Youth Employment section of this manual.

O. REHIRE OF FORMER EMPLOYEES

Only those former employees who are designated “eligible for rehire” at the time of termination of employment may be reemployed by the university.

Employees who terminate employment voluntarily and are later employed again are rehired as new employees and will serve the stated introductory period of employment, no matter how short or long the period of time between the termination and rehire. Newly rehired employees will not be given credit for prior years of service towards vacation accruals, years of service awards, etc. unless they have been rehired within 90 days.

For employees on layoff status, after one year the layoff is considered permanent. If rehired, these employees will be required to serve the normal introductory period and treated as newly hired employees.

P. RESIGNATIONS/POSITION ELIMINATIONS

If an employee decides to resign from employment with the university, it is customary that the employee provide prior written notice.

The university requests any employee in a non-exempt position who resigns their job should submit a written resignation at least two weeks in advance and work the entire notice period. An employee in an exempt position should give one month’s written notice and work the entire notice period.

Failure to give the requested notice of impending termination will result in forfeiture of accrued, unused vacation. A supervisor may waive the notice period and not require the employee to work the notice. In such instances, the employee will not be paid for the notice period, but will be eligible for payment of any accrued, unused vacation leave. Vacation and sick leave cannot be used during the resignation notice period unless approved by the supervisor.

Failure to return to work on the expiration of a leave, unless medical or other acceptable evidence is submitted and approved by the human resources director, will be recorded as a voluntary termination effective the first day of the unapproved absence.

All employees leaving the employment of the university must return all university property including keys, ID card, and any assigned technology such as computer, tablet, authentication fob, etc. to their supervisor, credit cards to the Purchasing Department, and other university property, such as library books, equipment, etc., to the appropriate place. Each person must also be cleared through the HR department. Employees must work with their immediate supervisor to complete a Faculty/Staff Exit Processing Form, which must be turned into HR. Additionally, HR will send all employees who leave employment, a confidential employee exit survey, which will provide valuable feedback to the university, to complete.

Supervisors who must eliminate a position must first consult with HR, general counsel, and the appropriate vice president. Exempt positions will be given one month of pay and non-exempt employees will be given two weeks of pay, which mirrors the required notice of resignation periods. All employees whose position is eliminated will receive payment for any accrued, unused vacation.

Q. VETERANS

Campbell University is a government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38

U.S.C. 4212 (VEVRAA), and other federal laws and regulations which require government contractors to take affirmative action to employ and advance in employment disabled veterans, recently separated veterans, armed forces service medal veterans, and Active-Duty Wartime or Campaign Badge Veterans.

R. YOUTH EMPLOYMENT

Federal and state law impose stringent requirements on the employment of youth under the age of 18, including permitted occupations and hours of work. The HR department must approve employment of youth prior to the offer of employment being made. The HR department must require that a list of duties be submitted with the Request to Employ a Youth Form for any work at the university. Preference will be given to university students. Youth workers may not work under the direct supervision of their parent(s) or grandparent(s). Supervisors and the HR department must assure that all conditions required by state and federal law for the employment of youth must be met including:

V. COMPENSATION

A. OVERTIME

In accordance with the Fair Labor Standards Act (“FLSA”) and state employment laws, Campbell University classifies all employees as either “exempt” or “non-exempt”.

1. Exempt Employees

Certain positions at the university are designated exempt under the FLSA. This includes executives, certain administrative employees, and professional positions. Exempt employees do not receive overtime pay if they work more than 40 hours per week. Instead, exempt employees receive a fixed salary each workweek they perform work, except as set forth below. Exempt employees do not need to be paid for any workweek in which they perform no work.

The university prohibits deductions from an exempt employee’s salary except as allowed by the FLSA. Deductions from pay are permissible:

- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability.
- For absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness.
- To offset amounts an employee receives as jury or witness fees, or for military pay; or
- For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions (see Conduct and Discipline Policy).

Also, the university is not required to pay the full salary;

- In the initial or terminal week of employment or due to penalties imposed in good faith; or
- For infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

It is the university’s policy to comply with the salary basis requirements of the FLSA and not allow deductions that violate the FLSA. Therefore, all supervisors are prohibited from making any improper deductions from the salaries of exempt employees. To the extent anything in this policy conflicts with the FLSA the FLSA shall be controlling.

If an exempt employee believes that an improper deduction has been made to your salary, immediately report this information to your direct supervisor, or to the payroll department. If the correction is not made to the employee’s satisfaction, contact the HR department and provide a written explanation of the disputed salary reduction. The final point of review is with the vice president for business and chief financial officer. Reports of improper deductions will be promptly investigated. If an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

2. Non-Exempt Employees

Non-exempt employees receive additional pay (overtime) if they work more than 40 hours per week. The university's workweek for overtime purposes is a seven-day, 168-hour period, which begins at 12:01 a.m. Wednesday and ends 12:00 midnight the following Tuesday. The university pays overtime to non-exempt employees at a rate of one and one-half times their regular rate of pay for all hours worked in excess of forty in a given workweek.

Hours taken for paid vacation or sick leave do not count towards the 40-hour workweek for overtime purposes.

Any overtime worked must have prior supervisory written approval. Any employee who works unauthorized overtime will be subject to discipline, up to and including discharge. Comp time is not allowed for any employee.

If an employee has a question about whether they are non-exempt and, therefore entitled to overtime pay, they should request that their supervisor contact the HR department for review.

B. PAYROLL SCHEDULES/DEDUCTIONS

Campbell University pays most employees on either a bi-weekly or monthly basis. Exempt staff are paid on the 24th of each month; faculty are paid on the 14th of each month; most non-exempt staff are paid every other Friday. Holidays, weekends, and university closures may affect these pay dates.

The university is required to deduct federal and state income taxes and the employee's portion of the FICA tax. By the date required by law, the university provides each employee with a Form W-2 that shows total earnings for the previous year and the amount withheld for taxes. The employee is responsible for verifying that all deductions are correct.

Payroll deductions and/or reductions are available for employees who participate in the various fringe benefit programs provided by the university. In addition, employees may authorize payroll deductions for repayment of personal loans and other payments to the university. Other deductions may be those required by an official order of the court or failure to return university property as explained elsewhere in this manual.

C. PAY TRANSPARENCY NONDISCRIMINATION PROVISION

Campbell University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the university's legal duty to furnish information. 41 CFR 60-1.35(c)

D. TIME AND PAYROLL REPORTING

All non-exempt employees are required to record hours worked on a daily basis. Work time is recorded by using the university's time keeping system. There are several ways to record time

through this system. Supervisors/managers are responsible for educating non-exempt employees on the timekeeping system used by their department.

It is very important that time be recorded correctly and that the hours worked are reported accurately to comply with the wage and hour regulations. The time must be recorded when the employee reports to work and leaves work for any reason. Timesheets must indicate actual hours worked each day as well as time taken for meal or other unpaid breaks. Non-exempt employees who work seven and a-half hour shift or more shall clock out for meals and eat meals away from their work area.

Recording time for someone else or allowing another employee to record your time is strictly prohibited and will result in disciplinary action, up to and including termination.

Unless absolutely necessary, supervisors should refrain from calling non-exempt employees back to duty during meal breaks or other “off the clock” rest breaks. If a supervisor calls a non-exempt employee back to duty the employee must be “on the clock” and compensated for that time.

E. WORKING OFF THE CLOCK

Non-exempt employees must not check emails, voice mails, or perform other tasks that constitute work, when not clocked in. Non-exempt employees must be compensated for any work performed when not clocked in; however, employees may face disciplinary action, as defined under the Overtime Policy, if such work caused unauthorized overtime. It is the employee’s responsibility to notify their immediate supervisor if they worked, while not clocked in, so that they may be compensated for such time.

VI. BENEFITS

A. ELIGIBILITY FOR PARTICIPATION IN BENEFIT PROGRAMS

Campbell University provides a comprehensive and well-designed benefits program for employees and their families. Unless otherwise indicated, most benefits programs are designed for full-time employees, including paid vacation and sick leave, paid holidays, and matching employer contribution retirement plan, medical, dental, vision, life insurance and supplemental life insurance, long-term and short-term disability insurance, cancer insurance, tuition-assistance for educational opportunities, a flexible spending account, and a health savings account.

An employee whose status has changed from part-time to full-time is considered for benefits as of the first of the month after hired full-time, provided the employee has satisfactorily worked the equivalent of any required introductory period for a similarly situated full-time employee.

Part-time employees, who qualify for health insurance under the Affordable Care Act, shall be entitled to only the health insurance benefit for the period of time as required by the Affordable Care Act.

If employees have questions concerning benefits or the requirements for participation, they should review the benefits section of the Campbell University webpage or consult the human resources senior benefits coordinator.

B. EMPLOYEE IDENTIFICATION CARDS AND DISCOUNTS

ID cards are available to all full-time university employees. They may be used for borrowing books from the library, using the university pool, and attending sporting events, lectures, concerts, and other entertainment events. The university may charge employees admission to certain events. Employees receive a ten percent (10%) discount on many items sold in the bookstore.

Employees may use their ID card to purchase meals at all campus food service locations at the Faculty/Staff meal rate, as approved by the university. Employees may also purchase meals at the Faculty/Staff meal rate for their spouse, children, and parents. Money can be added to the debit function by going to the Campbell.edu website or calling the Business Office for assistance.

The cards are the property of the university and become void upon the termination or interruption of employment at the university, at which time the card must be surrendered to the immediate supervisor. Lost cards must be reported and may be replaced for a nominal charge. All new employees are issued their ID cards through the HR department or information technology services (ITS).

C. FACULTY/STAFF EDUCATION BENEFIT

The IRS requires that certain education benefits be reported as taxable income and be included on an employees' Form W-2. Employees may also be eligible for a \$5,250.00 exclusion for the graduate benefit under the Campbell University Section 127 Faculty/Staff Education Benefit Plan. Please check with a tax professional in regard to how this benefit may impact your annual state and federal taxes.

The university's Faculty/Staff Education Policy (the "Policy") is intended to comply with Internal Revenue Code Section 117(d). Campbell University offers a range of tuition benefits to its full-time employees and their spouses, and dependents for undergraduate, and certain graduate studies (as specified below), in addition to some educational opportunities outside the university.

Full-time employees, their spouses, and dependents are eligible for the Faculty/Staff Education Benefit (the “benefit”) under this Policy after completion of the introductory employment period. Part-time and temporary employees are not eligible for this benefit.

A dependent of an eligible full-time employee is eligible for the benefit if the dependent is a “dependent” within the meaning of Internal Revenue Code Section 152(a). An individual is the spouse of an employee if he or she is legally married to the employee. The employee may be asked to provide proof of spouse and dependent eligibility.

Eligible employees, spouses and dependents attending the university and using the benefit must maintain Financial Aid Satisfactory Academic Progress as specified by the university. After two semesters, students using the benefit who fail to maintain the specified minimum requirements will become ineligible for continuance of the benefit. However, students may continue to attend at their own expense, and upon attainment of Financial Aid Satisfactory Academic Progress in accordance with university policy may reapply for resumption of the benefit.

The benefit applies to the participant's remaining tuition cost after the application of all possible scholarships and institutional aid, federal and state assistance, excluding loans. All non-tuition costs, including general fees, room and board, and other special fees, are the sole responsibility of the parent/student.

This policy applies to all semesters (fall, spring, and summer sessions). Employees, spouses, or dependents who have previously received this benefit to earn a bachelor's or graduate degree are not eligible to utilize the benefit to obtain a second bachelor's or a second graduate degree, unless the graduate benefit qualifies for the “fringe benefit” exception. ***Please note the application deadlines which are listed on the Faculty/Staff Education Benefit Request form. Late applications will not be accepted. This form is located online at Campbell University's website and in HR.***

1. University Undergraduate Faculty/Staff Education Benefit:

The benefit is available to:

- Employees who attend any of the university's campuses, including campuses and programs offered through Adult and Online Education. Full tuition assistance for up to two (2) classes per semester is available.
- Eligible spouses and dependents who attend in a full-time status or in a less than full-time status in a degree seeking program at any of the university's campuses, including campuses and programs offered through Adult and Online Education.
- Eligible employees, spouses, and dependents for study abroad programs that are tuition bearing programs taught by university faculty.

2. Conditions for undergraduate study:

- Eligible employees, spouses, or dependents must first apply for admission to the university campus they desire to attend either part time or full time. The Faculty/Staff Education Benefit Request Form must be completed for each term and submitted to HR by the deadlines listed on the form. The Faculty/Staff Education Benefit Request Form may be obtained at the HR office or under Forms for Current Faculty/Staff on Campbell University's website.
- Eligible employees may enroll in a single course taken in place of their lunch hour on any given day upon approval by their supervisor. Employees may not attend classes during normal working hours.

3. University Graduate Faculty/Staff Education Benefit:

One half of the benefit is available to eligible employees, spouses, or dependents for the graduate degree programs offered through Campbell University for part-time or full-time attendance subject to the following conditions:

- The benefit shall not apply to the School of Law, School of Osteopathic Medicine, or the College of Pharmacy & Health Sciences graduate and professional programs.
- The eligible employee, spouse, or dependent must be accepted by the applicable graduate or professional school.
- The benefit does not cover the cost of graduate or professional school admission test fees (e.g., GMAT, GRE, and MAT) or any special fees.

Benefits provided for graduate level courses are taxable to the eligible employee unless the employee is also engaged in teaching or research activities for the university.

4. Other Education Benefits Available:

North Carolina Independent Colleges and Universities (NCICU)

Tuition Exchange Program:

Dependents of eligible full-time employees may qualify for the NCICU Tuition Exchange Program, allowing full-time traditional students to attend other private colleges on the exchange under the same requirements as above for undergraduate programs. Selection is on a first come first serve basis. The dependent and employee must contact the vice president for enrollment management in the summer prior to the dependent's senior year in high school for the process and list of participating schools.

CLEP Examinations:

The university will reimburse full-time employees for the cost of College Level Examination Program (CLEP) examinations approved by the employee's supervisor.

5. Fair Labor Standards Act (FLSA) Requirements

The benefit is a fringe benefit for university employees. The regulations promulgated pursuant to the Fair Labor Standards Act governing time spent by employees in lectures, meetings, and training programs state that attendance at such events need not be counted as working time if four criteria are met:

- Attendance is outside the employee's regular working hours.
- Attendance is voluntary.
- The course, lecture, or meeting is not directly related to the employee's job.
- The employee does not perform any productive work during such attendance.

6. Reimbursement

The employee shall reimburse the last twelve months of benefits received by the employee, their spouse, or dependent if the employee voluntarily separates employment within one year of receipt of the last benefit. This reimbursement requirement shall be waived if the employee has worked for the university in a full-time capacity for at least ten years.

