

2022

# Employee Handbook



Office of Human Resources

## TABLE OF CONTENTS

<b>Introduction</b> .....	3
Effective date.....	3
Notice to Employees.....	3
Purpose of the Handbook.....	3
<b>Section 1 – Guiding Principles</b> .....	4
Welcome and Letter from the President.....	4
About Life University.....	5
The Mission of Life University.....	5
Vision.....	5
8 Core Proficiencies.....	5 - 6
Our Employment Philosophy.....	7
Life University Honor Code and Standards of Conduct.....	7 - 11
Honor Code.....	7 - 8
Ethical Obligation to Report Employee Honor Code Violations.....	8
Standards of Conduct.....	8 - 11
Equal Employment Opportunity.....	11
Civility in the Workplace Policies and Complaint Procedures.....	11 - 13
Grievance Process.....	13
Conflicts of Interest.....	13
Commonly Used Acronyms and Terminology.....	13
<b>Section 2 – Employment Policies &amp; Practices</b> .....	14
Drug Free Schools, Community, and Workplace Policy.....	14 - 15
Parking.....	15
Additional Parking Information (Handicapped).....	15
Employment Categories, Classifications, and Assessments.....	16
Promotions and Transfers.....	17
Request for Employment and Student Information.....	17
Intellectual Property.....	17
Ownership of Intellectual Property.....	17
<b>Section 3 – Employee Benefits</b> .....	18
HIPAA.....	18
Insurance Programs.....	18
Section 125 Plans.....	18
Dependent Care FSA.....	19
Full FSA.....	19
Limited FSA.....	19
Life Insurance.....	19
Income Replacement Insurance.....	19
Voluntary Long-term Care.....	20
Health Spending Account (HSA).....	20
Retirement Savings (401k).....	20
Additional Benefits.....	20 - 22
<b>Section 4 – Employee Compensation</b> .....	22
University Practices.....	22 - 23
Job Posting.....	23
Overtime.....	23
Compensation Dates.....	23
Compensation Adjustments.....	23 - 24
Timekeeping System.....	24

Work Schedules.....	24
Holidays.....	24
Personal Days.....	25
Vacation Days.....	25
Rest Periods/Breaks.....	25
Miscellaneous Leave Information.....	25 - 26
Note Regarding Leave.....	26
Bereavement Leave.....	26
Educational Leave.....	26
Family and Medical Leave Act (FMLA).....	27 - 28
Inclement Weather University Closing.....	28
Jury Duty Leave.....	28 - 29
Leave of Absence.....	29
Military Leave.....	29
Religious Observances.....	29
<b>Section 5 – Employee Responsibilities.....</b>	<b>30</b>
Attendance.....	30
Performance Engagement Program (PEP).....	30
Progressive Performance Improvement Plan.....	30
Change of Address/Telephone/Name.....	30
Computer Use Policy.....	31
Confidentiality.....	31 - 32
Dress and Personal Appearance.....	32
Employee Debt Obligation.....	32
No Solicitation.....	32 - 33
Personal Property.....	33
Employee Records Management and Personnel Files.....	33
Political Activities.....	33
Social Media.....	33 - 34
Telephone Usage.....	34
Travel Policy.....	34
Travel Time.....	34 - 35
University Drivers.....	35
Visitors and Minors in the Workplace.....	35
Animals in the Workplace.....	35
Campus Safety.....	35 - 36
Accident Prevention.....	36
Emergency Response.....	36
Key to Campus Facilities.....	36 - 37
Security and Access to Campus Facilities.....	37
Severe Weather.....	37
Temporary Protective Order/Restraining Order Policy.....	37
Workers Compensation.....	37
Separation from Employment.....	38
Death or Disability.....	39
Exit Interviews.....	39
Final Paychecks and Unemployment Insurance.....	39
<b>Appendix A – Accrual Tables.....</b>	<b>40</b>
<b>Appendix B – Acronyms &amp; Commonly Used Terminology.....</b>	<b>41 - 46</b>
<b>Acknowledgment of Receipt.....</b>	<b>47</b>
<b>Acknowledgment Signature Page.....</b>	<b>48</b>

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# EMPLOYEE HANDBOOK

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**Effective January 1, 2022**

## **NOTICE TO EMPLOYEES**

From time to time, it becomes necessary to review, revise, and communicate updates and relevant information contained in the Employee Handbook. This Employee Handbook (Handbook) replaces and supersedes any previous Handbook published and issued by the University. To ensure appropriate communication occurs, every employee is responsible for reading and acknowledging the content and receipt of this Handbook. The Handbook is available online here: <https://www.life.edu/about-pages/human-resources/office-of-human-resources/>. Handbook Acknowledgement Forms will be delivered, signed, and processed by the Office of Human Resources electronically upon hire, and when revisions occur thereafter.

## **PURPOSE OF THE HANDBOOK**

Life University is proud of its philosophy, reputation, and culture and strives to freely share expectations that underscore and support lasting purpose. This Handbook was prepared as an introduction to our culture, employee benefits, rights and responsibilities, and to assist you in finding answers to questions you may have to explain your employment. Please take the necessary time for a thorough review. This Handbook may contain general information and broad guidelines. Should you have questions about your individual eligibility for a particular benefit or about how a particular policy or practice relates to you, you should direct these to the Office of Human Resources.

This handbook does not confer any contractual right, either express or implied, to remain in the University's employ and does not alter the at-will nature of employment. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the University, or you may resign for any reason at any time with prior written notice. This handbook states only general University guidelines. Although the University intends that the benefits, policies, and regulations outlined in this handbook will generally remain in effect, the University reserves the right to amend, curtail or to otherwise revise the benefits, policies, or regulations outlined. Some subjects described in this handbook are covered in further detail in official and governing policy documents.

## Section 1 - Guiding Principles

### Welcome and Letter from the President

Dear Life U Employees,

I want to personally take this opportunity to thank you for your dedication to Life U and for being a part of what makes our University such a wonderful place at which to work. Life U is a place that offers the full breadth of a traditional collegiate setting, from beautiful campus aesthetics and facilities to a distinct academic and campus life experience. Ultimately, our collective job is to provide students with the opportunity to have an enriching educational experience, from their time in the classrooms, study halls and clinics, to their involvement with clubs, organizations, and athletics. We must remember the vital role we have in maintaining this standard every day.

Life U continues to evolve, and this change is what keeps us from growing complacent. We are always striving to serve better, give better, love better, and do better. As we begin to fulfill the initiatives laid out in our 2040 Strategic Plan, I encourage you to always celebrate our achievements while remembering there is still much work to do on the horizon to achieve our goals.

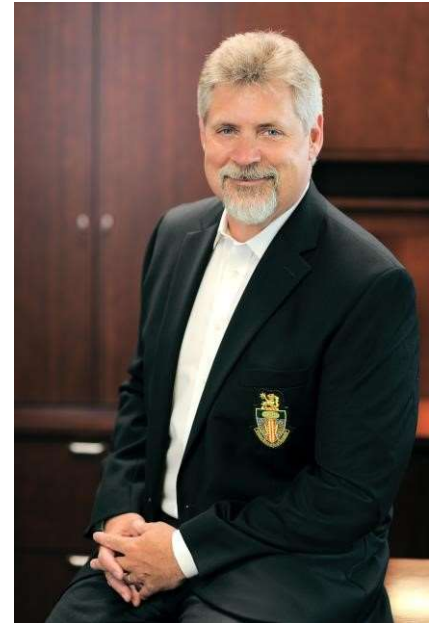
Our LIFE community is rapidly changing as we continue to fulfill the initiatives laid out in our 2040 Strategic Plan. Despite the many accomplishments collectively achieved to date, there is still much work to do. Our continued success depends in no small part on you and your ongoing commitment to serve in fulfilling the responsibilities of your position. We simply cannot do it without you!

On behalf of Life University's Leadership, I also want to welcome new employees to our community and thank you in advance for helping to shape a positive and supportive environment for our students, colleagues, alumni, and community..

Sincerely,



Robert Scott DC., Ph.D.  
President, Life University



## About Life University

Life University is home to a diverse community of learners, teachers, hard workers and innovators looking to make a positive difference in our communities, nation and world. We believe that all people are interconnected and that we serve a community larger than ourselves. In fact, it's the principle that our institution was founded upon, Lasting Purpose, that gives us this sense of responsibility and charges us To Give, To Do, To Love, To Serve — Out of a Sense of Abundance.

Additionally, Life University is known not just for serving, but for what it is we serve. We are a health sciences institution built on a philosophy that realizes that the body is more than bones, tissue, organs and blood; it contains a specific, guiding intelligence that aids its responses to outside interferences. This intelligence is called Vitalism, the understanding and principle that all organic systems in the universe are conscious, self-developing, self-maintaining, and self-healing. We believe this philosophy is worth spreading to the world, and although we are a relatively small University, we do just that through big initiatives.

And of course, we can only achieve our big goals if our academic foundation is thriving and producing the best vitalistic healthcare professionals in the world. That's why we are not satisfied with maintaining the status quo, as we are constantly evaluating and making improvements to our pedagogy, technology, and facilities to provide our students with all they need for success. By producing skilled graduates ready for the workforce and to serve their fellow man, Life University will help ensure that as many individuals as possible are functioning at their optimal potential.

## The Mission of Life University

The mission of Life University is to empower each student with the education, skills, and values to maximize the perfection within, based upon a vitalistic philosophy.

Life University is committed to a global vision and excellence in teaching, learning, and research, providing an exceptional student experience leading to a life of Integrity and Lasting Purpose.

## Vision

A world centered on vitalistic thinking and action.

## 8 Core Proficiencies

The University believes its staff, faculty and students can succeed by mastering a set of values and skills we call the Eight Core Life Proficiencies, or more importantly, Eight Ways to Great:

**Integrity and Citizenship.** Integrity provides the underpinning for the responsible exercise of our rights and responsibilities as human beings. Integrity leads to empowerment and excellence, while a lack of integrity results in mediocrity. Life University teaches students how to manage personal integrity and function as valued citizens within the academic, healthcare and larger communities.

**Leadership and Entrepreneurship.** Extensive research outlines the hallmarks of effective leadership. Life University draws on this body of knowledge and teaches students in all our degree programs how to apply it in an entrepreneurial setting to build a successful business or organization.

**Learning Theory/Critical Thinking.** Life University engages students in critical thinking by teaching them how to gather meaningful data, synthesize new information with existing knowledge, think independently and search for practical application of their knowledge in professional practice and daily life. We exhort our students to not only learn skills, but to also become innovators who contribute positively to their communities.

**Contemporary Scientific Paradigms.** For thousands of years, and especially since the work of Sir Isaac Newton, humankind's scientific understanding of the functioning of the universe has been based largely on a mechanistic model. Contemporary quantum physics opens the door to a much more vitalistic understanding of human dynamics. Life University exposes our students to the implications of these models, especially as they apply to research in health care.

**Philosophy of Human Existence & Healthcare Policy.** Healthcare systems evolve from healthcare philosophies. Although our most institutionalized systems today revolve around a mechanistic view of health, Life University sees the value in a vitalistic view of human function. With a growing body of evidence to support vitalistic concepts in the healthcare milieu, Life University is spearheading change that will revolutionize our nation's approach to health care and healthcare education. Our faculty clearly identify these key issues for students and teach them how to evaluate new information and direct professional dialogue that will lead to new healthcare policy.

**Communication & Relationship Theory/Skills.** An ability to communicate effectively and the capacity for building relationships with others are critical factors in personal, business and life success. These skills can be developed. Life University challenges its students to develop and utilize the skills of effective listening, empathy, interpersonal skills and public speaking to create clear communications and foster meaningful professional relationships with members of the public, patients, colleagues and key opinion leaders.

**Belief Systems & Performance.** Life University exposes its students to a range of contemporary intellectual approaches and technologies that will help them reach higher levels of performance and professional success. Students will learn criteria by which to judge the usefulness of certain technologies and their applicability to their learning styles.

**Integrative Change.** Because change is one of the few constants in today's professional environments, an educated person must learn how to evaluate, plan for and effectively use the element of change to impact controlled differences in the world. Life University exposes students to tested theories and concepts to help them evaluate their usefulness. Students also learn how people integrate and accept new philosophies and skills for communicating new concepts of health care.

## Our Employment Philosophy

We are committed to attracting and retaining great employees and want to make our workplace as productive and rewarding as possible. Life University employees are integral to the creation and maintenance of a thriving University community engendering collective and individual prosperity. We expect all employees to show our students and each other the highest level of civility and to be dedicated to the highest behavioral standards.

Life University promotes civility and diversity and prohibits hostility, harassment, and discrimination in any form. Life University takes care to specifically identify and prohibit unethical and unprofessional conduct and to provide clear expectations supported through guidelines, procedures, and policies.; however, the University realizes the list is not exhaustive and generally expects an exceptional level of professional decorum and ethical behavior.

## Life University Employee Honor Code and Standards of Conduct

### Honor Code

All members of the Life University community are entrusted with the responsibility of upholding ethical standards and values. Essential to the fundamental purpose of Life University is a personal commitment to the principles of Integrity and Citizenship.

As individuals and members of the Life University community, we commit ourselves to act with civility, honesty, and responsibility, and above all, with integrity and honor. We are accountable for all that we say, write and do. We commit ourselves to behave in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of the community. We are respectful of Life University property and the property of others. We will not tolerate a lack of civility for these values by anyone.

