



THE
OPPORTUNITY
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Heidelberg University

Employee Policy Handbook

Effective: July 1, 2026

Welcome to Heidelberg University

The Board of Trustees, the President of Heidelberg University, and our campus community welcomes you as an employee of Heidelberg University. We urge you to take pride in your job, to set high standards, and to perform your job to the best of your abilities, thus serving the students of Heidelberg and enhancing your own personal and professional career growth. You should feel free to seek assistance from your immediate supervisor or the Office of Human Resources. If you have any concerns about your job, we encourage that they be discussed openly. Likewise, any suggestions you have that may improve the academic program, delivery of services to our students, or operational effectiveness are encouraged and should be forwarded to the Academic Affairs Leadership Team or the Strategic Leadership Team.

This handbook provides employment policies information with Heidelberg University. It is not a contract neither expressed, nor implied, and is subject to change by the Chief Human Resources & Compliance Officer and President of the University with the approval of the Board of Trustees. The department to which you are assigned will furnish additional information which is specifically applicable to that department.

Specific information pertinent to Faculty including, but not limited to rank, promotion, and tenure, may also be found in the most current [Faculty Manual](#).

We are honored that you have chosen to join the Heidelberg University community and we look forward to seeing all that we can accomplish together!



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General University Information

History of Heidelberg:

Heidelberg University is a private liberal arts and professional education college located in the city of Tiffin, Ohio in the United States of America. Founded in 1850, it was known as Heidelberg College until 1889 and from 1926 to 2009. Heidelberg University has the distinction of being among the first coeducational institutions in the United States and the third oldest in Ohio. From its founding, Heidelberg has been coeducational, with one woman in its first graduating class. In its long history, the University has had only fourteen presidents. Robert H. Huntington, its fourteenth president, assumed his duties on July 1, 2009.

Throughout its history, Heidelberg University has always believed in the dignity of each individual. In the admission of students, the hiring of personnel, and the conduct of daily life on campus, Heidelberg University does not discriminate on the grounds of race, religion, color, national and ethnic origin, political affiliation, age, sex, disability, or veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, parental status, socio-economic status, gender identity, or gender expression.



The Student Prince:

As the story is told, the name was coined in 1926 by Edwin R. Butcher, Heidelberg's alumni director and publicity agent. Butcher, it is said, was walking through downtown Tiffin when he noticed a theatre billboard promoting "*The Student Prince of Heidelberg*." Sigmund Romberg's popular operetta, "The Student Prince" tells the story of a young German prince whose private tutor, a graduate of the Universität Heidelberg, Germany, went to the king to request permission to place the isolated prince in the university where he could mingle with other students. The king agreed. At first, the sheltered prince hated university life with its common fraternity boys and dormitory life, even though he had private quarters. But with the encouragement of his tutor, the prince soon came to enjoy the academic experience. He even joined a fraternity and fell in love with a girl from Heidelberg.

Student Prince evokes images of that majestic castle overlooking the city of Heidelberg and the Neckar River and of the academic excellence, prestige and romantic charm of Germany's oldest university (founded in 1386). Heidelberg has long had close ties with its German counterpart, offering the highly acclaimed American Junior Year at Heidelberg University since 1958.

In an issue of the Heidelberg Bulletin, Butcher tagged the football team the Student Princes, and the Student Princes they remained. Sports writers quickly picked up Butcher's cue, and The Student Princes began to stick, eventually replacing The Cardinals as the official Heidelberg nickname. All of the University's male and female athletic teams are proudly and fondly known today as The Student Princes!

Heidelberg University Directory:

The [Heidelberg Directory](#) is available on the Heidelberg website and [Inside Heidelberg](#).

Emergency Phone Numbers:

- Emergency – 911
- [Tiffin Fire Department](#) – (419) 448-5444 (non-emergency)
- [Tiffin Police Department](#) – (419) 447-2323 (non-emergency)
- Campus Security – 2211 (from campus phone) or (419) 448-2211 (from off campus)

Hours of Operation:

Generally, Heidelberg University administrative offices open at 8:00 a.m. and close at 5:00 p.m. each weekday. This is the time period in which an individual on campus can reasonably expect to reach a live person in order to transact business and / or secure information. Some employees and offices/divisions may have different working hours as determined by the appropriate department head. All work schedules must be reviewed and approved by the appropriate Strategic Leadership Team member.

Tiffin & Seneca County Community:

- City: Tiffin, Ohio
- County: Seneca
- County Seat: Tiffin
- Zip Code: 44883

Area information can be found:

- [The City of Tiffin Ohio](#)
- [Seneca Regional Chamber of Commerce and Visitor Services](#)
- [Seneca County Parks District](#)
- [Seneca Industrial & Economic Development Corporation](#)
- [Tiffin Community Foundation](#)



Campus Map:



Parking:

All employees are provided with one parking pass for the lots designated as Faculty & Staff Parking (Lots A, B, E, F, J, and K). Overnight Parking is not permitted in several lots (Lots A, B, D, F, J, and K). All employees are encouraged to register their vehicles as soon as possible after starting employment. Vehicle registration must be completed through our [OASIS](#) site. Upon completing a vehicle registration, an employee may pick up the parking permit from the Business Office. The parking permit must be visible to be read from the outside of the vehicle. For full parking regulations and parking ticket fines, please use the following link: [Parking Regulations](#). Please note that all vehicles in violation of our campus parking regulations are subject to ticket fines.

Food & Dining Services:

On-campus dining services, with our partner Parkhurst Dining, are available at a variety of locations. Employees may purchase “Flex Dollars” to use at any dining location.

- **Berg Bistro 1850** is located in University Commons, offers indoor and outdoor seating, and serves a wide selection of sandwiches, salads, smoothies, and beverages. Beer and wine are also available for legal-age patrons. Hours and offerings vary by semester.
- **HeidelBean** is a coffee shop located in the center of campus, making it a perfect place to relax and grab a beverage or snack.
- **Hoernemann Refectory** is an indoor dining hall style facility. Offerings include a buffet style salad and pizza bar, wide variety of comfort foods, desserts and beverages. Everything is prepared fresh daily. Hours are set for breakfast, lunch and dinner and may vary by semester. A Clean Plate station offers menu items that are gluten-free and exclude seven of the “big eight” food allergens.
- **The Pulse** is located inside Frann’s Fieldhouse and has a variety of beverages, snacks, and heat and eat items.

Conferences & Events:

Heidelberg is host to multiple conferences, seminars, camps, and events throughout the year. The unique facilities are also available for use by faculty and staff for both University and personal business. To inquire about the use of the facilities, a Conference and Events Use Request must be completed at least ten days in advance of the desired date. The Conference and Events Coordinator is available at x2193 or through [Campus Events](#). Employees may use the University’s event scheduling system, [AD Astra](#).

Campus Safety & Security: The Office of Campus Safety & Security is dedicated to maintaining a secure environment for all students, employees, and guests. Through proactive patrolling and rapid emergency response, this team strives to protect the physical integrity of the campus.

Location: Campus Center, 2nd floor

Telephone: (419) 448-2211

Hours: 24 hours per day, 7 days a week

Campus security officers do not maintain legal authority to arrest individuals; however, they do have the authority to detain any person(s) if the need arises. The Tiffin Police Department will be notified as soon as possible or immediately following the occurrence.

Other duties include the supervision of traffic and parking at all University activities requiring special or additional efforts. In addition, Security enforces the registration of all vehicles on the Heidelberg campus. There is no charge for registering a vehicle; however, employees do need to obtain the proper parking permit and abide by all parking regulations.

Campus Alert System: Heidelberg uses the "SendWordNow" system to deliver time-sensitive information to students and employees when unforeseen events or emergencies arise. In order for employees to receive campus emergency alerts, please verify your contact information with the Office of Campus Safety & Security.

Fire: Each employee must be informed and kept posted on the location of fire alarms, locations of extinguishers in buildings, and the plan of exit in case of fire. When an alarm is sounded, the employee should proceed immediately to the exit designated for the building. Periodic drills are held to ensure safety in case of actual fire and are conducted exactly as if a real fire were in progress.

If a fire should occur, the employee who discovers it should:

1. "Set-off" the fire alarm system within the building.
2. Call 911 (Campus Phone dial 1-911)
3. Report the fire to Campus Security (x2211) or Krammes Service Center (x2391)

Tornado: In case of a tornado or severe storm, the city of Tiffin will sound its warning sirens. The only time you will hear these will be the first Friday at noon of each month for testing - any other time, take cover. On campus, you are to go to the basement or lowest interior wall of each building.