D. FAMILY AND MEDICAL LEAVE (FMLA)

1. Employee Eligibility

The Family and Medical Leave Act is a federal law that provides for unpaid leave under certain circumstances described below. Employees who have worked for the university for a total of 12 months and worked at least 1,250 hours during the 12 months immediately preceding the leave may be eligible for unpaid leave under the FMLA. Employees must contact HR for the required paperwork, if out for an FMLA qualifying event for more than three days. Employees who do not qualify for FMLA may request leave under the Leave of Absence policy.

Eligible employees may take leave for:

- The birth of an employee's child or to care for a child within the first twelve months after birth.
- The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within the first twelve months after placement).
- To care for an immediate family member who has a serious health condition (spouse, child, or parent — but not a parent "in-law").
- The employee's own serious health condition which prevents the employee from performing the essential functions of their position.
- To care for adult children with disabilities, regardless of the child's age when the disability commenced, where the employee stands *in loco parentis* for the child.
- Any "qualifying exigency" related to a family member's foreign deployment.
- Military caregiver leave to care for a family member with a serious injury or illness.

Employees are entitled to take up to 12 weeks of unpaid FMLA leave (26 weeks of military caregiver leave) in any 12-month period. Eligibility for leave is based on the 12-month period measured backward from the date an employee last used FMLA leave. For example, if an employee takes four weeks of FMLA leave on February 1, four weeks of FMLA leave on April 1, and four weeks of FMLA leave on August 1, such employee will not be entitled to an additional FMLA leave until the following February 1, at which time the employee will be entitled to four weeks of leave; on April 1 the employee will be entitled to another four weeks and so forth.

2. Qualifying Exigency Leave

An eligible employee may use up to 12 workweeks of FMLA leave for certain reasons, known as qualifying exigencies, when their spouse, child, or parent is on covered active duty or under an impending call to covered active duty.

Covered active duty means:

- For a member of the Regular Armed Forces, duty during deployment with the Armed Forces to a foreign country, or
- For a member of the National Guard or Reserves, duty during deployment with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Deployment to a foreign country means deployment to areas outside of the United States, the District of Columbia, or any territory or possession of the United States. It also includes deployment to international waters.

Qualifying exigencies include:

- Short-notice deployment: to address issues arising when the notification of a deployment seven (7) days or less,

- Caring for the military member's parent who is incapable of self-care,
- Making childcare arrangements or attending school activities for the military member's child,
- Attending certain military ceremonies, family assistance programs, and briefings,
- Making financial or legal arrangements to address a military member's absence,
- Counseling provided by someone other than a healthcare provider for the employee, child, or covered military member,
- Rest and recuperation for up to 15 calendar days during which a covered military member is on a short-term rest leave during a period of deployment, or
- Post-deployment activities such as official ceremonies or programs sponsored by the military for up to 90 days after deployment ends or to address issues arising from the death of a covered military member while on active duty.

3. Military Caregiver Leave

An eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember may use up to 26 workweeks of leave during a single 12-month period to care for a covered servicemember with a serious illness or injury. "covered servicemember" means:

- **Current Servicemember:** A current member of the Armed Forces, including members of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on a temporary disability retired list, for a serious injury or illness.
- **Veteran:** A veteran of the Armed Forces, including veterans of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was recently discharged or released under conditions other than dishonorable, within the previous five (5) years before the employee first uses FMLA leave for the veteran's care.

"Serious injury or illness" means any of the following:

- In the case of a current servicemember, an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating;
- In the case of a veteran, an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces, and that manifested itself before or after the member became a veteran;
- Service members with a physical or mental condition that have received a Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or higher when the rating is at least in part based on the condition that has created the need for leave;
- A physical or mental condition that either: (a) substantially impairs the veteran's ability to secure or follow a gainful occupation due to the service-related disability; or (b) would do so absent treatment; or
- An injury, including a psychological injury that led to a veteran being enrolled in the VA's Program of Comprehensive Assistance for Family Caregivers.

4. Notice of Leave

Whenever the need for leave is foreseeable, employees must submit written requests for such leave at least 30 days in advance. If the need for leave is unforeseeable, employees must provide notice to the university as soon as practicable under the circumstances.

When requesting leave, on the appropriate Department of Labor Form the employee must:

- Supply sufficient information for the university to be aware that the FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave.
- Cooperate with all requests for information regarding whether absences are FMLA-qualifying.

Failure to comply may result in leave being delayed or denied.

5. Intermittent Leave

When medically necessary, employees may take FMLA leave intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with the university to arrange reduced work schedules or intermittent leave so as to minimize disruption of business operations. Employees should advise their supervisors of the need for intermittent leave as far in advance as possible. When advance notice is not possible, employees should, at a minimum, follow the call-in procedures for requesting sick leave.

Qualifying exigency leave may be taken intermittently without regard to medical necessity or disruption of business operations.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12- month period beginning on the date of birth or placement of the child.

6. Medical and Other Certifications

Employees will be required to provide a medical certification if the leave request is: 1) for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. For leave that is foreseeable, the employee must provide the completed medical certification in advance of such leave. For leave that is not foreseeable, the employee must provide the completed medical certification within 15 days of the university's request for such certification. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, their leave request may be denied, and the employee may be disciplined.

The university, at its expense, may require a second or third medical examination by a health care provider for verification of an employee's serious health condition. The second opinion shall be from a healthcare provider of the university's choosing; the third opinion shall be from a healthcare provider chosen jointly by the university and the employee, whose opinion shall be final and binding. In lieu of a second opinion, the university may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave. Second opinions may not be required for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency. Campbell (at its expense) or the employee (both current service members and veterans) may seek opinions in support of military caregiver leave by a healthcare provider that is not affiliated with the Department of Defense, the VA, or TRICARE.

7. Fitness for Duty Certifications

Because the university wishes to ensure the well-being of all employees, any employee returning from FMLA leave for their own serious health condition will need to provide a Fitness for Duty (FFD) certification (supplied by the HR department) signed by their health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume their duties safely or perform the essential functions of their job.

8. Maintenance of Benefits

The university maintains health care benefits for the employee while on FMLA leave, but the employee is responsible for paying the normal monthly contribution. If the employee elects not to return to work at the end of the leave period, the employee may be required to reimburse the university for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

9. Concurrent Leave

Employees must use any accumulated sick or vacation leave to the extent available during FMLA leave. Absences in excess of these accumulated days will be treated as FMLA leave without pay.

Any employee who takes FMLA leave for a condition which also qualifies for workers' compensation or disability leave will not be entitled to substitute accrued paid leave for the period covered by workers' compensation or disability benefits, but such time will be counted against the employee's 12-week FMLA entitlement. The employee may use accumulated leave time only for the purpose of satisfying any waiting period or to make their paycheck whole. If an employee is certified to return to a light duty position and there is work available, but chooses not to do so, and instead chooses to remain on FMLA leave, or if such employee's workers' compensation or disability benefits cease for any reason, such employee will then be required to submit accrued paid leave for the duration of the FMLA leave. If the employee exhausts their accrued paid leave, the remainder of the leave will be unpaid.

10. Married Couples Who Work for the University

If an employee and their spouse both work for the university, they are both eligible for leave. The employee and employee spouse may be limited to a combined total of twelve weeks of FMLA leave in a twelve-month period if the leave is taken for:

- The birth, adoption, or foster placement of a child.
- To care for and bond with such child who does not suffer from a serious health condition.
- To care for a parent with a serious health condition; or
- A combination of the above.

For military caregiver leave, the employee and employee spouse may be limited to a combined total of twenty-six weeks of leave in a twelve-month period, including the types of leave listed above in this paragraph.

11. Return from Leave

Upon return from leave, the employee will be restored to their original or an equivalent position. An employee who fails to return at the end of FMLA leave will in most cases be considered to have voluntarily resigned their position with the university. Employees who do not return to work at the end of their leave will be terminated unless they are entitled to additional leave as a reasonable accommodation under the Americans with Disabilities Act.

12. No Retaliation or Interference

The university will not discriminate or retaliate against an employee who exercises their rights under the FMLA, or otherwise interfere with those rights.

13. Definitions

"Child" may be a biological, adopted, foster, or stepchild or legal ward, or child of a person standing "in loco parentis" by providing day-to-day care and financial support, where the child is under age eighteen, or age eighteen or older and incapable of self-care because of a mental or physical disability.

"Next of Kin" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

"Parent" means a biological, adoptive, step or foster parent, or other person who stood "in loco parentis" to a child by providing day-to-day care and financial support. In-laws are not covered by this policy.

"Spouse" means a husband or wife as defined or recognized under North Carolina law for purposes of marriage.

NOTE: The foregoing is a summary of the FMLA, and an employee should contact HR as soon as they anticipate a need for FMLA to get a complete description of their rights and responsibilities. For further information on the Family Medical Leave Act, visit www.dol.gov/whd/fmla/.

E. HOLIDAYS

The university recognizes the following holidays as paid holidays for full-time employees:

- New Year's Day (1)
- Martin Luther King Jr. Day (1)
- Easter Good Friday (1)
- Memorial Day (1)
- Juneteenth (1)
- Independence Day (1)
- Labor Day (1)
- Thanksgiving (2)
- Christmas (Varies)

The specific dates for holidays are published at the beginning of each year on the Campbell University website. All employees will have the same holiday days; however, if circumstances require it, the appropriate vice president may designate different but equivalent holiday days for employees required to work a holiday day due to emergency circumstances. Without such prior approval, no supervisor may allow employees to deviate from the official schedule of holidays as published by the university.

Hours paid for a holiday are not counted as time worked for the purpose of calculating overtime. Hourly employees are paid at regular time if the employee works a full shift the day before and immediately following the holiday or if the holiday falls within a vacation or sick period. Any employee on any unpaid leave will not get holiday leave pay.

All full-time employees, including employees still in their introductory period and temporary full-time employees, are eligible to receive holiday pay if they meet the above requirements. Part-time employees are not eligible for holiday pay.

Employees who have resigned from their positions are not eligible for holiday pay during the Christmas break, nor may their last day be a paid holiday. The Vice President for Business and Chief Financial Officer may approve exceptions if there are extenuating circumstances.

F. INSURANCE

The university offers comprehensive insurance benefits to eligible full-time employees who have completed the introductory period. Each benefit is governed by the terms of the plan documents, which can be obtained from the HR department. Each benefit is explained more fully in brochures published by the providers. Employees are responsible for familiarizing themselves with the terms of these policies and filing claims as needed. The university may change policies, carriers, or co-payments at any time with or without notice to its employees.

1. Medical Insurance

The university's goal is to give employees a choice of medical insurance plans, so employees can decide which one best meets their needs. The university currently shares the cost of premiums with employees but cannot guarantee that this will always be possible. The university also cannot guarantee that employees will be eligible to participate in the university's medical insurance plan. If the insurance company refuses coverage to the employee for any reason, the university is under no obligation to locate, or pay for, substitute coverage. Spouse and dependent coverage may be obtained with premiums paid by the employee through payroll deductions. If an employee's spouse is eligible for medical coverage under their employer sponsored plan, the spouse is not eligible for coverage under the Campbell University medical and pharmacy plan.

2. Life/AD&D Insurance

The university provides life insurance to all eligible full-time employees. The university cannot guarantee that employees will be eligible to participate in the university's life insurance plan. If the insurance company refuses coverage to the employee for any reason, the university is under no obligation to locate or pay for substitute coverage. The coverage is equivalent to the employee's annual salary rounded to the next thousand to a maximum of \$150,000. The university purchases \$2,000 of life insurance coverage for spouses and on each dependent (6 months to age 19; up to 23 if a full-time student). Employees have the option to purchase and increase the amount of their life insurance in accordance with the plan.

3. Long-Term Disability Insurance

The university provides a group long-term disability benefit insurance plan to all eligible full-time employees. The HR department will answer any questions you may have about disability insurance benefits, or you may refer to the summary plan description that you will receive for details of the coverage.

4. Short-Term Disability Insurance

Eligible employees may purchase a short-term disability insurance plan through the university to provide some income for short periods of time or to fill the gap until the long-term disability coverage begins.

5. Group Accident Insurance

Eligible employees may purchase an accident indemnity insurance plan through the university, which provides 24/7 coverage for a variety of accidents. The policy does not coordinate benefits with worker's compensation or any other insurance, so it pays benefits regardless of other policies.

6. Group Critical Illness Insurance

Campbell University offers a voluntary, employee-paid, critical illness policy to all eligible, full-time employees. This plan pays a lump-sum benefit designed to help offset the initial costs of a major medical event that result beyond traditional health insurance.

7. Hospital Indemnity Insurance

The university offers a hospital indemnity plan to full-time employees as an employee-paid benefit, to provide a lump sum benefit directly to the covered individual. This benefit helps to cover the costs associated with a hospital stay and other medical expenses.

8. Dental Insurance

The university provides employees with a choice of two (2) voluntary dental insurance plans for all eligible, employees. Both plans offer the freedom to choose any dentist or dental specialist in the United States. No referrals are required under either plan. Employees may select employee only, employee/spouse, employee/child(ren), or employee/family coverage with premiums paid by pre-tax payroll deductions.

9. Flexible Spending Account/Health Savings Account

The Flexible Spending Account (FSA) and Health Savings Account (HSA) allow employees the opportunity to deposit a tax-free portion of their gross income into a savings-like account which is used to pay for unreimbursed medical, as well as certain dependent care, expenses. The HSA is only available with the high deductible health insurance plan. Each plan is different as to the amount that can be set aside and what happens to the balance at the end of the year. Please contact HR for more information.

10. Vision Insurance

The university offers a voluntary vision plan that is separate from the medical plan. The vision plan provides coverage for routine eye exams and pays for all or a portion of the cost of glasses or contacts lenses.

G. JURY/WITNESS DUTY

It is the duty of every citizen to serve on jury duty when called. If an employee is called to serve on a jury, or if an employee is ordered to appear in court as a witness, they should advise their immediate supervisor as soon as possible. Unless a major portion of the workday is consumed, prompt return to work is expected. To encourage employees to fulfill their jury duty obligations, the university will pay the employee's regular wages provided the employee has notified their supervisor within twenty-four hours of receiving notice of the obligation. Payment of wages may be limited if jury duty is for an extended period. A maximum of eight (8) hours paid leave will be given to appear in court as a witness. The university does not provide paid leave if the employee is a plaintiff or defendant in a matter, unless the employee is named as a defendant in a matter involving the university.

H. LEAVE OF ABSENCE

In addition to and separate from approved FMLA leave, a leave of absence for a specified period of time may be granted in instances where unusual or unavoidable circumstances require an employee's absence. Leaves of absence are granted on the assumption that the employee will be available to return to regular employment when the conditions necessitating the leave permit. All accrued sick and vacation leave must be used during a leave of absence. Once all leave time is exhausted, the remaining leave of absence will be without pay.

