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Welcome from the President

Welcome to the Harding family! As you have probably already observed, this university is so much more than only a school or business. We believe that at Harding we have the special opportunity to be a Christian community in which we seek to live by the Kingdom values taught by Jesus. This makes us much more than mere co-workers, employers and employees. Though it is necessary for any sizeable organization to have policies like the ones detailed in this handbook, we believe that our rules and regulations are rooted in the Christian values of love, fairness, goodness, holiness and self-control.

The people around this campus have often heard me tell about a letter my dad wrote to me on the day after my family had dropped me off at Harding to start my freshman year. Dad began his letter with these words: "Yesterday was the day that Hannah took Samuel to Eli." All these years later, those words continue to shape my view of this university. Dad was entrusting his firstborn son into the hands of the Harding community to train me in the ways of the Lord. To those of us who work at Harding, that is what our students continue to be: a sacred trust. Every employee at this university has the opportunity to help encourage, maintain, and develop the faith of our students. That is why it is so important that we live and work in an exemplary way as employees of Harding University.

I pray that your work here gives you a gratifying sense of purpose and a refreshing sense of joy. We are always looking for ways to make everyone’s job here the sort of experience that causes you to look forward to coming to work. If there is ever any way that I can help you to this end, please come and talk with me.

May God richly bless us all as we seek to follow in the steps of His Son and as we strive to live in an authentic Christian community here at Harding University!

Bruce D. McLarty
President
The Mission of Harding University

The following statement of Mission was adopted by the Harding University Board of Trustees in May 2008, and reaffirmed in May 2011.

Harding University was founded in 1924 upon spiritual convictions. We are, at our core, a Christian university. The character, example, and concerns of Jesus Christ are the standards that shape us and chart the course for our future. Because of this, an all-encompassing love for God and a corresponding love for people are at the heart of who we are.

We are committed to retaining the Christian identity of Harding University. Realizing that there is a powerful, almost overwhelming tendency for Christian institutions to drift toward secularism, we recommit ourselves at this time to the distinctive practices that have always been central to Harding’s Christian mission: required Bible classes, daily chapel, and a lofty code of behavior for the board, administration, faculty, and students.

For many years it has been our motto that Harding University integrates and celebrates “faith, learning and living.” The Christian worldview is to be at the core of every academic discipline and every extracurricular activity on campus. Every professor who stands in front of a class, every coach who stands in front of a team, and every director who stands in front of a cast or a chorus is to speak and lead as a man or woman of God. They are to confess, both in words and actions, that God created the world, that He redeems us through the blood of His Son Jesus, that He fills his children with His Holy Spirit, and that He calls us to be holy as He is holy. Such core themes will be emphasized in chapel services, in faculty meetings and throughout the university.

The Gospel of John states that “the Word became flesh and lived for a while among us. We have seen his glory, the glory of the one and only Son who came from the Father, full of grace and truth” (John 1:14). Grace and truth were perfectly blended in Jesus. He spoke truth, but always in a gracious way. He extended his hand in grace, but never betrayed the truth in doing so. However, Christians constantly struggle to demonstrate that same sacred balance. Gracious people are easily tempted to compromise truth, and truth-seeking people often communicate ungraciousness. Recognizing this challenge, we are determined to be a people who are “full of grace and truth,” sacrificing neither in the pursuit of both. Cheap grace and harsh truth are two extremes we will seek to avoid. Our hope is that when people think of Harding University they will think of both grace and truth.

Another important aspect of our institutional identity is our belief in the Bible as the fully inspired and authoritative word of God. We hold it to be “God-breathed” and the basis of our teaching and life. The Bible is central to our goal of spiritual formation in the life of everyone at Harding. Consequently, it is our goal that every graduating senior leave our university with a greater level of confidence in Scripture than they had when they first arrived on campus.

Harding University has always been a leader in world missions. Nearly one-third of the
missionaries who have gone out from churches of Christ have graduated from Harding. We believe that at this critical point in history it is important that we renew our commitment to participate fully in the mission of God, both at home and abroad. While the pluralism of our postmodern culture denies the need to preach the gospel, we continue to believe that salvation is found only in Jesus Christ and that Christians are to “go and make disciples of all nations” (Matthew 28:19).

Harding has always been deeply connected with churches of Christ, and we reaffirm this connection. Our goal will be to continue to hire only members of churches of Christ as faculty and administrators. Though we live in a time of significant confusion over our brotherhood’s identity, we are determined that Harding University will become captive to neither a rigid legalism on the right nor a formless liberalism on the left. “With gentleness and respect” (1 Peter 3:16) we affirm on this occasion such distinctive convictions of the mainstream churches of Christ as baptism for the remission of sins, a cappella music in worship, and male spiritual leadership.

While we maintain our close ties with the churches of Christ, we make clear that Harding opens her arms to all. Those who do not share all of our convictions are always welcome, and we will work hard to see that they are always treated with kindness, fairness and respect.

This Statement of Mission is presented, and we offer it to God with the words of our Lord, Jesus: “Father…not (our) will, but yours be done.” (Luke 22:42)

About this Handbook

This handbook lists the values, beliefs, attitudes, goals, standards, and benefits Harding University believes are important and that the administration encourages. The standards of conduct govern all employees and are intended to help us all get along in a friendly and productive atmosphere. Harding University's policies are also designed to promote your personal productivity and career advancement.

This handbook serves as a general guide to what we can reasonably expect from each other in the conduct of our mission. Therefore, neither this handbook nor any of its provisions constitutes an employment agreement or contract of any kind or a guarantee of continued employment. Because circumstances and situations change, we will have to change or amend these guidelines with or without advance notice from time to time. We will provide updates when changes are made.
SECTION I: GENERAL WORKPLACE POLICIES

1. Nondiscrimination Policy

Harding University is a private independent university. While emphasizing a curriculum of liberal arts, a primary stress is placed upon Christian values and character.

Harding University does not unlawfully discriminate in employment practices on the basis of race, color, national or ethnic origin, religion, age, sex, disability, handicap, or prior military service. Unlawful discrimination is prohibited by Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act as amended, and other applicable laws and regulations. Specific exemptions regarding religious discrimination exist for a religious institution such as Harding University. Inquiries should be directed to the Director of Human Resources.

Harding University desires to enlarge the pool of candidates of minorities and women to make it possible to have a balanced work force. Training and promotion will be based upon an individual's qualifications with all personnel actions administered fairly.

Deans and department chairs have the responsibility to see that these policies are carried out in their departments; however, the overall responsibilities for planning and implementing the nondiscrimination policy are assigned to the Chief Financial Officer.

2. Title IX Statement

Harding University does not discriminate on the basis of sex in admissions, employment opportunities, education programs or activities which it operates. This is in keeping with Title IX of the Education Amendments of 1972 and Part 86 of the Department of Health, Education and Welfare's regulations implementing Title IX. Inquiries concerning the application of Title IX and Part 86 to Harding University may be referred to the Title IX Coordinator. The Title IX Coordinator is Zach Neal, Assistant Vice President for Student Life, located in the Office of Student Life, Student Center 218, and can be reached at 501-279-4332.

3. Line of Responsibility

Lines of responsibility and authority should be observed. As an employee of a certain department, the employee is responsible directly to the head of that department but should feel free to discuss any matter with any of the administrative officials. Official action on an employee's request, however, should come through the head of the employee's department.

4. Safeguarding Harding University Funds

Many offices handle university funds either regularly or on occasion. A custodian of funds should be appointed in each office which handles such funds. The custodian and his/her supervisor should be the only persons allowed access to the funds.

Under no circumstances will university funds be converted to personal use. This includes loans to any individual.

University funds shall be kept under lock and key at all times. All university funds are subject to unannounced cash audits by the Internal Auditor.

Offices may receive funds from various sources such as sales of various items, fines, payments for use of copying machines, etc. These funds
should be carefully safeguarded and deposited in the Business Office on a regular basis.