Flooding: On occasion, the creek (Rock Creek) that runs through campus will overflow its banks causing flooding of low-lying areas. In the event the parking lots or other areas are in danger of flooding, employees will be notified to move vehicles. The Campus Alert System will notify employees of imminent flooding.

Utility Failure: A utility failure should be reported immediately to the Krammes Service Center (448-2391). If the failure occurs after closing hours, notify the Security Office (419)448-2211 where contact can be made with appropriate personnel.

Workplace Safety: It is the policy of the University that each work location is kept free of hazards that may cause physical harm or illness to all employees. All members of the campus community are responsible for implementing this policy. Direction and assistance are provided by the Associate Vice President for Facilities and the Vice President for Administration and Business Affairs. It is the responsibility of each employee to do the following:

- Perform work in a safe manner
- Report any injury or occupational illness to the supervisor and Campus Safety & Security immediately. The Security Officer will file an Incident Report.
- Campus Safety & Security will notify the HR team to determine the next course of action.

Workplace Injury or Illness: An employee who becomes injured or critically ill at work should report the injury or illness immediately to the employee's supervisor, Campus Safety & Security, and the Office of Human Resources. If complications develop and medical attention is required, the Office of Human Resources should be apprised of that complication.

Employees of Heidelberg University are covered by Ohio Worker's Compensation Law with no cost to the employee. Employees are required to complete an Incident Form as soon as possible or within 24 hours of injury. These forms are used to collect information about the workplace injury, how to prevent recurrence, and medical action taken. This form should be completed through the Office of Campus Safety & Security.

Employees who are injured at an off-site location during the course of employment must complete the Incident Form within two working days of the injury. The Incident Form must be submitted directly to the Office of Human Resources. Failure to report the injury within the stated time may result in a delay in processing or denial of claim.

A physician's note may be required for return-to-work guidance depending on the severity of the workplace injury or illness. Please maintain active communication and cooperation with the Office of Human Resources for compliance purposes. Refer to the Benefits Handbook for full details of the Worker's Compensation Policy.

Office Equipment Policy:

If equipment, furniture, or repairs are needed in an office, employees should call the Krammes Service Center at x2390 to request repairs. If office equipment is moved to or from another office area, a [Work Order](#) must be completed. Contact the Krammes Service Center for more information and forms.

All keys are kept at the Krammes Service Center and issued through that office. Keys are to be used only by the persons to whom they are issued. No employee is to have any University key duplicated for any reason. If it is necessary to have additional keys, please contact the Service Center. At the time employment with the University is terminated, all keys should be returned to the Krammes Service Center on or before the last day of employment via the exit interview process.

It is important that all employees observe a few simple rules in order to minimize security problems:

- Issued keys are not to be duplicated or loaned.
- Any doors you unlock should be appropriately re-locked.
- Report any missing equipment as promptly as possible to your immediate supervisor.

Campus Bulletin Boards: Posted materials should identify the sponsoring group or individual. Exceptions must be approved by the [The Office of Student Engagement](#). This office must also approve postings by groups or individuals not affiliated with groups or individuals of Heidelberg University.

Posted materials that do not advertise a dated event must indicate the date of posting. The date need not be conspicuous as long as it is legible. Please contact the Office of Student Engagement for further details.

Office Services:

- **Copy Services:** Campus copy and print services are handled by the Retail, Print, and Parcel Center located in the campus Bookstore. Quick copy service is provided on a time available basis. The usual turnaround time on duplication orders is 24 hours. Documents can be collated, three-holed punched, bound with a comb-binding, or stapled. Send requests to Printshop@heidelberg.edu.
- **Mail Services:** Outgoing mail leaves the campus from the Retail, Print, and Parcel Center daily and is delivered to the main Post Office in Tiffin. Each office/department on campus has a mailbox in Retail, Print, and Parcel Center. All outgoing mail must be properly marked and wrapped. Employees are required to fill out a special form for all mail that is to be certified, insured, etc. Departmental cards are available in Office Services to identify items requiring postage for each department. Office Services needs to receive at least a week's notice for bulk mailings.

Section II

Non-Discrimination Statement

From its founding, Heidelberg University has believed in the dignity of the individual, and it is an affirmative action, equal opportunity institution. Heidelberg does not discriminate on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, veteran status, or disability in the administration of its admissions policies, educational policies and programs, financial aid programs, employment practices, and athletic and other school-administered programs and activities.

Code of Ethics

Expectation of Ethical and Professional Behavior:

Institutions of Higher Education such as Heidelberg University are entrusted by society with great resources and commensurately great responsibilities for creation, dissemination and preservation of knowledge. Heidelberg University employees play a key role in assuring that high standard of ethical practices attend to the custody and use of these resources. The personal and professional conduct of Heidelberg employees reflects on the Institution and the higher education enterprise at large. To guide University employees in setting and practicing high standards of ethical conduct, Heidelberg has devised the following code of ethics. Heidelberg embraces the values expressed in this code and advocates their observance by its employees.

Heidelberg employees' conduct should be characterized by integrity and dignity and each employee should expect and encourage such conduct by others. Heidelberg employees should adopt and be faithful to personal values that:

- Accord respect to self and others
- Preserve honesty in actions and utterances

- Give fair and just treatment to all
- Accept intellectual and moral responsibility
- Aspire to achieve quality
- Refuse conflict or the appearance of conflict between personal and institutional interests
- Engender forthright expression of one's own views and tolerance for the views of others

Heidelberg employees should act competently and should strive to advance competence both in self and in others, should understand and support the institution's objectives and policies, should be capable of interpreting them within and beyond the institution, and should contribute constructively to their ongoing evaluation and reformulation.

In the discharge of duties in accordance with this code of ethics, Heidelberg employees may enjoy the following rights:

- The right to work in a professional and supportive environment.
- The right to have a clear written statement of the conditions of employment, procedures for professional review and a job description outlining duties and responsibilities.
- Within the scope of each individual's authority and policy, the right to exercise judgment and perform duties without disruption or harassment.
- Freedom of conscience and the right to refuse to engage in actions that violate the ethical principles contained in this code or provisions of law.

Core Values & Personal Attributes of a Heidelberg Employee:

- Core values – models leadership values of integrity, honesty, humility, transparency, respectfulness, diversity, caring, commitment, and accountability in all work.
- Intellectual dynamism – demonstrates mental sharpness, capability and agility.
- Self-knowledge – gains insight from successes and mistakes.
- Personal learning – seeks feedback and counsel to improve managerial behavior.
- Peer relationships – encourages collaboration and cooperation across the organization.
- Teamwork – performs most effectively as a hard-working member of a team.
- Constituency focus – completes work to meet constituencies' expectations and requirements.
- Community focus – brings a spirit of enthusiasm and energy to the campus and town.

Employment Policies & Procedures

At-Will Employment Policy Statement:

Unless otherwise granted in writing, your employment with Heidelberg University is a voluntary one and is subject to termination by you or Heidelberg University at will, with or without cause, and with or without notice, at any time. These University policies are not intended to be a contract of employment neither express, nor implied, and are subject to change by the Chief Human Resources & Compliance Officer and the President of the University, with the approval of the Board of Trustees.

Hiring & Onboarding Policies:

The University is committed to maintaining compliance with all applicable employment laws and regulations. Heidelberg believes that hiring qualified individuals to fill positions contributes to the overall success of the institution. Each employee is hired to make significant contributions to the University.

Hiring supervisors may extend an initial verbal offer. All official written offer letters will be extended by the Office of Human Resources. Onboarding documents will be sent to the new hire after the HR team receives the signed offer letter. Employment with the University begins after all required onboarding documents have been completed.

It is the responsibility of all hiring supervisors to be familiar with the hiring and recruitment processes. Hiring supervisors will collaborate with the Office of Human Resources to ensure a smooth and welcoming onboarding process is followed.

Recruitment Policy:

All requested positions must be approved at Strategic Leadership Team level. Applicant pools to fill specific positions are developed in several ways:

- Internal: The University may fill job vacancies, whenever practical as determined by the Chief Human Resources & Compliance Officer, by promotion or transfer from within the University.
 - ◆ Openings that can be filled by reorganization within the same office will not be posted.
 - ◆ The vacant position is open only to:
 - Current, active employees of the University.
 - Current, active employees working under a temporary contract arrangement.
- External Job Posting: The vacant position is open to both current employees as well as the general public. The University may communicate its employment needs to candidates through advertisements or employment agencies outside the Heidelberg University community and on the Heidelberg website. A position announcement may be advertised externally and simultaneously posted internally.