A leave of absence is considered a privilege and may be granted only upon approval of the employee's vice president. If unpaid leave is utilized, the university will suspend contributions to the retirement plan. The employee may continue to be covered by university provided insurance benefits if the employee arranges to pay the insurance premiums prior to each premium due date. Vacation and sick leave do not accumulate while an employee is on leave.

The university will make every effort to reinstate an employee returning from a leave of absence to the same position that he or she previously held or to a position at a similar level, but this is not guaranteed. Advance notice must be given of the employee's intent to return to work.

I. MILITARY LEAVE

The university will observe all legal requirements in connection with military leave, pursuant to the Uniformed Services Employment and Reemployment Rights Act, 38 USCA 4311, et seq. (USERRA). The university will not deny any benefit of employment to an individual due to uniformed service and will not tolerate discrimination or retaliation against any employee due to uniformed service.

All employees are required to give advance notice of military obligations by providing their supervisor with a copy of their order to duty, except when military necessity prevents giving the notice or when it is otherwise impossible or unreasonable.

Military leave is generally unpaid, although employees may elect to use any accrued but unused vacation time during such absence. The employee may pay for continued coverage in the group health plan for up to twenty-four months of service. Other covered benefits, such as life insurance, short and long-term disability, cancer and dental coverage may be continued at the employee's

expense. Tuition assistance will continue during the absence provided participation began prior to the leave.

Upon returning to work, the university will reinstate the employee to the position they left, and all covered benefits will continue without pre-existing conditions or waiting period. Campbell will make any contribution to the retirement plan on behalf of the employee that would have been made if the employee had not been absent for military service as long as the employee makes the required contribution. No vacation or sick leave is accrued during the leave. Employees may not be asked to work during military leave, however, if they wish to do so on a part-time basis, they must have approval from their supervisor, vice president and submit written permission to do so from their commanding officer to HR.

J. RETIREMENT PROGRAMS

The university provides an optional retirement program with the Teachers Insurance Annuity Association (TIAA) Retirement Plan. The university makes a percentage contribution to the accounts of all eligible, full-time, employees meeting contribution requirements. There is also a tax-deferred TIAA plan with no contribution by the university. In certain instances, new employees who had a 403(b) plan with a previous employer may be eligible to waive the waiting period. Please see contact HR if you have any questions or wish to obtain detailed information regarding these benefit plans. Also, please refer to the Summary Plan Description for additional details. The complete plan document is available for review in the HR department.

K. SICK LEAVE

The university provides paid sick leave to full-time staff employees to help protect against loss of earnings due to illness or injury. Sick leave is not intended to be used as a substitute for vacation days. Sick leave may be used to cover absences for actual periods of illness, medical, vision, or dental visits or medical emergencies in the immediate family. For the purposes of this policy, immediate family is considered spouse, children, parents, grandparents, siblings, or other dependents living in the employee's household.

In case of illness, the employee should notify his or her supervisor as soon as possible, or at a minimum of two hours before the employee's normal starting time, unless the employee is incapacitated from doing so. Failure to follow these notification procedures may result in disciplinary action, up to and including discharge.

Any employee absent for more than three (3) consecutive days may qualify for Family Medical Leave Act (FMLA) leave. FMLA leave and sick leave may run concurrently, but each is independent of the other. If you are absent from work for more than three (3) days, whether planned or unplanned, refer to the FMLA section of this manual or HR for instructions on completing required FMLA paperwork. Non-FMLA absences may be counted towards absenteeism.

Accruals

- Sick leave is earned at the rate of one day per month beginning with the first full month of active employment.
- Full-time employees will be eligible to accrue sick leave.
- Sick leave accrues each month based on an employee's full-time, active status, not on hours worked.

- Sick leave does not accrue while an employee is on unpaid leave, for example, leave without pay or unpaid FMLA leave. Sick leave will accrue if an employee is on paid leave, using sick or vacation time during their absence.
- There is no limit to the amount of sick leave an employee can accrue.

Use of Sick Leave

- All sick leave must be recorded and documented via the university's leave management system.
- Supervisors are responsible for the accurate and timely reporting of sick time to the payroll department.
- Sick leave cannot be used during an employee's introductory period.
- Sick leave may be taken in no less than one-hour increments.
- All sick leave will be paid at the employee's base rate. Sick leave is not advanced.
- Sick leave hours do not count as time worked for the purpose of calculating overtime. Overtime pay is based on the hours that the employee physically works.
- In the event the university must close due to weather or other circumstances, employees out on sick leave will continue to use sick leave hours during the closure.
- If an employee has exhausted all sick leave, vacation leave must be used unless the employee is approved to make up the hours during the same pay period. Employees must avoid overtime when making up hours.
- If a supervisor suspects abuse of sick leave, HR should be contacted, and proof of illness may be requested.

Exceptions

- This policy does not apply to temporary, contract, or part-time employees.
- Employment contracts may supersede this policy and provide different sick time benefits.

Separation from Employment

- Upon separation of employment for any reason, all unused sick leave is forfeited.
- Employees transferring from full-time to part-time status will forfeit sick leave.

L. BEREAVEMENT LEAVE

Full-time employees may take up to five (5) days of paid bereavement leave upon the death of an immediate family member. "Immediate family members" are defined as an employee's spouse, parent, stepparent, sibling, child, stepchild, grandparent, or grandchild. Additionally, employees may take up to three (3) days of paid bereavement leave upon the death of an extended family member.

"Extended family members" are defined as an employee's spouse's parent, spouse's stepparent, or spouse's sibling. Employees are encouraged to take bereavement days consecutively; however, circumstances may necessitate bereavement leave be granted for non-consecutive days.

Bereavement leave is not intended to be an automatic award of time off, it is intended to supplement hours lost for the death of family members as described above. Verification or reason for bereavement leave may be requested by the supervisor upon return to work. Bereavement pay is calculated at an employee's base rate and is not included for the purpose of calculating overtime. In the event the university must close due to weather or other circumstances, bereavement leave will be counted during the closure.

M. TIME OFF FOR SCHOOL CONFERENCES

Employees will be granted four hours of unpaid leave per year to attend children’s schools, pre-schools or day-care centers to attend or otherwise be involved at that child’s school. This applies to employees who are parents, guardians, or who stand “in loco parentis” (in the place of a parent). Available vacation time must be substituted for unpaid time off.

N. VACATION LEAVE

The university recognizes the importance of time away from work to relax, spend time with family and friends, and enjoy leisure activities. The university provides vacation leave to assist full-time employees with their work/life balance and to reward years of service. Faculty are not eligible for vacation leave except as otherwise provided in their employment contract or as dictated by the Faculty Handbook.

Vacation will accrue as follows:

Full-time Employee Vacation Leave Accruals (Non-coaching staff)

Years of Service	Number of Hours Annually	Hours Accrued Per Month	Maximum Vacation Carry Over Hours
0 through 4 years	96	8.00	120
5 through 9 years	120	10.00	120
10 through 14 years	144	12.00	120
15 through 19 years	160	13.33	120
20 years and over	184	15.33	120

Full-time Department Heads and Above Vacation Leave Accruals

Years of Service	Number of Hours Annually	Maximum Vacation Carry Over Hours
0 through 4 years	120	120
5 through 9 years	144	120
10 through 14 years	160	120
15 years and over	184	120

Accruals

- Full-time employees will begin to accrue vacation leave monthly during their first full month of employment, as indicated under the Full-time Employee Vacation Leave Accruals table above. Employees will move up to the next vacation tier every fifth year, on their anniversary date.
- Full-time department heads and above will be credited with annual vacation time January 1st of each year, as indicated under the Full-time Department Head and Above Vacation Leave Accruals table above. Vacation leave during the first year of employment will be prorated based on the number of months remaining in the first year of employment. Department Heads will move up to the next vacation tier every fifth year, on their anniversary date. Department heads are defined by the university cabinet.

- Vacation leave accrues each month based on an employee's full-time, active status and years of service, not on hours worked.
- Vacation leave does not accrue while an employee is on unpaid leave, for example, leave without pay or unpaid FMLA leave. Vacation leave will accrue if an employee is on paid leave, using sick or vacation time during their absence.
- Employees are encouraged to use vacation leave in the year it is earned. No more than 120 hours of vacation leave will carry over into the next calendar year. Annually, on December 31, all accumulated vacation leave over 120 hours will be forfeited.

Use of Vacation

- All vacation leave must be recorded and documented via the university's leave management system.
- Supervisors must approve all vacation leave requests at least seven (7) days in advance.
- Supervisors have the right to deny vacation requests, rescind approved vacation requests, or ask employees to schedule alternate dates if necessary.
- Supervisors are responsible for the accurate and timely reporting of vacation leave to the payroll department. Supervisors must also approve or deny vacation requests in a timely manner.
- Vacation leave cannot be used during an employee's introductory period.
- Vacation leave may be taken in no less than one-hour increments.
- All vacation leave will be paid at the employee's base rate.
- The university encourages employees to take one week of vacation leave as five (5) consecutive days off.
- Vacation leave is not advanced.
- Vacation hours do not count as time worked for the purpose of calculating overtime. Overtime pay is based on the hours that the employee physically works.
- If, in the event, a holiday observed by the university falls within an employee's vacation period, the holiday will not be counted as vacation time.
- Time off without pay must be approved by the employee's vice president. All vacation leave must be exhausted before time off without pay is permitted.

Exceptions

- This policy does not apply to temporary, contract, or part-time employees.
- Employment contracts may supersede this policy and provide different vacation leave benefits.
- Any employee desiring time off due to undue hardship, in excess of that granted by the university, may request such leave without compensation. If the workload of the department permits and a mutually agreeable time can be arranged with the supervisor, such leave may be granted with the approval of the respective vice president.
- In the event the university must close due to weather or other circumstances, employees who have submitted vacation leave will be charged such vacation time during the closure.

Separation from Employment

- Employees who terminate with proper notice, as defined in the Resignation section of this manual, will be paid for any vacation leave earned but not taken.
- Any employee who is involuntarily terminated will forfeit all accrued but unused vacation leave.

- Accrued vacation leave will not be paid out upon an employee's separation of employment, voluntary or involuntary, during an employee's introductory period.
- Full-time department heads, who separate from service with proper notice, will be paid out vacation on a prorated basis. For example, a full-time department head, who resigns after working six months of the year, will be paid out half of that year's unused vacation accrual.
- Employees transferring from full-time to part-time status will be paid unused, accrued vacation leave.
- Employees transferring from full-time staff to faculty will be paid unused, accrued vacation leave, unless the employee will earn vacation in the faculty position.

Open Vacation Policy for Coaching Staff

General. In recognition of the unique position and schedule of the coaching staff of the University Athletics Department, the university will implement an open vacation policy for all coaching staff. This policy will ensure that the coaching staff will live a well-balanced life and be able to take time off for rest, relaxation, and rejuvenation. All coaching staff are eligible for open vacation under this policy.

Procedure. Coaching staff eligible for open vacation under this policy are those employees defined below in "Definitions." Coaching staff will be responsible for managing their own time, as well as collaborating and openly communicating with their department regarding their time off. The following guidelines apply:

- Instead of accruing and tracking vacation time, affected employees will plan vacation time they would like to take off and communicate with their supervisor, colleagues and team so they are aware of the employee's absence from work.
- Affected employees will not "accrue" vacation days under this policy; therefore, these employees will not receive compensation for "unused" vacation time when they leave Campbell University.
- Coaching staff who plan to be off on vacation for greater than one week must obtain the prior approval of the athletics director. Time off should be planned in a manner that will not cause significant disruption to the university's operations or impact time-sensitive projects or events; unless approved in advance by the athletics director, coaching staff may not take vacation time during coach's primary sport season.
- Affected employees must clearly notify others of the employee's absence. It is critical to give advance notice to the employee's department and team members, as well as the athletics director, and to be sure "out of office" messages are placed on voicemail and email for emergencies that arise during the employee's absence. Although vacation time under this policy is unlimited, coaching staff must submit in writing, email preferred, complete time off requests in order to keep track of vacation requests and to maintain proper records.
- Time off due to illness, injury or leaves of absence such as those covered under the Family and Medical Leave Act ("FMLA") are handled separately. Please see section VI. D. Family and Medical Leave in this manual for the complete list of FMLA qualifying events, which will be handled separately. Sick leave will continue to accrue as defined in the personnel manual. Sick and/or disability leave should be used for absences due to illness, injury or, where applicable, for an employee's or the employee's family member's serious health condition. Paid parental leave should be used for the birth or adoption of a child. In the extraordinary circumstance where an affected employee has exhausted all sick leave and is not yet eligible for disability leave and/or paid parental leave, the employee may take up to one week only of paid vacation leave for time off

due to illness or injury. In no circumstance may an employee receive more than 100% of the employee's base pay while on sick, disability, FMLA or other leave of absence.

- Open vacation is intended to build bonds of trust in the working relationship. If an employee's performance declines significantly due to abuse of this policy, Campbell University reserves the right to review the employee's use of this policy and determine if discipline or termination is appropriate.

O. VACATION DONATION

Campbell University recognizes that employees may have a family medical emergency or be affected by a major disaster, resulting in a need for additional time off in excess of their available paid leave time. To address this need, all eligible employees will be allowed to donate vacation leave time from their unused vacation balance to co-workers in need of paid leave time. All donations must be in accordance with the policy outlined below. This policy is strictly voluntary.

Definitions

Immediate Family Member For purposes of this policy, an immediate family member is defined as a current spouse, dependent child, or parent.

Medical Emergency A critical medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. Routine surgery or normal childbirth (including cesarean delivery) is not considered a medical emergency.

Major Disaster A disaster declared by the president under §401 of the Stafford Act, or a major disaster or emergency declared by the president pursuant to 5 U.S.C. §6391 for federal government agencies. An employee is considered to be adversely affected by a major disaster if the disaster has caused severe hardship to the employee, or to an immediate family member of the employee, that requires the employee to be absent from work.

Eligibility

To be eligible for consideration under this policy, the employee recipient of donated leave must meet all of the following conditions:

- Must have completed their introductory employment period.
- Must be eligible to accrue paid leave benefits.
- Must be on an approved leave of absence due to a Medical Emergency of the employee or an immediate family member or absent due to major disaster of the employee or an immediate family member as defined in this policy.
- Must have exhausted all of their own paid leave.

Policy

- The maximum amount of donated vacation hours that an eligible employee may receive in a 12-month period is 480 hours (12 weeks).
- The maximum number of vacation leave hours an eligible employee may donate in a 12-

month period is 40 hours or no more than 50 percent of the employee's current balance, whichever is less.