Some offices have been approved to maintain a Petty Cash Fund. The purpose of such a fund is to be able to purchase small items outside the Purchasing System. These funds must be kept entirely separate from other funds in the office.

The custodian of funds may purchase items for the office or department upon approval of the appropriate Budget Manager. An invoice or voucher showing the date, cost of the item, and from whom the item was purchased is required for all such purchases.

At all times the Petty Cash Fund must contain the designated balance of the fund either in cash or invoices. The custodian of the fund may be reimbursed for invoices by submitting an approved check request or request for paid out. Both the appropriate Budget Manager and the Assistant Vice President for Finance must approve such a request.

For further information pertaining to the safeguarding of university funds, please contact the Office of the Assistant Vice President for Finance.

5. **Ombudsman**

The Ombudsman provides confidential, informal, independent, and neutral dispute resolution services for university employees. This person assists faculty and staff in identifying and evaluating options for resolving and managing conflicts, provides mediation services, and makes referrals to other appropriate university resources. Due to its informal, confidential, and independent roles outside the administrative structure of the university, notice to the Ombudsman about a problem does not result in the generation of records, nor does it constitute legal notice to the university about the existence of a problem. For those interested in making official complaints or for issues that should be addressed through formal channels, the Ombudsman can assist by making appropriate referrals to other university resources.

The university’s Ombudsman is Dr. Sherry Pollard and the contact information for setting up an appointment by phone is (501) 279-4347 or by email at spollard@harding.edu.

Email is not appropriate for discussing confidential information. Therefore, please only use the email for establishing an appointment to meet with Dr. Pollard.

6. **Harassment Policy**

For many years Harding University has had an explicit Sexual Harassment Policy included in its Employee Policy Handbook. Harding University wants its employees to know that it has been, and will continue to be, Harding University’s policy that no employee or applicant should be subjected to any conduct, either verbal or physical, which might interfere with job placement, productivity or work effectiveness or create a hostile work environment not only on the basis of sex or gender but also on the basis of race, color, national origin, age, disability, marital or veteran status, or any other legally protected status.

Any employee (or applicant) who believes he or she has been subjected to harassment by any Harding University employee, patient, vendor, or any other person should immediately report the situation to his or her supervisor. If the complaint involves someone in the employee’s direct line of supervision, the employee should report the situation immediately to David Ross, Director of Human Resources (501-279-4930), or Mel Sansom, CFO (501-279-4485). While
Harding University encourages all employees to discuss any work related issue with the Harding Ombudsman, reporting harassment to the Ombudsman does not constitute the required reporting of harassment issues. Harding University will conduct an appropriate and timely investigation of all such reports or complaints, and any violation of the university’s Harassment Policy will result in appropriate disciplinary action, up to and including discharge. The reported complaint, the investigation, and the results of the investigation will be kept in the strictest confidence, and disclosure will be limited to only those persons who are necessarily involved in the investigation and only to the extent necessary to allow a thorough and complete investigation into the complaint. Regardless of the outcome of the investigation, no employee or applicant who has complained about any form of harassment will be subject to retaliation for having filed a complaint or reported a perceived violation.

Any unwelcome, offensive conduct based upon sex or gender, race, color, national origin, disability, age or any other protected class may constitute harassment. Some examples of harassment are:

A. Lewd jokes, suggestions or actions; or jokes, derogatory comments or actions based on any other protected category;
B. Unwanted and offensive overt sexual approaches, such as rubbing, massaging, patting, pinching and other acts of physical contact in the workplace;
C. Seeking sexual favors as a condition of employment or advancement or otherwise;
D. Threatening, intimidating or otherwise pressuring an employee into sexual submission; threatening or insulting comments or actions based on any protected category;
E. Other language, actions, displays of cartoons, symbols, photographs or graphics having sexual connotations which are unwelcome or any language, actions, displays of cartoons, symbols, photographs or graphics abusing or denigrating persons in any protected category.

These are only examples of harassment. You are expected to immediately report any other actions of any kind which you consider to be unwelcome and offensive.

7. Standards of Conduct

To encourage Christian living and growth, the university encourages and expects you to:

A. Conduct yourself consistent with the stated mission of the university,
B. Develop a servant-ministry lifestyle that integrates faith, learning and living,
C. Pursue honesty and integrity,
D. Strive for personal wellness,
E. Strive for moral and social wellness,
F. Dress modestly, and
G. Serve others, consistent with the development of a servant-leadership lifestyle.

We recognize that most employees only need to receive proper training and be informed of the rules in order to be positive, productive employees. There are, however, times when the discipline process is used in order to get the employee’s attention and attain the desired result.

The Corrective Action Policy addresses cases which stem from one or more events leading to discipline, such as poor work performance, conduct, or attendance. There are times when
coaching and/or verbal or written reprimands are in order. More serious infractions require moving immediately to a probation period, suspension, or termination of employment. There are also times when a step may be repeated or skipped. The level of responsibility or type of position within the university is a critical criterion in applying the concepts of progressive discipline in any given case.

Actions such as the following are examples of behavior that violate the standards of conduct and may result in corrective action:

A MINOR INCIDENT is an occurrence of a problem involving unacceptable performance or conduct. Conduct listed below may not be initially serious but becomes serious if continued without correction:

1. Absenteeism or tardiness
2. Failure to report absence from work within one hour after the start of the work day on the first day of absence
3. Failure to observe working hour schedules (starting time, quitting time, meal periods)
4. Leaving assigned work location during working hours without permission of the supervisor
5. Any unapproved soliciting or fund raising during employee work time
6. Loafing or other abuse of time during assigned working hours
7. Unsatisfactory work performance
8. Disrupting the work of other employees by talking or other distractions
9. Performing personal work on employee working time

A MAJOR INCIDENT is an occurrence of a problem involving unacceptable performance or conduct. Conduct as listed below is serious and may result in corrective action up to and including termination of employment:

1. Repeated occurrence of a minor incident
2. Interference in the work of other employees
3. Stealing university property or property on campus belonging to employees or others
4. Deliberately abusing, defacing, damaging, or destroying university property or the property of others on campus
5. Falsifying, unauthorized copying or use, or distribution to unauthorized persons of university records
6. Gambling of any kind
7. Fighting or provoking a fight
8. Violating the university’s Drug and Alcohol Use and Abuse Policy
9. Violating the university’s Sexual Conduct Policy
10. Sleeping during working hours on university premises
11. Refusing to perform, follow, or carry out instructions, orders, directions, and/or assignments from supervisor
12. Carrying firearms or other dangerous weapons on campus (See Weapons Policy)
13. Participating in harassment of any form at the university
14. Unauthorized use of university property including stationery and equipment
15. Knowingly or willfully making a false claim
16. Any illegal conduct
17. Conduct that detracts from the stated mission of the university or is inconsistent with the Standards of Conduct
18. Professional incompetence, neglect of responsibilities, conduct or teaching contrary to published standards of the university, or a lack of commitment to the aims and ideals of the university
19. Abusive language to any employee, supervisor, student, or visitor
20. Failing to abide by the university’s safety policies

The above lists are not intended to be all inclusive!

Employees are reminded that except for those employees having written contracts, all employees are “at will” employees whose employment may be terminated at any time with or without cause. An employee who is discharged after a major incident will not be considered for re-employment by the university.

8. Sexual Conduct Policy

Harding University holds to the biblical principle that God instituted marriage as a relationship between one man and one woman. Employees are prohibited from being married to or dating a person of the same sex. Neither may employees engage in behavior suggesting a romantic relationship with a person of the same sex. The university further holds to the biblical principle that sexual relationships outside the context of marriage between a man and a woman are unacceptable to God and immoral. Sexual immorality in any form may result in termination from the university.