Life University recognizes five essential components to integrity and expects all employees to embrace these concepts and to live them on a daily basis, on and off campus:

**Responsibility.** Along with the rights of being a member of the Life University community comes the expectation of responsibility. Every member of the Life University community is charged with accountability for upholding the institution's core values and expectations. Every member of the Life University community is expected to exemplify the University's standards and practices.

**Civility.** At the core of the Life University community lies a deep regard for other human beings. Community members should hold each other in high regard and treat one another with civility. Employees show civility by valuing one another's goals and ideas, and by treating every member of the Life University community as a valued individual.

**Honesty.** Intellectual and personal honesty is the hallmark of Life University's endeavors to advance truth, and to gain deeper understanding of human health and behavior. Life University recognizes the centrality of both honesty and candor in all that we do.

**Trust.** Trust is integral to the successful functioning of the Life University community. Community members should enjoy a belief in the reliability of their coworkers, as professional relationships require trust.



**Fairness.** Life University provides fair evaluation and employment processes for all members of the Life University community. It is an important value at Life University to have processes spelled out clearly and administered equitably across the organization.

### Ethical Obligation to Report Employee Honor Code Violations

In those instances where a member of our community is not exemplifying behavior or conduct in accordance with the Honor Code, an obligation to report the observance exists. Employees should direct reports of any potential violations to their direct supervisor or to the Office of Human Resources. If you reasonably believe that an abuse of power, incivility, irresponsibility, lack of honesty or other potential violations of the Honor Code have occurred, you are encouraged to speak with your supervisor or the Office of Human Resources.

### Standards of Conduct

The Life University Standards of Conduct exist to create an awareness of behaviors that support the expectations of the University and provide examples of those which do not. The Standards of Conduct apply to all members of the Life University community. All employees are governed by this Handbook. Faculty members are also governed by the Faculty Handbook. Members of the Board of Trustees are governed by The Georgia Nonprofit Corporation Code, the Articles of Incorporation, the By-Laws and other policies of the Life University Board of Trustees. Life University expects its community members to recognize that, while personal differences may exist, the institutional values embodied in the Honor Code must always prevail. Life University has established expectations and procedures to support the following successful behaviors:

**Understands and avoids unbecoming, contentious, confrontational, and other conduct that creates a negative impact.**

**Disorderly Conduct.** Violations include, but are not limited to:

1. Any act that is lewd, indecent disruptive or that otherwise breaches the peace, regardless of intent, when such an act takes place on Life University premises or at any event sponsored or offered by Life University.
2. Engaging in conduct which is so disruptive as to infringe upon the rights of another member of the Life University community.

**Exhibits professionalism, respects varying boundaries, and maintains an environment free of harassing behavior.**

**Harassment.** Violations include, but are not limited to:

1. Any act, display, or communication that creates a hostile environment or causes emotional distress on the part of the person or persons to whom it is specifically directed.
2. Any attempt to repeatedly make contact with a person objections. This includes, but is not limited to, intentionally following another person on campus or in or about a public place or places.
3. Any unauthorized use of electronic or other devices to make an audio, video or digital record of any person while on Life University premises without their prior knowledge, and valid consent, when such a recording may cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom. This provision does not preclude Life University from engaging in surveillance for the purposes of providing a safe and secure environment for the members of the Life University community.

**Addresses concerns timely, utilizes processes and resources, and maintains an environment free of retaliatory behaviors.**

**Retaliation.** Adverse actions against a member of the Life University community for reporting prohibited behavior or for their participation in any process including, but not limited to, serving as a witness in conduct hearings.

**Avoids creating, instigating, and/or participating in acts of provocation and maintains a civil and respectful approach at all times.**

**Provocation.** Violations of the Honor Code include, but are not limited to:

1. Referring with perceived incivility and/or disrespect to any member of the Life University community.
2. Any act, display, or communication that may reasonably be expected to cause disruption. This includes, but is not limited to, the use of racial epithets or other patently offensive language in a manner that is likely to provoke an immediate breach of the peace.
3. Any display or communication, whether oral or visual, that encourages an audience to take immediate action, when such action may reasonably be expected to inflict harm upon a person or persons and/or cause damage to property.

**Understands obligation to report and exhibits behaviors that underscore a commitment to safety.**

**Endangerment.** Violations include, but are not limited to:

1. Any act, display, or communication that would cause a reasonable person to fear for their personal safety. This includes, but is not limited to, physical coercion and/or restraint.
2. Causing bodily harm to a person, or engaging in aggressive physical contact that would likely have caused bodily harm, despite the lack of any measurable harm.
3. Any act that directly or indirectly creates an actual/potential risk to the safety of a person or persons and/or the Life University community. This includes, but is not limited to, falsely reporting an emergency and/or engaging in the unauthorized possession, use or alteration of any Life University-owned emergency or safety equipment.

**Understands conduct policies and adheres to all safety requirements, including obligatory reporting and areas of heightened concern.**

**Hazing.** Violations include, but are not limited to:

Participation in and/or having knowledge of and failing to report any activity which produces or is likely to produce physical, mental, or emotional pain, discomfort, humiliation, or embarrassment, regardless of that person's willingness to participate in such activity in connection with or as a condition or precondition of promotion or reward.

**Exhibits civil behavior and regard for continuity, ensuring distractions, delays, and disruptions do not occur.**

**Interference.** Violations include, but are not limited to:

Any act that disrupts or interferes with any educational, clinical, administrative, or other aspect of Life University's operations. This provision is not intended to prohibit organized, peaceful and orderly protests.

**Exhibits sound judgement and adheres to policies, procedures, standards of conduct, and behavior expectations.**

**Violation of Life University Policies.** Violations include, but are not limited to:

1. Any unauthorized entry into, use, or occupation of Life University facilities that are locked, or otherwise restricted, or that have not been reserved for use through the proper Life University authorities.
2. Any failure to take reasonable steps to prevent one's guest or visitor to Life University from violating these Standards of Conduct. Anyone who allows such misconduct may also be held responsible for violating the appropriate Standards of Conduct.

3. Any act which is in violation of Life University policies not outlined in these Standards of Conduct. These include, but are not limited to, campus housing policies, discrimination policies, parking regulations, intellectual property policies, Title IX policies, Student Affairs policies, course syllabi, and policies governing the appropriate use of Life University technology.
4. Transporting anyone (other than one's spouse, dependent children, or parent) to and/or from Life University premises for the purpose of patient evaluation or care.
5. Advertising health care services other than as specifically defined as allowable by the state, Life University and/or clinic regulations.
6. Failing to suspend, terminate or limit the scope of involvement with a subordinate (patient, student, etc.) when personal problems or conflicts, or a personal relationship with the subordinate, interferes with or may interfere with the professional relationship.

**Conducts position responsibilities in an ethical manner, limiting unnecessary overuse, misuse, or exploitation of resources.**

**Theft.** Violations include, but are not limited to:

1. Any appropriation or possession of property (including intellectual property) by a member of the Life University community without the consent of the owner or person legally responsible for such property.
2. Any appropriation of items provided without charge when such appropriation exceeds reasonable limits and/or restrictions imposed by the owner or person legally responsible for such materials.
3. Any unauthorized utilization of labor and/or services provided by Life University.
4. Providing and/or copying printed or electronic materials not authorized by a Life University official. These include, but are not limited to, lab manuals, textbooks, workbooks, etc.

**Maintains University property in accordance with expectations and commitment to excellence.**

**Property Damage.** Violations include, but are not limited to:

1. Any act causing, or intended or likely to cause, damage to property, without the knowing and valid consent of the owner or person legally responsible for such property, regardless of intent.
2. Any intentional destruction, defacement, and/or unauthorized alteration of approved materials posted or distributed in accordance with Life University policies. This includes, but is not limited to, bulletin boards or the materials posted on them.

**Adheres to University policies and maintains knowledge of reporting obligations.**

**Weapons.** Violations include, but are not limited to:

1. The unauthorized carrying or possession of any type of weapon, firearm, ammunition, explosive, or illegal knife (any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade with the exception of kitchen knives inside University residence halls) on the premises of Life University is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. In addition, and for the safety of those in the University community, other prohibited items include, but are not limited to: paintball guns, projectile launchers including Air Soft®, BB guns/pistols, facsimiles of a weapon and fireworks. The possession of non-lethal self-defense instruments (such as Mace or pepper-spray) is not prohibited; however, the reckless or inappropriate use of such devices will be considered a violation of the Honor Code.

For purposes of this policy, the premises of Life University are defined as any property, building, or portion of a building or property that Life owns or occupies, whether on a temporary or permanent basis and any off-site premises where Life University is conducting any activity sponsored by the University. This includes all parking lots, parking areas, sidewalks and walkways, and all University vehicles and equipment. Nondiscrimination Policy

Life University is committed to providing a campus free from any and all forms of discrimination. We commit resources to providing nondiscrimination training to all employees upon hire and annually thereafter. The University complies with all federal and state law, and does not discriminate on the basis of race, color, gender, religion, national origin, age, sexual orientation, disability, medical condition, pregnancy, citizenship or veteran status. Additionally, the University prohibits sexual harassment and requires annual training. This nondiscrimination policy applies to all employment practices at Life University, and to the admission, access to, and treatment in Life University's programs.

## **Equal Employment Opportunity**

Life University is an Equal Opportunity Employer and complies with federal and state civil rights and nondiscrimination laws and is committed to a work environment in which all individuals are treated with equitable civility and dignity. Everyone has the right and expectation to work in an equitable, professional atmosphere. The University engenders/promotes equality, prohibits unlawful and discriminatory practices, and expects that relationships among persons in the workplace are free from bias, prejudice, and harassment. We are committed to maintaining a workforce that which reflects the true diversity of the communities and students we serve. We believe our policies underscore our utmost commitment that all employees are hired, promoted, and rewarded on the basis of skill, performance, and dedication without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran, or other legally protected characteristics in accordance with law.

This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training, and to all activities taking place at any University-controlled facility, regardless of location. Life University expressly prohibits any form of employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, veteran status or sex. No employee shall improperly interfere with the ability of employees to perform their expected job duties in a civil work environment. Any employees with questions or concerns about equality in the workplace are encouraged to bring these to the attention of the Office of Human Resources. The University will not allow any form of retaliation against individuals who raise issues of equal employment or discrimination. To ensure our workplace is free from artificial barriers, violation of this policy will lead to discipline, up to, and including, termination.

## **Civility in the Workplace Policies and Complaint Procedures**

The University has a Civility in the Workplace training platform and complies with federal and state civil rights laws and nondiscrimination laws, including Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act as Amended, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Genetic Information Nondiscrimination Act of 2008. The University prohibits all unlawful discrimination and harassment and therefore encourages reporting of all perceived incidents of unlawful discrimination. Complaints should be directed to Life University's Employee Relations Officer & Training Strategist at: HR@LIFE.edu. The University will promptly respond to all reports. Life University prohibits retaliation against any individual who reports discrimination, harassment, or who participates in an investigation. These policies apply to all applicants, employees or

vendors, whether related to conduct engaged in by fellow employees or someone not directly connected to Life University (e.g., an outside vendor, consultant, or customer). Complaints of discrimination may also be referred to the U.S. Equal Employment Opportunity Commission (EEOC); 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments).

At Life University, we believe employees who are familiar with workplace behaviors, both appropriate and inappropriate, are better situated for success. Therefore, it is important that employees understand expectations and likewise, what behaviors constitute workplace harassment and sexual harassment.

**Workplace Harassment** is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group.

**Sexual Harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Where the alleged conduct involves a student and is sexual in nature, or where sex (or gender/gender-identity) is the basis for the alleged discrimination, Title IX of the Education Amendments of 1972 (Title IX) controls. A report of this nature will immediately implicate the Life University Sexual Harassment and Gender-Based Harassment Policy (Title IX Policy), the lawful administration of which is the responsibility of the Title IX Coordinator. The University Title IX Policy and Procedures, including available resources and reporting options, are located online here: <https://www.life.edu/about-pages/title-ix/>

**Age Discrimination in Employment Act 1967 (ADEA).** The Age Discrimination in Employment Act of 1967 (ADEA) protects individuals who are 40 years of age or older from employment discrimination (with respect to any term, condition, or privilege of employment; including hiring, firing, promotion, layoff, compensation, benefits, job assignments, and training) based on age. ADEA applies alike to employees and job applicants.

**The Genetic Information Nondiscrimination Act of 2008 (GINA)** makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder, or condition of an individual's family members (i.e. an individual's family medical history).

**Persons with Disabilities.** The University complies with federal and state law, including the **Americans with Disabilities Act of 1990** and **Section 504 of the Rehabilitation Act of 1973** and accordingly provides reasonable accommodations where requested by persons with qualified disabilities. The accommodation process is interactive between the requestor and the University. Requests for accommodation may be made in writing or orally to Human Resources. Oral requests will be reflected in written record by Human Resources staff and must be signed by the requestor.

## Grievance Process

While uncommon, instances may occur in which individuals believe they have been subjected to conduct prohibited by the Employee Handbook, or who believe they have witnessed such conduct. In this circumstance, the individual should discuss their concerns with their immediate supervisor or with the Office of Human Resources. When possible, Life University encourages individuals who believe they are being subjected to such conduct to advise the offender that his or her behavior is unwelcome and request that it stop. Life University recognizes, however, that an individual may prefer, or it might be most appropriate, to pursue the matter formally. Although no fixed reporting period has been established, early reporting and intervention have shown to be most effective in resolving complaints and therefore, prompt reporting is encouraged.