For more details on the hiring and recruiting procedures, please refer to the [Standard Operating Procedures: Recruiting & Hiring](#).

Employment Letter:

At the time of hire an employment letter detailing the conditions of employment is sent indicating position, typical hours of work, FLSA status, and rate of compensation. An employee will receive a new employment letter at the time of a change in compensation, rank, hours, status, or a change in job title. Unless otherwise specified, the employment letter does not constitute an employment contract, express or implied. Faculty employment letters may include the term of appointment as well as tenure/tenure-conversion details. A multi-year appointment may be extended to faculty.

Background Checks:

The University administers background checks for all employees during the hiring process. Additionally, background checks will be administered for all volunteers. The HR team will communicate any red flags found in background checks with the hiring supervisors. The institution will not hire candidates who have any form of sexual misconduct reported in their background checks. Other disqualifying features in a background check may include alcohol or drug-related offenses. Such offenses will be thoroughly reviewed and approved by the Chief Human Resources & Compliance Officer in collaboration with the hiring supervisors. The University may administer additional background checks every 5 years for employees and volunteers who regularly work with underage individuals or susceptible adults.

Orientation Period:

All employees will be oriented to the University's policies, position requirements, campus community, etc., by the supervisor during the first week of employment.

Newly hired support staff employees have an orientation period of 90 days. During this period, the new employee will be provided with adequate instructions for carrying out duties. An employee may be discharged at any time during his period if the supervisor concludes that their progress or performance is not satisfactory. At the end of the 90-day period, there will be a performance review conducted by the supervisor. If the employee's performance has been satisfactory during that period, the employee will continue employment as an at-will employee. If the employee's performance during the orientation period has been unsatisfactory, the supervisor may extend the orientation period or employment may be terminated. Additionally, as is true at all times during an employee's employment with Heidelberg, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

Newly hired administrative staff employees have an orientation period of 180 days. During this period, the new employee will be provided with adequate instructions for carrying out duties. An employee may be discharged at any time during this period if the supervisor concludes that their progress or performance is not satisfactory. At the end of the 180- day period, there will be a performance review conducted by the supervisor. If the employee's performance has been satisfactory during that period, the employee will continue employment as an at-will employee. If the employee's performance during the orientation period has been unsatisfactory, the supervisor may extend the orientation period or employment may be terminated. Additionally, as is true at all times during an employee's employment with Heidelberg, employment is not for any specific time and may be terminated at will, with or without cause and without prior notice.

Newly hired faculty members attend an orientation program, unless excused by the Provost. The orientation program takes place prior to the beginning of Fall semester classes. Orientation will serve as an introduction to policies and procedures of the University, including expectations for faculty members, library and media resources available, faculty member development and mentoring, registration and grading, and an overview of Academic Affairs. In addition to the New Faculty Orientation, further activities are coordinated by the Owen Center for Teaching and Learning.

Attendance Policy:

Regular attendance and punctuality are expected. If an employee must be absent or late, the following procedures should be followed:

- The lateness or absence should be reported, in advance of the employee's scheduled starting time, to the immediate supervisor. Employees may leave a voicemail message for their immediate supervisor.
- Depending upon circumstances, the employee should report daily or periodically during a period of absence. This may include calling a supervisor on a daily basis.
- In certain instances, an employee may be required to submit a medical statement to substantiate the reason for absence. In all cases of absence in excess of three working days, a medical statement signed by a health care provider which states the employee's name and reason for the absence will be required to be submitted to Human Resources.
- Each supervisor keeps an attendance record for each employee, indicating whether or not the absence was properly reported. Habitual tardiness, absenteeism, or any pattern of absence which indicates abuse, is subject to disciplinary action up to and including termination.
- Non-Exempt employees are not permitted to work from home as a flex time or to "make-up" an absence or late arrival. Opportunities to work from home are extremely limited to very rare circumstances and require the advance approval of the Chief Human Resources & Compliance Officer.

Absence of Faculty Members: Planned absence from campus should be approved in advance. The Department Chair/Director may approve absences of one or two class days. Absences longer than two class days must be approved by the Vice President for Academic Affairs & Provost of the University. Requests for absence must be submitted in writing, well in advance of the planned absence.

When possible, faculty members should make prior arrangements for anticipated absences. When this is not possible, the faculty member should first attempt to notify the Department Chair/Director. If unable to reach the Chair/Director, the faculty member may contact another qualified member of the department and ask that individual to teach the class or make suitable alternate arrangements for meeting the obligations of the class. Classes should be cancelled only when alternate arrangements are not possible.

- Classes cancelled by a faculty member should be made up in an appropriate manner, either by scheduling alternate meeting times for the classes, or by other work appropriate to the educational purposes of the class.
- Examinations or tests given during a faculty member's absence from campus may not be proctored by support staff.

Appearance & Dress Code Policy:

All employees represent Heidelberg University during the performance of their work duties. Professional to business casual dress attire is required. Acceptable business attire and appearance requirements will be set

according to the operational needs and tasks of the department and/or job. Some positions require a uniform to be worn during working hours. The general guidelines to be utilized to maintain the high standards and image of the University include the following:

- Good personal hygiene is to be maintained at all times.
- Clothes are to be appropriate for each position as well as:
 - ♦ Neat and clean, free from stains and/or holes
 - ♦ Free from offensive images, words, or logos
 - ♦ Modest with no visible undergarment, free from sheer and revealing clothing.
- Shoes are to be neat and clean
 - ♦ Closed toe athletic shoes are permitted if they are appropriate for the job duties.
- Proper safety, comfort, and appearance are to be maintained at all times.
- Extreme hair, dress, or accessory which has the potential to cause harm to the employee or the ability to distract or interfere with the completion of job duties may not be worn at any time.

Employees may be advised by their supervisor of any specific departmental appearance practices or needs. Supervisors will determine whether or not an employee is groomed and dressed appropriately for their particular job. Employees whose dress and appearance does not meet the University and/or departmental standards may be sent home, using unpaid leave and / or vacation leave if applicable, to change clothes or to improve appearance.

Friday 'Berg Days: All employees are invited to participate in Friday 'Berg Days to show their 'Berg pride! When appropriate with other campus or job-specific responsibilities, employees are encouraged to show 'Berg pride with Heidelberg apparel on Fridays and the day before holidays or breaks. When 'Berg apparel is worn, clean and non-frayed or torn denim jeans may also be worn, with supervisor approval on Friday 'Berg Days.

Employee Records Policy:

The official employee personnel files are maintained in the Office of Human Resources.

Other information relevant to an employee's work experience, responsibilities and employment relationship may be added by the employer or employee to the personnel file as appropriate, (e.g., transcripts and education, upgrading skills, letters of recognition, performance evaluations, disciplinary records, etc.).

The [Employee Information Change Form](#) is utilized for any changes in an employee's personal data (i.e, home address, marital status, name change).

Every employee, while actively employed, is permitted to gain access to their own records maintained by the University, which contain personal data regarding that employee. Employees may do so by scheduling a meeting with the Office of Human Resources. An employee, while actively employed, may request a photocopy of any material contained in the file. Personnel records may be reviewed only in the presence of the Human Resources staff and may not be removed from the Office of Human Resources or from the

Office of Academic Affairs. The employee may not mark up, change or in any way correct the data contained in the file nor may materials be removed from the file. In order to make corrections to a personnel file, the employee must submit a formal request in writing to the Chief Human Resources & Compliance Officer or the VP for Academic Affairs & Provost. If the request is granted, then the changes will be made by the Chief Human Resources & Compliance Officer or VP for Academic Affairs & Provost and written notice provided to the employee. A copy of the written notice will remain in the personnel file to document the removal or correction of an item. If the request for removal or correction is denied, the employee can then request that a written statement of disagreement be attached to the item in the personnel file.

Once employment has been terminated, either voluntarily or involuntarily, access to an employee personnel file, including the request for photocopies, scans, or a review of the file will no longer be granted.

Employment Verifications: The Office of Human Resources is the only authorized agent to respond to employment verification inquiries on current or former employees. Responses to such inquiries shall confirm only dates of employment and position(s) held. No other employment data shall be given without a written authorization and release signed by the individual who is the subject of the inquiry.

The Office of Human Resources shall provide written verification of any employee's current or prior employment status to potential creditors or other designated individuals or agencies. Please contact Human Resources for more information.