Employees are prohibited from possessing or displaying pornographic materials of any type. The possession or displaying of pornographic materials may result in termination from the university.

9. Drug and Alcohol Use and Abuse Policy

Drug and alcohol use by employees is forbidden by Harding University. For the purposes of this policy the following definitions apply:

A. Harding employee. Anyone who is currently assigned to job duties whether on a temporary, part-time, or full-time agreement, and is being paid for their services on an hourly or monthly basis.

B. A drug. Alcohol, prescription drugs used by one other than the person prescribed for, over-the-counter drugs when taken in a dosage or in a manner other than the directions on the packaging, marijuana, narcotics, drug paraphernalia, depressants, stimulants, hallucinogens, solvents, chemical compounds, or other controlled substances defined as illegal by federal, state, or local laws.

C. Alcohol. Any beverage sold which contains alcohol or any substance which will alter cognitive abilities.

D. Controlled Substance. Any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include but are not limited to Heroin, Marijuana, Cocaine, PCP.

E. Abuse. Substance misuse/abuse is consumption of any substance that exceeds recommended use by the manufacturing either in amount or purpose of use.

Policies

A. Alcoholic Beverages. Harding University prohibits its employees from consuming, possessing, using, selling, giving,
distributing, or storing alcoholic beverages on-campus or off-campus.

B. Drugs: Harding University prohibits its employees from consuming, possessing, using, selling, giving, distributing or storing drugs.

C. Discipline: Please refer to the Harding University’s Standards of Conduct.

10. Weapons Policy

Harding University takes the safety of faculty, staff, students and visitors seriously. To promote a safe atmosphere and to help ensure a safe environment, the university has adopted a weapons-free policy.

The possession or carrying of a concealed handgun or other weapon on the grounds or in the buildings of Harding University (Searcy, North Little Rock, Rogers, Memphis), with the exception of law enforcement or authorized Harding University Public Safety Department personnel, is expressly prohibited.

11. Tobacco-Free Environment

Tobacco smoking and use of smokeless tobacco products have been clearly established as a preventable cause of illness. Current research indicates that secondary tobacco smoke exposure may be a health hazard to non-smokers. Harding University is concerned with the health of every employee and student, tobacco users and non-tobacco users alike, and finds this a crucial reason for implementing a tobacco-free policy.

The use and/or possession of tobacco products by Harding employees is prohibited on university property or while using university vehicles.

12. Employee Complaints and Grievances

Workplace harmony is a desire of supervisors and employees alike. Most people look forward to coming to work and value work relationships that are built on common interests, trust, and individual recognition.

Supervisors and managers should work to create just such an atmosphere within their work units. The organization is made up of many individuals with various needs and temperaments. Therefore, even within the most well supervised departments, supervisors and employees may face misunderstandings or disagreements from time to time.

When a complaint arises remember the following:

A. The supervisor and the employee are not adversaries.

B. Complaints are part of the supervisor/employee communication system.

C. Complaints help supervisors understand employees’ concerns.

D. Supervisors have the opportunity to resolve problems before they develop into a grievance.

It is recognized that employees may experience job related problems or complaints from time to time. It is in the best interest of both the university and the employee to resolve these matters as soon as possible at the lowest possible level before they become a formal grievance.

Any employee who is aware of or suspects fraud, dishonesty, deception, or other problems is encouraged to discuss such a matter first with his/her immediate supervisor.
It is the policy of the university to resolve employee grievances in a prompt, friendly, and fair manner. A systematic review process has been established as described below:

**Step 1:**

An employee who has a serious problem about any aspect of his/her job or his/her relationship with the university may present the problem in writing to the appropriate immediate supervisor for discussion at the earliest possible time.

The immediate supervisor, after obtaining the facts in writing and reviewing the problem, will promptly give the employee an answer or will notify the employee if additional time is needed to investigate the problem.

**Step 2:**

If the employee feels that the supervisor's answer is not satisfactory, the employee, with or without his/her supervisor, may present the problem to the department head.

The department head should be sure that all efforts have been made to solve the problem including working out solutions with other departments should more than one department be involved in the matter. The department head will promptly provide the employee with an answer.

**Step 3:**

Should the employee involved be dissatisfied with the department head's answer; the employee will so notify the department head and may then present the problem to the Director of Human Resources for review. During this presentation, the employee may act alone or with his/her supervisor and/or the department head.

The Director of Human Resources shall conduct an informal hearing in which the employee will be permitted to state his/her grievance and present documents or other evidence. The Director of Human Resources shall review all the facts and circumstances and, within five days of the hearing, make a recommendation to the Chief Financial Officer. The decision of the Chief Financial Officer shall be final.

No employee will be discriminated or retaliated against or in any way penalized for using the grievance process.

This procedure is not to be used for harassment issues which must be reported and will be investigated as set forth in the Harassment Policy section of this Handbook.

**13. Confidential Matters**

Confidential matters concerning Harding University shall not be discussed by any employee with any non-authorized person. Disclosure of any information or activities which might be detrimental to the interests of the university will be justification for immediate dismissal. University mailing lists are considered confidential and should not be released unless such a release has been authorized by the President or a Vice President.

**14. Whistleblower Policy**

Harding University is committed to providing all members of the university community, including students, faculty, staff, alumni, business partners, and guests, with a safe and productive campus experience. If any member of the university community has reason to believe or reasonably suspects that Harding University or any of its agents are involved in any activities
that would be in violation of federal, state, or local laws or regulation, or would be contrary to any established university policy, that individual may report such activities without fear of reprisal or retaliation.

Any university employee with reasonable suspicion of illegal or improper activity should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact the Vice President of his/her department. In lieu of or in addition to notification of the supervisor, any university employee with a complaint may contact the Vice President for Finance who oversees the legal responsibilities of the university.

Any university business partner, alumni, or guest with reasonable suspicion of illegal or improper activity should contact the Vice President for Finance who oversees the legal responsibilities of the university.

The university also provides a tip line for reporting improper behavior or actions. The tip-line can be obtained by calling (501) 268-7237 or by visiting www.harding.edu/DPS/tips.

After notification of alleged illegal or improper activity, the Vice President for Finance will conduct a thorough investigation and recommend appropriate action to the President.

15. Use of University-Owned Vehicles

All drivers of university-owned vehicles must be at least 21 years of age. In addition, while driving university-owned vehicles, drivers must adhere to all state laws, including, but not limited to, the seat belt law.

16. News Releases

The Public Relations Office oversees the release of news about the university to newspapers, publications, radio, and television and coordinates all contacts with the news media. The Director of Public Relations or a designated employee in that office is the spokespersons for the university to media representatives. Any contact with the news media must be made through the Public Relations Office or through an individual designated by the President. Employees are asked to report newsworthy activities of their department to 279-4316.

17. Employment of Relatives

We have no general prohibition against hiring relatives. However, a few restrictions have been established to help prevent problems of security, supervision, and morale.

While we will accept and consider applications for employment from relatives (close family members such as parents, grandparents, children, spouses, siblings, or in-laws), they generally will not be hired or transferred into positions where they directly supervise or are directly supervised by another close family member.

18. Parking Violations

Violations that are detected by a Security Officer will result in a parking ticket being given and a fine being assessed.

To contest a parking citation, an appeal must be submitted within 10 days of the citation issue date to the Traffic Appeals Committee by completed the form located on the Parking Services Department website. The Appeals Committee is composed of Harding University faculty and staff members. Committee members review each appeal and make their decision based on the information contained in the appeal as well as information from the citation itself.
19. Use of University Name and Stationery

Use of the university name for commercial, organizational, personal, or political purposes is strictly forbidden. Any proposed use of the university name that seems at all questionable should be approved in writing by the President of the university. Also, any instance of improper use should be reported to the President of the university. University stationery is for official use only and should never be used for personal correspondence.