Where appropriate, an investigation may be conducted and may include individual interviews with the parties involved and witnesses to the alleged conduct. To the extent possible, confidentiality will be maintained throughout the investigation.

## Conflicts of Interest

Employees must avoid or disclose conflicts of interest. These include any situation where there is potential for objective judgement to be jeopardized because of the existence of a personal relationship or knowledge of exclusive information, and the existence of outside obligations, including secondary employment, where the time commitment negatively affects professional function at the University. A conflict may also exist where an employee has access to University materials and is otherwise situated in a competitive position to the University.

Potential conflicts of interest must be resolved. Before engaging in any activity, transaction, or relationship that might give rise to a conflict of interest, or where a conflict emerges, employees should consult with their supervisor or the Office of Human Resources. Violations of this policy may result in discipline, including the possibility of termination.

## Commonly Used Acronyms and Terminology

Life University employs the use of many acronyms and terms unique to the University. A full list of these may be found at Appendix B.

## Section 2 – Employment Policies and Practices

### Drug-Free Schools, Community, and Workplace Policy

Pursuant to the Drug-Free Schools and Communities Act of 1986, and the Drug-Free Workplace Act of 1988, The University has adopted and implemented the following to prevent the use of illicit drugs and alcohol.

The University is committed to the health and well-being of its employees and those who receive University services and has an interest in serving and promoting the advancement of the general health of our society. Substance and alcohol abuse are dangerous to your health. The use of alcohol and non-prescription drugs in the workplace may affect an employee's ability to perform satisfactorily, the performance and wellbeing of other employees and students, and the University's ultimate function and reputation. For these reasons and others, the University requires the participation of all employees and students in maintaining a drug-free school and work environment.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (prescription or non-prescription) and alcohol are prohibited on all University properties, at University functions, during University business, and in vehicles.

Alcoholic beverages will be permitted at University events only with the permission of the President and notification of Campus Safety. Advertising of the event will not include specific references to the fact that alcoholic beverages will be provided. Student events where alcohol is consumed require verification of participants' legal drinking age. At any event where alcohol is served, non-alcoholic beverages must be continuously available in equal or greater quantity and food must be available as well. Alcoholic beverage service must stop at least 45 minutes before the event end and alternate transportation options should be provided.

Any employee or student worker who is convicted of a criminal violation involving illegal drugs or alcohol in the workplace is required to notify the Department of Human Resources within (5) days of the conviction.

**Violations.** Employees and student workers who are suspected of violating this policy on alcohol and drugs may be suspended without pay immediately, pending an investigation. If the investigation results in a determination that a violation of this policy on alcohol and drugs did occur, the violator shall be subject to disciplinary action up to and including termination and referral to legal authorities for prosecution.

**Employee Recovery Assistance.** The University recognizes alcohol and drug addiction as a treatable illness. Employees who are so diagnosed shall receive the same consideration and opportunity for treatment that is extended to those with other types of illnesses.

The University offers an Employee Assistance Program (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral, and short-term counseling for employees who need or request it. If an EAP referral to a treatment provider outside the EAP is necessary, costs may be covered by the employee's medical insurance, but the cost of such outside services is the employee's responsibility. Confidentiality is assured. No information regarding the nature of the personal problem will be made available to the employee's supervisors, nor will it be included in the permanent personnel file.

Participation in the EAP will not affect an employee's career advancement or employment, nor will it protect an employee from disciplinary action if substandard job performance continues. The EAP is a process used in conjunction with discipline; it is not a substitute for discipline. The EAP can be accessed by an employee through self-referral or through referral by a supervisor.

The University also offers resource information on various other means of employee assistance in our community, including but not limited to drug and alcohol rehabilitation programs. Employees are encouraged to use this resource file, which is physically located in the Office of Human Resources.

**Substance screening.** "Substance screening" means testing blood, urine, breath, saliva, or otherwise as reasonably deemed necessary to determine possession or impairment, and the completion of a substance questionnaire. All employees may be subject to substance screening where cause exists to suspect drug or alcohol use.

All applicants being considered for employment are required to submit to substance screening as a condition of employment. A detailed copy of this policy will be provided by the Office of Human Resources at orientation.

**Tobacco and Smoke Free Campus and Workplace.** Life University is committed to taking all practical measures to create a safe and healthy environment. The University has established this policy to promote the well-being and health awareness of employees by reducing the risk of tobacco-related illness in compliance with applicable laws and local codes. All students, staff, faculty and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic smoking devices (e.g. e-cigarettes or vapes) in all facilities and on all University property, including in University-owned vehicles.

## Parking

The Campus Safety Department issues employee vehicle decals and parking citations for parking violations. A current decal must be displayed on your vehicle. Regular parking is on a first-come basis. The University assumes no responsibility for damage to or loss from vehicles. For more information regarding on-campus parking and to obtain a campus map, visit: <https://www.life.edu/campus-life-pages/transportation/parking>.

## Additional Parking Information (Handicapped)

The University honors handicap placards and plates from all states. Employees in need of handicap parking must register at the Campus Safety office to obtain a decal that, in conjunction with their placard/plate, validates their use of handicap parking on campus.

It is the University's policy to ticket and impound vehicles occupying handicap parking spaces without displaying the proper placard or plate, or that are in violation of this policy. The University adheres to the requirements for handicap parking set forth in Section 40-6-222 of the Official Code of Georgia. Upon registering, the appropriate decal must be affixed to the vehicle.



## Employment Categories, Classifications, and Assessments

The University utilizes a categorical system to indicate position types and job classes. It is the intent of the University to reduce ambiguity and clarify with definitions the employment classifications so that employees fully understand their employment status and benefits eligibility class. Employment classifications are as follows:

### FLSA Categories:

**Non-Exempt** - employees whose work is covered by the Fair Labor Standards Act (“FLSA”). They are NOT exempt from the law’s requirements concerning minimum wage and overtime. Non-Exempt FLSA status is commonly referred to as “hourly”.

**Exempt** - employees exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs which meet the standards and criteria established under the FLSA by the US Department of Labor. Exempt FLSA status is commonly referred to as “salaried”.

### Employment Classifications:

**Regular, full-time** – employees who are not in a temporary status and who are regularly scheduled to work a full-time schedule of 30 or more hours per week. Generally, they are eligible for the full benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Regular, part-time** – employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule, but at least 20 hours each week. Regular, part-time employees are not eligible for benefits.

**Temporary, full-time** – employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work a full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment classification or status. Temporary, full-time employees are not eligible for benefits.

**Temporary, part-time** – employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project and who are temporarily scheduled to work less than the full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment classification or status. Temporary, part-time employees are not eligible for benefits.

### Assessments – Remote / Telecommuting Designation:

**Remote / Telecommuting Worksite Designation** - Life University also recognizes three distinct employment situations in regard to physical location: “remote,” “hybrid” and “onsite.” Whether a position is remote, hybrid or onsite is determined by the specific job responsibilities. Most positions require face-to-face interaction and are not suited for a remote work arrangement, including positions that require employees to use certain equipment that can’t be replicated at home, access documents available only in the workplace, or interact daily to provide administrative and/or operational support to an individual person, department, or program area. The Worksite Designation is indicated on the Job Description and questions relating to the assessment process should be directed to the Office of Human Resources.

## **Promotions and Transfers**

The University is committed to fostering a culture of employee engagement and positive career progression. In our efforts to further the development of the University workforce and community, we make every effort to fill vacant positions with current employees who meet the position qualifications, including supervisory and promotional opportunities. Employees are encouraged to explore vacant positions and career opportunities both within and outside of their current department. Interest in or application for a position vacancy will not affect employees' current position or status. Upon successful completion of 90-days of consecutive service, employees are eligible to apply for available positions within the University.

Faculty promotions and transfers are governed by Faculty Handbook (Section IV. Rights & Privileges of Faculty Members).

## **Request for Employment and Student Information**

Maintaining the privacy of our employees and students is our top priority. It is the policy of the University to protect the confidentiality of information on current and past employees and students. Requests for information on current and past employees should be forwarded to the Office of Human Resources and requests for information on current and past students should be forwarded to the Office of the Registrar.

## **Intellectual Property**

Life University supports an intellectual environment whereby creative efforts and innovations can be encouraged and rewarded, while still retaining for the University and its learning communities reasonable access to, and use of, the intellectual property created with the support and involvement of the University. The University supports the development, production, and dissemination of intellectual property by its faculty members, staff and students.

### **Ownership Of Intellectual Property.**

Faculty members are entitled to unencumbered ownership of their own intellectual work in accordance with Life University policies.

Intellectual Property created, made, or originated by a staff member in connection with his or her required job duties shall be the sole and exclusive property of the University. The staff member shall own Copyright of works and Patents of inventions created apart from his or her designated job responsibilities or as part of professional development activities apart from designated work tasks except as otherwise provided.

## **Section 3 – Employee Benefits**

The University recognizes that employee benefits are a large component of the overall compensation package and as such, encourages employees to give ample consideration and attention to selecting benefits.

Additionally, protecting privacy and refraining from the dissemination of any protected health information is our top priority and the cornerstone of the University's approach to security protocols regarding personally identifiable information.

## Health Insurance Portability and Accountability Act

**Health Insurance Portability and Accountability Act (HIPAA).** The Federal Health Insurance Portability and Accountability Act (HIPAA) protects the privacy of health care information. To meet HIPAA requirements, the University may require a signed Authorization of Release from employees who request help on health care benefit issues that may involve protected health information. Additionally, all information related to services obtained under the employer group medical plan is provided to the University in an aggregate, de-identified format in accordance with privacy practices.

## Insurance Programs

The University makes every effort to provide a comprehensive benefits package for its eligible, full-time employees. Occasionally, the University explores the insurance market and requests quotes from various carriers to determine if alternate carriers or product offerings are available at more competitive pricing. To serve this purpose, the University reserves the right to terminate, suspend, amend, withdraw, or modify coverage at any time; however, advance notice will be provided in the event changes and/or modifications occur with advanced notice.

Regular, full-time employees scheduled to work at least 30 hours per week are classified as 'Benefit Eligible'. Newly hired eligible employees must enroll within 30 days of their date of hire and elected coverages which are effective on the first day of the month following 30 full days of consecutive employment. Employees transferring from part-time to full-time status must enroll within 30 days of the effective date of the status change and elected coverages are effective on the first day of the month following 30 full days in the 'Benefit Eligible' status. Employees scheduled to work less than 30 hours per week are not eligible for non-mandatory benefits. However, all employees are afforded benefits including workers compensation, unemployment insurance, medicare match, etc.

Eligible full-time employees will enjoy a benefits package including, but not limited to medical, dental, vision, FSA, life and accidental death, long-term and short-term disability, and many other supplemental worksite coverages. For detailed information on eligibility and benefit offering, review the Benefits portion of the Office of Human Resources webpage or contact the Benefits staff directly.

Some life occurrences are considered qualifying events, such as the birth or adoption of a child, marriage, loss/gain of coverage, spouse open enrollment, divorce decrees, and other legal and court orders. Employees experiencing a qualifying event may have an opportunity to enroll, cancel, or change insurance elections by notifying Benefits staff no later than 30 days of the date on which the qualifying event occurred.

### Section 125 (Pre-tax) Plans

Employees are eligible to participate in the University's Salary Reduction Plans that allow payment of certain expenses with pre-tax dollars. The Salary Reduction Flexible Benefits Plans include:

Group medical, dental, and vision insurance for dependents, along with medical and dental insurance for the employee to supplement that provided by the University (cancer, dental, accident, critical illness, cancer indemnity, etc. and group term life insurance for dependent coverage. Summary plan description documents are available for your reference on the Benefits webpage or can be requested directly from the Office of Human Resources.:

### Dependent Care FSA

Dependent-care expense reimbursement not to exceed the applicable IRS maximum per year. The plan year runs from January 1 through December 31st of each year. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.

### Full FSA (Medical, Dental, & Vision)

A flexible spending account is available to facilitate medical expense reimbursement not to exceed the applicable IRS maximum per year. The plan year runs from January 1 through December 31st of each year. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.

### Limited FSA (Dental & Vision)

A limited flex-spending account is available for employees selecting the HSA account. The limited flex spending account can be used for dental and vision expenses only. Employees are offered the opportunity to participate in this plan upon employment and during open enrollment.

### Life Insurance

#### *Basic Employee*

**Accidental Death and Dismemberment Insurance.** Regular full-time employees scheduled to work at least 30 hours per week are covered by basic accidental death and dismemberment insurance, which is provided at no-cost by the University

#### *Voluntary Supplemental Employee & Family*

**Supplemental Insurance.** Additional supplemental insurance coverages, including spouse and dependent policies, are available at group rates paid through payroll deduction by the employee.

### Income Replacement Insurance

**Short Term Disability Insurance.** The University contributes toward the cost of a Short-Term Disability benefit (STD) for eligible full-time employees who have completed 12 full months of consecutive employment. The University's contribution amount is predetermined on an annual basis and communicated during the Open Enrollment period. STD runs concurrently with the Family Leave and Medical Act (FMLA) benefit and requires an unpaid 2-week elimination period, in which the employee is permitted to utilize personal leave to remain in a paid status. STD coverage is limited to 90 days of disability and all income replacement payments under STD will cease on the 90<sup>th</sup> day.