- The minimum number of vacation leave hours that an eligible employee may donate is four (4) hours.
- The donation of vacation leave is on an hourly basis, without regard to the dollar value of the donated or used leave.
- Donating employees will remain anonymous.
- Employees cannot borrow against future vacation leave time to donate.
- Employees who are currently on an approved leave of absence cannot donate vacation leave time.
- No employee may donate vacation hours to their immediate supervisor.
- Employees may not solicit donation of vacation time for themselves.
- The donating employee may not claim an expense, a tax deduction, or charitable contribution for any donated leave, and donated vacation hours will be treated as wages and income to the employee recipient and will be paid at the recipient's base rate, subject to all required taxes and withholdings.
- Donated hours shall be utilized on a one-for-one basis, as needed. In the event more hours have been donated to an employee on leave than they need or if the leave recipient's employment is terminated for any reason, any remaining donated hours shall be returned immediately to all donors on a pro-rata basis utilizing the same ratio of each donor's hours to the total number of hours donated to the recipient. No employee shall have more hours returned than they donated.
- Sick hours cannot be donated.
- Donated vacation time may only be used for time off related to the approved request and may not be converted into cash in lieu of using the leave.
- This policy shall comply with all IRS regulations and in the event of a conflict, the IRS regulations shall prevail.

Procedure

Subject to the limitations described in this policy, employees who wish to donate paid vacation hours to another employee may do so by completing a Vacation Leave Donation/Request form indicating the name of the individual that they wish to receive the vacation donation and the number of vacation hours to be donated. The completed form, with all the required signatures, should then be turned into HR.

Employees wishing to receive donated vacation hours must complete a Vacation Leave Donation/Request form and submit it to HR after obtaining the proper signatures.

Leave donations and requests require the approval of the employee's supervisor and vice president.

P. WORKER'S COMPENSATION

As required by state law, Campbell University maintains worker's compensation insurance on all employees as of the first day of employment.

Employees injured on the job and requiring medical attention should immediately report it to their supervisor. The supervisor will complete the Injury Report Form and submit it to HR. If the injury does not require immediate medical attention, the employee should contact the Health Center for an appointment to be seen. Upon presentation to the Health Center, the employee must notify staff that their visit is related to an on-the-job accident or illness. The nurse case

manager will assist in selecting a primary treating physician. (The university may not cover medical expenses incurred without the approval of the insurance company).

In the event of an accident or emergency that requires immediate medical attention, or which occurs after Health Center operating hours or on the extended campuses, go immediately to the nearest urgent care or emergency room and notify the insurance company and the HR within twenty-four (24) hours of the injury. A nurse or doctor will determine the appropriate treatment.

Employees who are out of work due to a Workers' Compensation claim must provide documentation of absences or restrictions to the HR within twenty-four (24) hours after being seen by a physician, and after each consecutive visit for the injury. Unless the work-related injury results in a disability of more than 21 days, the injured employee must use any accrued sick or vacation leave for the first seven (7) days of the period of time the employee is out of work. Employees must continue to pay for all premiums for selected benefits while out of work due to the injury. Payment should be made through HR.

Q. PAID PARENTAL LEAVE

To promote a balanced work/family life, Campbell University provides up to six consecutive weeks of 100% paid parental leave to eligible employees including both mothers and fathers following the birth or adoption of a child. Paid parental leave is intended to provide employees with time and financial support to adjust to the addition of a new family member during the important period immediately following the birth or adoption of a child.

Eligibility

Campbell University employees regularly working 30 or more hours per week, who have been employed for the previous twelve (12) consecutive months and have worked for at least one thousand two hundred fifty (1,250) hours during the prior twelve (12) month period, are eligible to apply for paid parental leave. Eligibility requirements must be met as of the last day worked prior to the start of the paid leave. Employees are eligible to receive paid parental leave during the first 12 weeks following the birth or adoption of a child.

To ensure accurate and timely payment, the employee should inform their supervisor of their intention to use paid parental leave and submit the leave request to HR at least 30 days in advance of the first day of leave. HR will review the form and confirm eligibility of the request, and then communicate back to the employee and manager. Paid parental leave will run concurrently with the associated Family Medical Leave Act (FMLA) leave.

The amount of the benefit will be base salary as determined by regularly scheduled hours of work. Payment for paid parental leave will be paid on the staff member's regular payroll dates. Paid parental leave is intended to provide a wage replacement benefit for employees while on leave. If an employee on paid parental leave is also eligible for other wage replacement benefits (e.g., disability benefits) during leave, the paid parental leave will supplement the other wage replacement benefit up to 100% of the employee's base pay. In no event will an employee be eligible to receive more than 100% of the employee's base pay while on paid parental leave.

Note: If both parents are Campbell University employees that meet the eligibility criteria, each parent is eligible to receive the six-week paid parental leave benefit. Employees who anticipate using paid parental leave must complete the Paid Parental Leave Request form, and follow the procedures as detailed on that form. Campbell University reserves the right to modify or rescind this policy at any time.

VII. WORKPLACE POLICIES

A. ATTENDANCE POLICY

The needs of the university necessitate high standards and expectations for both attendance and punctuality. The university expects employees to be at work regularly and on time. Unsatisfactory attendance and/or punctuality will result in disciplinary action, up to and including discharge.

If an employee is going to be absent or late for any reason, it is the employee's responsibility to get approval from their supervisor, in advance, when it is necessary to be absent. Leave time is to be requested through Colleague Employee Self-Service if you are paid monthly and recorded on your timecard if you are paid bi-weekly, located on the Campbell University website. In case of unexpected absences or tardies, the employee should notify their supervisor a minimum of two hours in advance of the employee's normal starting time. If the supervisor cannot be reached, the employee should leave a message by phone or email with the supervisor or the HR department providing a phone number where the employee can be contacted. Failure to do this may result in disciplinary action including possible termination of employment.

Absences may be excused for reasons of personal illness, jury duty, or other reasons at the discretion of the university. If an employee is absent for more than one workday without an approved leave of absence and without contacting their supervisor, they will be deemed to have abandoned their employment. Any employee absent for more than three (3) consecutive workdays without prior approval but contacts their supervisor during that period of time must have their health care provider complete a Certification of Health Care Provider Form consistent with the university's FMLA policy. If the employee is unable to provide such support, the absence will be treated as an unexcused absence without pay. Validation of an absence or reporting the absence on time will not necessarily guarantee that it will be excused or that it will not be a violation of this policy. Frequent absenteeism, even for "good" reasons, can prevent the university from achieving its objectives and may be a violation of this policy.

Failure to report an absence on time as described in this policy, or failure to validate the absence as requested, will result in a violation of this policy. You must notify your supervisor as far in advance as possible, but at least seven days in advance, before a planned absence (except planned FMLA absence, which may require more advanced notice) such as vacation.

B. ACCOMODATIONS

Reasonable Accommodation of Protected Disabilities under the American with Disabilities Act ("ADA")

The university will provide reasonable accommodation to any employee with a known disability who is otherwise qualified to perform the essential functions of their job, unless doing so would create an undue hardship on the university. Employees with disabilities may request reasonable accommodations by contacting the human resources director so that an interactive dialogue can begin to discuss the requested accommodation. Where appropriate, the human resources director will provide the employee with an ADA Accommodation letter and Medical Certification form for the employee to take to their healthcare provider. Once the Medical Certification is completed and returned to the human resources director, the director will work with the employee and their supervisor to determine what reasonable accommodation can be made.

If an employee needs additional time off as an accommodation after all available leave is exhausted, or at the end of an approved FMLA leave of absence, they must make a request as set forth above. HR, in conjunction with the employee's supervisor, will determine whether extending the leave is a reasonable accommodation. Each request for reasonable accommodation due to a disability will be evaluated on a case-by-case basis. No employee will be retaliated against because they request a reasonable accommodation because of a disability.

The HR department will keep confidential files documenting accommodation requests and their disposition that are separate from other personnel records. Access to these materials will be limited to those with a legitimate business reason to know the information.

Reasonable Accommodation Under the Pregnant Workers Fairness Act ("PWFA")

The university provides reasonable accommodation to an employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the university an undue hardship. The PWFA applies to current pregnancy, past pregnancy, potential pregnancy, lactation, use of birth control, menstruation, infertility and fertility treatments, endometriosis, miscarriage, stillbirth, or having or choosing not to have an abortion, among other conditions. The PWFA also covers conditions that are exacerbated by pregnancy and childbirth, including high blood pressure, anxiety, or carpal tunnel syndrome.

An employee seeking an accommodation under the PWFA should contact the human resources director. Upon request for an accommodation, the human resources director will communicate with the employee to determine a reasonable accommodation. If the need is straightforward and can be easily accommodated (e.g., more frequent food, water, or restroom breaks; seating; limits on lifting; or private non-bathroom space for expressing breast milk), no further documentation will be required. In other cases, the university may require additional medical documentation to clarify and support the need for accommodation.

C. COMPUTER AND NETWORK USE

Acceptable Use of Information Resources

Policy Statement

Campbell University is committed to protecting its information resources from illegal or damaging actions by individuals, either knowingly or unknowingly. University information resources, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, web browsing, and other information services, are the property of the university. These systems are to be used for business and scholarly purposes in serving the interests of the university in the course of normal university activities. It is the responsibility of users to know these guidelines, and to conduct their activities accordingly.

1. GENERAL USE AND OWNERSHIP

- Users with university authorized accounts may use the available computing facilities for official university business and scholarly purposes so long as such use:
 - Does not violate any law or university policy.
 - Does not involve significant use of university resources, direct costs, or substantial interference with the performance of university duties/work.

- Does not result in commercial gain or private profit.
- Does not bring discredit to the university establishment.
- Students must read and agree to abide by the terms and conditions of the CamelNet Connection Privilege Agreement (Appendix 1.1) when connecting a computer to the CamelNet network.
- Limited and reasonable personal use of university information resources is permitted but is subject to all requirements and prohibitions of this policy. Any personal use must not interfere with job duties as defined by the supervisor.
- Users may access, use, or share university proprietary information only to the extent it is authorized and necessary to fulfill assigned university job duties.
- Users have a responsibility to promptly report the theft, loss, or unauthorized disclosure of university proprietary information.
- For security and network maintenance/operation purposes, authorized individuals within Information Technology Services or authorized external vendors may monitor university equipment, systems, and network traffic at any time, in accordance with university policies and procedures.
- Information Technology Services reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy and, in instances of misuse, take appropriate disciplinary actions, to include legal action.
- While the university desires to provide a reasonable level of privacy to faculty, staff, and students, users should be aware that the data they create and store on university systems remains the property of Campbell University with the exception of intellectual property created by faculty members as outlined in the Campbell University Personnel Manual. Because of the need to protect university information assets, the university cannot guarantee the individual confidentiality of personal information created or stored on any computing device belonging to the university.

1.1. SECURITY AND PROPRIETARY INFORMATION

- Information contained on university computing systems should be classified and handled as described in policy CU_ITS_003 Information Classification. Users should take all necessary steps to appropriately protect any confidential information.
- Users must keep passwords secure and not share individual account credentials. Providing access to systems to another individual, either deliberately or through failure to secure its access, is prohibited.
- Users are responsible for any activity originating from their account. If unauthorized use is detected, users must change the account password immediately and report the incident to the Information Security Office/Officer (ISO) or the Information Technology Services (IT Services) Help Desk.
- All PCs, laptops, and workstations owned by Campbell University and assigned to individuals with access to university information resources must be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less. Users must log off or proactively invoke the password-protected screen saver when the device is unattended.
- Because information contained on portable computers and other smart devices is especially vulnerable, special care to protect these assets should be exercised. Users should ensure these devices are used in accordance with all applicable policies.
- All systems that are connected to the university network must be adequately protected against compromise by malicious software using a reputable malware protection product configured to:

- Be active at all times.
 - Always scan files when they are opened, executed, or downloaded.
 - Periodically scan the entire system – memory, hard disk, and USB media.
 - Remove malware from the system or quarantine affected files.
 - Automatically contact the vendor's update servers at least once a day to verify signature files and scanning engine are up-to-date and install updates if necessary.
- Users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, trojans, or other forms of malicious software (malware).

1.2. UNACCEPTABLE USE

The following activities are prohibited. Under no circumstances are users of university information resources authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing university-owned resources or conducting university business.

The lists below are by no means exhaustive, but rather attempt to provide a framework for activities, which generally fall into the category of unacceptable use.

1.2.1. SYSTEM AND NETWORK

- *Downloading or Distributing Unlicensed Software.* Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the university and the end user.
- *Sharing Your Password.* Revealing your account password to any other person or entity or allowing use of your account by any other person or entity (e.g., administrative assistants, graduate assistants, co-workers, student workers, classmates).
- *Effecting Security Breaches.* Accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access unless these duties are within the scope of the user's regular university job function.
- *Disrupting Network Communications.* Interfering with network communications through disruptive activity such as network sniffing, network floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- *Circumventing Access Controls.* Bypassing user authentication or authorization access control mechanisms to access or alter university information resources the user is not authorized to access.
- *Attempting to Intercept, Compromise, or Tamper with Passwords.* Copying password files, password "cracking", installing keystroke logging software, intercepting network traffic, or attempting to discover passwords of other users to gain unauthorized access to university information resources.
- *Unauthorized Scanning of Networks or Systems.* Scanning university networks or systems for security vulnerabilities (this includes port scanning) is expressly prohibited unless prior notification to ISO is made.
- *Monitoring Network Traffic without Permission.* Executing any form of network monitoring which will intercept data not intended for the user's computing device (unless this activity is a part of the user's normal university job duties).

- *Interfering with Normal Service Operations.* Intentionally interfering with or denying service to any computing device (for example, denial of service attack).
- *Interfering with Network Traffic.* Using any tools, or sending messages of any kind, with the intent to interfere with or disable regular network traffic.

1.2.2. IT SYSTEMS

- *Granting Unauthorized Access.* Granting access to university information resources to unauthorized users.
- *Purposefully Downloading Malware.* Introducing malicious programs into university networks or systems (e.g., viruses, worms, trojan horses, etc.).
- *Downloading or Sharing Inappropriate Content.* Displaying, procuring, or transmitting material that is in violation of university codes of conduct, sexual or discriminatory harassment policies or laws, or hostile workplace laws.
- *Using Peer-to-Peer File Sharing Applications.* Using peer-to-peer file sharing applications or websites to upload/download protected intellectual property (e.g. copyrighted video, music, software).

1.2.3. INTELLECTUAL PROPERTY

- *Engaging in Academic Fraud.* Using university information resources to engage in academic dishonesty prohibited by university policy.
- *Copying Copyrighted Material Belonging to Someone Else.* Unauthorized copying of copyrighted material that falls outside of fair use provisions including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the university or the end user do not have an active license.
- *Breaching Confidentiality Agreements.* Disclosing university proprietary information or data to another party without the consent of the university.
- *Distributing User Information.* Providing information about, or lists of, university users to parties outside the university.
- *Violating Export Control Laws.* Exporting software, technical information, encryption software or technology in violation of international or regional export control laws. The appropriate university management should be consulted prior to the export of any material that is in question.