Employer References: No employee of the University may issue a reference letter to any current or former employee without consulting with the Office of Human Resources. This policy is not applicable to student employee references for admission to graduate school or to enter the workforce. An employee who is terminating work at Heidelberg University may wish to discuss references with an immediate supervisor and the Chief Human Resources & Compliance Officer during the exit process. By obtaining prior permission to use the supervisor's name for reference, the employee may expedite the reference process for later applications elsewhere. Any questions or concerns with providing a reference should be reviewed with the Office of Human Resources prior to engaging in a reference discussion.

Use & Care of University-Owned Supplies, Equipment & Materials:

Generally, employees will be provided with the supplies, equipment and materials needed to perform their job duties. Upon voluntary resignation or retirement, an employee may request to keep equipment or supplies assigned to them. All requests will be evaluated on a case-by-case basis by the Chief Human Resources Officer and the appropriate Vice President. If applicable, a value of the equipment will be determined by the appropriate campus administrator and assessed to the employee via a payroll deduction from the employee's final paycheck.

Employer Information & Property:

The protection of the University's business information, property and all other University assets are vital to the interests and success of the University. No University-related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of The University) may, therefore, be removed from the University's premises. In addition, when an employee leaves the University, the employee must return to the University all the University related information and property that the employee has in their possession, including without limitation, documents, files, records, manuals, information stored on a personal computer, supplies, and equipment or office supplies. Violation of this policy is a serious offense and will result in appropriate disciplinary action, up to and including discharge.

Confidentiality & Professionalism Policy:

One of the true marks of loyalty and professionalism is respect for the confidentiality of information. Every University employee, from time to time, obtains confidential information via discussions and/or access to written material. Employees may have access to records and information that contain education records, student financial information, nonpublic personal information, personally identifiable financial information, protected health information, credit and credit card information, social security numbers and student and employee information (collectively "Covered Information"). Users of University data and information are required to abide by all applicable Federal and State Guidelines and University policies regarding confidentiality of data, including, but not limited to the Family Education Rights and Privacy Act (FERPA).

Any employee or person with authorized access to Heidelberg University's computer resources, information system, records or files is given access to use the University's data or files solely for the business of the University. Specifically, individuals should:

- Access data solely in order to perform job responsibilities.
- Not seek personal benefit or permit others to benefit personally from any data that has come to them through their work assignments.
- Not make or permit unauthorized use of any information in the University's information system or records.
- Not enter, change, delete or add data to any information system or fields outside of the scope of their job responsibilities.
- Not include or cause to be included in any record or report, a false, inaccurate or misleading entry.
- Not alter or delete or cause to be altered or deleted from any record, report or information system, a true and correct entry.
- Not release University data other than what is required in completion of job responsibilities.
- Not exhibit or divulge the contents of any record, file or information system to any person except as it is related to the completion of their job duties.

It is the employee's responsibility to report immediately to a supervisor any violation of this policy or any other action, which violates confidentiality of data. Any violation or unlawful breach of confidential information may subject that employee to immediate disciplinary action up to and including termination.

Courtesy & Performance Policy:

In the University community, the conduct of each individual employee is vital to the overall well-being of the institution. On the University campus many groups of people intermingle - students, academic and non-academic personnel, alumni, parents, prospective students, townspeople, and other visitors. Each person's perception of Heidelberg is shaped in part by the words and deeds of every member of the University community. Courtesy, tact, dependability, loyalty, and sensitivity to other's wishes and needs are important employee attributes that make a better Heidelberg.

Courtesy to Visitors: The smallness and openness of the campus encourages visitors to speak freely with all personnel. Each employee therefore should be knowledgeable to direct visitors to their desired campus destination or to the person who can answer their questions. When possible, and appropriate, employees should provide guests with a personal escort to the guest's desired destination. Helpful, courteous replies to inquiries build goodwill for the University.

Telephone Courtesy: Outside callers, unfamiliar with the University's organization, frequently call the wrong office or department. All persons regularly answering any telephone are urged to become familiar with the University's services and personnel so that they can transfer calls smoothly and correctly. To the greatest extent possible, a caller to the University should be transferred no more than one time. Supervisors will instruct staff on the appropriate telephone greeting for each office and any other telephone answering systems for each office.

Personal Calls / Cell Phone Use While Driving Policy:

While at work, employees are expected to exercise discretion in using a personal cell phone. Personal calls during work hours, regardless of the phone used, can interfere with productivity, safety, and may be distracting to others. Personal calls, as well as texting, personal uses of e-mail and internet services, should be few and brief and with respect to those around you. This includes personal use of hand-held devices including, but not limited to cell phones, smartphones, tablets, and / or notebooks, both University provided and employee owned.

Employees whose job responsibilities include driving or equipment operation should refrain from using their phone/communication device while driving a Heidelberg vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting Heidelberg business. Drivers shall comply with all federal, state, and local laws and regulations regarding the use of mobile technology devices including cell phones. Key takeaways:

- Incoming or outgoing cell phone calls are not allowed while driving.

- Sending or reading text messages, emails, dialing cell phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving.
- The cell phone voicemail feature should be utilized to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.

Failure to comply with this policy may result in disciplinary action, including termination.

Use of University-Owned Vehicles Policy:

Only employees with an unrestricted, current driver's license may operate University vehicles or use a vehicle to conduct University business. University vehicles may only be used for authorized University business after proper background confirmation from the Operations Manager at Krammes Service Center. Any employee operating a University vehicle must do so in a safe manner. Any employee operating a University vehicle under the influence of drugs or alcohol or in an unsafe or negligent manner will be immediately disciplined up to and including termination. The University has the right to search any University vehicle at any time. Therefore, employees have no reasonable expectation of privacy with respect to University vehicles. Family members of employees operating University-owned vehicles are prohibited from riding in the vehicle without written approval. In the event a family member is approved, a signed release of liability form must be on file. All passengers of the vehicle must be listed on the vehicle manifest. All laws regarding proper passenger restraints must be followed.

Personal Use of University Technology & Resources:

Information and its availability are essential to the operation of Heidelberg University, and information security is part of all our jobs. Each member of the campus community is responsible for the security and protection of electronic information resources over which an employee has control.

Personally owned devices may be granted access to the Internet and to limited campus IT resources (if appropriate) via the University network. Individuals (whether student, employee, guest, etc.) using a personally-owned device to access any University IT asset, including incidental connection of that device to the University's IT network, acknowledge their compliance with and responsibilities under the [Heidelberg University IT Use and Security Policy](#). The policy addresses many topics, including:

- Acceptable Use
- Security and User Responsibilities
- Wireless and Mobile Security
- Technology Acquisition

This policy applies to all systems supplied by the University, as well as any personally owned systems attached to the University campus network.

All users should see the Wireless and Mobile Security section of this policy for more information specific to wireless and mobile device access. The Office of Computer Networking and Information Technology (CNIT)

reserves the right to immediately terminate access from the device to University IT assets if it believes there is a security issue.

Heidelberg resources are intended for activities consistent with the University's mission and service to the community, and employees are specifically prohibited from using Heidelberg facilities, equipment, vehicles, tools, energy, supplies, or any other assets or services for personal use unless authorized in accordance with approved administrative procedures.

Personal use of University property by an employee is acceptable, provided that the use:

- Is infrequent and brief
- Does not interfere with work performance
- Does not interfere with any Heidelberg operation or service
- Does not affect the useful life of University property
- Results in no cost to the University

In no instance may an employee use Heidelberg property for illegal or other inappropriate purposes, such as:

- Accessing or transmitting pornographic material except for legitimate academic purposes
- Sending threatening, harassing, or obscene communications
- Violating copyright or licensing laws
- Playing computer games
- Giving unauthorized access of an employee's password or data files
- Using University property for personal profit or entrepreneurial purposes
- Taking University property home for personal use except for software that has a licensing agreement authorizing personal use of the software by employees
- Allowing family or friends to use University property.

The purpose of information technology (IT) resources at Heidelberg is to further the educational mission of the university. Operations that traditionally were manual or minimally automated are today fully dependent upon the availability of automated information services. Interruptions to, disruptions in, or loss of an information support service may adversely affect the University's ability to meet its mission, administer its programs, and provide essential services.

To ensure the availability of IT resources, all use of University IT resources must be in accordance with this policy.

Gifts & Gratuities: University employees should not accept tips or gratuities offered for services rendered in the course of normal employment. Gifts of any real monetary value, in excess of \$50, from individuals or organizations with whom the University does business are discouraged. If an employee does receive a gift with a value in excess of \$50, the employee must report the receipt of the gift to an immediate supervisor.