**Long Term Disability Insurance.** The University contributes toward the cost of a Long-Term Disability benefit (LTD) for eligible full-time employees. To participate in the guaranteed issue benefit, which does not require medical underwriting, eligible employees must elect LTD upon hire. Employees not electing coverage at the time of hire may enroll during an Open Enrollment Period by completing an Evidence of Insurability and medical questionnaire. The University's contribution amount is predetermined on an annual basis and communicated during the Open Enrollment period. LTD is coordinated with, and subsequent to continuity with the STD process. LTD runs concurrently with the Family Leave and Medical Act (FMLA) leave process.

## Voluntary Long-term Care

**Long-term Care Insurance.** The University provides an opportunity for employees to purchase long-term care insurance, which covers care at home or in a facility in the event of a disability. This benefit is available to you, your spouse, and other qualified relatives.

## Health Savings Account

**Health Savings Account (HSA).** When you enroll in one of the University's high-deductible medical insurance plans, you will have a HSA account set-up on your behalf with the University established banking institute. Based upon the coverage level selected (employee only, family, etc.), the University will contribute the prescribed amount for the applicable plan year and duration of the plan year remaining. Employees may elect to contribute additional funds via payroll deduction up to the IRS maximum limits.. An HSA is a federally insured and interest-accruing savings account into which you may contribute pre-tax dollars to cover deductibles and other medical fees. The University contributes annually to the HSA accounts and contributions are subject to change at the discretion of the University.

## Retirement Savings 401(k)

**Life University, Inc. 401(K) Savings Plan.** Full-time, exempt (salaried) employees will be automatically enrolled in the 401(k) Savings Plan 30 days after their hire date. If the employee does not elect an alternate deferral amount, Life University will automatically withhold a pre-determined percentage from the employees' bi-weekly pay and will deposit that amount into the employee's 401(k) plan as a salary deferral. Employee deferral amounts are always 100% vested, while University contributions are subject to a vesting schedule. The University evaluates the plan annually to determine matching percentages, and if applicable, contribution strategies. The University reserves the right to withhold a match in certain prescribed circumstances.

## Additional Benefits

**Discount Programs.** Discounts are offered for: Dell, Sears, Wireless Carriers, local attractions, and many local partners. For detailed information, please go to the Office of Human Resources webpage and reference, "Discount Programs."

**Credit Union.** Employees are eligible for membership in the Credit Union of Georgia. A wide variety of banking services are offered and may be reviewed on the bank website: [www.CUofGA.org](http://www.CUofGA.org).

**Chiropractic Care.** All full-time employees of the University and their spouses and children 18 or younger are provided complementary routine chiropractic care through the University outpatient clinic. Costs may be associated with some related services.

**Employee Referral Program.** Staff employees may refer external candidates to open positions within the University. If the candidate is hired and successfully completes a 90-day probationary period, the employee who made the referral will be paid a referral fee. The amount of the referral fee is determined annually and will be processed as taxable wages. Previous Life University employees, contract or temporary agency employees, and current and former students, are not eligible for referral in the program.

**Relocation and Real Estate Advantage Program.** Under certain circumstances, the University may offer relocation assistance to a new employee. Assistance may include relocation counseling services, temporary housing assistance, home marketing assistance, home purchase assistance, and shipment of goods some of which are taxable benefits to the recipient. The decision as to whether services will be offered is made on an individual basis.

## Life University Fitness Center

Memberships to the Life University Fitness Center are available free of charge to all Life University regular, full-time status faculty and staff and their legal spouses. Each member is required to obtain a Life University issued ID and establish an account using the LIFE U Fitness Center member management platform. Each Patron will be required to complete the online waiver for participation in Campus Recreation and Wellness activities, programs, and services on a yearly basis.

### Life University Fitness Center - Spouse Specific Policy:

- A spouse is defined as a person who is legally married to Life University full-time status faculty or staff person.
- A spouse is eligible to apply for a Life University ID card. Qualifying individuals must be present with their spouse to obtain the ID. In addition to the required documentation, spouse must also present a valid, government issued photo ID to obtain the Life University ID at the Life University Card Services Office.

Life University Employee and Spouse will need to provide a document proving marital relationship (#1) AND one document from the additional documents (#2) list below:

- **#1. Proof of Marital Relationship**
  - Government issued marriage certificate or license
  - Naturalization papers indicating marital status
- **#2. Additional Documents**
  - Bank Statement issued within the last six months with both names; **or**
  - Mortgage Statement issued within the last six months with both names; **or**
  - Residential Lease Agreement within the current terms with both names; **or**
  - Credit Card Statement issued within the last six months with both names; **or**
  - Property Tax Statement issued within the last 12 months with both names; **or**
  - The first page of most recent Federal Tax Return filed showing “married filing jointly” or “married filing separately” with the name of the spouse provided thereon, submit page 1 of the return with the income figures blacked out

Please understand that any false or misleading statements made in order to receive benefits for which one is not qualified may result in disciplinary action. Other members may have their privilege revoked. For additional details and assistance, please visit [www.myrec.life.edu](http://www.myrec.life.edu) or call the LIFE U Fitness Center Front Desk at 770-426-2870.

**Growth Through Life Tuition Grant Program.** The Growth-Through-Life (GTL) Tuition Grant Program is offered to employees who meet the eligible criteria outlined in the GTL policy available on the Life University Office of Human Resources webpage under Policies and Disclosures.

**Life University Employee Degree Attainment Recognition.** Life University is committed to recognizing employees for their academic achievements made in support of the department/division goals and objectives, high-quality service to our students, and their dedication to education. It is the University’s approach that on-going recognition of employees’ degree attainment contributes to a supportive work environment, increased morale, and retention of committed and engaged employees.

The awards below are for the achievement of various degrees pursued and obtained to support the employees’ department or larger University division. The attained degree level must exceed the required educational minimum of the employee’s primary position and the degree conferred date must be after the employee’s date of hire with the University. The recognition award will not be effective until the employee has completed 12 months of consecutive employment. The degree must be received from an accredited college or University and participants in the Growth Through Life program are not eligible for the attainment award.,

The one-time award is paid one-year after completion of a degree that is relevant to their current employment or a University initiative; receipt of evidence of completion is required. The amount of the awards are as follows:

Master's Degree: \$500

Doctorate Degree: \$1,000

**Life U Shop.** The University bookstore is in the Center for Graduate/Undergraduate Studies (CGUS). All employees have access to the bookstore and receive a 10% discount on all items except textbooks, software, and sale items. For additional information please contact the Life U Shop.

**The Center for Excellence in Teaching & Learning (CETL).** The CETL offers resources, training, and services to support a student-centered learning environment and the scholarship of teaching and learning. Professional development workshops and consultations on a variety of teaching and learning topics are provided.

**Dining Facilities.** Life University offers two separate and unique on-campus dining options: The Socrates Café, located in CGUS, and Lyceum Dining Hall, located in the Commons. Information about campus dining is located online at <https://www.dineoncampus.com/lifeu>.

**ID Badge.** The University ID badge is a card used for photo identification purposes, access to campus library and facilities, use of technology and equipment, and building access after normal business hours. Employees are required to obtain an ID badge within 7 days of completing new hire orientation.

**Drs. Sid E. and Nell K. Williams Library.** Located in the Learning Resource Center, The Williams Library provides academic library services, including print monographs, periodicals, e-books, e-journals, on-line resources and databases, print reference resources, audiovisual resources, anatomical models, x-rays, training classes, and a student computer lab serving students, faculty, staff and alumni. The library has established inter-library loan relationships with other colleges and universities, and library professionals may be able to facilitate access to materials housed externally to the University.

An employee identification badge is required to use the library facility.

The library is open on nights and weekends and is accessible to the public. Please visit the library website or contact the Williams Library for hours of operation: <https://www.life.edu/campus-life-pages/sid-and-nell-williams-library>. Hours of operation may vary in consideration of health or safety concerns. Please note, children may not be left unattended and University safety policies require employees to contact authorities if a child is left without supervision.

## **Section 4 – Employee Compensation**

### **University Practices**

Life University offers competitive compensation packages to its employees. The hiring department establishes starting salaries in conjunction with the Office of Human Resources and Finance/Budgeting. Salaries are determined by taking multiple factors into consideration including knowledge and experience, complexity and creativity, impact on institutional mission, level and nature of contacts, leadership responsibility, equity within the institution, and geographical market.

Additionally, some professional positions may necessitate certain levels of education and experience as a minimum requirement, as determined by the University. Minimum qualifications, salary grades, and FLSA classifications, as well as expected duties and responsibilities, are depicted within the University's job descriptions.

While this Handbook governs all Life University employees, some additional practices and benefits are exclusive to faculty. Faculty should review "Administrative Document 4: Faculty Benefits" in the Faculty Handbook which may be accessed online at [https://www.life.edu/wp-content/uploads/2020/10/Faculty-Handbook\\_Final-200723-Board-Adopted.pdf](https://www.life.edu/wp-content/uploads/2020/10/Faculty-Handbook_Final-200723-Board-Adopted.pdf)

New employees should receive a 90-day probationary performance evaluation three months after being hired. Thereafter, employees will be evaluated according to the University's scheduled Performance Engagement Program.

## **Job Posting**

A current listing of available position vacancies can be viewed on the Office of Human Resource's webpage at [www.life.edu/about-pages/human-resources/employment-opportunities](http://www.life.edu/about-pages/human-resources/employment-opportunities). Employees are encouraged to use the web site as a resource for potential promotion or transfer opportunities. Positions will be posted in accordance with policy HR004; a position change made due to a reclassification, as specified in policy HR004, is not required to be posted.

## **Overtime**

The payment of overtime to non-exempt employees is governed by the Fair Labor Standards Act (FLSA).

Employees must accurately record any time for which they are to be paid in ADP. All non-exempt employees must be compensated at time and a half for any hours worked over 40 in a scheduled workweek. Overtime work requires pre-authorization from the non-exempt employee's supervisor. Non-exempt employees cannot waive their right to receive overtime pay, nor can they take compensatory time off instead of receiving the required overtime pay. The University's designated workweek begins Monday and ends Sunday.

Exempt employees are not required to be paid for any hours worked over 40 in a week.

## **Compensation Dates**

All employees will be paid on a biweekly basis, every other Friday. The University suggests you have your paycheck directly deposited into an account at your financial institution. Wages for a pay period are paid on the Friday following the last Friday of a pay period (or Sunday in the event work is performed over the weekend). Employees may make changes to their direct deposit by logging into ADP and going to MYSELF>PAY>DIRECT DEPOSIT.

## **Compensation Adjustments**

The Board of Trustees may designate a percentage of the annual budget to be used for cost of living and for promotional increases and merit pay. The Board of Trustees reserves the right either to approve or to disapprove such increases or to delay them in any given year based on the financial status of the University and the associated fiscal note of the aggregate adjustment



The University, under authority of the Board of Trustees, may participate in market study comparisons of pay scales, classification systems, and benefit packages. When feasible, the University will utilize outside consultants in the compilation of datapoints, comparisons, and resulting recommendations. The implementation of such recommendations will be subject to the financial status of the University and as such, the University may choose to implement compensation adjustments in a phased approach or delay the implementation until a future date.

## Timekeeping System

All non-exempt staff employees are required to record hours worked electronically in the University's time and attendance system. Exempt employees are compensated by "exception reporting," and are not required to account for time worked in the same manner as non-exempt employees. All employees, exempt and nonexempt, are required to enter vacation, personal leave, bereavement leave, jury duty, and holidays into the system. For training on the automated timekeeping system, or for questions about reporting as an exempt employee, see your supervisor or contact Payroll in the Finance Department. Employees may contact the Office of Human Resources for information on entering extended leave.

## Work Schedules

Your Department Head or supervisor will communicate specific and departmentally established work schedules, including start time, meal, break, and ending time. Non-exempt staff employee time records in ADP should reflect the established schedule. Supervisors have the authority to rearrange work schedules to meet departmental needs, which may require changing work schedules, reducing work hours, requiring overtime, or maintaining 'blackout' periods in which scheduled leave will not be permitted. When schedules must be altered, your supervisor will make every effort to provide as much notice as possible.

## Holidays

Life University affords regular, full-time employees ample leave and holiday programs. The calendar of holidays is established by the President and published annually. Holidays falling on Saturdays are observed on the preceding Friday and holidays falling on Sunday are observed on Monday. Regular full-time employees are eligible for holiday pay after 30 days of continuous employment, unless otherwise specified in the written employment offer. To receive payment for designated University holidays, employees must be in a paid status the day before and the day after the holiday. Employees who are not in a paid status before and after a holiday will not receive pay for the holiday.

### **The following holidays are observed:**

New Year's Day  
Martin Luther King, Jr. Birthday  
Spring Recess  
Memorial Day  
Juneteenth Day  
Independence Day  
Labor Day  
Thanksgiving Day and Day After Thanksgiving Day  
\*Winter recess

\*Set annually by the President. You must be employed at least 30 days prior to winter recess to be eligible for this benefit.