1.2.4. EMAIL AND COMMUNICATION

- *Sending SPAM.* Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material.
- *Harassment.* Any form of harassment via email, telephone, text messages, instant messenger, or other messaging systems, whether through language, frequency, or size of messages.
- *Forging Emails.* Unauthorized use, or forging, of email or message header information.
- *Distributing Chain Emails.* Creating or forwarding "chain letters", "ponzi", or other "pyramid" schemes of any type.

1.2.5. SOCIAL MEDIA

- *Revealing Proprietary Information.* Revealing university confidential or proprietary information or any other material covered by policy CU_ITS_003 Information

Classification when posting content on social media.

- *Damaging Image or Reputation.* Making discriminatory, disparaging, defamatory, or harassing comments when posting content on social media or otherwise engaging in any conduct prohibited by university codes of conduct or policy.
- *Attributing Personal Opinion to the University.* Representing personal belief and/or opinion as the university's on social media. If a user is expressing his or her beliefs and/or opinions on social media, the user may not, expressly, or implicitly, represent themselves as an agent of the university or use the university's name in a manner that would imply an endorsement of the personal views or activities by the university. Users assume any and all risk associated with blogging or posting content on social media.

1.2.6 Guest Wireless (Wi-Fi) Network Use

- *Using Payment Processing Applications or Transmitting Sensitive Data Via The Guest Wi-Fi Network.* Campbell University does not provide data protection and does not assume responsibility for any information transmitted across that connection method. Users should understand that wireless Internet access is inherently not secure, and users should adopt appropriate security measures when using the guest Wi-Fi Service. Conducting confidential transactions (such as online banking, credit card transactions, etc.) over any wireless network, including this Service is strongly discouraged. Users are responsible for the security of their own devices.
- *Limitations of Wireless Network Access.* Campbell University is not liable for any damage, undesired resource usage, or detrimental effects that may occur to a user's device and/or software while the user's device is attached to the guest wireless (Wi-Fi) service. The user is responsible for any actions taken from their device, whether intentional or unintentional, that damage or otherwise affect other devices or users of the service. The user hereby releases Campbell University from liability for any loss, damage, security infringement, or injury which the user may sustain resulting from accessing the service. The user agrees to be solely responsible for any such loss, infringement, damage, or injury.

END USER INFORMATION SECURITY

Policy Statement

The Campbell University community has a responsibility to protect the confidentiality, integrity, and availability of university information resources. End users are expected to follow the information guidelines defined within this policy, the rules and responsibilities for acceptable use defined in CU_ITS_003 Acceptable Use of Information Resources, and to exercise good judgment in the protection of university information resources.

1.1. END USER DEVICE SECURITY

- Protect access to all devices using strong passwords.
- Log off, lock, or shut down devices before leaving unattended.
- Enable a password protected auto-lock or automatic screensaver to activate after no more than 15 minutes of inactivity.
- Secure portable and mobile devices at all times – lock them up or carry them with you.
- Lock the device in a secure location (e.g. drawer, cabinet, office, room, trunk) if away for an extended period of time.

1.2. PASSWORDS

- Never share your password with another individual, including administrative assistants, graduate assistants, student workers, IT Services staff, co-workers, family, friends, etc. All passwords must be treated as confidential university information.
- Use longer passwords. Longer passwords are stronger passwords.
- Do not use passwords that refer to personal data (i.e. children's names or your birth date).
- Do not use passwords that contain dictionary words.
- Do not reveal a password on questionnaires or security forms.
- Do not use the "Remember Password" feature in Windows or applications (e.g. Internet Explorer, Outlook, Firefox, Google Chrome, etc.) on shared or public computers/devices.
- Do not write passwords down and store them anywhere accessible by others.
- Do not type your password when someone is looking over your shoulder.
- If your password has been inadvertently compromised, change it immediately.
- Use an IT Services-approved password manager for storing password information.

1.3. VIRUS AND MALWARE PROTECTION

- Employ anti-virus software and update the scanning engine and signature database on a regular basis.
- Do not open unexpected or suspicious attachments received in email.
- Configure applications (word processing, spreadsheets, etc.) to require user confirmation before macros, scripts, or other executables are opened or executed.
- Scan removable or portable media for viruses prior to using on any machine connected to the university network. Examples of removable or portable media devices include laptops, USB memory sticks, external hard disk drives, CDs, DVDs, compact flash or SD memory cards, magnetic tapes, etc.

1.4. DISTRIBUTION AND TRANSMISSION OF INFORMATION

Sensitive university information that is transmitted electronically, transported physically, or spoken in conversation must be appropriately protected from unauthorized interception. Please review university policy CU_ITS_003 Information Classification and Handling for specific requirements and policies regarding information handling.

1.5. DESTRUCTION AND DISPOSAL OF INFORMATION AND DEVICES

Sensitive university information must be securely disposed of to ensure it cannot be retrieved and recovered by unauthorized persons. Please review university policy CU_ITS_003 Information Classification and Handling for specific requirements and policies regarding information handling.

1.6. INCIDENT REPORTING

All members of the university community are required to report suspected or actual information security incidents or security breaches. These incidents include thefts of computer devices, viruses, worms, or computer "attacks" that may lead to unauthorized access to confidential information.

- Information security incidents should be reported to:
- Information Security Office / Officer, InformationSecurity@campbell.edu.

- IT Services Help Desk, 910-893-1208 or helpdesk@campbell.edu.
- University manager or supervisor.

D. CONDUCT AND DISCIPLINE

Campbell University expects employees to exercise common sense, good judgment, and a high level of professionalism while at work or conducting business on behalf of the university. If an employee does not meet the conduct or performance standards for their position, discipline may help the supervisor and employee resolve concerns before more serious action, such as termination, is warranted. This Conduct and Discipline Policy is not a contract between the university and its employee(s).

UNLESS A SPECIFIC DISCIPLINARY ACTION IS SET FORTH ELSEWHERE IN THIS PERSONNEL MANUAL, THE UNIVERSITY MAY BEGIN THE DISCIPLINARY SEQUENCE AT ANY STEP, INCLUDING PROCEEDING DIRECTLY TO EMPLOYMENT TERMINATION. THE SEQUENCE MAY VARY DEPENDING UPON THE NATURE AND SEVERITY OF THE OFFENSE.

Generally, the university uses a progressive discipline system, using the following disciplinary steps documented on an Employee Notice of Personnel Action form:

First Offense:	Written Warning
Second Offense:	Final Written Warning Before Discharge
Third Offense:	Discharge

NO TERMINATION MAY OCCUR WITHOUT THE SUPERVISOR CONSULTING WITH THE HUMAN RESOURCES DIRECTOR OR THE GENERAL COUNSEL IN THE ABSENCE OF THE HUMAN RESOURCES DIRECTOR.

The behaviors listed below are not all inclusive, but represent the type of unacceptable conduct which may result in disciplinary action, up to and including discharge:

(1) ***Failure in performance of duties.*** The following causes relating to performance of duties are representative of, but not limited to, those considered to be adequate grounds for disciplinary action:

- Failure to perform assigned duties or to carry out directions.
- Inefficiency or negligence in the performance of duties.
- Discourteous treatment of the public or other employees.
- Careless, negligent, or improper use of university property or equipment.
- Absence without approved leave.
- Improper use of leave privileges.
- Failure to report for duty at the assigned time and place.
- Violation of established safety rules.
- Excessive absenteeism or tardiness.
- Failure to properly manage and utilize university property and equipment.
- Violation of established university policies or procedures.
- Any conduct prejudicial to the effective and efficient operation of the university or any of its departments or schools or conduct that it is prejudicial to the general health, safety, and welfare of the general public.
- Insubordination, including refusal to adhere to lawful instructions, rules, or direction from a supervisor.

- Failure to complete required training or otherwise provide lawful information requested by the university.

(2) ***Failure in personal conduct.*** The following causes relating to failure in personal conduct are representative of, but not limited to, those considered to be detrimental to university service and are adequate grounds for disciplinary action:

- Misrepresentation in securing appointment or any other change in employment status.
- Acts occurring during or outside of duty hours which may diminish the university's ability to fulfill its responsibilities or bring discredit upon the university or any of its schools or departments, including, but not limited to arrest or conviction of federal or state criminal statutes. Employees must notify their supervisor within 24 hours of an arrest or charge for alleged violation of a criminal statute.
- Failure to report personal injury incurred at work.
- Misappropriation or misuse of university funds or property or attempts to defraud the university.
- Falsification of university records, expense accounts, or reports.
- Reporting to work under the influence of alcohol or narcotic drugs or partaking of such substances while on duty or while on university property, or while under the influence of prescribed medication which has intoxicating or debilitating effects.
- Carrying or transporting weapons on university property except for law enforcement officers in the performance of their duties.
- Fighting or a physical or verbal altercation with an employee, student or visitor of the university.
- Intentional damage to university property or property of an employee, student, or visitor of the university.
- Violation of the non-fraternization policy.
- Unprofessional or unethical conduct.

E. EMPLOYEE DRESS CODE

The apparel and appearance of staff members project, in part, the image the community has of the university. Employees are expected to be neat, well-groomed, and appropriately dressed for the work they do. Employees are expected to adhere to established hygiene requirements. The clothing and personal fragrances selected should not be distracting to other staff members or to university visitors. Employees, such as, facilities management employees, are expected to wear the uniforms issued or appropriate attire for their department or specific job, which may include items required by law or regulation, or necessary for protection from physical injury or the elements. Supervisors are responsible for enforcing the university dress policy.

F. FLEXIBLE WORK ARRANGEMENTS POLICY

Campbell University recognizes the value of flexible work options that provide opportunities for staff to balance work and personal commitments while ensuring the operational needs of the university are met. As there is no singular approach that can be applied in all areas or situations, this information is offered as support in creating the most effective work plan between supervisor and employee. The arrangements outlined do not replace the occasional need to exercise flexibility in scheduling on an as-needed basis or temporary basis.

Considerations and parameters for supervisors and employees

- Flexible work arrangements need to support Campbell University's mission and goals and culture of care and service to its community. There may be certain weeks or times of the year when employees will need to revert to traditional hours/locations.
- A pilot period of three-to-six months is recommended for trying out a flexible work arrangement prior to making a longer-term commitment by either a supervisor or staff member.
- If the goals of the flexible work arrangements are not being met, or work performance falls below expected standards, staff must be prepared to return to pre-flexibility arrangements.
- Note that at any time the supervisor can decide to change or rescind the arrangement to meet the needs of the office and university. A minimum notice period of 10 business days will be provided to the employee in the event the arrangement needs to be adjusted or ended.
- Supervisors and staff must establish arrangements for regular communication and accountability.
- Administrative offices will remain open a minimum of 8:30 a.m. – 5:00 p.m., Monday - Friday, and some will have expanded hours to accommodate the varying employee schedules. (Other staff areas may have coverage schedule requirements that differ from the administrative office hours listed above. These should be considered when establishing the flexible work options).
- Implementing flexible work arrangements will not cause the need for additional staff, additional equipment, or for existing employees to work additional overtime hours. Flexible work arrangements include the expectation that you will be able to fully perform your duties and not outsource them to others.
- When establishing schedules, refer to the Time and Payroll Reporting policy for information on including meals and break times.
- Exempt employees remain cognizant of project deadlines and service commitments and may need to adjust their schedules accordingly. Employees may also be asked to report their work hours to their supervisor.
- Vacation, holiday, sick, and other paid leave will reflect the hours scheduled for the workday. (For example, if an employee is scheduled for 10 hours on Monday and requests vacation for the day, 10 hours of vacation will be recorded).
- Non-exempt employees will continue to record actual hours worked each day.
- Supervisors and non-exempt (hourly) employees need to ensure that schedule modifications do not exceed 40 hours per pay week (Wednesday through the following Tuesday) and result in overtime unless previously approved.

Technology/Other Setup Requirements

The equipment and software that will be required for an employee to work from home will vary depending on each person's job responsibilities. Specific guidance is in policy ITS_016 Telecommuting Security. Any employee desiring to participate in remote work as a flexible work arrangement will need to review and sign the Technology Remote Work Agreement form.

Home office furniture is the responsibility of the individual, as is the cost of utilities and internet access.

Advantages and Challenges regarding Flexible Work

Advantages:

- Reduces or limits commuting time by limiting the number of days an individual needs to commute or allows them to commute at more convenient times.
- Potential for more productivity due to fewer interruptions either working remotely or during times when fewer team members are in the office.
- Flexible work options can increase attendance and reduce tardiness.
- Flexible schedules can offer improved work area coverage and extended service hours.

Challenges:

- Fewer opportunities for face-to-face communication with team members.
- Requires a high level of trust and clear alignment of expectations.
- Technology support may not be available for colleagues during non-working hours or to those working remotely.
- Feelings of inequity amongst team members with varying schedules.
- Coordinating team schedules to allow for effective collaboration.
- Potentially longer workdays depending on the option in use.

Flexible Work Arrangements Process

Once an employee has determined they would like to participate in flexible work arrangements, they will complete the Flexible Work Arrangements Agreement form and submit it to their supervisor for consideration.

The Flexible Work Arrangements Agreement form will be used to document the understanding between the employee and supervisor.

The employee's supervisor and department leadership will evaluate and approve or deny the proposed Flexible Work Arrangements Agreement form. Approved flexible work arrangements agreements will be provided to HR.

The supervisor and employee will periodically review (quarterly in the first year and at least annually thereafter) the effectiveness of the flexible work arrangements agreement to ensure that all expectations are being met.

G. GRIEVANCES

Should an employee have a complaint, the employee should have a frank and sincere talk with the immediate supervisor to attempt to informally resolve the issue. If an employee wishes to formally file a grievance, they should request an Employee Grievance Resolution form from HR, complete the form and attach any pertinent documentation. The completed form with any relevant documentation should be submitted within ten (10) university business days of the issue arising and submitted to the appropriate person identified below. In each step of the grievance process, the employee will have a maximum of ten (10) university business days, from the date a response is given, to decide if they will conclude their grievance or advance it to the next level. The grievance will be considered concluded if a response is not submitted within the required timeframe.

The following issues are not grievable:

- Failure to hire;
- Reclassification actions;
- Reductions-in-force;
- Termination;
- Reassignment of job duties;
- Reorganization;

In addition, the university has established separate procedures for complaints of harassment, discrimination, and retaliation related to the same.

The first resolution step is to submit an Employee Grievance Resolution form to the employee's immediate supervisor. This step can be skipped if the grievance involves the employee's immediate supervisor. If the immediate supervisor's response is not satisfactory, the employee may proceed to the second resolution step which goes to the department head. If the department head is the employee's immediate supervisor, this step may be eliminated. If the department head's response is not satisfactory, the employee may proceed to the third resolution step which goes to the human resources director. The human resources director will review the grievance, interview all parties concerned, and respond to the employee. If the employee is not satisfied with the decision of the human resources director, or the grievance involves the human resources director, they may submit the grievance in writing, directly to the respective vice president. The vice president's decision will be rendered in writing to the employee. The decision of the vice president will be final.