Political Activity: Heidelberg University recognizes the privilege and obligation of each employee to participate in political activities according to one's own beliefs and desires. However, the University does expect its employees to refrain from political activity during working hours.

Employee Suggestions: Employee suggestions for improvement in the effectiveness of the University are welcome. Suggestions are normally channeled through the employee's immediate supervisor, but they may be brought directly to the attention of the Chief Human Resources & Compliance Officer.

University Credit Cards: Heidelberg University credit cards are for official Heidelberg University use only. Charging personal expenses on Heidelberg University cards is a misuse of Heidelberg University funds and a serious breach of the Heidelberg University's ethics policy. Doing so even if the intent is to reimburse Heidelberg University later—will result in disciplinary action, up to and including termination. Official use does not include copying and using the card without express permission of the person responsible for the card. Credit card users are subject to an agreement to have payroll deductions in the event of not submitting proper documentation with monthly statements.

Employee Status Changes:

Transfers: Heidelberg University attempts, whenever possible, to fill vacancies from within the existing staff. A transfer to another position within the institution may be initiated by either the employee via an application to an internal job posting or by the supervisor. The transfer effective date requires the mutual agreement of both the supervisor of the position to be filled and the supervisor of the position to be vacated.

Promotion: Heidelberg University attempts, whenever possible, to fill positions from within the existing staff. Qualified employees may advance to positions of greater responsibility and pay when openings occur. A sincere effort is made to advance current, qualified employees to more responsible positions before new employees are hired for these positions.

Reductions in Force: In the absence of sufficient work or sufficient funds or in the event of a reorganization of a unit that results in the elimination of one or more positions, employees may be laid off or terminated as deemed necessary. An employee subject to a reduction in force or layoff will be provided written notice in advance of the effective date of the reduction.

Classifications of Employment:

Full-time: Employees appointed as full-time carry a full faculty load for the academic year or work a minimum of 30 hours per week year-round on a regular basis. Such employees may be "exempt" or "non-exempt". This classification is deemed as benefit-eligible. Employees who work 30-32 hours per week are considered "full-time reduced appointment", which provides a reduction in some areas of employee benefits. The benefits will be reduced to a 75-80% rate for paid-time off and tuition benefits.

Part-time Regular: Employees who work a minimum of 20 hours per week year-round on a regular basis. Such employees may be “exempt” or “non-exempt”. This classification is deemed as benefit-eligible to receive partial benefits at a 50% rate for employee benefits such as paid-time off and tuition benefits.

Part-time As-Needed: Employees who work variable hours, ranging from 0-29 hours per week. Such employees may be “exempt” or “non-exempt”. This classification is deemed as benefit-ineligible.

Adjuncts, Interim, or Temporary Employment: Employees who are hired with the understanding that their employment will be terminated upon completion of a specific assignment or with a specific date. Such employees may be “exempt” or “non-exempt”. An Adjunct or Temporary employee may be offered and accept a new temporary assignment with Heidelberg University and still retain temporary status. This may also include employees hired through an employment agency for specific assignments are employees of the respective agency and not of Heidelberg University. Temporary employees are not eligible for employee benefits unless specifically provided for in the appointment letter.

Non-Exempt: Employees who are required to be paid overtime at the rate of one and one-half times their regular rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with applicable labor laws.

Exempt Employees: Employees who are not required to be paid overtime for work performed beyond 40 hours in a work week, in accordance with applicable labor laws.

Minors: Heidelberg’s policy on hiring minors is in accordance with all applicable labor laws. The Office of Human Resources must approve a position for which a minor may be hired.

Immigration Employment Policy:

Heidelberg University, in its sole discretion, may assist newly-hired and existing employees in acquiring, transferring, or maintaining an employment-authorized visa to establish a lawful presence in the United States and to secure eligibility to work at Heidelberg University. All assistance provided will be in complete compliance with the standards, practices, and policies as set forth by the U.S. Department of Homeland Security, United States Citizenship and Immigration Services (USCIS) and all related government agencies.

The University has the right and responsibility to determine the most appropriate visa category for an employee, based upon the nature of the employment, the individual's visa history, academic and professional credentials, special circumstances related to family or the country of origin, and the University’s interest in establishing a long-term employment relationship with the foreign national. Temporary, adjunct, and some grant-funded positions may not be eligible for immigration assistance.

Outside / Secondary Employment Policy:

Heidelberg University considers employees’ outside activities to be their own affairs, so long as such activities are lawful, do not bring discredit to the University, or adversely affect job performance and ability to fulfill all responsibilities to the University. Employees must complete the [Additional Position Request Form](#) prior to accepting any additional positions.

Qualified employees may accept teaching assignments with the approval of their supervisor and the Provost's Office. Approval will be based upon the assessment of the employee's ability to maintain their current workload with the additional duties of the instructional workload. Employees may not exceed teaching 3-5 credit hours per semester, depending on the weight and demands of the assigned course load.

In accordance with the Faculty Manual, full-time faculty may teach beyond the full-time contract, whether at the University or elsewhere, only with written notification to the Vice President for Academic Affairs & Provost. Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity does cause or contribute to job-related problems, such employment must be discontinued. The University will be particularly concerned about outside or secondary employment that:

- Will reduce the employee's efficiency in working for the University
- Involves working for an organization that does a significant amount of business with the University such as major contractors, suppliers, etc. In such cases where an employee is working for such an organization, the employee will be required to sign a Conflict-of-Interest Statement disclosing the relationship.

All employees are prohibited from engaging in any activity that compromises the University's image. This prohibition includes the unauthorized use of any University tools, vehicles, equipment, or resources. In addition, employees are not to conduct any outside business during paid working time.

Employees who have accepted outside or secondary employment are not eligible for paid or unpaid excused absence leave when the absence is used to work on the outside job or is the result of an injury sustained on the second job. Fraudulent use of sick leave will be subject to disciplinary action up to and including termination.

Conflict of Interest Policy:

A conflict of interest means any situation in which the private, personal, professional, or financial interests of any person covered by this policy interfere with, or reasonably appear to interfere with, the interests of the University, including any circumstance that makes it difficult for the person to perform University duties objectively and effectively, or when a person has a relationship or engages in an activity which impairs or adversely influences his or her judgment with respect to promoting the best interest of the University and the public good.

In any case where a conflict of interest exists, or may exist, or the appearance of a conflict of interest may exist, **it shall be the duty of the employee to disclose any interest**, including any interest in the organization or entity which may benefit from the person's association with the University and including any such beneficial interest a member of the person's immediate family may have because of the person's

association with the University. Full disclosure of the facts, circumstances, relationships, and transactions of the conflict of interest shall be made as follows:

- Vice Presidents shall report to the President.
- All other employees shall report to their immediate supervisors, who shall keep the appropriate Vice Presidents of the University currently informed.
- Reports shall be made promptly and at the discretion of the person receiving the report, shall be made in writing and signed by the person making the disclosure.

Heidelberg University prohibits employees from solicitations and distribution of their own personal product(s) and/or service(s) in the workplace. University employees who seek to raise funds for University programs or activities must secure approval from the Office of Advancement, Marketing, Alumni, and Community Relations before commencing any fundraising appeal or activity. Additionally, employees are not permitted to utilize the University's property, such as its credentials, logos, etc. for personal gain without approval from the Office of Advancement, Marketing, Alumni, and Community Relations.

- Examples:
 - ♦ Faculty selling their own personally written books and/or lab materials to employees or students.
 - ♦ Employees having personal businesses and/or hobbies in creation of homemade goods/services.
 - ♦ Rental property arrangements with employees or students.

Restraint on Participation: Persons covered by this policy are encouraged to avoid relationships and transactions that constitute a conflict of interest. When such situations cannot be avoided, the person(s) involved shall refrain from participating in consideration of the transaction affected by the conflict of interest, unless under special circumstances the University determines that their participation is imperative for the welfare of the University and the public good. If such a waiver is indicated, it shall be in writing and signed by the President or Board making the determination and a copy of the Waiver shall be provided to the Chairman of the Board and the University Attorney.

Violations: Failure to disclose a conflict of interest, failure to comply with recusal or mitigation requirements, or engaging in a prohibited conflict of interest, may result in disciplinary action, up to and including termination of employment or removal from position(s).

Personal Relationships Policy:

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Because of Heidelberg's commitment to maintain a professional work environment that supports our educational goals, the University strictly prohibits personal relationships between employees and students. In the event that such relationship is reported and confirmed, the employee is subject to disciplinary

procedures up to and including termination. There may be circumstances in which the spouse of a Heidelberg employee is a student at the University. This policy does not apply in such circumstances.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment, or terminated from employment. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to disclose the existence of the relationship to the appropriate line of authority.