## Personal Days

The University recognizes that unforeseen circumstances sometimes occur. Therefore, regular full-time employees are eligible for personal days on a bi-weekly accrual basis at a rate of 0.0385 per hour/3.08 hours per pay period \*26 pay periods = 80 hours (10 days). The accrual will begin after 30 days of continuous employment. Personal days can be used to handle unforeseen and personal matters, illness, doctor and dentist appointments, legal matters, etc. Personal leave can be used in one-hour increments.

Personal days must be approved as far in advance as possible, unless calling in with an unforeseen circumstance. In which case, employees must contact their direct supervisor prior to the start of the scheduled workday. Departmental procedures for notifying your supervisor should be followed. If the unforeseen absence is expected or continues for three or more consecutive work days the supervisor should notify the Office of Human Resources for employee leave assistance under FMLA.

Personal days are only available for use after being earned and future accruals cannot be 'borrowed' against

## Vacation Days

Vacation days must be approved by the employee's supervisor as far in advance as possible and requests should be submitted no less than 48 hours prior to the applicable date(s) being requested.

Vacation accrual is effective immediately upon hire. Vacation leave can be used in one-hour increments. Vacation will be earned based upon years of service. Note: employees must use available personal and vacation days before entering a non-paid status. The vacation accrual table can be accessed in Appendix A of this Handbook.

Life University believes in the restorative power of taking time off for rest, relaxation, and the pursuit of personal interests, hobbies, goals, and service to others. This approach also creates and facilitates specific cross-training opportunities within departments, underscores the relationship between an employee and the designated back-up, and instills confidence in the continuity of the department. The University requires all employees to take regular vacation breaks, of ample duration, through the year of 50% of their earned vacation eligibility. Individuals failing to do so will forfeit such amounts.

## Rest Periods/Breaks

State law does not require for the provision of breaks, however, in the interest of employee health and work efficiency, rest periods may be provided for purposes of rest, relaxation, refreshment, and attention to personal needs. With supervisory approval, you may take a 10-minute break during each half day work period, provided that adequate staffing and services are maintained. Rest periods are working time, and you will be paid for each rest period. Specific questions regarding rest and lunch breaks can be addressed with the Office of Human Resources.

## Miscellaneous Leave Information

Accrual rate incremental changes occur on the employee's anniversary date. The Leave Plan year runs from October 1st to September 30th of each year.

The amount of leave afforded to an exempt employee at the Director level or above may be specified at the time of employment and reflected in the official offer letter.

Life University allows for the “carryover” of a portion of leave that has not been taken. This amount is up to 10 vacation (80 hours) and 5 personal (40 hours) days for a maximum of 120 hours. This carryover is performed by the Payroll department annually on October 1. Anything in excess is moved to a personal BANK that may only be used for disability and/or in conjunction with qualifying FMLA leave. Disability is processed utilizing the ADA Interactive Process. The personal BANK will be capped at 528 hours for staff and 540 hours for faculty. Any carryover hours that exceed this maximum will be forfeited.

## **Note Regarding Leave**

Taking time off that has not been properly authorized is inappropriate behavior which could be considered job abandonment and may result in pay reduction and disciplinary action.

In the event an employee decides not to take a requested absence after it has been approved, the employee must notify the appropriate supervisor in writing confirming the day was not used, or the day will be charged. The department supervisor is responsible for ensuring the change is made in University time and attendance system or for notifying Payroll of the change if the system is closed for the pay period.

## **Bereavement Leave**

In the event of death in the immediate family of the employee or spouse (immediate family is defined as spouse, child, mother, father, brother or sister, grandmother, grandfather, or legal guardian of the employee). Employees may be granted paid bereavement leave for up to three (3) days. Additionally, employees may use two (2) personal, vacation, or BANK leave days in conjunction with paid bereavement leave. In most circumstances, bereavement leave is not expected to exceed five (5) working days. Bereavement leave cannot be reserved and/or requested to be taken in the future. Employees must notify their supervisor as soon as possible of any absence necessary due to the death of an immediate family member and must complete a Leave Request form to allow the supervisor to arrange staffing levels and continuation of services. Documentation of relationship must be submitted to the Office of Human Resources for processing.

## **Educational Leave**

The University supports the educational development of employees to expand their personal and professional growth. An unpaid educational leave of absence may be granted, with the approval of the employee’s supervisor. The University will consider reasonable release time for attendance at conventions, seminars, training, and workshops, provided it does not duly interfere with the employee’s duties and assignments. It is the responsibility of the employee to ensure that duties and assignments be covered during his/her absence.

Faculty leave is governed by Faculty Handbook (see Sections V. Compensation/Leave/Benefits). The Faculty Handbook may be found here: <https://www.life.edu/about-pages/human-resources/faculty-handbook/>

## Family and Medical Leave Act (FMLA)

The University provides job protection coverage under the Family Medical Leave Act (FMLA) to eligible employees in accordance with federal and state law. Employees are eligible for up to twelve (12) weeks of unpaid leave in a rolling 12-month period if they have been employed with the University a total of at least 12 months and have worked at least 1,250 hours in the last 12-month period. Leave may be extended beyond the 12 week maximum for the care of a military service member.

Eligible employees may request FMLA leave for the birth of a child, or to care for a newly-born child; placement of a child with the employee for adoption or foster care; to care for an immediate family member/service member (employee's spouse, child, or parent) with a serious health condition as defined by applicable law, or because of the employee's own serious health condition which makes the employee unable to perform the functions of the employee's job. A child is a person 18 years or younger, or legal child incapable of self-care because of a disability.

Employees must use all available personal and vacation days, and BANK leave when applicable, before entering a non-paid status. While on FMLA, the usage of personal, vacation days, and BANK leave run concurrently with FMLA and are counted against the 12-week maximum under FMLA. In the event an employee on FMLA transitions to an unpaid status, the employee will not accrue leave time until such time the employee transitions into a paid status once again, except as required by law. Employee participation in health care and other insurance coverage continues during the approved FMLA leave period. Payroll deductions for insurance and benefits will continue as scheduled as long as the employee remains in a paid status. Once all leave time has been exhausted, the employee is responsible for making payments on the regularly scheduled payment date according to the payroll calendar. Payments may be made via the Life University website.

**Job Restoration.** Upon returning to work from FMLA leave, employees will be returned to their original or a comparable position. Employees who do not return to work by the end of their FMLA leave are considered to have voluntarily resigned their employment with the University unless other eligible leave is obtained through the Office of Human Resources.

**Notice and Medical Certification.** When seeking FMLA leave, employees are required to provide (30) thirty days' notice of the need to take FMLA leave, or as soon as practicable if advanced notice cannot be provided.

Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member must be returned before the leave begins, or if not possible, within 15 days of the department's request to provide the certification. Upon receipt of the certification, a determination will be communicated and if approved, the employee will receive a Notification of FMLA Designation letter. Periodic recertifications are required every six (6) months, as well as advance supervisor notification of intent to return to work.

Employees returning to work after FMLA leave due to their own serious health condition must provide a release from the attending physician before returning to work. All Return to Work Release Forms should be directed to the Office of Human Resources for processing.

### Military Caregiver Leave

The University also provides Military Caregiver Leave to eligible employees to care for a spouse, son (of any age), daughter (of any age), parent, or next of kin who is: (1) a current member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is

otherwise on the temporary disability returned list, for serious injury or illness, which was incurred in the line of duty (or for a pre-existing injury or illness which was aggravated in the line of duty) at any time within 5 years preceding the treatment, recuperation, or therapy. A covered service member incurs a serious illness or injury for purposes of this policy when one of the following occurs: (1) the injury or illness makes him or her medically unfit to perform the duties of his or her office, grade, rank, or rating; (2) the injury or illness causes the service member to have a VA Service Disability Rating at 50% or greater; (3) the injury or illness is a mental or physical condition that substantially impairs the service member's ability to obtain gainful employment; or (4) the VA enrolls the employee in the Department of Veteran Affairs Program of Comprehensive Assistance for Family Caregivers.

Eligible employees are entitled to a total of 26 weeks of unpaid Military Caregive Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave (as long as it is within 5 years of the covered service member's active duty) and ends 12 months after that date. Military Caregiver Leave applies on a per-covered service member, per-injury basis, so that an employee may be eligible to take more than one 26 week period of Military Caregiver Leave, but no more than 26 weeks of leave may be taken during any one 12-month period.

An eligible employee is entitled to a total of 26 weeks of unpaid Military Caregiver Leave during a single 12-month period. This single 12-month period begins on the first day an eligible employee takes Military Caregiver Leave and end 12 months after that date. For example, if an employee takes 10 weeks of rMFLA leave due to his or her own serious health condition, the employee may only take 16 weeks of Military Caregiver leave during that same 12 month period.

## **Inclement Weather University Closing**

The University is committed to maintaining business and operations during inclement weather periods. However, in the event of life-threatening weather conditions, the President may deem it necessary to close the University officially or to delay normal reporting times. Information on delayed opening and on University closing is available by calling: 770-426-2815 or visiting the University website.

Regular, full-time employees scheduled to work (not on vacation leave, personal leave, or leave of absence), will be provided paid leave in the event of a delayed opening or business closing. The University maintains an essential employee list which may be required to report to work during an announced closing. In those instances, non-exempt employees deemed essential and required to work will be compensated for the University closing period and will be also be compensated for all hours worked in addition the to announced University scheduled hours.

Employees who do not report to work or arrive late when the University is not officially closed, or the opening is delayed, must use vacation or personal leave to cover the balance of hours. If the employee's balances are exhausted, the employee will not be paid for hours in excess of the official closing duration. Additionally, employees (exempt and/or nonexempt) already on prescheduled, approved leave are not categorized as 'able and ready for duty' on the applicable inclement/closing date and therefore will utilize the prescheduled leave hours from the accrual account specified on the governing leave request.

## **Jury Duty Leave**

Life University supports civic duty in the communities in which our employees live and serve. Regular, full-time employees scheduled to work at least 30 hours per week who are summoned to serve on a jury, or are subpoenaed to serve as a

witness (in a non-personal legal proceeding) during regular work hours, are provided with paid jury leave. The employee must notify their supervisor of jury duty by submitting a Leave Request form with a copy of the summons or subpoena attached. The employee will receive the regular rate of pay for jury duty hours. When released from duty, the employee should provide the Office of Human Resources with documentation demonstrating the dates and duration of civic duties performed.

## **Leave of Absence**

An employee may apply for a leave of absence (without compensation) if exceptional circumstances arise, and if such a leave will not be injurious and unreasonable to the University's operations and its commitment to students. In considering a request for a leave of absence, all approving officials shall consider the effect that the leave would have on the University as a whole, and on the division or department of which the applicant is a member. An employee on leave will not accrue any benefits, (i.e., vacation, personal days, tuition benefits, etc.), except as required by law. A non-medical Leave of Absence can be applied for through the employee's supervisor and in coordination with the Office of Human Resources. All non-medical Leaves of Absences must obtain the explicit approval of the appropriate Vice President.

The department manager will provide written notice of approval or denial to the employee requesting leave in coordination with the Office of Human Resources and designated representative if applicable. Employees must use all available personal and vacation days before entering a non-paid status.

Health and life insurance benefits will continue during a leave of absence for a period not greater than ninety (90) days from the day the leave of absence begins. Premiums are due on the first of each month and the employee is responsible for paying their portion. If premium payments are not made by the employee and exceed 30 days late, coverage will be subject to cancellation for non-payment. Should this cancellation occur, conversion information for health and life insurance for the employee and dependent(s) will be sent mailed utilizing the current addresses on file with the carrier.

## **Military Leave**

The University respects and supports an employee's decision to serve and protect our country. Military leave is granted in accordance with the Uniformed Services Employment and Reemployment Act of 1994. Employees who take leave for military service must comply with the requirements of the Act, including provision of advance written or verbal notice of such service to the employee's immediate supervisor and appropriate department. A Leave Request form with a copy of the military order is required.

Military leave is unpaid. However, upon the employee's request, the employee may use accrued leave time still available prior to the commencement of military leave.

## **Religious Observances**

The University will make a reasonable attempt to accommodate its employees who wish to take time off to observe religious holidays. Written requests for such time off should be submitted two weeks in advance and will be granted where possible, based on schedules and staffing needs. Such religious days, when taken, will be charged against vacation and personal day balances.

## **Section 5 – Employee Responsibilities**

### **Attendance**

In order for employees to thrive, grow, and engage, reliable and consistent attendance is required of all employees. Employees must notify their supervisor(s) directly when late or absent utilizing the prescribed departmental process. Most departments have a specific time by which employees are required to notify the supervisor of absence and/or tardiness prior to reporting to work. It is the employees' responsibility to know and understand their specific department's call-in procedures. Supervisors are responsible for implementing these procedures and approving time off. Failure to comply with established departmental attendance guidelines may result in disciplinary action.

### **Performance Engagement Program (PEP)**

The University utilizes an electronic process to facilitate an ongoing feedback approach in evaluating and managing employee performance, establishing career growth, creating short and long-term goals, and addressing improvement opportunities. The evaluation process (PEP Talk) is conducted on an annual basis and invites employees to self-evaluate and participate in interactive goal setting tasks. The PEP Talk program is administered by the Office of Human Resources and further information and training models are available online.