In the event the grievant has a complaint against any member of the university Cabinet, the grievant may submit a grievance to the human resources director who will relay the grievance directly to the Office of the President.

NOTE: Neither the grievant, nor the person against whom the grievance is directed, may be represented at any stage of the grievance process by an attorney.

H. HOURS OF WORK

The university serves both students and the public. Thus, there are variations in work schedules within the university. Working hours must be scheduled to satisfy the needs of the department and to make certain that an adequate staff is available when needed. Work schedules depend upon the job to be performed. The supervisor will inform employees about the normal schedule and subsequent changes which are required. Supervisors should notify HR if employee's schedules are different from normal schedules.

I. INCLEMENT WEATHER

Because a substantial number of students live on campus, the university policy is to remain in operation during periods of inclement weather. If such extreme and emergency situations occur so as to compromise that practice, the university will work through those situations as they develop. With safety as the primary concern, the administration will make every effort to be reasonable and responsible in its decisions. The university also recognizes that flexibility is required in extreme circumstances and, thus, all persons are encouraged to use maturity, good judgment, and professionalism in dealing with adverse weather conditions.

The university may permit employees to have time off without pay at the university's discretion if they are unable to report to work due to inclement weather, so long as the employee notifies their

supervisor within two hours of the start of that employee's work schedule.

In the event of closure due to weather or other circumstances, administration may elect to continue employee wages or require employees to use vacation or unpaid leave during the closure. If the administration elects to continue wages during the university's closure, employees who have submitted vacation, sick or bereavement leave will be charged such time during the closure. Employees on leave will not receive wages during the university's closure.

Multiple methods of communication help ensure timely delivery of information at all levels, so telephone, voicemail, and email should be utilized to the appropriate extent. Broad communication from the university is carried forth per the manner outlined below.

Public Information Response to Adverse Weather Conditions which Affect the University Buies Creek Campus:

When a decision has been made that adverse weather conditions will affect classes at the Campbell University Buies Creek campus, the university's office of communications and marketing uses the following system to get the information to the public:

- A. The announcement will be posted on the university web site (www.campbell.edu) and the "CU Notify" network.
- B. The announcement will be posted through social media on the university's social media pages.
- C. A message is posted on a dedicated telephone line whereby anyone can call in and get the message. The numbers which employees may call, for the announcements are: on campus dial 5700; local, but not on campus, dial 910-814-5700; long distance, 1-800-760-8980.
- D. Local television stations will also be contacted to announce closings or delays.
Adult & Online Campuses - Announcements will be made through the Office of Adult and Online Education. The above will apply for adverse weather which affects classes at Fort Liberty and the Raleigh Campus but will be personalized for them. In addition, media in the Camp Lejeune-Jacksonville area will be notified regarding adverse conditions forcing alterations of classes in that area.

J. LACTATION/BREASTFEEDING

As part of our family-friendly policies and benefits, Campbell University supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday when separated from her newborn child.

For up to one year after the child's birth, any employee who is breastfeeding her child will be provided reasonable break times and a room to express breast milk for her baby. Any breast milk stored in refrigerators must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in refrigerators may be disposed of. Employees storing milk in refrigerators assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration, and tampering. Nursing mothers wishing to use a breastfeeding/lactation room must request/reserve a room by contacting HR.

K. MOBILE PHONE AND ELECTRONIC DEVICE USAGE

Mobile phones and other electronic devices should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive. Unless prior approval is obtained from an employee's supervisor, wired or wireless earpieces/headphones for personal use are prohibited. Under no circumstances should wired or wireless earpieces/headphones be worn in view of the public, visitors, or students unless required for an employee's job.

Personal Mobile Phones or Electronic Devices

While at work, employees are expected to exercise discretion in using personal mobile phones and electronic devices. Excessive personal calls during the workday can interfere with employee productivity, be distracting to others and may lead to disciplinary action. Employees are encouraged to make personal calls during non-work time when possible and to ensure that friends and family members are aware of Campbell University's policy.

The university will not be liable for the loss of personal mobile phones or other electronic devices brought into the workplace.

Mobile Device Stipend

It is the policy of Campbell University ("the university") to be good stewards of university resources. This policy guides the appropriate utilization of university work-related cellular service through a stipend program for mobile devices. It is intended to allow employees the opportunity to use a single device that supports both their work and personal lives in a fiscally responsible manner that complies with federal regulations and Campbell University information security policies.

Eligible employees may receive payment in the form of a monthly mobile phone stipend to offset the cost of business-related calls or activity on their personal mobile phone. The university does not provide mobile phone accessories, except for employees who qualify under the Americans with Disabilities (ADA) Act, or activation fees. The mobile phone stipend will be included in the employee's paycheck.

Stipend Eligibility Guidelines

To qualify for the wireless communication stipend, the employee must have a business need, defined and approved by the university. All university employees with job demands that require accessibility regardless of time or place are eligible for, but not entitled to, a monthly stipend for the use of their personal cell devices. Requests for stipends must be approved by the employee's vice president, dean, or delegated designee.

The following guidelines may be used to determine eligibility:

- The employee's job requires that they work regularly outside the office and need to be immediately accessible.
- The employee's job requires that they need to be immediately accessible outside of normal business hours.
- The employee is responsible for critical infrastructure and needs to be immediately accessible at all times.

- The employee travels and needs to be accessible or have access to information technology systems while traveling.

This access may be limited to voice/text communications or also require access to information technology systems—e.g., email, calendar, Web, etc.

In special cases, employees in essential services as defined by the university, such as patient care, clinical care, student residential administration, information technology, HR, public safety, university communications, etc., may be eligible to participate in the program even if they do not meet the general eligibility requirements. In such cases, the department's vice president, dean, or delegated designee must approve the request.

Departmental eligibility criteria can be more, but not less, restrictive than the university criteria stated above. Such criteria should be in writing and cleared through the offices of the general counsel and HR to ensure nondiscriminatory actions.

Please contact human resources for the full text of the mobile device stipend policy

Safety Issues for Mobile Phone Use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of mobile phones at all times.

All employees are prohibited from using mobile phones, or similar devices or additional technology associated with a mobile phone (such as text messaging, email, making audio or video recordings, taking pictures, or internet browsing) while operating a university supplied vehicle when the vehicle is in motion. If calls must be placed or accepted while driving, employees are required to use a voice activated hands-free device or pull off the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

This policy does not prohibit the possession of a mobile phone or similar device in the vehicle or the use of a mobile phone to call 911 while the vehicle is in motion, if it is impossible to first bring the vehicle to a complete stop.

Employees who are charged with traffic violations resulting from the use of their mobile phone or other devices while driving will be solely responsible for all liabilities that result from such actions.

Video or Audio Recording Devices

The use of cameras or other video or audio recording-capable devices on university owned or leased properties is prohibited without the express prior permission of the vice president for information technology and chief information officer and of the person(s) subject to recording. Video or audio recording is permitted for business use only. Video or audio recording in occupied restrooms and/or locker rooms, or in any areas where a person has the expectation of privacy, is strictly prohibited.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

L. NO DISTRIBUTION POLICY

Non-employees are not allowed to distribute any material on university property for any purpose. Employees are not permitted to engage in the distribution of advertising material, literature, or other non-work material during their working time or when they might interfere with the work of others. Employees are not permitted to distribute any such materials at any time in work areas. No employee shall send an “all” email without the permission of a vice president.

M. NON-FRATERNIZATION

All employees shall refrain from any inappropriate relationship with students. Inappropriate relationships include any romantic or physically intimate liaison with a student outside the bonds of marriage.

N. NO SOLICITATION POLICY

Non-employees, (except for students) are not allowed to solicit university employees or anyone else on university property for purposes other than university business. Unless approved by the human resources director no employee will be allowed to solicit for any reason while on the job and during working time. This rule applies to actual working time, not to break time, lunchtime or before or after work. All types of solicitation on university time are prohibited by this rule, including solicitations on behalf of or in opposition to any labor organization. Students may be permitted to raise funds for student organizations or class projects by the vice president for student life and Christian mission.

O. PARKING

Free parking facilities are provided for university employees. Vehicles must be registered with the campus safety department on the first day of employment. At that time, the employee is issued a decal, which must be displayed. Designated parking areas are reserved for faculty and staff parking. Employee are expected to pay any parking fines they receive for failure to follow university parking rules. Failure to do so may result in discipline up to and including termination.

P. PERFORMANCE APPRAISAL

The work of all employees is evaluated informally by their immediate supervisors on a continuing basis. All evaluations are based on job-related requirements, on special objectives, and other reasonable requests made by the immediate supervisor. The supervisor may suggest ways that the employee can improve the quality of work or ways to qualify for promotion.

Unless otherwise approved by the human resources director, evaluations shall be conducted annually during the months of November and December and submitted to HR on or before the due date set for each year via email. The performance review will be based on job-related factors, on advice given to increase efficiency, and on reasonable requests of the immediate supervisor. Where possible, each evaluation will be discussed in detail with the employee.

Q. POLITICAL ACTIVITY

The university, as a non-profit organization, may not participate in any political campaign on behalf of or in opposition to any candidate for public office (collectively, “political statement”). No employee, acting on the university’s behalf, is authorized to make any political statement or expend any university funds on behalf of or in opposition to a candidate.

When an employee states a position or opinion regarding any candidate for elective office, or proposed or current legislation, ballot measure, proposition, regulation, law or ruling, and the employee's affiliation with the university is stated or implied, the employee should state that the position or opinion is his or her personal viewpoint and not attributable to the university. All political fundraising on campus is strictly prohibited.

Employee shall not take any part in managing a campaign, or campaign for political office or otherwise engage in political activity while on duty or within any period of time during which they are expected to perform services for which compensation is received from the university; or Otherwise use the authority of their position, or utilize university funds, equipment, computers, systems, supplies or vehicles to solicit funds or secure support for or oppose any candidate, party, or issue in a partisan election involving candidates for office or party nominations or affect the results thereof.

Candidates for political office, and their authorized representatives, or non-university organizations, may use university facilities for campaign functions with proper approval and payment in advance of all fees for use of campus facilities in accord with the Facility Use Policy.

No employees may participate in said activity unless in compliance with this policy or their job duties require them to assist in the use of the facilities approved for the campaign function.

Political campaign activities sponsored or hosted by student organizations are permitted, provided they are in accordance with this policy and approved by the vice president for student life and Christian mission. All expenses related to the activity are to be paid by the student organization, the candidate, or the sponsoring political organization.

R. POSSESSION OF WEAPONS

The university's goal is to provide the safest possible workplace for employees and visitors. In an effort to ensure a safe and secure workplace, the university **DOES NOT** allow any weapons (including concealed handguns) on its property, including all parts of its buildings, grounds, and parking lots. The only exception to this policy is for on-duty law enforcement officials. Law enforcement officers may carry weapons on university property as authorized by law. **If a weapon is found on university property in violation of this policy, the responsible employee will be immediately terminated and local law enforcement officials will be contacted.** The university reserves the right to search any bags, boxes, briefcases, etc. brought on campus for weapons. When a vendor, contractor, or any other visitor is found in possession of a weapon in violation of this policy, the university will immediately call local law enforcement officials.

NOTE: As used herein, "weapon" includes any firearm, whether loaded or unloaded, whether or not the individual has a permit for the weapon, knives (except pocket knives four inches or less in length), or any other device or instrument capable of carrying out death or serious bodily harm.

S. PROHIBITED DEVICES

The possession, charging, or use of devices identified, whether by the university or governmental agencies, endangerment issues are prohibited inside any university building or on any university campus. Halogen lights, electrical heaters (without safety cutoff features), air fryers, toasters, toaster ovens, grills, kerosene heaters, incense, candles and other items generating extreme heat or requiring flames for operation are considered to be fire hazards and are NOT permitted. Toasters and toaster ovens are allowed in designated kitchen areas.

T. REIMBURSEMENT FOR EXPENSES

Expenses incurred by an employee on the university's behalf are reimbursed if the purchase was made with prior approval. A request for an expense check should be submitted on the proper form through the department head to the procurement department for approval and payment through proper channels. The employee should always request a receipt for expenditures made on the university's behalf and attach it to the request for reimbursement.

U. RETURN OF PROPERTY

Employees are responsible for returning all university at the time employment ends. University property not returned upon termination may result in forfeiture of pay and possible legal action. Any such withholding or forfeiture shall be in compliance with state and federal law.

V. SAFETY

The university has a responsibility for the safety of the university's customers and employees. Where required by law, special safety equipment will be issued to employees and must be utilized for the purpose for which it was issued. To meet this responsibility, employees must work together to promote safe work practices, observe all safety rules and regulations, and maintain property and equipment in safe working order. Any unsafe condition is to be reported immediately to the employee's supervisor.

Employees should be alert for accidents and/or health hazards and report any unsafe conditions to their supervisor. When an employee becomes involved in an accident or becomes ill on the job, he or she should immediately report it to the supervisor and follow the workers' compensation policy as outlined in this manual. If a university student, employee, visitor, or anyone else is involved in an accident on the university premises, this also should be reported immediately to Campus Safety. If possible, the names of any witnesses to the event should be obtained.

Supervisors should emphasize safety and health policies of the university during the training of employees. All employees are expected to comply with all safety and health requirements of the Occupational Safety and Health Act (OSHA), the university's insurance carrier, the local fire marshal, university policies, and directives. Special safety equipment is issued to employees and must be utilized. Failure to use safety equipment may be grounds for termination. Removal of protective guards and shields or other safety devices from any type of equipment is prohibited and may also be grounds for termination.

W. SOCIAL MEDIA

Campbell University recognizes that employees may use social media as a means of communication. Because social media may blur the lines between personal voice and institutional voice, the university has developed the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media. The policy is intended to provide guidance as to the appropriate use of such platforms.

Social media is defined as media designed to be disseminated through social interaction on personal or university websites, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, X, Facebook, YouTube, Instagram, Tik Tok, and university and personal websites.