The University reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship that may affect the terms and conditions of employment.

Nepotism Policy: Heidelberg does not prohibit the simultaneous employment of two members of the same family in the organization. Good judgment and operational understanding on the part of family members are essential to the successful implementation of this policy. The key guidelines to be followed are:

- Heidelberg employees may not hire family members.
- A member of an employee's immediate family may be considered for employment by Heidelberg University, provided the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if such employment would:
 - ◆ Create either a direct or indirect relationship that involves supervision of one family member by another.
 - ◆ Create a situation where family members work in the same department, or must routinely work together on job assignments.
 - ◆ Create either an actual conflict of interest or the appearance of impropriety.

These criteria will also be considered when assigning, transferring, or promoting an employee.

- Additionally, to avoid a conflict of interest or an appearance of a conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial hire or rehire, promotion, salary, performance assessment, work assignments, or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship.
- Employees who marry or become members of the same household may continue employment as long as such employment does not create one of the above employment situations.
- Exception to Policy: Exceptions to this policy may be made with the approval of the Chief Human Resources Officer, appropriate Senior Leadership Team member, and the President, after consultation with the appropriate Dean or department supervisor, and provided an appropriate management plan is developed, implemented, and administered.

Definitions: For purposes of this policy:

- Immediate Family/Household Member: includes the employee's mother, father, brother, sister, child, spouse, partner / significant other, grandparent, grandchild, brother-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, legal guardian, a person who stands in the place of a parent, or any other member of the employee's household.
- Nepotism: favoritism in the workplace based on kinship, which ordinarily consists of making employment or other business decisions based on a family relationship.
- Employment Decision: the full spectrum of employment related actions, including but not limited to, decisions related to hiring, supervision, direction of work, promotion, compensation, work hours, performance assessment, termination, and all other terms and conditions of employment.
- Reporting Relationship: the direct or indirect reporting connection between a managerial / supervisory position to a subordinate employee in the same office, department, or division. For example: A Dean's niece reports to a manager or faculty member who reports directly to the Dean. That niece has a reporting relationship to the Dean, her uncle.
- Management Plan: A plan approved by the Chief Human Resources Officer which (i) addresses reporting relationships, supervision, and evaluation in a way that will assure that there will be no participation in employment decisions as prohibited by the policy and (ii) establishes a review and approval process to sufficiently mitigate or preclude favoritism or the appearance of favoritism. To ensure appropriateness, review and, as needed, revision of the approved management plan should occur at least annually or whenever there is a change in reporting relationships.

Drug & Alcohol-Free Workplace Policy:

The University subscribes to and endorses an alcohol and drug policy founded on the principle of freedom with responsibility. The University is dedicated not only to learning and the advancement of knowledge, but also to the development of ethically sensitive and responsible persons. The institution will strive to provide an educational environment conducive to making conscientious and healthy decisions when individuals are faced with difficult choices associated with the use of legal and illegal drugs.

Members of the University community are individually responsible for being aware of applicable laws, regulations, ordinances, and institutional policies and for complying with them. The University will assist in that endeavor by providing current information on an ongoing basis to the campus community.

Drug and alcohol use is highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by the University.

In accordance with the Drug-Free Work Place Act of 1988, the University must maintain a drug-free work place. The unlawful manufacture, possession, distribution, transfer, purchase, sale, use, or being under the influence of alcoholic beverages or illegal drugs while on the University's property, while attending business-related activities, while on duty, or while operating a vehicle or machine leased or owned by the University is strictly prohibited and may lead to disciplinary action, including suspension without pay or

discharge. When appropriate, the University may refer the employee to approved counseling or rehabilitation programs.

Any employee engaged in government contract or grant work must comply with this policy as a condition of employment. Should an employee be convicted of a drug-related crime that occurred in the workplace, the employee must notify Heidelberg within five days of the conviction. The University is then required to notify the appropriate government agency within 10 days of the conviction. Appropriate human services action, including disciplinary action and/or participation in a drug-abuse assistance or rehabilitation program, may result after notice of the conviction is received.

Employees who voluntarily admit to having drug or alcohol problems that have not resulted in disciplinary action may be eligible for unpaid time off to participate in a rehabilitation program. Such a leave will be granted if the employee abstains from use of the substance while on leave, abides by all organization policies, rules, and prohibitions relating to conduct in the workplace, and if Heidelberg will not suffer an "undue hardship" as a consequence of granting the leave. Final authorization for all leave requests rests with the Chief Human Resources & Compliance Officer and / or the Vice President for Academic Affairs & Provost.

Employee Assistance Program: The Employee Assistance Program (EAP) may be of assistance in seeking professional guidance regarding a drug- or alcohol-related problem. The EAP provides free, confidential access to local short-term counseling and referrals to community treatment programs. Participation in the EAP may be initiated by self-referral or may be initiated by management-referral as part of a performance improvement plan or last chance agreement. Please contact the Office of Human Resources for information regarding the University's EAP.

Drug Testing: Commercial Drivers License (CDL)

Statement of Policy: The use of banned/illegal drugs (identified by the Omnibus Transportation Employees Testing Act of 1991 –49 CFR Part 40- and the Department of Transportation and Federal Transit Administration Rules) by commercial drivers licensed (CDL) employees with the University presents a serious threat to the safety and health of the individual using the substances or doing such acts, their fellow colleagues, and the general public. It is the policy of the University that all CDL employees, regardless of their role or status with the University, should be free of drugs. As a condition of being involved and/or registered with the University, all CDL licensed employees will abide by the terms of this policy statement, its rules and procedures.

Statement of Rules: The University establishes the following rules applicable to all CDL licensed employees of the University. This policy requires all CDL licensed employees to comply with the drug-testing program set forth in this policy. All CDL licensed employees must be "physically qualified" to do the task assigned to them. A person is not "physically qualified" to perform their assigned work if the employee:

- Uses any habit-forming drug, including drugs banned by any federal or state governmental agency, except if such use consists of a substance prescribed by a licensed physician familiar with the individual's medical history and involvement with the University, or

- Fails to meet the drug testing requirements under this policy.
- No CDL licensed employee may be involved with the University vehicle activities and possess, be under the influence of, or use any drug or other substance identified under this policy as a banned/illegal drug or any controlled substance regardless of whether or not the individual may safely perform with the exception of the possession or use of a substance administered to an individual by or under the instructions of a licensed physician who has advised the individual that the substance will not affect the individual's ability to safely function in their role as a safe, skilled and competent employee.
- No CDL licensed employee shall be in possession of an intoxicating beverage, regardless of its alcoholic content while involved with employment unless prescribed by a physician. Cold medications are contained in this category.
- No employee shall be involved with employment if general appearance or conduct indicates the use of a banned/illegal substance or intoxicating beverage.
- An employee of the University who tests positive for the use of a banned/illegal substance or intoxicating beverage will be medically and physically unqualified to function as an employee, and will be immediately terminated from employment at the University.

Discipline: In the event of a positive test result, a CDL licensed employee may be subject to the following disciplinary action.

- In the case of a CDL licensed employee's positive test result, the individual will be immediately terminated from employment at the University.
- In the case of an employee's serious offense off campus (i.e. arrest for possession/use/dealing), the CDL licensed employee may be immediately terminated from employment at the University.

Confidentiality: All information regarding drug or alcohol tests, test results and investigations shall be treated confidentially. Such information will only be released to the employee, the appropriate University representatives, and the physician and as required by any state or federal law or regulation or by court order. The CDL licensed employee may request that such information be released to others provided the individual submits a written consent form containing the following information: the person or persons who are authorized to obtain the information; the purpose of disclosure; the precise information to be disclosed; and the duration of the consent. Regardless of the foregoing, the University expressly reserves the right to disclose or utilize such information to the extent The University deems necessary to protect its interests with regard to inquiries, investigations, claims or litigation directly or indirectly involving the University.

Disclaimer: The purpose of this Substance Abuse and Testing policy is to describe the current policies used by the University and is subject to change by the University at its sole discretion and at any time without notice.

Alcohol Policy:

State Alcohol Guidelines – The sale of beer and wine at the Berg Bistro 1850 is to legal age patrons only. State law states that it is illegal to sell, serve, or furnish beer, wine, or other alcoholic or intoxicating liquor

to a person under 21 years of age. It is also illegal for any person under 21 years of age to purchase or attempt to purchase, possess, or consume any alcoholic or intoxicating liquor.