### **Progressive Performance Improvement Plan**

The performance improvement process is progressive and designed to be informative, constructive, and clearly communicate expectations to achieve a successful outcome. It provides employees the information necessary to understand what aspect of work performance and/or conduct is unacceptable or not meeting standards, identifies expected improvements, and provides an opportunity for the employee to demonstrate improvement within a prescribed timeline. Performance improvement may include verbal discussion, written warning, suspension, administrative leave, demotion, dismissal, adjustment of pay to a lower level for a specified period, and other actions affecting current pay or status.

### **Change of Address/Telephone Number/Name**

If an employee has a change of address, name, or telephone number, the employee must notify their department supervisor and the Office of Human Resources within 10 business days. Current address/telephone number is needed in case of an emergency and to provide employees with University communications, including annual tax information. Employees are responsible for submitting the change request in ADP WorkforceNow under: Myself > Personal Information > Personal Profile > Address. Once entered, it will be approved and automatically update your information for payroll and benefits.

NOTE: Employees who have a name change must submit a new I-9 form (Employment Eligibility Verification) and present the Office of Human Resources with their new Social Security card reflecting their new name. A copy of the marriage license will be required if a name change is because of marriage, and a court order or divorce decree for other circumstances.

## Computer Use Policy

In our efforts to maintain a technologically forward campus and workforce, the University uses various forms of electronic communication including, but not limited to, computers, e-mail, telephones, cell phones, facsimile, and Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of the University and are provided to employees for business use. While the primary usage of all resources is aimed to create and support more efficient and effective workflows and job duties, we do recognize that employees may have an incidental reason to use the University's electronic communication for limited personal communications or transactions. However, such personal use is a privilege that, if abused or excelerates in frequency, will be revoked and deemed as a disruption in the employee's job duties and considered a violation of this policy.

Communication tools, including electronic communication, may not be used in any manner that would be discriminatory, harassing, obscene, or for any other purpose that is illegal, contrary to University policy, or not in the best interest of the University.

With the exception of matters reasonably considered to be of public interest, employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

To protect the integrity and long-term security of all technological resources, employees may not install any software on any University computer system without prior consent from the Information Technology Department.

All electronic information created by any employee using any means of electronic communication is and remains the property of the University unless the University expressly waives its ownership right in writing. Personal passwords may be used for purposes of security from intrusion by other employees or other persons with access to the University. The University reserves the right to override personal passwords if necessary and reserves the right to access and review electronic files, messages, email, and other digital archives, and to monitor the use of electronic communications if necessary to protect its interests or the interests of an employee or student. No employee is permitted to access the electronic communications created by another employee without the employee's prior consent, unless directed by the President, Executive Vice President of Finance, or other designated Executive Officer in order to protect the University's interest or the interests of an employee, student, or third party.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized.

Access to the Internet, websites, and other types of University-paid computer access are to be used for University-related business.

Questions about access to electronic communications or issues relating to security should be addressed to the Chief Information Officer. A detailed version of this policy is provided to employees at orientation.

## Confidentiality

It is the policy of the University that all organizational, employee, student, or patient information obtained while working for the University (verbal, written, or electronic file) is considered confidential unless otherwise stated in writing. The



confidentiality of University information and documents must be respected by all agents representing the University. Confidentiality must be maintained in a manner that ensures its privacy and safety. The University's organizational information, employee, student, or patient information should not be discussed in open areas (i.e., elevators, hallways, cafe, etc.). The University respects the security and confidentiality of employee records, patient records, and student records. This policy also applies to the disclosure of information regarded as confidential within a department. Any unauthorized access or disclosure of confidential information is subject to immediate disciplinary action, up to and including dismissal.

## **Dress and Personal Appearance**

It is important for all employees to project a professional image. Employees are expected to be neat, clean, orderly, and dress appropriately for the department, type of work assigned, or in uniform if required for the position.

## **Employee Debt Obligation**

Employees (part-time or full-time) and other individuals receiving remuneration for services performed for the institution are responsible for paying all debts to the University. A debt is defined as an amount or value owed to the University.

It is the policy of the University to collect all debts owed to it. Such debts may include, but are not limited to the following:

- Parking fines/tickets/tolls – including those incurred while operating a Life University vehicle,
- Library fines,
- Travel advances more than appropriately documented receipts that have not been repaid,
- Computer loans,
- Payroll overpayments (wages/benefits).

Unless prior arrangements have been made, those identified with a debt to the University will have 10 business days to remit payment to the Finance department. If such payment is not received within this timeframe, the University will deduct the amount of the debt from the amount of salary or wages paid from the employee's next payroll. In the event the last paycheck does not cover the debt, employee is to submit remainder to the Finance department.

Employees will have the option of repaying payroll overpayments by electing either full repayment deducted from the next paycheck, or repayment over the same number of paychecks that created the overpayment. A Life University credit card cannot be used for repayment of any employee incurred debt and there will be a \$50 charge for any returned check.

## **No Solicitation**

It is important to avoid disruption of University operations and/or disturbances to employees, students, and patients. To facilitate the goal of a distraction-free environment, the following rules apply to solicitation and distribution of literature on University property:

- Persons employed by the University may not solicit or distribute literature on University property at any time for any purpose. Employees of the University may not solicit during working time for any purpose. Employees of the University may not solicit at any time, for any purpose, in immediate customer areas and/or patient care areas.

- Employees may not distribute literature at any time for any purpose in the working areas. Working areas are all areas in the University where employees are performing work, except cafe, employee lounges, lobbies, and parking areas.
- Working time does not include break periods and mealtimes, nor other periods during the workday when employees are not properly engaged in performing their work tasks. Working time is inclusive of both parties - the employee conducting the solicitation and/or distribution and the employee to whom the actions are directed.

Use of campus mail, e-mail, and mailing lists for anything other than official University business is strictly prohibited. Solicitation of University employees from any vendors or contractors is prohibited.

## **Personal Property**

Employees should always secure personal belongings. Employees should contact their supervisor for assistance in locating a proper area. The University is not responsible, nor will the University reimburse employees for lost, damaged, or stolen personal property.

## **Employee Records Management and Personnel Files**

Employee files may include, but are not limited to, new hire information, transfers, promotions, performance appraisals, salary changes, commendations, disciplinary actions, and correspondence addressed to employees. Nothing will be placed in a file or removed from a file without the knowledge and approval of the Director of Human Resources. Files may be viewed in the Office of Human Resources while in the presence of a Human Resources representative. Files will not be removed from the custody of the Office of Human Resources and a prearranged appointment is required. Requests for physical copies should be made in writing and at least one week in advance of the required date of receipt. All employee records and personnel files, both physical and electronic, are the property of the University.

## **Political Activities**

An employee's political choices and activities will not adversely affect their employment with the University, including salary adjustments, evaluations, and promotions. In any external communication regarding political opinion, including on social media platforms, employees should take care not to present themselves as representatives of the University, but only as individual citizens. The University promotes civility regarding political viewpoints.

## **Social Media**

This policy is intended to provide guidance and governance for use of social media and other internet activities that: (a) associates or identifies a Life University faculty or staff member with the University, (b) uses Life University email addresses, or (c) discusses and or makes references to Life University.

This policy is not intended to govern online communications when employees do not associate or identify themselves with Life University, and when no connection or association to Life University and/or its community exist, or in matters of public interest.

This policy is not intended to restrict the academic freedom of members of the Life University community, nor to limit their pursuit and discussion of all subject matter in a curious but responsible manner. Consistent with the Faculty Handbook, Life University faculty are entitled to full academic freedom with respect to both teaching and research.

This policy is not intended to and does not preclude employees from exercising their rights to discuss terms and conditions of employment, and to engage in protected concerted activity, as granted under the National Labor Relations Act (NLRA)

Employees can review the complete Social Media Policy on the website under the Office of Human Resources – Policies & Disclosures.

## **Telephone Usage**

Personal telephone calls should be handled in a prompt and courteous manner, and University telephone lines must be kept clear for business calls. The use of all University telephone services should be limited to official University business. Cell phones in the office should be limited to incidental, infrequent personal use.

## **Travel Policy**

The University will reimburse employees for reasonable and necessary expenditures incurred while on University business. Mileage will be reimbursed based on the current IRS mileage rate per mile. All expenditures must reflect the most efficient use of resources. Prior approval and appropriate documentation must be obtained for the travel expense to be reimbursed.

The completion of a Post Travel/Reimbursement Expense Form, including all expense receipts must be submitted in a timely manner and in no case later than 14 business days after the employee returns from travel during which the expenses were incurred. The travel/expense policy is available online on The Office of Human Resource's webpage under Financial Information.

## **Travel Time**

Nonexempt employees who may be required to travel on University-related business, may be considered work time for which they are compensated. Exempt employees do not receive additional compensation for travel time.

For purposes of this policy, the following situations are considered work time for which nonexempt employees will be compensated:

- Meetings and training programs required to attend,
- Participation in business-related activities or social activities at a conference required to attend,
- Travel during normal work hours on a workday,
- Travel on a non-workday for business-related reasons (i.e., travel that occurs on a Saturday, Sunday, or holiday),
- Travel from job site to job site during the workday,
- Waiting for a flight that has been delayed to/from business destination, or layovers that do not include sleeping accommodations
- Transporting or delivering materials or equipment to a job site prior to the start of the workday,

- Returning materials or equipment after the end of the workday,
- Transporting employees to work sites, the office, or to their homes, either before or after the paid workday, at management's request or directive).

Time that is not considered work time includes:

- Participating in social activities not required to attend,
- Non-business-related meal breaks,
- Traveling from home to a local airport, bus depot, train station or vice versa,
- Traveling from home to a regular designated work site or vice versa.

## **University Drivers**

If employees operate University-owned or leased vehicles, they must have a valid driver's license, a good driving record and liability insurance coverage with policy limits equal to or greater than the minimum amount required under Georgia law. Any changes to the driver's license status must be reported to the supervisor and Office of Human Resources within 24 hours of the change.

## **Visitors and Minors in the Workplace**

The University strives for a friendly workplace in which employees of the University community can work together to further teaching, research, patient care, and community service. It is the policy of the University to provide a workplace for all employees that is professional and free from distraction.

When explicitly authorized by the department manager, occasional brief visits to the work site by children, family members, associates or friends are welcome when prearranged with approval. These visits should not interfere with an employee's ability to perform their work functions or the productivity of the department. Some hazardous work areas are off limits to anyone but employees with authorized access. Minor children should never be left unattended and the presence of unsupervised minor children will be reported immediately as required by policy.

## **Animals in the Workplace**

Animals are not allowed in campus buildings unless they are service animals, in accordance with federal law.

## **Campus Safety**

The safety of every member of the Life University community is our top priority. Our Campus Safety employees are trained to work diligently ensuring that employees, students, and visitors are safe and secure. Campus Safety is charged with responding to all types of emergency and non-emergency events, as well as enforcing University parking regulations. The campus is patrolled 24 / 7 / 365 and works with local emergency response agencies such as Marietta Police Department, Cobb County Sheriff's Department, and Marietta Fire Department.

Reports can be made to any Campus Safety Department official. We openly solicit the observations and concerns of our students, employees, and all visitors when suspicious or criminal activity is observed on campus. We believe that with

greater awareness, we can help each person be better prepared to protect themselves from crime. The University also monitors reports of violations of law that are based on racial, religious, sexual, and ethnic prejudice.

## **Accident Prevention**

The University is committed to the protection of the health and safety of its students, employees, patients, and visitors, as well as protection of the environment of the surrounding community. The University has adopted an ethical and common-sense policy that is intended to comply with the requirements of federal, state and local laws and regulations by establishing and maintaining a place of employment and education that is free of recognized hazards that could harm persons or property. This policy reaffirms our commitment to provide safe working, patient, and visitor areas; safe job tasks, procedures, and equipment; and to reinforce employee education, managerial supervision, and administrative support.

Accident prevention is the responsibility of all employees. Potentially hazardous conditions should either be remedied by the employee who is made aware of them, if appropriate, or referred to the Campus Safety Department. The Campus Safety Department will contact the Facilities Department and coordinate to determine the best course of action to remedy the problem.

For incidents involving an injury, illness, or imminent danger, the employee should call 2911 from any campus phone (excluding pay phone). If using an independent line, the caller should call: (770) 426-2911. The Campus Safety Department will respond to all incidents involving injury or illness and will determine the appropriate actions to be taken.

## **Emergency Response**

Life University is committed to protecting the health and safety of all students, staff, faculty and visitors at all times. In conjunction with this commitment is the inherent responsibility for preventing or minimizing any danger to life and/or property resulting from the effects of an emergency. When an emergency occurs, an immediate organized response by University personnel is activated. The Life University Emergency Action Plan (EAP) established the framework within which the University will provide this response.

Any University employee or student has the right to call the police “911” emergency line for any concern he or she believes warrants such a response. However, if an employee or student believes the situation is such that time is critical, the employee should call “2911” before “911” so that the University’s Campus Safety Department can make an initial response and direct the response of assisting emergency personnel.

The entire Emergency Action Plan can be reviewed on the University website at: <http://www.life.edu/campus-life-pages/campus-safety/emergency-action-plan/>

## **Keys to Campus Facilities**

Keys are issued by the University Locksmith and each person receiving keys must sign and acknowledge upon receipt. New employees should contact their supervisor for issue of keys. The keys issued to an employee are to be authorized by the Assistant Dean/Department Head for the area being used. Under no circumstances should a supervisor take keys and issue them to another employee. If an employee leaves the University, their supervisor should confirm submission of keys

on the Exit Interview Form and the keys should be returned to the Office of Human Resources, who will return them to the Locksmith to complete the maintenance record keeping requirements.