20. E-mail Policy

Harding University recognizes that electronic mail has the potential to improve communications between staff and students as well as with external organizations. However there is the potential for abuse of electronic mail, which needs to be recognized and addressed.

Harding University’s e-mail policy and other IT policies can be found on the Information Systems & Technologies website:
http://www.harding.edu/IST/ITpolicies.html

21. Workers’ Compensation

Harding University provides Workers’ Compensation coverage for all of its employees who sustain compensable injuries or illnesses in the course of and arising out of their employment. This coverage is provided at no cost to the employee. Temporary disability benefits are provided in accordance with state law. Compensation benefits also include the payment of medical bills incurred as a result of a compensable on-the-job injury or illness.

Medical treatment relating to the injury must also be approved by the Office of Human Resources. When the medical treatment is approved, payment is made to the medical service.

Employee Responsibility

A. It is the responsibility of the employee to notify his or her supervisor immediately or as soon as possible of all work related injuries or illnesses. Failure to do so may affect benefits under Workers’ Compensation.

B. Obtain Form 1 and Form N from your supervisor or the Office of Human Resources. Form N notifies the employee of his or her rights and obligations regarding medical treatment.

C. If the injury requires a physician visit, notify the Office of Human Resources and an appointment will be made for you with one of the university approved physicians.

D. You must have a release to return to work from the treating physician which details at what level you can return to work.

22. Workplace Safety

Harding University has the responsibility to provide a safe workplace for its employees. Guidelines set forth by the Federal Occupational Health and Safety Act (OSHA) are followed to ensure that all health and safety needs of the employees are met.

23. Travel Policy

Harding University operates a fully-accredited travel agency, located in the Ezell Building, Room 4 (Basement). Travel Services may also be contacted by telephone at extension 5858.

The university will reimburse employees for reasonable travel expenses incurred in connection with the performance of his or her job. Reasonable expenses include
transportation, lodging, meals, tolls, tips, mass transit fares, etc. To qualify as non-taxable, the reimbursement must be for a bona fide business expense and must be properly substantiated. If you need to travel for business purposes and/or have business related travel expenses to submit, please review the Travel Policy located on Pipeline. The policy can be found in the Finance section under the “Employee” tab.

24. Children of Faculty & Staff on Campus

Harding University strives to provide a family-friendly work environment. However, safety and productivity are primary concerns when considering the presence of children on campus.

In consideration to the general business activities of the university the following guidelines should be observed with regard to children on campus:

A. Infant, toddler, and pre-school age children are not to be brought to work on a regular basis in lieu of appropriate childcare.

B. School age children, may be brought to campus following the dismissal of the school day if the following conditions are met:
   1. The children are primarily self-sufficient and do not require constant supervision;
   2. The children do not interfere with the daily work requirements of the employee; and
   3. The children do not interfere with the work of others on campus.

C. Employees must always obtain supervisory approval prior to bringing children into the workplace.

D. The employee is responsible for the supervision of his/her children.

E. In the case of an emergency, a child may be brought to campus for a brief period of time in order for a situation to be resolved. If the situation cannot be resolved quickly, then the employee must make other arrangements or be absent from work for the remainder of the day. Appropriate accrued paid leave must be used to cover the absence.

25. Pets on Campus

In order to provide for the health, safety, and welfare for individuals on campus, as well as to maintain properly university’s facilities, the following rules are established concerning pets on campus. For purpose of this policy, pets are defined as any domestic or tamed animals, birds, snakes, reptiles and amphibians, unless specifically exempted below:

A. Pets are prohibited from being in offices, classrooms, hallways, and all other areas in any academic or administrative building.

B. Domestic animals on university grounds shall not be left unattended and must be maintained on a leash.

C. Any employee bringing a domestic animal onto the grounds is expected to clean up after his or her pets and not cause additional work for custodial or maintenance personnel.

D. Service animals are exempt from this policy if the employee has a documented disability with the Office of Human Resources.

E. Animals that are officially part of the university’s teaching, research, or clinical programs are exempt from this policy.
1. Employment Procedures

In order for the university to comply with Equal Employment Opportunity regulations, all applicants (except faculty) seeking employment must be directed to the Office of Human Resources.

All staff employees are hired on an at-will basis with each person’s employment for no specific term. Harding University reserves the right to terminate the employment relationship at any time.

If an employee's position requires that he or she be a member in good standing of the church of Christ, the employee will be expected to maintain that standing with a congregation that has a core belief system as reflected in the Mission Statement located in this Handbook throughout the term of his or her employment.

Supervisors – you play a key role in the employment procedures at the university. Your input and guidance will be used in determining a position’s definition, classification, and benefit category. Additional information is included in the Supervisor Handbook Supplement.

2. Employment Definitions

A. Exempt Employees. Employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay and time sheet requirements.

B. Nonexempt Employees. Employees whose positions do not meet FLSA exemption tests and who are paid at time and one-half of the normal pay for hours worked in excess of forty hours per week.

C. Temporary Employees. Employees who are hired for a pre-established period, usually for peak workloads, for vacation relief, or for replacement of employees on an excused leave of absence. They may work a full-time or a part-time schedule. Temporary employees are not eligible for university benefits.

D. Student Employees. Individuals who have been admitted to Harding University for the primary function of being an undergraduate or a graduate student, and who simultaneously are employed, will be classified as student employees. (Exceptions must be approved by the appropriate Vice President)

E. Retiree. An active Harding employee may become a retiree if his or her years and months of age plus his or her years and months of service (no less than 15 Years of Service) equal or exceed 80. Of the Years of Service, 10 must be consecutive Years of Service immediately preceding his or her last day of employment. (Benefits available to retirees are subject to the governing plan document.)

3. Employment Categories

Group I Employees (Exempt or Nonexempt)

Group I positions include full-time, half-time, part-time, adjuncts, and temporary employees who are not eligible for university benefits.

Group II Employees (Nonexempt)

Group II employees are scheduled to work 20 – 40 hours per week and according to Wage and Hour regulations are required to complete time sheets.

Group III Employees (Exempt or Nonexempt)

Group III employees are salaried staff members. According to Wage and Hour regulations,
exempt employees are not required to complete time sheets. However, Group III non-exempt employees will be required to maintain time records for overtime purposes and submit them to the Office of Human Resources as instructed.

4. Hours of Work

The normal work week is 40 hours scheduled for the needs of the particular department involved. For most offices the work week will be Monday through Friday; however, exceptions will depend upon the needs of a particular department. The standard work day is 8:00 a.m. to 5:00 p.m. with an hour per day for lunch.

5. Time Records and Overtime

The FSLA requires that all non-exempt employees must complete a Time Record for each pay period, be paid minimum wage, and paid for time worked in excess of forty hours per week. The employee must record hours worked, paid and unpaid time off, and actual start and finish time for each day.

A full work week consists of forty hours. As required by law, time worked in excess of forty hours is overtime and must be paid at time and one-half of the normal pay rate. Paid vacation, holiday, and sick leave hours are not considered to be hours worked when computing overtime pay. Equivalent time off for overtime is authorized by law if taken in the same week overtime hours were worked.

Supervisors may authorize reasonable amounts of overtime to meet operational needs. Employees may not unilaterally determine the need for overtime; however, unauthorized overtime must be reported and paid. To determine overtime hours, all hours a non-exempt employee works for the university must be counted.

Time Records must be signed by the employee’s immediate supervisor and submitted to the Payroll Office no later than noon each Monday.

6. Pay Periods and Pay Deductions

Salaried exempt employees will be paid on the last business day of each month. Hourly paid employees and certain salaried employees (as determined by state regulations) are paid on a bi-weekly basis. Employees are encouraged to have their pay electronically deposited.

The employee may authorize deductions for fringe benefit programs or for other deductions such as a gift to the university, a United Way contribution, a credit union payment, tuition payment, etc.

If an employee has questions about a paycheck, direct deposit, or any deductions, he or she may contact the Payroll Department.