Guests or visitors must observe this rule while on campus or on the University property. Noncompliance may subject a person to sanctions imposed by the University as well as provisions of local and state law.

Individuals who fail to abide by the provisions of this policy or the laws of the State of Ohio will be referred to the employee's immediate supervisor for disciplinary action.

Smoking & Tobacco Free Campus Policy:

Heidelberg University remains committed to the health and wellness of its employees, students and the broader campus community. Among the efforts to be implemented by the University are efforts to promote and assist health awareness, wellness, and smoking/tobacco cessation and to enhance air quality and concern for the health and wellness of others throughout campus.

Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is prohibited in all vehicles and facilities owned or leased by Heidelberg University and on the grounds of any property owned or leased by the University. This means all buildings owned or controlled by Heidelberg University, including shelters, indoor and outdoor athletic facilities, walkways, sidewalks, residence halls, and parking lots. Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is prohibited on sidewalks that adjoin University property (i.e., sidewalks between buildings). Smoking is permitted on public sidewalks (i.e., sidewalks that are provided as public walkways along Tiffin city streets). Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is also prohibited in any vehicle or equipment owned, leased or operated by Heidelberg University. Questions regarding permitted smoking areas may be directed to an appropriate SLT member.

Smoking is defined as inhaling, vaping, exhaling, burning, or any lighted cigar, cigarette, shisha pipe, pipe, water pipe (hookahs) or other lighted smoking device for burning tobacco or any other plant.

Smokeless tobacco includes, but is not limited to, chew, snus, snuff, sticks, strips and orbs.

Electronic smoking devices, commonly referred to as electronic tools such as e-cigarettes and/or vape devices, are battery operated devices and closely resemble cigarettes.

For the purpose of enforcement, the presence of smoking devices, smokeless tobacco or electronic smoking devices in a University facility may be reasonable grounds for personnel to question and/or document an alleged violation.

Students, faculty, and staff violating this policy may be subject to disciplinary action. Visitors who violate this policy may be denied access to Heidelberg University campus and may be subject to prosecution for trespass.

Disciplinary Action Policy:

It is the policy of the University to employ happy, growth-oriented individuals who are willing and able to perform the functions of their jobs in a satisfactory manner, to observe the policies and regulations of the University and to devote their time and attention to the business of the University during working hours and whenever representing the University on- and off-campus. The responsibilities which employees are expected to assume are communicated during their orientation period by their supervisor and are reemphasized by supervisors as required. This fosters two-way communication and should leave no question in the employee's mind as to acceptable work standards or behavior. From time to time, it may become necessary to counsel or discipline employees who for one reason or another fail to observe the goals set forth above.

Progressive discipline is the preferred method for correcting poor performance or unacceptable behaviors. It is recognized however, that within a progressive disciplinary model, one or more steps may be repeated and / or omitted entirely depending on the totality of the circumstances surrounding the incident(s). Progressive discipline steps may include oral counseling, warning, suspension, and termination.

When a supervisor provides a verbal cautioning to the employee, the meeting shall be documented with a memo of instruction and / or cautioning with a copy provided to the employee and to the Office of Human Resources. When a disciplinary action is taken by the supervisor (warning), a memo of written discipline will be prepared and submitted to the Chief Human Resources & Compliance Officer, and all matters pertaining to the action shall be filed in the employee's personnel record, with a copy of the same given to the employee.

All formal disciplinary actions involving loss of pay, status or position must be reviewed with the Chief Human Resources & Compliance Officer. An employee will be provided a pre-disciplinary meeting in the event the proposed discipline is loss of pay, status or position. Under no circumstances will an employee be suspended from employment, demoted, reduced in pay, or terminated without the knowledge of the Chief Human Resources & Compliance Officer and the President.

Disciplinary action, up to and including termination, will generally be administered in a progressive nature for offenses including, but not limited to:

- Insubordination
- Failure to act with honesty, integrity and respect
- Disregard of University core values
- Deliberate and unwarranted refusal to follow instructions
- Tardiness
- Absenteeism, if unwarranted or not properly reported
- Unsatisfactory or poor work performance
- Neglect of duty
- A violation of the Heidelberg Sex Discrimination Policy
- Actions on or off the job which are specifically prohibited and / or which reflect adversely on the University and the University community

- Working under the influence of alcohol or narcotics
- Gambling on University property
- Theft or attempted theft
- Falsification of records
- Conviction of a felony

This list is illustrative and is not intended to be exhaustive or exclusive. The University reserves its right to discipline for non-listed offenses as it, in its sole discretion, deems appropriate and impose penalties as it deems proper. The University also reserves its right to terminate an employee's employment without any progressive discipline when considered appropriate in the University's sole discretion.

Voluntary Resignation:

All administrative and support staff who voluntarily resign are asked to give at least a 2 week notice if they plan to leave the University's employment. A written resignation, indicating the reason for leaving and the date of resignation, must be addressed and submitted to the immediate supervisor with a copy to the Chief Human Resources & Compliance Officer. The effective date of resignation may not be a day recognized as a University holiday or during the time of a holiday break. Departing employees will not be eligible for payment for the holiday or holiday break.

Faculty members who choose to terminate their appointment through retirement or resignation should notify the Vice President for Academic Affairs & Provost in writing of their intention. Such notice should be sent as early as possible, preferably by January 1st for an appointment ending in May, or six months prior to the end of the contract term for appointments ending during the academic year.

Rescinding A Resignation: An employee wishing to rescind a previously submitted resignation must do so in writing to the Chief Human Resources & Compliance Officer within 3 days of the date the resignation was received by a supervisor. A rescinded resignation requires the approval of the Chief Human Resources & Compliance Officer and the President of the University. An employee who has separated from employment, who would like consideration for re-employment, may submit an application and will be considered along with all other applicants for the position. Re-employment is not guaranteed.

Notice of Employee Terminations:

An employee who has submitted a voluntary resignation or notice of retirement should complete an [Employee Exit Form](#). In the event an employee has been terminated, the supervisor should complete the Exit Form. This form should be completed, signed and provided to the Office of Human Resources within 1 business day of the employee's last day. Attach to the Exit Form the employee's written resignation, when applicable. If no written resignation is received (i.e., verbal resignation), the supervisor should provide an acceptance of the verbal resignation in writing and send a copy to the Chief Human Resources & Compliance Officer. This process documents the separation of employment and ensures that no person is paid improperly after leaving the University, all balances due to the University are settled, and all University property has been returned.

Exit Interviews:

An exit interview is conducted for the purpose of soliciting the departing employee's evaluation of the University as an employer. Information may also be obtained regarding such matters as continued health insurance coverage, payment of accrued, but unused, vacation, and re-employment rights, etc. If properly conducted, the exit interview can be a valuable tool for the effective management of the organization. Direct input and constructive criticism can often be employed to bring about positive change and desirable effects in the workplace.

Employees who are separating from employment will have the opportunity to complete an Exit Interview. This may be done in-person or through a virtual meeting option. All interviews will be scheduled with the Chief Human Resources & Compliance Officer.

Separation from employment, for the purposes of this section, will be considered as:

- Voluntary resignation
- Retirement
- Layoff in excess of 90 days
- Elimination or abolishment of position
- Termination of employment

Exit interviews will not be conducted with employees who fail to satisfactorily complete their orientation period as defined in this handbook.

Final Paycheck:

Before the final paycheck will be released, all financial obligations to the institution must be met. All University provided materials and supplies must be returned and keys must be checked in at Krammes Service Center. All credit cards, identification cards, and parking passes must be returned to the Office of Human Resources. Any outstanding balance including, but not limited to tuition, charges, fees, and / or credit card transactions in which no receipt has been submitted, will be deducted from an employee's final paycheck, in accordance with relevant laws.

Harassment Policy:

Heidelberg University does not and will not tolerate harassment of our employees, applicants for employment or our students on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disability. The University recognizes the adverse impact of harassment on absenteeism, productivity, and turnover and recognizes that those who may be harassed may personally suffer adverse effects. All employees, applicants for employment and students are entitled to an environment free from all forms of unlawful discrimination and harassment. This policy demonstrates the University's commitment to addressing these concerns.

Harassment is physical conduct, verbal conduct, or other expressive behavior, including written or pictorial expression, which explicitly demeans any person(s) and:

- Interferes with education, employment, or other University-authorized activity
- Creates an intimidating, hostile, or demeaning environment for education, University-related work, or other University-authorized activity.