Specific keying of a University workspace or addition of locks for high security needs must be approved by the Facilities Department to maintain fire code requirements and to facilitate safety needs.

## **Security and Access to Campus Facilities**

As a crucial component of the University's overall security standards, access to campus facilities is closely monitored by the Campus Safety Department. The buildings are patrolled by department personnel and are unlocked and locked at the appropriate times in the mornings and evenings.

## **Severe Weather**

Dobbins AFB, and Cobb Emergency Management broadcast horn or siren warning sounds to indicate severe weather in the area. The sirens do not necessarily indicate an actual tornado, but should be headed immediately nonetheless.

When a siren is issued, you should turn your radio or your TV on for further weather updates. In all University buildings, you should seek shelter in the lower floors of the buildings in a central interior hall, away from windows and doors. Keep yourself updated on the conditions via radio. The Campus Safety Department will provide additional instructions for personal safety as information is received.

## **Temporary Protective Order/Restraining Order Policy**

Any Protective Order or Restraining Order that involves and/or affects other members of the Life community should be presented to the Life University Campus Safety Department by the petitioner and/or respondent of the order. The information in the Protective Order or Restraining Order may be provided to members of the Life University community on a need to know basis in accordance with the court order and in compliance with FERPA, if applicable.

## **Workers Compensation**

Workers Compensation is an accident insurance program that provides medical and income benefits to employees injured on the job. If employee is injured on the job, he/she must notify their supervisor of the injury immediately. In addition, all injuries regardless of severity must be immediately reported to the Office of Human Resources if occurring between 8 a.m. and 5 p.m. Monday through Friday, or to the Campus Safety Department at any time. If an employee does not report an injury in a timely manner, they may risk payment for treatment. Employees can obtain the Employee Incident Report from either the Office of Human Resources or the Campus Safety Department. If treatment is needed, the employee will be provided a list of healthcare providers from which they may choose a provider. The Worker's Compensation Program is administered by the Office of Human Resources under the provisions of the Worker's Compensation Act of the State of Georgia.

## Separation from Employment

Life University is committed to recruiting and retaining a workforce of talented employees. However, we recognize that separations from employment sometimes occur. It is our intent to categorize and process all separations in an objective, civil, and professional manner consistent with the University's lasting purpose and branding goals. Below is a guideline of separation categories:

**Resignation.** When employees resign from the University, they are expected to provide appropriate written notice to their department, at least 14 days in advance for nonexempt employees and 30 days for exempt employees. Providing advance notice to the University allows an opportunity to plan for the employee's departure, which may include cross-training, finalizing projects, and/or completing transitional tasks.

Resignations spanning over the duration of a paid administrative closing (i.e. winter break) require the departing employee to return from the paid administrative leave and work a minimum of 10 normally scheduled days to receive payment for the administrative closing. For example, an administrative closing from Friday, Dec. 17th – Sunday, Jan. 2nd would require the departing employee to return on Monday, Jan. 3rd **and** work through Friday, Jan. 14th. In this same example, a resigning employee who returned from administrative closing and worked only Monday, Jan. 3rd would **not** receive paid administrative leave. This applies even if appropriate notice was provided as specified above.

Employees must be employed for a minimum of six (6) months prior to resignation and provide appropriate notice to receive payout of accrued leave balances. Unused, accrued vacation hours will be paid at a rate of 100% of the employee's current hourly rate and unused, accrued personal hours and banked leave will be paid at a rate of 50% of the employee's current hourly rate at the time of resignation.

**Dismissal.** If employees are dismissed involuntarily for performance, attendance, or behavior, and have completed six months of employment, they will be paid only for actual unpaid hours worked and any unused vacation at 100%, up to the maximum allowed, in the final paycheck.

**Reduction in Force.** From time to time, it becomes necessary to eliminate regular full-time and part-time positions to meet organizational needs. When this occurs, the University strives to handle these matters in a systematic and consistent manner. The Office of Human Resources recommends that department management give employees a 30-day notice when possible. However, the University is committed to providing a minimum two week advance notice prior to layoff or elimination of a position. Depending on pertinent factors, the department may provide comparable pay in lieu of the minimum two week notice. In addition, if employees have completed six months of employment, they will be paid for any unused vacation hours at 100% up to the maximum allowed in the final paycheck.

**Re-employment.** If an employee separates from employment under satisfactory circumstances, they may be eligible for reemployment. If the employee is re-employed within one year of leaving and in a status eligible for benefits, prior service may be counted toward the length of service for vacation accrual after completing one full year of re-employment.

## Death or Disability

In unfortunate and rare instances, a supervisor may receive notification of an employee death or disability. Should this occur, the supervisor or designee must contact the Office of Human Resources immediately. In the event of death, the employee's estate will receive the employee's final paycheck, which includes any unused vacation or personal leave the employee may be entitled to receive. The University insurance claims will be processed upon notification.

## Exit Interviews

Employees separating from the University must schedule an exit interview with the Office of Human Resources. During the exit interview, employees will be asked to complete a questionnaire (which does not become part of the permanent file), and employee will be given the opportunity to discuss their work experience at the University and the reasons for separation. Exit Interview forms will be sent to the employee and employee supervisor to confirm items assigned to the employee. During the interview, employee will be required to turn in all assigned items to the Office of Human Resources. If the situation is such that employee cannot attend a face-to-face interview, a questionnaire will be mailed to employee for completion and return to the designee in Human Resources. However, employees are still expected to visit the Office of Human Resources in person to turn in keys, ID, and other assigned items prior to completing that last day of employment.

## Final Paychecks and Unemployment Insurance

When separating from the University, the final paycheck is distributed at the next regularly scheduled payday. State law does not require an employer to have the final paycheck ready at the time of separation.

**Unemployment Insurance.** Employees may apply for unemployment insurance benefits at the nearest Georgia Department of Labor Office. The State of Georgia is responsible for the administration of this program and determines eligibility for unemployment benefits. The University complies with state regulations by providing separating employees with a Notice of Separation. Employees may apply for Unemployment Insurance benefits as soon as possible after the last working/paid day by presenting the Notice of Separation. Benefits, if approved, will be effective on the date of filing. Specific qualification requirements, benefits, and office locations may be obtained from the Department of Labor at: [www.dol.state.ga.us](http://www.dol.state.ga.us).



## Appendix A

**Table I - Exempt (Salaried) Staff Accrual**

Years of Service	Biweekly Vacation Accrual Rate	Total Hours Vacation Accrued/Days	Biweekly Personal Accrual Rate	Total Hours Personal Accrued/Days	Total: Vacation-Personal Days
Year 0-1	1.54	40 hours/5 days	3.08 hours	80 hours/10 days	15 days
Years 1-4	3.08	80 hours/10 days	3.08 hours	80 hours/10 days	20 days
Years 5-9	4.62	120 hours/15 days	3.08 hours	80 hours/10 days	25 days
Years 10 and up	6.16	160 hours/20 days	3.08 hours	80 hours/10 days	30 days

**Table II - Nonexempt (Hourly) Staff Accrual**

Years of Service	Biweekly Vacation Accrual Rate	Total Hours Vacation Accrued/Days	Biweekly Personal Accrual Rate	Total Hours Personal Accrued/Days	Total: Vacation-Personal Days
Year 0-1	1.54 (0.0193 per hours worked)	40 hours/5 days	3.08 hours	80 hours/10 days	15 days
Years 1-4	3.08 (0.0385 per hour worked)	80 hours/10 days	3.08 hours	80 hours/10 days	20 days
Years 5-9	4.62 (0.0578 per hour worked)	120 hours/15 days	3.08 hours	80 hours/10 days	25 days
Years 10 and up	6.16 (0.0769 per hour worked)	160 hours/20 days	3.08 hours	80 hours/10 days	30 days

**Table III - Faculty Accrual**

Years of Service	Biweekly Vacation Accrual Rate	Total Hours Vacation Accrued/Days	Biweekly Personal Accrual Rate	Total Hours Personal Accrued/Days	Total: Vacation-Personal Days
N/A	N/A	N/A	3.08 hours	80 hours/10 days	10 days
N/A	8.62	224 hours/28 days	3.08 hours	80 hours/10 days	38 days
N/A	8.62	224 hours/28 days	3.08 hours	80 hours/10 days	38 days

## Appendix B

### LIFE University Commonly Used Acronyms

FDC- Faculty Development Committee

QEP- Quality Enhancement Plan

FSDP- Faculty and Staff Development Program

CETL- Center for Excellence in Teaching and Learning

WC- Fitness Center

CCE- College of Chiropractic Education

CGUS- Center for Graduate and Undergraduate Studies

LRC- Learning Resource Center

SHS-Sports Health Science

ADMIN- Administration Building (Now the Harris Center)

CC-HOP-Chiropractic Clinic Health and Optimum Performance-in the Harris Center. Student Clinic

PAR- Preparation Analysis and Recordkeeping

C-HOP- Center for Health and Optimum Performance (the out-patient clinic)

### Life University Commonly Used Terms

Term	Definition
Academic Quarterly	The primary resource for all academic information on campus consisting mainly of each quarter's course schedule and including the academic calendar and other basic information about life on campus. The Academic Quarterly is housed online and can be accessed from Life's homepage.
ACC	The Association of Chiropractic Colleges; an organization made up of all the US Doctor of Chiropractic degree-granting institutions.
ACC-RAC	The Association of Chiropractic Colleges Research Agenda Conference; a yearly conference at which chiropractic research (clinical as well as educational) is presented; Life's faculty and staff are significant contributors and their attendance is coordinated by the Office of Sponsored Research and Scholarly Activity (OSRSA)
ALS	Active Learning Strategies; can be broadly defined as an array of methods that changes the focus of education from teaching to learning. These methods encourage a greater degree of cognitive engagement in the course material and lead to better retention of the material.

ASAP	<p>Administrators-Students Advocacy Program - A program in which various administrators meet with their assigned classes, generally in their classrooms, of the first Tuesday every quarter. During this time, students are encouraged to share their views and questions about campus issues and happenings. Administrators usually pick a "topic of the quarter" to share with students during these sessions. Typically, these topics will range in scale in nature. Another aspect of the ASAP program is the Bulletin Board, an online forum where students can ask questions and share their comments, concerns and criticisms about campus issues. The Director of Student Administrative Services administers this site and pursues questions with the appropriate administrative offices, generally having answers back on Bulletin Board within a week (typically less). Bulletin Board can be accessed from Quick Links on the Life home page or at the following link: <a href="http://bulletinboard.life.edu/">http://bulletinboard.life.edu/</a></p>
Bb or BB	<p>Commonly used to abbreviate Blackboard, the online supplemental instruction site used by Life.</p>
Bulletin Board	<p>An online forum for students that is an aspect of the Administrators-Students Advocacy Program (ASAP) where students can ask questions and share their comments, concerns and criticisms about campus issues. The Director of Student Administrative Services administers this site and pursues questions with the appropriate administrative offices, generally having answers back on Bulletin Board within a week (typically less). Bulletin Board can be accessed at the following link: <a href="http://bulletinboard.life.edu/">http://bulletinboard.life.edu/</a></p>
CADE	<p>The Commission on Accreditation for Dietetics Education is ADA's accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered. This is the accrediting body for Life's Dietetics program.</p>
Campus LIFEforce	<p>A group of Life faculty and employees who have volunteered to serve in a variety of roles to support the recruitment of students to Life. Organized by the LIFEforce Director.</p>
CAPP	<p>Clinic Adjusting Privileges Program; the process by which Georgia-licensed Doctors of Chiropractic who are employed by Life can provide chiropractic services to patients using campus facilities. DCs are required to follow the CAPP process any time they see a patient on campus. For more information and to download a CAPP application form, visit the following link on Life's website: <a href="http://life.edu/health/providers.html">http://life.edu/health/providers.html</a></p>
CARP	<p>Clinical Assessment and Remediation Program CARP is designed to provide students with additional support in order to be successful in completing their courses. This is a referral program, but based on space availability, students can self refer provided the request is a course the referral program offers.</p>
CCE	<p>1) Center for Chiropractic Education, the building that houses the majority of didactic/classroom chiropractic courses (formerly known as "Annex C") 2) Council on Chiropractic Education, the accrediting body that oversees all US chiropractic programs</p>
CC-HOP	<p>Campus Center for Health and Optimum Performance, Life's student clinic located in the Administration Building</p>
CE	<p>Continuing Education; can refer to either Life's Postgraduate Education Department, which coordinated CE programs or to the CE coursework itself.</p>
CETL	<p>The Center for Excellence in Teaching and Learning provides faculty and staff with resources, support, and professional enrichment opportunities on enhancing instructional practices, integrating educational technologies, and advancing workplace skills. The center includes a space for faculty to engage in workshops, meetings, and training activities. Staff are also encouraged to utilize the CETL for various training and meeting needs.</p>
CGSR	<p>College of Graduate Studies and Research; refers to Life's masters degree (Sport Health Science) program</p>
C-HOP	<p>Center for Health and Optimum Performance, Life's main, outpatient clinic.</p>