Employees who use social media are expected to refrain from presenting themselves as official representatives of the university or from portraying the university in a negative manner. Employees are expected to use good judgment and discretion when using or accessing social

media, ever aware of the importance of advancing the university's mission, upholding its policies, and dedicating their best efforts to the broad interests of the university. Employees are liable for anything they post to social media sites in violation of this policy. For purposes of this social media policy, the term "policies" shall mean Campbell University's computer use, information technology, confidentiality, disclosure of proprietary data, intellectual property, anti-discrimination and unlawful harassment, academic freedom, or any other policies as set forth in all bulletins, catalogs, and employee and faculty handbooks or personnel manuals, and on the university's website

POLICY FOR ALL SOCIAL MEDIA SITES, INCLUDING PERSONAL SITES

- a. Acknowledge who you are.** Information posted on social media that in any way references or reveals an employee's connection with the university, but that is not for official university business or purposes, must have a clear disclaimer. It should state "the views expressed are the author's alone and do not represent the views of Campbell University." Be clear and write in first person.
- b. Avoid a conflict of interest.** Online conduct should not create a conflict of interest or otherwise harm the educational and business interests of Campbell University.
- c. Protect confidential and proprietary information.** Information published on social media should comply with Campbell University's confidentiality, disclosure of proprietary data, and intellectual property policies. This also applies to comments posted on other blogs, forums, and social networking sites. Employees must still follow the applicable federal, state, and agency requirements such as the Family Educational Rights and Privacy Act (FERPA), as well as National Collegiate Athletic Association (NCAA) regulations, and adhere to all applicable university privacy and confidentiality policies. Information from student, alumni, or applicant records (including but not limited to academic records, disciplinary records, correspondence through e-mails, or other means, or any other records individually identifying students or applicants to the university) should never be released via social media. Employees who share confidential university information and/or personal information about Campbell employees, or students, to include but not limited to, FERPA protected records, social security numbers, and financial health or personnel information, unless authorized, do so at the risk of disciplinary action or termination.
- d. Be respectful.** Be respectful to Campbell University, other employees, and students.
- e. Respect university time and property.** Social media activities should not interfere with work commitments, unless authorized by a vice president or appropriate for one's areas of responsibility and may not be used for personal profit or gain during the user's work hours. Refer to the Campbell University Computer Use Policy resource usage policies. When using Campbell University property or the university network to access your personal website or social media, the user shall have no expectation of privacy.
- f. Be aware of your audience.** Your online presence reflects Campbell University. Be aware that your actions captured via images, posts, or comments may have implications for Campbell University and you as an employee of the university. **Employees who share confidential information protected by law do so at the risk of disciplinary action or termination.**
- g. Respect copyright and fair use.** Respect copyright laws and reference or cite sources appropriately. Releasing unpublished research data or unprotected intellectual property may impair its protection. Similarly, releasing published and/or copyrighted information without proper permission is a violation of law. Plagiarism applies online as well.
- h. Comply with all university policies.** Online conduct, and any related use of social media, must not violate university policies.
- i. Do not use Campbell University logos for endorsements.** The Campbell University seal, logos, and trademarks may not be used for personal gain or profit, or the advertisement of university events without written consent of the chief marketing officer. Any use of the

university seal, logo, or other official marks must comply with the university's graphic standards policies.

- j. **Best Practices.** In December 2009, the Federal Trade Commission implemented regulations requiring bloggers and those who write online reviews to reveal if they have been compensated in any way—a copy of a book, dinner, complimentary admission—or have a relationship to a company, product, or service vendors they review. Already a "best practice" for most bloggers, such disclosure is now being enforced. A good resource about transparency in online communities is the Blog Council's "Disclosure Best Practices Toolkit".
- k. **Photography.** Photographs posted on social media sites should reflect positively and accurately the university and the poster. They can be easily appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800 X 600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.
- l. **Social media communications.** Social media communications, in furtherance of university interests, that a reasonable person in the position of the target of the communications would consider to be a true threat of violence against the target—or that a reasonable person knows or reasonably should know would cause (and that do cause) severe emotional distress, may cause liability for the university.
- m. **Social media communications** that contain false statements that could harm a person's reputation are likely defamatory and may result in civil liability.
- n. **Social media communications** that are obscene or that represent child pornography violate criminal laws and would violate university regulations.

INSTITUTIONAL SOCIAL MEDIA

If you post on behalf of an official university unit, the following policies must be adhered to in addition to the best practices listed above:

- a. **Notify the University:** Departments or university units that have a social media page or would like to start one should contact the university communications and marketing department. All institutional pages must have an employee who is identified as being responsible for content. Ideally, this should be the unit head of the department. Acknowledge who you are: If you are representing Campbell University when posting on a social media platform, acknowledge this. Have a plan: departments should consider their messages, audiences, and goals, as well as a strategy for keeping information on social media sites up to date.
- b. **Link back to the university:** Whenever possible, link back to the Campbell University website. Ideally, posts should be very brief; redirecting a visitor to content that resides within the Campbell University web environment. When linking to a news article about Campbell University, check first to see whether you can link to a release on the university website instead of to a publication or other media outlet.
- c. **Protect the institutional voice:** Posts on social media sites should protect the university's institutional voice by remaining professional in tone and in good taste. An individual Campbell University unit should construe its social media site as representing the university as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post.
- d. **Disclaimer:** All social media websites sponsored by a department or university unit shall contain the following disclaimer that can be viewed when the social media link is accessed: **Campbell University reserves the right to remove comments that are racist, sexist, abusive, profane, violent, obscene or spam; that advocate illegal activity, include falsehoods, contain commercial solicitations, are wildly off-topic, or cannot be translated to English using free online tools; that libel, incite, threaten or make ad hominem attacks.**

PROFESSIONAL STANDARDS

- a. If you are employed in a field that is subject to professional or ethical standards, you should comply with those standards in your university capacity. You also should comply with those standards in your personal capacity, if the standards generally apply at all times, or if your personal conduct would affect or reflect on your university role.
- b. Personal text, photos, videos and other material posted on social media pages should be in keeping with generally accepted professional and/or ethical standards for your field(s) of work and/or study.
- c. Depictions of behavior that do not comply with professional and/or ethical standards may result in disciplinary action by professional organizations, or if relevant to a university role, by the university.
- d. The university's guarantees of academic freedom presuppose that employees will act in a professionally responsible manner.

X. SUBSTANCE ABUSE

1. The purposes of this substance abuse policy are as follows:
 - To encourage our employees with alcohol and drug problems to seek assistance in overcoming those problems.
 - To provide assistance to employees with dependency problems.
 - To reduce the risk of injury to person or property.
 - To reduce absenteeism, tardiness, and unacceptable job performance.
2. The following conduct, as well as any other conduct which is at variance with the specific requirements of this policy, will result in immediate discipline up to and including discharge:
 - Employees shall not test positive for alcohol or illegal use of drugs.
 - Employees shall not bring alcoholic beverages onto or consume alcoholic beverages either upon the premises of the university or in the university's vehicles.
 - Employees shall not abuse alcohol off-duty if it results in excessive absenteeism or tardiness or poor work performance.
 - Employees shall not illegally use or illegally possess prescription drugs on the university's premises. It is a violation of this policy for an employee to use prescription drugs not prescribed for them or for employees to use prescription drugs except in the manner, combination, and quantity prescribed.
 - Employees whose job duties require operation or working near motor vehicles or potentially dangerous machines, or equipment shall immediately notify their supervisor if their prescription medications may affect their ability to operate or work near motor vehicles or potentially dangerous equipment.
 - Employees shall not unlawfully use, manufacture, distribute, dispense, or possess a controlled substance on the university's premises, or off duty.
 - Employees shall not refuse to submit to an alcohol or drug test when requested by a supervisor. Supervisors shall not require a drug or alcohol test except after consulting with HR or general counsel.
 - Employees shall not alter or attempt to alter a sample submitted for testing under this policy, nor may employees submit a sample which is not the employee's sample.
 - Employees shall not refuse to sign the Certification and Declaration indicating receipt of and agreement to abide by this policy.
 - Any employee who is arrested or convicted for a violation of a criminal drug statute or the abuse of alcohol on or off duty must immediately notify his or her supervisor within 48 hours

of such arrest or conviction. Failure to notify a supervisor will result in immediate discipline, up to and including termination of employment.

- Employees shall not engage in any conduct punishable as a drug or alcohol related crime.
- Employees are not to use drugs or alcohol during lunch or on breaks while working.

3. Equipment and motor vehicle operators

Prescription medication. Employees who work near or operate motor vehicles or potentially dangerous machinery or equipment are required to ask their physicians whether prescription drugs will affect their ability to operate or work near motor vehicles or potentially dangerous machinery or equipment and shall immediately notify their supervisor if their prescription medications may affect their ability to operate or work near motor vehicles or potentially dangerous equipment.

Doctor's certificate. An employee who, pursuant to a doctor's order, is using prescription drugs while on duty or during any day on which the employee is scheduled to work, shall supply his supervisor with a doctor's certificate which authorizes him to continue working with motor vehicles or potentially dangerous machinery or equipment while using the prescribed drug. Supervisors shall submit a copy of this doctor's certificate to the HR department.

Leave of absence or reassignment. Any employee who works with motor vehicles or potentially dangerous machinery or equipment and is unable to obtain a doctor's certificate which authorizes him to operate or work near motor vehicles or potentially dangerous machinery or equipment while taking prescribed medication shall be placed on leave of absence while using the prescribed drug, unless other suitable work is available which does not involve the operation of or working near motor vehicles or potentially dangerous machinery or equipment. The assignment of such alternative work shall be at the sole discretion of the university.

4. Post Injury/Accident Testing

The university is particularly concerned with promoting health and safety. As a result, if an employee sustains an injury or accident on the job for which any professional medical attention is required, the employee will be subject to an alcohol and drug screen, to be taken as soon after the injury or accident as possible under the following circumstances:

- Employees having an accident while operating a university owned motor vehicle, including a golf cart or other motorized vehicles.
- Employees having an accident while operating a university owned piece of equipment.

If an employee is thought to be involved in causing an accident, but is not injured, he or she will also be subject to a drug screen.

5. Reasonable Suspicion

All employees shall be asked to take an alcohol and drug screen when an incident of erratic and unusual behavior has been documented based on the employee's appearance, behavior and/or performance. Supervisors should consult with HR or general counsel prior to requiring an employee to take an alcohol and drug screen.

6. Written acknowledgement of policy

All employees shall acknowledge in writing on a form as set forth in this manual that they have read and understand this Substance Abuse Policy. A refusal to take a drug screen as required herein will result in disciplinary action, up to and including termination. Anyone selected for a drug test pursuant to these policies will be provided the appropriate notice as required by law.

Y. TELECOMMUTING/WORKING FROM HOME

Unless otherwise indicated in an employment contract, flexible work arrangement, or position description, employees are hired to work onsite at various Campbell University campuses. Working remotely during normal work hours is prohibited without the written consent of an employee's immediate supervisor, the human resources director, and the employee's respective vice president. Such instances must be on a temporary basis and for a defined period of time. This policy does not apply to online education faculty.

Z. TELEPHONE COURTESY AND USAGE

The response to a caller over the telephone is just as important as the treatment accorded a person anywhere on campus. Properly used, the telephone is a means of building goodwill and promoting the university.

The following are reminders about good telephone techniques: We have a one call answer policy. The first person that talks to a caller is responsible for making sure their question is answered. Even if it is a wrong department or number. Stay with that person until they get the party they need. Get their number and call back if necessary.

1. Answer promptly.
2. Speak distinctly and pleasantly.
3. Identify yourself and your department.
4. Get all the facts necessary to answer the caller's questions or request for service.
5. If the caller's request requires you to leave the telephone for more than one minute, offer to return the call when you have obtained the information required and do so promptly.
6. Say "thank-you" and "goodbye" and press the receiver down gently.

The university's telephone is meant for business use. Personal calls should be limited. Long distance toll calls for other than business use are not allowed. Employee abuse of this policy may lead to discipline, up to and including discharge and/or the reimbursement of any telephone charges incurred by the university.

AA. TITLE IX VIOLATIONS REPORTING

Campbell University does not discriminate on the basis of sex or gender and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the 1972 Education Amendments Act ("Title IX").

Title IX protects employees, students, and third parties from sex discrimination by employees, students, and third parties.

Sex discrimination under Title IX includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation and gender identity. Sex

discrimination can be expressed in two ways: non-harassment sex discrimination and sex-based harassment.

Non-harassment sex discrimination may include, but is not limited to, differential treatment, failure to provide reasonable modifications for pregnancy and related conditions, and retaliation.

Sex-based harassment may include quid pro quo harassment, hostile environment harassment, and specific offenses (sexual assault, dating violence, domestic violence, and stalking).

Any employee, student, or third party who believes they have been subjected to sex discrimination with regard to any education program or activity that the university operates should contact the university's Director of Compliance & Title IX Coordinator.

In addition, all university employees (which includes all faculty and staff, graduate assistants, community managers, and community assistants) are considered mandated reporters under Title IX, except designated confidential employees (which includes health care providers employed by the university health center, campus ministers, and behavioral health counselors). Mandated reporters are obligated by this policy to share knowledge, notice, and/or reports of harassment, discrimination, or retaliation with the Title IX Coordinator.

Any employee who experiences sex discrimination or is aware of or observes a violation of Title IX should immediately report the same to the Title IX Coordinator. The procedures that will be used to investigate and conduct any hearings regarding the reported or alleged violations may be found in the Student Handbook located on Campbell University's website. If sexual violence is involved, Campus Safety should be immediately notified at 910-893-1911. Employees or students will not suffer retaliation for reporting violations of this policy.

BB. TOBACCO/E-CIGARETTE USE

This policy addresses all tobacco or similar products including, but not limited to cigarettes, pipes, cigars, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and smokeless tobacco.

- Smoking and the use of all tobacco products is prohibited in all university owned buildings, vehicles, and carts.
- Smoking and the use of all tobacco products is not allowed within **fifty feet (50')** of any building including steps, stairways, doors, windows, or air intake systems.
- The health science campus on Highway 421 is a **tobacco-free campus.**
- Employees violating this policy will be subject to discipline, up to and including termination of employment.

CC. UNLAWFUL HARASSMENT POLICY

The university will not tolerate any unlawful harassment of employees, students, or visitors, including harassment based on an individual's race, color, sex, sexual orientation, gender identity or expression, age, ethnicity or national origin, religion, disability, genetic information, protected veteran or military status and any other characteristic protected by law, except where appropriate and authorized by law. Any employee who engages in any form of unlawful harassment will be disciplined. Discipline may include, but is not limited to, transfer, demotion, suspension, or

termination. The university also prohibits retaliation of any type against an employee for reporting any type of unlawful harassment or participating as a witness in an investigation of a complaint of harassment.

The university does not tolerate harassment in the form of a hostile work environment. A hostile work environment is defined as unwelcome conduct based on race, religion, sex, national origin, age, disability, or veteran or military status sufficiently severe or pervasive to alter conditions of an employee's employment and create an abusive work environment.

The university also strictly prohibits sexual harassment in any form. Sexual harassment is broadly defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

If you feel that you have been unlawfully harassed at work, or if you feel a fellow employee is being unlawfully harassed, the university requires reports of any such acts to be reported to your supervisor and they will be investigated promptly and thoroughly. If possible, such notice should be in writing (signed and dated), stating the date, place, time, nature of the harassment, and the name(s) and position(s) of the offending party and any witnesses to the alleged harassment. If you feel the supervisor is involved in any way or if you are uncomfortable discussing the situation with your supervisor, notify the university's general counsel or the human resources director.