7. Job Classification and Pay Grade

Harding University evaluates all staff positions for exempt status determination. Hourly staff positions are also evaluated for placement into the appropriate grade on the university’s pay scale. This process focuses solely on job content and not the individual.

The pay grade is used to determine the starting rate of pay for new hires, changes in pay due to reclassification of a current position, and any changes in pay as the result of a promotion, demotion, or transfer.

8. Job Postings

All Group II and Group III staff positions (except major administrative positions reporting to a Vice President or above) shall be posted internally for a minimum of five working days before a final selection and appointment is made. Employees interested in a posted
position should file a transfer request with Human Resources within the 5 day posting period for the request to be considered.

9. Departmental Transfers

The university supports filling job vacancies from within whenever qualified employees are available. A non-exempt employee must have been in his/her current job six months before requesting a transfer. An exempt employee must have been in his/her current job one year before requesting a transfer. Exceptions must be beneficial to the university and approved by the appropriate member of the cabinet.

Transfers are classified in two manners. A voluntary transfer occurs when an employee moves into a position with a different department. Based upon the pay grade of the new position, the transfer may result in a decrease, increase, or no change in pay. Final pay rate will be determined by the Office of Human Resources based on Harding University compensation policies.

Administrative transfers are planned administrative actions taken to effect organizational changes and are not considered disciplinary. These may be necessary to improve efficiency or may be due to fiscal constraints. Involuntary reassignment or reclassification involving movement to a lower pay grade will not result in a lower pay rate.

It is the responsibility of the employee who wishes a transfer to advise his/her immediate supervisor before scheduling an interview with another departmental supervisor. As a courtesy, a departmental supervisor should contact an employee's supervisor to inform them that they plan to interview and employee from their department.

10. Appearance

Employees must project a professional image in the workplace manifested by the personal pride taken by the employee in dressing appropriately for his/her department and job duties.
1. Holidays

Group II and III employees are granted the following holidays with pay:

- New Year’s Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day – *Harding Academy Only*
- Fall Break Day – *Harding University Only*
- Thanksgiving (Wednesday through Friday)
- Week for Christmas

NOTE: The actual holidays for Christmas will be communicated in advance to all eligible employees by the administration.

Except for authorized absences (vacation, sick leave, or other paid leave) employees must work the scheduled work day prior to and following a holiday in order to receive payment for the holiday. The time shall be charged as a paid holiday rather than as vacation, sick leave, or other paid leave.

Holidays which fall on Saturday will be given on Friday while holidays which fall on Sunday will be given on Monday. Employees who are required to work on a holiday will be granted equivalent vacation leave to be scheduled with the employee’s immediate supervisor.

Eligible part-time employees receive pro-rated holiday pay.

2. Vacation

Harding University provides vacation time for staff employees. Vacation time is accrued on an hourly or monthly basis depending on the employee’s classification and may be taken as it is accrued.

The vacation factor is determined by an employee’s continuous length of service with the university. Full-time staff accrues vacation time at the following rates:

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Yearly Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hire date through 6 Years</td>
<td>80 hours</td>
</tr>
<tr>
<td>7 – 14 Years</td>
<td>120 hours</td>
</tr>
<tr>
<td>15+ Years</td>
<td>160 hours</td>
</tr>
</tbody>
</table>

For part-time employees, the above chart will be prorated based on actual hours worked for Group II employee or a percentage of full-time employment for Group III employees.

A limit of one year’s accrual can be carried into the next calendar year (80 hours, 120 hours, or 160 hours).

Employees are to schedule their vacation time with their supervisors at a mutually convenient time consistent with the operating needs of the department. Vacation time for hourly paid employees is reported on the weekly timesheet. Vacation for salaried employees is reported by a Vacation Request Form.

Vacation time is not applied to holidays that occur within an employee’s scheduled vacation period.

Unused vacation time (up to one year equivalent) will be paid to employees upon voluntary separation provided they have provided the required two week notice and have, throughout their period of employment, submitted proper vacation documentation. Pay will be computed based on the rate earned at the time of separation. Vacation time will not be considered in determining the last day of employment for purposes of employee benefits which is determined by the last day actually worked.

3. Retirement Plan

Harding University offers a 403(b) defined contribution retirement plan with Teachers
Insurance and Annuity Association (TIAA) and College Retirement Equity Fund (CREF).

**Elective Deferrals**

All employees are eligible to make elective deferral contributions immediately upon hire. Deferrals can be made in whole dollar amounts.

**Matching Contributions**

Matching contributions on an elective deferral are available to employees who have completed one year of service (working at least 1,000 hours) with the university. Years of Service with any organization that maintains a 403(b) or any teaching institution with a faculty, curriculum, and enrolled students will be counted for satisfying this requirement. Once the eligibility requirements are met, the university will match contribution amounts of not less than 3% and no more than 10% of salary in even one percent increments. Even if eligible, amounts less than 3% and/or more than 10% will be unmatched elective deferrals.

Please refer to the Harding University Employee Benefit Guide or contact the Office of Human Resources for information on this benefit.

4. **Insurance Plans**

Harding University offers various insurance plans, including, health insurance, dental insurance, vision insurance, life and accident insurance, long-term disability insurance, and critical care and cancer insurance. Please refer to the Harding University Employee Benefit Guide located on the Office of Human Resources website or contact the Office of Human Resources for information on this benefit.

5. **Educational Opportunities and Tuition Discount**

**Tuition Discount Policy**

Harding University offers tuition discounts to Harding Academy and the university undergraduate programs and certain graduate programs for regular, full-time employees, their spouse, and their qualified dependents. The level of discount is based on the employee's classification, start date, and years of continuous service.

The university discount is applied to tuition and technical fees. The discount structure is as follows:

- **Group II Employees**
  - Eligible Children: 15% - 45%
  - Employee/Spouse: 20% - 60%

<table>
<thead>
<tr>
<th>Year</th>
<th>Eligible Children</th>
<th>Employee/Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>15%</td>
<td>20%</td>
</tr>
<tr>
<td>Second Year</td>
<td>30%</td>
<td>40%</td>
</tr>
<tr>
<td>Third Year</td>
<td>45%</td>
<td>60%</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>75%</td>
<td>100%</td>
</tr>
</tbody>
</table>

- **Group III Employees**
  - Eligible Children: 75%
  - Employee/Spouse: 100%

<table>
<thead>
<tr>
<th>Year</th>
<th>Eligible Children</th>
<th>Employee/Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>75%</td>
<td>100%</td>
</tr>
</tbody>
</table>

An eligible child is defined below:

A. A biological or legally adopted (or placed for adoption) child, including a married child, but not the spouse of a married child;
B. A stepchild who is claimed as a dependent for Federal Income Tax purposes.
C. A child for whom an employee has legal guardianship.
D. A child in foster care who has been living in the home of an employee for a period of six months or greater.
Each semester all eligible employees who wish to receive the discount are required to complete an Application for Tuition Discount form from the Office of Human Resources. The form can be found on the Human Resources website.

Change in Full-Time Status

There may be times when an employee’s work load is reduced below full-time status. If the reason for the reduction meets the following criteria, then the employee tuition benefits may be continued:

A. If a Full-time Group II Employee's scheduled work hours are reduced during the summer, then the employee will remain eligible for the tuition discount. The number of scheduled work hours cannot fall below 25 hours per week.

B. Full-time Group III Employees whose work hours are involuntarily reduced to part-time may continue to receive the tuition discount if they were in a full-time benefit eligible position for a minimum of ten (10) years prior to the reduction in hours.