CIC	Continuous Improvement Cycle; a process guided by the Office in Institutional Effectiveness (OIEPR), Planning and Research that supports all areas of campus in setting and assessing goals that improve their functions.
Clinic System	The Life University clinics and departments which are Clinical Education, Clinic Advisement, International Clinic Programs, P.E.A.K., and the Level I, II, and III patient care facilities
Clinician	A Life University faculty member who supervises student interns in one of Life University's clinics.
Club/Market Day	Usually takes place on the first Thursday of the quarter during Week 1; arranged by Student Services. Hosts all the student clubs as well as outside vendors who supply services/products that may be helpful for students as new residents of the Marietta community.
COC	1) College of Chiropractic; refers to Life's professional program of chiropractic 2) Commission on Colleges; refers to the arm of the Southern Association of Colleges and Schools (SACS) that is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The SACS COC oversees Life's institutional accreditation.
CRB	Conduct Review Board - the judicial body made up of faculty, staff and student members that reviews charges of Honor Code violations. A new CRB is put together each time a charge of violation is made. CRBs are overseen by the Office of Student Conduct, a division of Student Services. Can refer both to the members who serve as well as the process/hearing itself.
CUS	1) College of Undergraduate Studies; refers to Life's baccalaureate and associate degree programs, see the LU website and the Course Documents section of the Blackboard LU101 for additional details. 2) Also refers to the building that houses most of Life's undergraduate courses (formerly known as Annex B)
DCP	Doctor of Chiropractic Program; refers to Life's DC program as well as those offered by other institutions
Department	One of the branches making up Life's College of Undergraduate Studies. The departments include Business, Exercise Science, General Studies, Natural Sciences, Nutrition. Each department is overseen by the Department Head.
DIA	Diagnostic Imaging and Alignment A department of the College of Chiropractic located in the Administration Building.
Division	One of three branches of Life's College of Chiropractic didactic program (Basic Sciences, Clinical Sciences and Chiropractic Sciences). Each division is overseen by a chair.
Eight Core	Commonly used shorthand for Life's Eight Core Proficiencies, the value-based skills that Life strives to instill in its students and in the Life community; also 8CPs. More detailed info can be found at the following link: <a href="http://life.edu/Eight_Core_Proficiencies">http://life.edu/Eight_Core_Proficiencies</a>
ELA	Experiential Learning Activity (or "Ropes," short for "Ropes Course", aka a challenge course) which is an activity that occurs on the last day of New Student Orientation, typically Friday of Week 0. The Experiential Learning Activity course is conducted by Student Services using their staff as well as faculty and staff volunteers from areas all over campus.
EMU	Enrollment Management Unit; refers to the entire enrollment operations of Life including recruitment, application acceptance, admissions advisement, transcript evaluation, admissions acceptance, events, etc. Formerly known as New Student Development.
e-PA	Employee Performance Appraisal. See "PA" for additional details.
EXPO	Shorthand for Exceptional Experience Project Outcomes, the two-year projects being executed and tracked for alignment with the university's strategic plan
Faculty Clinician	A Life University faculty member who supervises student interns in one of Life University's clinics

FCLB	Federation of Chiropractic Licensing Boards; an national agency which all state chiropractic licensing boards belong, sets certain standards that may or may not be part of licensing in each state; can direct prospective students to the state requirements for chiropractic education in regard chiropractic licensure (i.e., some states require that a student have earned a BS degree before entering a Doctor of Chiropractic program)
FERPA	The Federal Educational Rights and Privacy Act; refers to our obligation as an institution and its employees to protect the educational records of our students. A waiver/release signed by the student and specifically naming the person(s) to whom information is to be disclosed must be obtained before any information about their grades or enrollment status or even their student ID number is shared. A release/waiver form is available in the Document Library of the Everything Life course. For additional info, please contact Dr. Marc Schneider, Executive Director of Student Services.
FSDP	Faculty and Staff Development Program; a series of sessions that take place during Week 0 of each quarter and includes a "state of the university" address from the president, introduction of new employees, various faculty and staff development workshops, Faculty Senate meeting, Deans/College meeting, Staff meeting, an RSVP-only lunch, etc. The FSDP always includes the Wednesday of Week 0 and can also include sessions on the Tuesday and/or Thursday of that week.
Geogia Law	refers to the continuing education (CE) classes that cover Georgia state law as it pertains to the practice of chiropractic. These classes are core CE classes and must be completed each years as part of the DC re-licensure process and are offered on campus for Life faculty DCs.
HIPAA	Health Insurance Portability and Accountability Act - A federal acts which sets forth both the requirements and the standards for maintaining the privacy of patients' individual health information. Life's clinics strictly adhere to HIPAA standards. More information can be found at the following link: <a href="http://www.hhs.gov/ocr/privacy/">http://www.hhs.gov/ocr/privacy/</a>
Honor Code	Standards of conduct set forth by Life university. there are Staff, Faculty and Student Honor Codes. Student Honor Code violations can result in hearings before a Conduct Review Board (CRB) and, depending on the severity, can result in informal resolution or formal resolutions including suspension or expulsion. More information can be found at the following link: <a href="http://life.edu/integrity">http://life.edu/integrity</a>
IGET	Institutional Goals Execution Team; a group charged with the implementation of the LU Institutional Goals which aim to advance the university toward fulfilling the 20/20 Vision. Also often used to refer to the Institutional Goals themselves.
Intern	A Life University student who has satisfied academic requirements and is enrolled in a course that requires the student to work, under faculty supervision, with patients in one of Life's clinics.
LIFEforce 1000	A cadre of DCs who commit to complete a training program, put on Student Recruitment Events (SRE) in their cities and send 5 students to Life in five years.
LLW	Life Leadership Weekend; a quarterly student recruitment event which allows prospective students to spend the weekend at Life and participate in a challenge course, interact with LIFEforce 1000 DCs, current students and presentations about the practice of chiropractic. They receive hotel accommodations and reimbursement of up to \$300 in travel expenses.
LRC	Learning Resources Center, the building that houses Life's Library as well as Enrollment Services, Financial Aid, Student Accounts, the Center for Excellence in Teaching and Learning (formerly known as Annex A)
LUSSI	Life University Sport Science Institute; a program operated in conjunction with the Life University Sport Health Science program that employs a variety of methods in Life's vitalstic tradition to train and coach elite athletes in attaining peak performance.
Market/Club Day	Usually takes place on the first Thursday of the quarter during Week 1; arranged by Student Services. Hosts all the student clubs as well as outside vendors who supply services/products that may be helpful for students as new residents of the Marietta community.

Mod	One of seven modular buildings on Life's campus.
NBCE	National Board of Chiropractic Examiners, the agency that constructs and conducts the examinations that Doctor of Chiropractic program students/graduates must pass in order to be licensed to practice. These are the "Boards" that are being referred to when students speak about taking and passing these tests.
OSCE	Objective Structured Clinical Examination The OSCE's are multi-station practical examinations that are designed to measure 9th and 12th quarter Intern's clinical competency. Specific competencies measured can include: case history, x-ray, technique, physical examination and critical thought. Faculty and Staff training for OSCE's take place during FSDP week. For additional information see the Academic Quarterly
OSRSA	Office of Sponsored Research and Scholarly Activity; the department responsible for conducting experimental research and coordinating and recognizing activities such as journal publications and research presentation.
PA	Performance Appraisal - employee appraisal process, used for both faculty and staff, (to be)in use starting January, 2012. The Life University Performance Appraisal uses a Behaviorally Anchored Rating Scale(BARS)-based approach. There is a version for employees (e-PA) and supervisors (s-PA)and (will be) accessed online.
PAR	Preparation, Assessment and Record keeping. The PAR Center offers services to faculty and staff in the form of exam copying, scanning and scoring as well as standardized test administration. See Life's website for more detail.
PASS	Progressive Advisement for Student Success; an academic advisement program for incoming students after they have completed the enrollment advisement process. New students are advised regarding coursework, Life and Marietta community resources, housing, etc. for their first three quarters at Life. The PASS team is overseen by Student Services.
PEAK	Practice Excellence, Art and Knowledge; a type of intern/externship Clinics program that allows upper quarter DC students to be part of a field doctor's office and practice in a real world setting
PLI	President's Leadership Institute, a group of students who are hand selected for leadership qualities and provided with opportunities to hone those qualities in various workshops and engage political action designed to advance the chiropractic profession
Power Up	Daily meetings based on a template that includes considerations of Life's mission, values and functions.
PPBM	Professional Practice Business Management - a series of courses in the Doctor of Chiropractic program designed to prepare DC students for the business of establishing, building and maintaining a chiropractic practice.
PS	Prospective Student; an abbreviation often used by Enrollment
QEP	Quality Enhancement Plan; part of the SACS accreditation process that seeks to improve the learning experience of schools and universities. Life's QEP has been vetted by constituents across the university and will focus on active learning strategies (ALS) as the basis for improving student learning.
Ropes	Short for "Ropes Course" which is an Experiential Learning Activity (or ELA, aka a challenge course) that occurs on the last day of New Student Orientation, typically Friday of Week 0. The Ropes Course is conducted by Student Services using their staff as well as faculty and staff from areas all over campus.
S&F	Space and Facilities, the concern of the S&F committee which is comprised of representatives from key campus areas/concerns and which vets all space and facilities utilization issues
SAC	Student Advocacy Center - a proposed office for students to be able to bring problems for which they're having difficulty finding resolution

SACS	Southern Association of Colleges and Schools - the regional accrediting body that oversees Life University's accreditation. The Commission on Colleges (COC) is the arm of SACS that is the actual regional body for the accreditation of degree-granting higher education institutions in the Southern states.
SEG	Student Experience Group; one of the President's committees which is examining every aspect of the student experience at Life from "click to click" (the first time a student clicks on the Life website until the time he/she has his picture clicked as a graduate)
SHS	Sport Health Science; Life's masters degree program; comprised of five concentrations. See Life website for additional details.
SLP	Serving Lasting Purpose - a service initiative developed by the Student Experience Group in conjunction with Liz Fey of Management Solutions and the SLP Advisory Panel (made up of representatives from all areas on campus)
s-PA	Supervisor Performance Appraisal. See "PA" for additional details.
SPC	Strategic Planning Council - a group made up of senior and key administrators charged with ensuring alignment between LIFE's budget, projects and pursuits - and its strategic initiatives and mission.
SRE	Student Recruitment Event; events put on by field DCs in their cities and intended to provide the necessary information and motivation for prospective students to choose careers in chiropractic and to choose to pursue their studies at Life. SREs are conducted in conjunction with Enrollment and/or LIFEforce 1000.
SSC	Student Success Center; an office that is part of Student Services and offers a variety of resources free of charge for students to improve their academic performance including tutoring, peer mentors, time management strategies, learning styles inventories, etc.
Student Intern	A Life University student who has satisfied academic requirements and is enrolled in a course that requires the student to work, under faculty supervision, with patients in one of Life's clinics.
Vitalism	the recognition and respect for the inherent, self-organizing, self-maintaining and self-healing abilities of living systems.
Week 0	The week preceding the first week of classes each quarter during which the Faculty and Staff Development Program takes place; aka "Work Week"
Week of the Quarter	Life's academic year is divided into four quarters, each consisting of 10 weeks of instruction (Week 1 through Week 10) followed by Finals Week. Each academic quarter is also preceded by Week 0, also known as "Work Week," during which the Faculty and Staff Development Program takes place.
Work Week	Refers to the week between quarters when faculty are due back on campus for FSDP, College meetings, etc.; aka "Week 0"

## ACKNOWLEDGMENT OF RECEIPT OF THE LIFE UNIVERSITY EMPLOYEE HANDBOOK

This Employee Handbook represents a profile of the University and a summary of Human Resources policies, practices, benefits, and services at the time of its publication. Specific benefit plan provisions are described in greater detail in each program's Summary Plan Description provided to all eligible employees.

The University reserves the right to adopt, change, modify, amend or terminate any policy at any time.

Information completed on all employment forms must be accurate (forms could include, but are not limited to, skills inventory, medical history, work permit, criminal history, education, and job application). Continuation of employment is subject to, among other things, the availability of funds or sufficient work.

Nothing contained in any written Human Resources policies, manuals, handbooks, publications or other transmittals of the University shall constitute or imply a contract of employment between the University and any employee of the University. Further, nothing stated or said, whether orally or in writing, to an employee of the University shall constitute or imply a contract of employment between the University and the employee. The University reserves the right to terminate the employment of an employee at any time with or without cause and to modify terms and conditions of employment, including (without limitation) schedule, salary, and benefits at any time.

In addition to this Employee Handbook, other Human Resources policies and procedures may be implemented. Each department may also have its own operating procedure manual, containing department-specific information.

Amendments to this Employee Handbook may occur after printing. Please refer to the University website at: <http://www.life.edu> for the most updated version.

For the signature sheet, please turn to the final page of this Handbook, sign, date, and detach the sheet returning it to the Office of Human Resources.



## EMPLOYEE HANDBOOK ACKNOWLEDGMENT SIGNATURE FORM

I acknowledge that I have received a copy of the Employee Handbook outlining the responsibilities of an employee and the responsibilities of the organization. If I have any questions, I should contact my supervisor or the Office of Human Resources. I understand the handbook provides an outline of the organizational employment policies and procedures by which I am governed. It is my responsibility to read the contents of the handbook, including all changes, modifications and amendments to the handbook.

I agree to comply with the guidelines, policies, and procedures of the University as set forth in the Handbook and any changes, modifications and amendments to the Handbook.

Employee Name (Print) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

# LIFE<sup>®</sup>

## University

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