The employee who reports unlawful harassment will generally be advised of the results of the investigation. With the consent of the parties, mediation may be used. To the greatest extent possible, the university will attempt to maintain the confidentiality of any harassment investigation. The disclosure of any information relating to a charge of unlawful harassment will be made only on a need-to-know basis.

DD. VEHICLE USE POLICY

1. University Vehicles Procedures for Using a Vehicle from the University Motor Pool

a. Before any employee is authorized to drive a university vehicle, including university-owned golf carts, Kubotas, or motorized equipment, the employee must be pre-approved by Campbell University's insurance carrier and comply with motor pool guidelines or requirements. This includes:

- A driving History Questionnaire completed and signed by the department head.
- A MVR (motor vehicles record) obtained by the University's insurance company. If you have an out of state license, you will be required to provide an MVR from the state issuing your license. Please allow 48 hours for processing time.
- Anyone assigned to drive a university van must complete an alert driving program, which consists of computer and driving tests.

To be eligible to drive a university vehicle, individuals must complete an application through Facilities Management, submit a copy of their driver's license, and be at least 21 years of age *prior to driving a university vehicle*. Individuals are only allowed to drive a university

vehicle if they have a valid U.S. driver's license and a clean driving record for at least the prior three (3) years. A clean driving record means the individual: (1) has not been held at fault for a car accident; (2) has not been arrested on charges of violating vehicle and traffic laws; (3) has no major moving violations on their record; or (4) has not accumulated excessive minor moving violations on their record. Motor Vehicle Record checks will be performed on all drivers on at least an annual basis. Campbell University can assign and revoke access to university vehicles at its discretion.

- b. The insurance application and van driver qualifications may be found on the facilities management website along with instructions on reserving vehicles and the procedures for pick up and drop off.

NOTE: University-owned golf carts and Kubotas are not approved for driving on public roads. Individuals driving golf carts and Kubotas on public roads will have their driving privilege suspended and may be subject to disciplinary action.

2. UNIVERSITY DRIVING RULES

- Obey traffic laws in your jurisdiction and be courteous toward other drivers.
- Document driving expenses.
- Monitor gas, tire pressure, and fluid levels.
- Report any damage or problems with your assigned vehicle immediately to the auto/grounds manager. **Failure to report damage to the assigned vehicle within 24 hours will result in suspension of driving privileges and may result in further disciplinary action.**
- Report changes to your driver privileges, such as driver's license suspension, immediately to the HR.
- Always lock university cars.
- Bring the vehicle to scheduled maintenance appointments.
- Do not drive while intoxicated, fatigued, or on medication that affects your driving ability.
- Do not smoke in any university vehicle.
- Do not lease, sell, or lend a university vehicle.
- Do not use a phone or text while driving unless hands free capability is available.
- Do not allow unauthorized drivers to use a university vehicle unless required by in an emergency.
- Fuel should only be charged for business purposes through using a university issued Wex card.

3. ACCIDENT PROCEDURES

- In case of an accident, seek medical attention, if necessary, by calling 911.
- The driver must contact the facilities auto/grounds manager immediately. The auto/grounds manager will contact the university's insurance provider.
- Report the accident to local police and request that an accident report be completed. Follow legal guidelines for exchanging information with other drivers. Do not guarantee payment or accept responsibility without university authorization.
- If the accident occurs while an authorized person is using the vehicle for personal use, the driver's liability insurance is considered the primary coverage, and the driver must contact his/her insurance provider immediately.
- Employees or students who receive traffic tickets while driving university vehicles are responsible for paying their own fines.

- The university will not post bail for employees or students who are arrested while driving university vehicles.

4. Personal Vehicles and Rentals

Personal cars and rental cars should be used only with the permission of the employee's supervisor and only after consulting the procurement director for approval.

EE. VISITORS IN THE WORKPLACE

Employees are not permitted to bring unauthorized visitors to their work site without the express permission of the department head. Exceptions should be for temporary or extraordinary circumstances. Family members and other visitors who arrive at the workplace should be asked to wait in a public or other common area until an employee is able to take a scheduled break or has finished their shift. Under no circumstances should a non-employee be permitted to work, operate equipment, be in proximity to operating equipment, or drive a Campbell University vehicle. Employees violating this policy will be subject to discipline, up to and including termination of employment.

FF. VOTING

Voting is a community responsibility, and employees are strongly urged to vote in every election. Since polls are open prior to and after work hours and early voting is offered, time off for voting is not necessary.

GG. WHISTLEBLOWER POLICY

1. Statement of policy.

- (a) Campbell University employees are encouraged to report verbally or in writing to their supervisor, department head, or other appropriate authority, evidence of activity by an employee constituting:
 - (1) A violation of state or federal law, rule or regulation or a university policy.
 - (2) Fraud.
 - (3) Misappropriation of university resources.
 - (4) Substantial and specific danger to the public health and safety; or
 - (5) Gross mismanagement, a gross waste of money, or gross abuse of authority.

2. Protection from retaliation.

- (a) No employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any activity described in section 1, unless the employee knows or has reason to believe that the report is inaccurate.
- (b) No employee shall retaliate against another employee because the employee, or a person acting on behalf of the employee, reports or is about to report, verbally or in writing, any activity described in section 1.
- (c) No employee exercising supervisory authority shall discharge, threaten, or otherwise discriminate against an employee regarding the employee's compensation, terms,

conditions, location, or privileges of employment because the employee has refused to carry out a directive which in fact constitutes a violation of state or federal law, rule or regulation or poses a substantial and specific danger to the public health and safety.

- (d) No employee shall retaliate against another employee because the employee has refused to carry out a directive which may constitute a violation of state or federal law, rule, or regulation, or poses a substantial and specific danger to the public health and safety.

HH. WORKPLACE VIOLENCE

1. Policy

Violent behavior in the Campbell University workplace is prohibited and will not be tolerated. It is a violation of this policy to engage in workplace violence as defined herein or to brandish or possess a weapon as prohibited by the university's policy against possession of weapons.

2. Definition of workplace violence

- a. *Workplace violence* includes, but is not limited to, intimidation, threats, aggressive or threatening behavior, physical attack or property damage, and other such acts occurring in or arising out of the workplace or while conducting university business.
- b. *Intimidation*: Includes but is not limited to stalking or engaging in actions intended to frighten, coerce, or induce involuntary acquiescence by the person being intimidated.
- c. *Threat*: The verbal or non-verbal expression of intent to cause harm. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or proposed to occur in the future.
- d. *Physical Attack*: Unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, or throwing objects.
- e. *Property Damage*: Intentional damage to property, which includes property owned by the university, or its employees, students, visitors, or vendors.

3. Procedures

- a. A university employee or student who experiences or has observed an act believed to constitute workplace violence is to report such immediately to the director of human resources and, if necessary, to campus safety. The violence should be reported regardless of the relationship between the actor and the reporter; the act need not be reported to the reporter's supervisor or to the person believed to be engaging in the violent behavior. All reports of such acts will be investigated by the human resources director, or their designee, and campus safety if necessary.
- b. Employees or students found to have engaged in workplace violence are subject to disciplinary action up to and including termination and expulsion and may be reported to law enforcement authorities. Non-employees found to have engaged in such acts on university property are subject to immediate removal from the property and may be reported to law enforcement authorities.
- c. Victims of workplace violence may be referred to the university counseling center or the university's employee assistance program (EAP).
- d. An employee or student who has obtained a judicial protective or restraining order shall immediately advise the office of campus safety of such fact.

e. Inquiries from the media about any incident of workplace violence should be directed to the university communications and marketing department.

4. Retaliation prohibited

Retaliation against persons who in good faith report or participate in the investigation of perceived acts of workplace violence or violations of this policy is prohibited.

VIII. APPROVAL OF PERSONNEL MANUAL

A. CHANGES IN THE PERSONNEL MANUAL

The administration or the board of trustees of the university may revise by addition, reduction, correction, deletion, or upgrading any part or parts of the material in this manual.

Any changes made in the materials now covered or in those that may be covered in the future will be published as changes to the manual. The most updated version should be available for download from the HR website on the Campbell University webpage.

B. RECEIPT OF PERSONNEL MANUAL

Each employee shall acknowledge receipt of this manual in writing, electronically, or on a form as prescribed herein.

C. FORMS

- 1. RECEIPT FOR PERSONNEL MANUAL (See page)**
- 2. SUBSTANCE ABUSE POLICY ACKNOWLEDGEMENT (See page)**
- 3. DRUG TESTING NOTICES (See page)**
- 4. FACULTY/STAFF EXIT PROCEDURE FORM (See page)**



RECEIPT FOR PERSONNEL MANUAL

Employees may either indicate acceptance of the Personnel Manual online or by signing the following:

I have received a copy of the Campbell University Personnel Manual and understand that I am required to read it and become familiar with its procedures. I understand that I am employed “at-will,” both during and after the completion of the introductory employment period, which means that I can be discharged or resign at any time, with or without notice or cause. I also understand that the university retains the right to rescind, change or modify all of the policies and procedures contained in this manual without prior notice. While I may receive promotions, raises, and the like during my employment, such employment decisions do not change the “at-will” nature of the employment relationship. The “at-will” nature of this employment relationship may not be changed except in writing and signed by both me and a duly authorized representative of the university.

Employee Signature

Date

Employee Printed Name

Date

Employee ID #



SUBSTANCE ABUSE POLICY ACKNOWLEDGEMENT

It is the policy of the university to provide employees with a working environment free of problems associated with substance abuse. Accordingly, employees of the university are prohibited from engaging in the following conduct: (1) the unlawful use of drugs, (2) manufacturing, distributing, dispensing, using, or possessing controlled substances on the university’s premises, or on or off duty; (3) the use of alcohol on duty; (4) the abuse of alcohol off duty which adversely affects the employee’s job performance; and (5) any off duty conduct related to the illegal use or possession of drugs or abuse of alcohol which reflects adversely on the reputation of the university in the community. Employees who engage in the prohibited conduct identified above will receive discipline, up to and including termination of employment.

In order to effectuate this Substance Abuse Policy, the university may, in its sole discretion, require employees to submit to substance abuse testing upon request. Failure to submit to a substance abuse test when requested by a supervisor or alteration or attempted alteration of a sample submitted for substance abuse testing will result in discipline, up to and including termination of employment.

Any employee who is arrested or convicted for violation of a criminal drug statute or the abuse of alcohol on or off duty must immediately notify his or her supervisor within 48 hours of such arrest or conviction. Failure to notify a supervisor will result in immediate discipline, up to and including termination of employment.

Please sign this document in the space provided below to reflect the fact that you have read, understand, and agree to abide by this Substance Abuse Policy.

Employee Signature

Date

Employee Printed Name

Date

Witness signature

Date

Witness Printed Name

Date



**N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT
INITIAL NOTICE TO EMPLOYEES/APPLICANTS**

In accordance with our company policy, you have been selected for a POST ACCIDENT /RANDOM controlled substance test. In accordance with 13 NCAC 20.0401, this Notice explains your rights and responsibilities under the N.C. Controlled Substance Examination Regulation Act (“CSERA”) (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You may refuse this test; however, your job or employment opportunity may be in jeopardy.
- Although applicants may be screened by means of a “Quick Test,” any positive results must be confirmed by an approved lab using gas chromatography with mass spectrometry (GS/MS) or equivalent scientifically accepted method before hiring decisions are made.
- Current employees cannot be screened by means of a “Quick Test.”
- An approved laboratory must perform testing of samples.
- You can request a “re-test” of any positive sample. Re-tests must be of the same sample and must be paid for by the employee.
- You can file a complaint with the N.C. Department of Labor – Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer’s requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

Employee _____ Date _____

Employer Representative _____

Disclaimer: The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained



C O N F I D E N T I A L
N.C. CONTROLLED SUBSTANCE EXAMINATION REGULATION ACT
POST-TEST NOTICE TO EMPLOYEES/APPLICANTS

The sample you provided on _____, as required by our company policy and the N.C. Controlled Substance Examination Regulation Act (“CSERA”), has tested positive for _____.

We were notified of this positive result on _____. In accordance with 13 NCAC 20.0402, this Notice explains your rights and responsibilities under the CSERA (Chapter 95, Article 20 of the N.C. General Statutes) and the corresponding administrative rules (Title 13, Chapter 20 of the N.C. Administrative Code).

- You must be given written notice of any positive result of a controlled substance examination within thirty (30) days of employer notification of the positive result.
- You must be given a copy of this Notice or other written notice of your rights and responsibilities regarding re-testing.
- You may request, in writing, a re-test of the above sample at the same or other approved laboratory with ninety (90) days of the date you are notified of the result. You must pay all expenses associated with the re-test.
- Results of controlled substance examinations, medical histories and use of lawful prescription drugs must be kept confidential by the employer.
- You can file a complaint with the N.C. Department of Labor – Wage and Hour Bureau at (919) 807-2796 or 1-800-NC-LABOR if you believe procedural requirements of the CSERA were violated. The Department has no jurisdiction regarding an employer’s requirement for controlled substance testing or its decisions regarding results of controlled substance testing.

Employee _____ Date _____

Employer Representative _____

Disclaimer: The foregoing information is presented solely for the convenience of the reader and is not intended to replace any official source. Under no circumstances shall the Department of Labor be liable for any actions taken or omissions made from reliance on any information contained herein



Faculty/Staff Exit Processing Form

As part of separation from Campbell University, employees are required to return any university property that was issued to them as a result of their employment with Campbell University. Supervisors must work with the departing employee to complete this form. **This completed form must be returned to the HR Department.**

Employee Printed Name	Date
Employee Department	Employee Position
Employee ID #	Last Day of Work

Employee's forwarding address: _____

FACULTY ONLY: Academic Records: ___ YES ___ NO Grades Turned in (Records Office)

SALARIED STAFF ONLY:

_____ Unused accrued vacation hours **Supervisor's Signature** _____ **Date** _____
 (Contact Payroll for further assistance)

FACULTY, SALARIED AND HOURLY STAFF:

(Each department shall complete the blanks below and the employee's supervisor should then print and sign their name to verify that all signatures have been obtained. Mark N/A if not applicable)

Completed?	Yes	No	Task	Responsible Party	Signature
			Complete Notice of Termination (NOT) form -This form will route to ITS for removing system access, HR for benefits cancellation and COBRA notification and Payroll for notification of final pay check)	Supervisor	
			Return all University Property (Computer, Cell, Laptop & Credit Card, etc.)	Supervisor	
			Disable Department Based Software Access	Supervisor	
			Return ID card – Supervisor should send ID to HR	Supervisor	
			Clear Tuition Assistance	Financial Aid Office	
			Return Keys / Disable Building Access	Facilities Management	

Supervisor Printed Name _____ **Signature** _____

Final Paycheck will be sent to your direct deposit account. Direct deposit account will be discontinued after final paycheck.

HR DEPARTMENT USE ONLY:

YES _____ NO _____ Final Payment Authorized (HR)

Processed By:

 Printed Name _____
 Date

 Signature