Programs or Services Not Covered by the Tuition Discount

1. Master of Science in Physician Assistant Studies
2. Doctor of Pharmacy
3. Master of Science in Speech-Language Pathology
4. Doctor of Physical Therapy
5. Doctor of Education
6. Master of Science in Marriage & Family Therapy
7. Master of Science in Nursing, Family Nurse Practitioner
8. Harding Academy Pre-Kindergarten school
10. Independent study (unless approved by the Provost)
11. Class fees

Taxable Income

Undergraduate tuition discount is not taxable to the employee, unless it is being provided for a non-dependent child. Graduate tuition discount is taxable. The only exception is that taxation on employees begins after $5,250 of graduate tuition discount.

Coordination of Tuition Discounts and Academic Scholarships

If your child should receive an academic scholarship and/or any other scholarship funded by Harding University (i.e. Music, Debate, Band, Bible, Nursing, Departmental, Trustee Scholar, National Merit, etc.) in addition to an employee tuition and technology fee benefit, we want you to be aware of the way these funds will be applied to your child’s account. According to university policy, your son or daughter will be charged the full price of tuition and technology fee, and then the discount will be applied to reduce both the tuition and technology fee owed. For example, if your employment entitles your son or daughter to 75% tuition and technology fee discount, your child will owe for the remaining 25% tuition and technology fee plus any other expenses such as class fees, recording fees, room and board, books, etc. You must request the tuition and technology fee discount prior to the beginning of each semester through the Office of Human Resources.

Using the chart below, you can see the value of academic and/or department scholarships and how they would be affected by your employee discount:
<table>
<thead>
<tr>
<th>Employee Discount</th>
<th>75%</th>
<th>45%</th>
<th>30%</th>
<th>15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value of Academic Scholarship</td>
<td>25%</td>
<td>55%</td>
<td>70%</td>
<td>85%</td>
</tr>
<tr>
<td>Department Scholarship</td>
<td>Full Value *</td>
<td>Full Value</td>
<td>Full Value</td>
<td>Full Value *</td>
</tr>
</tbody>
</table>

* Please note that the maximum amount of Harding-funded aid (i.e. discounts, scholarships, grants, etc.) will be limited to full-tuition.

In addition, should any “outside” scholarships (not paid for by Harding -- such as scholarships paid for by Wal-Mart, Kiwanis, VFW, the State of Arkansas, etc.) combine with Harding-funded scholarships/discounts, the total received may not exceed the total cost of full-tuition, technology fees, standard (multi-occupancy) dorm and standard (210-meals per semester) board. As stated above, the maximum amount of Harding-funded aid (i.e. discounts, scholarships, grants, etc.) will be limited to full-tuition. However, when Harding funds are being applied as part of a financial award, students will not receive more assistance than the total cost of full-tuition, technology fees, standard (multi-occupancy) dorm and standard (210-meals per semester) board. Should the scholarship/discount total exceed these costs, the Harding-funded scholarships/discounts will be reduced.

Should you need clarification on anything mentioned above, please feel free to contact Dr. Jon Roberts in Financial Services or Mr. Glenn Dillard in Admissions Services.

**Employee Enrollment in Courses for Credit or Audit**

Full time employees are allowed to audit or to take for credit, one course during the fall semester, one during the spring semester, and one during the summer term. The enrollment in and the tuition benefit for such a course must be approved by the employee’s supervisor. The supervisor is to insure that enrollment in the course will not interfere with the effective performance of the assigned duties and responsibilities of the employee.

If an employee desires to enroll in more than one course in a particular semester, approval must be obtained from the employee's supervisor as well as the appropriate vice president. To obtain the appropriate tuition discount, the employee must submit an Application for Tuition Discount form signed by his/her supervisor and vice president to the Office of Human Resources prior to the start of the semester in which the discount is intended. Group II and III employees who are approved to audit a class will receive a tuition discount. Time spent in class will not be counted as part of the employee's work schedule; therefore, one of the following must apply:

1. The course(s) must be taken outside scheduled work hours.
2. An equivalent adjustment must be made in the employee's work schedule.
3. The employee will take vacation time to attend the class(es).
4. An equivalent adjustment must be made in the employee's pay.

**6. Tuition Exchange**

Tuition Exchange is a consortium arrangement between volunteer universities across the nation which allow the children and spouses of faculty and staff to go to member schools tuition free. Some restrictions are imposed by member institutions. The complete Tuition Exchange policy is available on the Office of Human Resources website. In addition, a complete listing of participating institutions can be found at www.tuitionexchange.org. If you would like
additional information on this benefit, contact David Ross, Director of Human Resources.

7. Bookstore Discount

All full-time employees are eligible to receive a 20% discount on purchases of all Bibles and books (excluding textbooks) and a 10% discount on most other items at the Harding University Bookstore (HUB). Employee identification cards may be required at the time of each purchase.

8. Employee Identification Card & Family Activity Cards

Group II and Group III staff employees are eligible to receive a photo identification card. During the new employee orientation, the employee will receive from the Office of Human Resources an authorization for the card to be made. The identification card may be used for the following purposes:

A. Gaining admission to all Harding University and Harding Academy athletic events (except tournaments).
B. Checking out university library books.
C. Gaining entrance to university pools, racquetball courts, and the weight room.

Group II and Group III staff employees may receive activity cards for their dependents living at home to receive the identification card benefits listed above.
1. Family and Medical Leave Policy

Harding University provides eligible employees with time off without pay in accordance with the Family and Medical Leave Act of 1993, as amended (FMLA).

Definitions

A. Personal Medical Leave. Personal Medical Leave is defined as an approved absence available to an eligible employee for up to twelve (12) weeks of unpaid leave in any twelve (12) month period when the employee is unable to perform the functions of his or her job because of a serious health condition. The twelve (12) month period is determined by using a “rolling” twelve (12) month period measured backward from the date the employee uses any FMLA leave.

B. Family Medical Leave. Family Medical Leave is defined as an approved absence available to an eligible employee of up to twelve (12) weeks of unpaid leave in any twelve (12) month period to care for a family member if that family member has a serious health condition.

C. Family Care Leave. Family Care Leave is a leave for reason of:

1. The birth of a child of the eligible employee.
2. The placement of a child with an eligible employee in connection with the adoption or state-approved foster care of the child by the employee.
3. The serious health condition of a family member.

Conditions of Leave

Requests for FMLA Leave are contingent upon a determination by the university that the employee is eligible for FMLA Leave. An eligible employee is an employee who has been working for at least twelve (12) months in total and must have worked at least 1,250 hours during the twelve (12) month period prior to the request for leave. This includes a determination of eligibility and certification that the medical condition qualifies.

The university will require proof of necessity for family or medical leave by a health care provider on forms provided by the university.

Medical certifications must be submitted within fifteen (15) days of the date requested by Harding.

Procedures

There are very specific procedural requirements under the FMLA. If you have any questions about the FMLA, believe you may be entitled to or qualified for FMLA, or wish to request FMLA leave, you must contact the Office of Human Resources. The Office of Human Resources will provide additional details of the eligibility provisions of the FMLA and will provide all necessary notices and forms. Employees who wish to apply for FMLA leave must complete the Request for Family or Medical Leave forms provided by the Office of Human Resources.

Status of Employee Benefits During Leave

A. Group Insurance Coverage. An eligible employee who is granted an FMLA Leave may continue his or her group insurance coverage by arranging to pay his or her portion of the premium contribution during the leave.

B. Group Health Benefits. An eligible employee will be required to continue to pay his or her share of group health benefit costs during leave. The eligible employee shall contact the benefits specialists in the Office of
Human Resources to arrange to pay his or her share of group health benefit costs.

C. Recovery of premiums. If an eligible employee elects not to return to work upon completion of an approved unpaid leave, the university may recover from the eligible employee the cost of any premiums paid to maintain the eligible employee’s coverage, unless the failure to return to work was for reasons beyond the eligible employee’s control. Benefit entitlements based upon length of service will be calculated as of the last paid work day prior to the start of the unpaid leave.

D. Accrued Employment Benefits. An eligible employee on leave will not lose any employment benefits accrued prior to the leave, unless a benefit is used by the eligible employee during the leave, such as accrued paid vacation.

E. No Additional Benefits or Holiday Pay. An eligible employee on leave accrues or receives no additional seniority or employment benefits during any period of unpaid leave.

F. Tuition Discounts. Eligibility for tuition discounts as stated under Tuition Discount in this Handbook shall not be affected by an Eligible Employee being granted an approved leave under this policy.

Substitution of Other Paid Leave

An eligible employee may elect to substitute any accrued paid vacation leave, accrued sick leave, or other paid employment leave benefits for any part of the twelve (12) weeks of FMLA Leave. Paid leave must be taken consecutively and not spread throughout the FMLA leave period.

Employment Restoration

A. Restored to Same or Equivalent Position. An eligible employee who takes FMLA Leave is entitled upon return from such leave to be restored to the same position of employment as held when the FMLA leave began or to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

B. Exception. An exception to the employment restoration provisions of this policy will be made if the eligible employee on leave is a salaried employee and is among the highest paid ten percent (10%) of the organization’s employees within seventy-five (75) miles, and restoring employment of the eligible employee would result in substantial economic injury to the university. In this situation, however, the eligible employee will be notified of the university’s intent to deny restoration and will be given an opportunity to return to work before the end of the planned leave.

C. Release from Health Care Provider. A release from the health care provider may be required if the eligible employee is returning from FMLA Leave of three or more days.

General Provisions

A. Notification and Reporting Requirements. When the need for leave can be planned, such as for the birth or placement of a child or for scheduled medical treatment, the eligible employee must provide reasonable prior notice and make efforts to schedule the leave to minimize disruption to the university’s operations. In cases of illness, the eligible employee will be required to report periodically on his or her leave status and intention to return to work.
B. Problem Resolution. It is the policy of the university not to discharge or discriminate against any employee exercising his or her rights under the FMLA. If you think you have been treated unfairly, contact the Director of Human Resources.

National Defense Authorization Act

A. Eligible employees are entitled to up to 12 weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.”

B. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for a service member. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

2. Sick Leave Policy

Sick leave is provided so that an employee’s wages or salary may continue when illness or injury, including pregnancy and/or childbirth, causes the employee to be disabled from performing his or her job duties.

Group II Employees

Group II employees can accrue up to 10 sick days per calendar year and may maintain a regular sick leave balance of up to 15 days. Sick leave is available only for those days the employee is regularly scheduled to work.

A. Regular Sick Leave

Regular Sick leave may be granted as follows:

1. The employee is temporarily disabled from performing his or her job duties.
2. The employee’s immediate supervisor is informed within one hour after the employee is scheduled to work.
3. The employee’s assistance is medically necessary for a Family Member (as defined under the FMLA) with a serious health condition (as defined under the FMLA). An employee may apply for unpaid leave under the FMLA even if all sick leave balances have been exhausted.
4. The employee or a dependent that dwells in the employee’s household has a medical or dental appointment.
5. In order to receive sick leave, the employee may be required to provide supporting documentation satisfactory to the university.

Regular sick leave may not be granted for:

1. Vacation or to extend vacation time.
2. A holiday that occurs during a period of sick leave. The absence will be considered as a paid holiday.
3. Absences related to an injury or illness attributable to employment, at the university or elsewhere, for which weekly benefits are paid under the Workers’ Compensation Act.

B. Banked Sick Leave

After the three-week maximum of regular sick leave has been reached, any additional accrued sick leave, up to a maximum of 23
weeks, will be banked for an employee to use if the employee, the employee’s spouse, or the employee’s dependent child incurs a serious health condition as approved and defined by the Family and Medical Leave Act (FMLA). Once leave has been banked, it cannot be moved back or used as regular sick leave. If an employee’s regular sick leave accrual falls below the maximum of three weeks, earned sick leave will be applied to that account first before being banked.

To access the banked sick leave, an employee must first exhaust all regular sick leave and any accrued vacation exceeding 40 hours. A maximum of 26 weeks leave for a serious health condition is allowed using the regular sick leave, vacation time, and banked sick leave. FMLA forms must be completed in the Office of Human Resources. Banked sick leave must be used for purposes that fall within the provision of both the regular sick leave and family medical leave policies.

C. Maternity Leave

A pregnant employee shall be deemed disabled for purposes of these sick leave provisions for six weeks following the birth of a child without the necessity of providing medical documentation of disability or incapacity. Any such employee shall be entitled to continued paid sick leave only by providing the documentation required under subpart (A)(5) of this sick leave provision. If such employee is entitled to FMLA leave in excess of all available paid sick leave (regular sick leave and any banked sick leave), the employee may elect to take any available vacation or unpaid leave.

Group III Employees

A. A Group III employee shall be eligible to continue to receive his or her salary under the following conditions:
1. Due to injury or illness, the employee is totally disabled from performing the duties of his or her job for a maximum of 26 weeks. An employee whose condition prevents the employee from performing only a portion of his or her job duties may not be entitled to receive his or her salary if, in the opinion of the university, the employee unreasonably refuses to perform the job duties unaffected by the injury or illness.
2. The employee has a medical or dental appointment.
3. A dependent who dwells in the employee’s household has a medical or dental appointment requiring the employee’s attendance.
4. The employee’s assistance is medically necessary for a Family Member (as defined under the FMLA) with a Serious Health Condition (as defined under the FMLA). An employee may apply for unpaid leave under the FMLA even if not eligible for salary continuation under this Subpart.
5. The employee may be required to provide supporting documentation satisfactory to the university.

B. Salary continuation during the period of sick leave is conditioned upon:
1. Prompt notification of the illness or injury to the supervisor or the Office of Human Resources.
2. Prompt submission of supporting documentation satisfactory to the university.
C. Maternity Leave

A pregnant employee shall be deemed disabled for purposes of these sick leave provisions for six weeks following the birth of a child without the necessity of providing medical documentation of disability or incapacity. Any such employee shall be entitled to further salary continuation only if the employee otherwise qualifies under Subpart A of this provision. If such employee is entitled to FMLA, the employee may elect to take any available vacation or unpaid leave.

D. An employee who is eligible for FMLA leave will receive salary continuation only if he or she qualifies under Subparts (A), (B), or (C).

3. Mission Leave

Harding University is built with Christ as its chief cornerstone. We strive to provide a setting in which Christian training and participation is encouraged from both our students and employees. Employees are encouraged to participate in mission efforts conducted by the Center for World Missions (Global Outreach) or Spring Break Missions.

Benefit eligible (20 hours or more per week) staff employees shall be granted up to five working days off with pay for the participation in a Global Outreach or Spring Break mission trip. An employee becomes eligible for the leave after completing a year of service with the university in a benefit eligible position. The leave may be taken once every two years. The request for leave must be made at least four weeks in advance with the departmental supervisor. The departmental supervisor has the discretion to determine whether or not the leave will be approved.

4. Funeral Leave

A Group II or Group III eligible employee shall be granted up to eight working days off with pay in the event of the death of an employee's spouse, child, parent, son-in-law, daughter-in-law or parent-in-law. In addition, up to three working days off with pay will be granted for the death of other immediate family members including grandparent, grandchild, brother, sister, uncle, aunt, nephew, niece, and first cousin (or the spouse of any of them) of either the employee or his/her spouse and any other related person living in the employee’s household. A Group II employee should identify the deceased family member on his/her time sheet.

5. Emergency Leave

If an employee or one of his/her immediate family members experiences a catastrophic or critical illness/injury, or a severe personal crisis, the employee may be granted emergency leave with pay consisting of up to three working days per calendar year. Critical or catastrophic illness can include a severe condition or conditions affecting the mental or physical health of the employee or an immediate family member which would require the services of a licensed practitioner and which requires the immediate attention or care of the employee. Emergency leave may not be used for routine illnesses or physician appointments of either the employee or immediate family member. Approval by the employee’s supervisor and the Director of Human Resources is required.

Immediate family consists of a spouse, son, daughter, parent, grandparent, grandchild, brother, sister (or the spouse of any of them) of either the staff member or his/her spouse and any other related person living in the employee’s household.
6. Inclement Weather

In the event of weather which might pose a safety hazard for students, faculty, or staff, the campus can be closed for the day or opening can be delayed. Every effort will be made to communicate the decision to cancel or delay at the start of the day by 6:00 a.m. Every effort will be made to communicate decisions to cancel evening classes by 2:00 p.m.

The official source for information pertaining to campus closure or delays will be Harding Pipeline for faculty, staff, and students. The decision will also be communicated to the news media, including television stations in Little Rock and the local radio stations and broadcast to faculty, staff and students through the campus emergency notification system.

To opt into the campus emergency notification system, follow the instructions at http://www.harding.edu/emergency/info.html.

In the event of a delay, chapel will not meet. Classes for the day will begin at the announced time, following the regular schedule of class sequence. The specific start and stop time for classes will be published on Pipeline. Classes meeting at off-campus sites will be handled on a case-by-case basis by the dean or director of the college or center offering the class.

As per university policy in inclement weather, anyone (faculty, staff, or students) who lives in a place where travel to the Searcy campus might pose a safety hazard is encouraged to exercise caution. If an individual faculty or staff member cannot travel to campus, he/she should notify their immediate supervisor.

It is the responsibility of each office on campus to arrange a policy as to how the office can be covered appropriately when there is inclement weather. Staff will be paid for scheduled work hours if the campus is closed due to inclement weather. Additionally, staff employees that must be present when the campus is closed will be granted equivalent time off for the time worked during an official closure.

7. Jury/Witness Duty

The university grants leaves of absence with pay for time spent on jury duty or as a witness appearing pursuant to a subpoena; the employee will give the jury duty or witness fee check to the university. The employee must give advance notice of the jury duty schedule or witness appearance date to the supervisor as soon as that information is available to the employee.

Employees appearing in court on their own behalf as a plaintiff or as a defendant must use available vacation time or take leave without pay.

8. Military Leave

Employees who elect to return to work following extended military active duty are granted full reinstatement rights at no loss of seniority or benefits, as specified by law. Temporary and casual employees are not eligible for re-employment with reinstatement rights.

Employees on military service leave will not accrue sick leave or vacation time. Employees on military leave will be paid if they have enough vacation to cover the leave; if not, it will be a leave without pay.
1. Health Fitness and Leisure Facilities

The Department of Kinesiology would like to encourage all staff employees to become involved in a health and fitness program. The university has handball/racquetball courts, tennis courts, swimming pool, fitness center, aerobics room, and an indoor and outdoor track for employee use. Please contact the Kinesiology Department at extension 4304 for additional operation times and how to reserve a racquetball court.

To use the facility, the employee identification card or family activity card must be presented for entrance.

Dependents under the 9th grade are not to be admitted to the building unless they are with a parent or an adult sponsor. The parent or adult sponsor must supervise their child for the entire time the child is in the building. Also, dependents below the 5th grade are not permitted to use the fitness equipment.

2. Student Health Services

The clinic offers symptomatic treatment for minor illness, such as colds, sinus congestion, headaches, upset stomach, aches and sprains, first aid for accidental injury, self-care teaching, blood pressure monitoring, and allergy injections with written permission and individual orders from the personal physician. Services are open to students, faculty, staff, and their families and are free of charge, with the exception of a few vaccines offered for nominal fees.

3. University Counseling Center

The Counseling Center is located in the McInteer Center. A qualified staff of professionally trained counselors is maintained to provide confidential assistance with personal and marital/family problems. Initial consultation and/or crisis intervention is free of charge. Additional sessions or other services are fee based and are independent of any medical, instructional, or disciplinary measures. To receive information, call extension 4347.

4. Library Services

Brackett Library provides 24/7 service to the Harding community through online resources, with access to over 100 databases providing full-text articles, ebooks and print materials that support the curriculum. The library webpage is available at www.harding.edu/library. In addition current and Christian fiction and juvenile literature collections are also available. Librarians assist in locating electronic and print resources. Library instruction is provided to classes upon request and individual assistance is available at the Information Desk.

Employee identification cards allow employees to check out stack books for a two week loan period plus renewals. Other materials such as current and Christian fiction, children’s books, DVDs and CDs have differing loan periods. Interlibrary Loan services are available when Brackett Library does not own resources that are needed.

5. Postal Services Department

The Harding University Post Office, located on the first floor of the Hammon Student Center, provides mailing services for the university for on and off campus mail. For detailed information regarding their services, requirements, and regulations, please visit their website at http://www.harding.edu/mail.

6. Employee Directories

An Employee Directory (The Little Black Book) is prepared at the beginning of the fall semester by
Public Relations and the Office of Human Resources. This directory lists residential and office addresses and telephone numbers. In addition, Pipeline offers a “People Search” tab for locating university employees.
SECTION VI: LEAVING THE UNIVERSITY

1. Exit Interview

Upon termination of employment, a staff member is required to schedule an appointment with the Office of Human Resources to complete a Separation Information Form. Insurance benefits continuation and/or conversion options will be discussed at that time.

2. References

An employee must sign an authorization to release reference information before that information can be released to a prospective employer. This release is available to the employee during the exit interview process.

Supervisors are not allowed to give references to prospective employers on behalf of current or former employees without the employee having filled out an authorization to release reference information.

3. Retirement

There is no mandatory retirement age at the university. In order to be eligible for the benefits discussed in this section, an employee must meet the definition of a “retiree” as defined in Section II of this document.

Retiring employees and their dependents that were covered by the university's Health and Dental Plan at the time of retirement may elect to continue coverage under the retiree plan. The coverage is subject to the major medical Plan Document and is secondary to Medicare. To enroll in the plan, retiring employees should consult with the Office of Human Resources.

Additionally, retired employees retain full eligibility for tuition discounts for themselves, their spouses, and their children.

A retired individual who does not meet the definition of Retiree but has worked at least 10 years for the university is eligible to retain their parking permits, obtain a special retiree ID card from the Department of Public Safety, and keep their spouse activity cards.

University benefits are subject to change.

4. Termination

An employee wishing voluntarily to end employment with the university should submit to his/her supervisor or department head a letter of resignation stating the reason for leaving and the effective date of termination. The university expects a two-week notice. Employees who resign without giving a two-week notice receive no pay for accrued vacation. The original letter of resignation is to be forwarded to the Office of Human Resources immediately. Time sheets are to be forwarded to the Payroll Office.

The employment relationship is based on the mutual consent of the employee and the university. Accordingly, either the employee or the university can terminate the employment relationship at will at any time, with or without cause.

5. Unemployment Insurance

Harding University is a participant in the Arkansas Employment Security Plan. Coverage is provided for unemployment transpiring through no disqualifying fault of the employee. Decisions regarding eligibility are made by the Employment & Security Division of the State of Arkansas.

6. Rehire Policy

Employees who have two or more years of continuous service in a benefits-eligible class and who return to the university in a benefits-eligible class within 90 calendar days following termination under satisfactory conditions may
have their previously accrued service time and remaining accrued benefits restored to their employment record.

A person who is leaving employment may be designated on the Personnel Action Form as "Eligible for Rehire," "Not Eligible for Rehire," or "Eligible for Rehire Only Upon Satisfaction of the Following Conditions," set forth by the university. Such conditions, designated on the Personnel Action Form, may include a requirement of satisfactory employment elsewhere for a specified period or a limitation of eligibility to departments other than the current employing department.

Notwithstanding the above, the university may designate an employee who is discharged to be permanently ineligible for rehire. Such permanent ineligibility will be specifically noted on the Personnel Action Form.