It is a violation of University policy to engage in harassment, or to retaliate against anyone bringing forth an honestly perceived complaint of harassment.

Verbal harassment includes, but is not limited to, name calling, slurs and epithets, jokes or other remarks that demean the victim and/or discourage the individual's full participation in the University's community. Physical harassment occurs when a person's body, possessions, or residence are threatened or abused.

In addition to the preceding definition, harassment refers to behavior that is not welcome, which is particularly offensive, which debilitates morale and which therefore interferes with the work or academic effectiveness of its victims, their co-workers and their peers.

Harassment of employees will not be tolerated. Any employee who believes they have been the subject of sexual harassment or who has witnessed harassment should report the matter to the Chief Human Resources & Compliance Officer. If the case cannot be resolved at this level, the appropriate grievance procedure will be employed.

If a faculty employee believes that they are being subjected to harassment or other behavior noted in the University's harassment policy it should be promptly reported to Provost's Office. If a staff employee believes that they are being subjected to harassment or other behavior noted in the University's harassment policy it should be promptly reported to Chief Human Resources & Compliance Officer.

Sex Discrimination Policy:

The Sex Discrimination Policy addresses all forms of sexual discrimination, including sexual misconduct and sexual harassment. Heidelberg University does not discriminate on the basis of sex, gender or gender identity in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment in accordance with Title IX of the Education Amendments of 1972.

Title IX Policy & Procedures: Title IX is a federal law that provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Heidelberg University, as an educational community, will promptly and equitably respond to all reports of sexual discrimination in order to eliminate the misconduct and/or harassment, prevent its recurrence, and address its effects on any individual or the community.

This policy applies to all members of the University community, including students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living,

visiting, conducting business, or having any official capacity at the University. The University employs a full-time Title IX Coordinator reporting to the Chief Human Resources & Compliance Officer. Two Deputy Coordinators may be appointed from the campus community. The Title IX Coordinator, Deputy Coordinators, Investigators, Advisors, and Appellate Board Members serve as the Title IX Team. Annually, the Title IX Team reviews the (1) Sex Discrimination Policy, (2) on campus and off-campus support services and resources, and (3) complaint, investigation, and resolution procedures to ensure best practices for sex discrimination prevention and compliance with Title IX.

In accordance with Title IX regulations, all University employees, with the exception of licensed health and mental health professionals and religious clergy acting in their professional capacity, are responsible employees and as such, mandatory reporters. This means that any report of sex discrimination, harassment, or misconduct that is shared with a faculty or staff member, with only limited exception, must be reported to a member of the Title IX Team. All University employees will be provided with annual training on Title IX regulations, reporting guidelines, and Heidelberg University policy and procedure.

Investigation Procedures: All complaints will be investigated in a timely and responsible manner. Privacy of all information obtained during the investigation will be protected, as much as possible, to the extent the investigation is not compromised. All witnesses and those interviewed during the investigation are expected to treat the matter as confidential. All employees who are part of the investigation have the duty to answer all questions honestly and completely. Individual(s) alleged to have committed harassment/sexual misconduct have the right to be presented with the allegations and have a responsibility and a right to respond to the allegations. Both the persons claiming harassment/sexual misconduct and the accused have the right to a prompt and complete investigation of the claim as well as learning the result of the investigation. If evidence supports a finding that a charge of harassment/sexual misconduct is false, the employee responsible for bringing the false charge may be subject to disciplinary action up to and including dismissal.

Disciplinary Action: Harassment/sexual misconduct in the workplace by any employee may result in disciplinary action up to and including dismissal.

Privacy and Retaliation: The University will keep all complaints of harassment/sexual misconduct and all communications, such as interviews and witness statements private to the extent possible. The University will not tolerate retaliation against any employee who complains of harassment/sexual misconduct or provides information in connection with any such complaint. Any employee who impedes an investigation, covers up the truth or retaliates against a complainant shall be subject to disciplinary action up to and including dismissal.

Employee Relations & Grievance:

Heidelberg University strives to maintain effective and positive employer-employee and employee-employee relations within the context of the at-will employment relationship. The University seeks to promote open communication between its employees with appropriate involvement of Human Resources,

if necessary, to facilitate a resolution of employee concerns. Employees are encouraged to bring concerns directly to the attention of their immediate supervisor or, if uncomfortable in doing so, to their second level manager, the Chief Human Resources & Compliance Officer, or the appropriate Vice President or other Strategic Leadership Team (SLT) member. After a minimum of 2 rounds of problem solving, having involved the Chief Human Resources & Compliance Officer at least one time, the employee may file a grievance.

Grievance Procedure

Employees who are actively employed by the University, and have completed their initial orientation period, may avail themselves of the grievance procedures if an issue concerns a person, situation, or policy that the employee believes is adversely impacting conditions of employment. A grievance is understood to be a work-related problem, condition, or complaint not covered by the University's harassment policy or sex discrimination policy that an employee believes to be unfair, inequitable, discriminatory, or a hindrance to effective operations. Concerns regarding harassment or other behaviors noted in the University's harassment policy, salary surveys, wage and salary levels, position description re-evaluation, and job dates are not appropriate for the grievance process. Additional faculty grievance provisions are found in the Faculty Manual.

The employee must have attempted the problem-solving process prior to filing a grievance.

Filing a Grievance: The formal grievance process begins with the creation of a written document detailing the situation. Specifically, the grievance must provide the following information:

- The employee's name
- Nature of the employee's duties
- What the grievance is
- How it relates to employment at Heidelberg
- How the problem could be resolved
- Who the other parties are
- What policies are involved
- What has been done to date to resolve the problem / concern

A faculty employee grievance must be sent to the Faculty Personnel Committee. A staff employee grievance must be sent to the Chief Human Resources & Compliance Officer. Generally, the appropriate office will acknowledge the receipt of the grievance and whether or not the appropriate grievance review committee will be utilized within one week of receiving the grievance. The Chief Human Resources & Compliance Officer and/or appropriate grievance review committee, if used, will meet with the employee within one week of the acknowledgement.

Once the Chief Human Resources & Compliance Officer and/or appropriate grievance review committee has reached a decision, it will meet with all major parties to the grievance and share its findings and recommendations. The recommendations will be made to the appropriate individuals within the University administration for implementation of its findings.

Upon filing a grievance concerning an issue, another grievance on the same issue cannot be filed. For example, if an employee files a grievance regarding a particular section of an annual performance review, a grievance pertaining to a different section of the same review cannot be filed at a later date.

Grievance Appeals: In order to initiate the grievance appeals process, the staff employee must submit a written request to the President of the University within ten working days following notification of the decision. Contained within the written request must be reasons for the appeal.

Within 5 working days of receipt of the request, the President or designee forwards the appeal to the appropriate SLT member or Academic Affairs Administration for their review of the appeal. The SLT or Academic Affairs Administration will determine whether the appeal has merit and if so, they will set timelines for the appeal. If a determination is made that the grounds for the appeal are not valid, the appeal process ends.

If the SLT or FPC determines that the grounds for the appeal are valid solely because of new evidence presented, the case will be referred back to the Chief Human Resources & Compliance Officer and/or grievance review committee. The new information will be provided with a request that the committee reviews the request. If the appellant believes that there cannot be a fair review of the new evidence from the original committee, the SLT or Academic Affairs Administration may, in its sole discretion, request the formation of a new committee or function in that capacity itself.

Conclusions: Upon reaching a conclusion, the SLT or Academic Affairs Administration forwards its findings and recommendations to the President, who will issue a final determination. Once the grievance has been through the appeals process, it cannot be appealed further.

Abuse or Molestation Policy:

Heidelberg University will not tolerate and will seek to eradicate any behaviors by its employees or volunteers, which constitute abuse or molestation of students. Employees and volunteers should, whenever possible, avoid being alone with minors (under the age of 18) in offices or meeting places in order to avoid any claims of abuse or molestation by a student. When privacy is required, and the "3 person" rule cannot be utilized, a room with an interior window is preferred.

It is the express policy of Heidelberg University to encourage victims of abuse or molestation, to come forward with such claims. All formal complaints will be given a full, impartial and timely investigation which shall include preparation of an Abuse or Molestation Report. During such investigation, every effort will be made to protect the privacy rights of all parties to the extent possible. In order to conduct an immediate investigation, any incident of abuse or molestation must be reported as quickly as possible. If a student feels abuse or molestation by an employee or volunteer of the University has occurred, the student should immediately report such actions to the Dean of Student Affairs or any other administrator of the University.

All new hires and volunteers will be subject to a criminal records check. Any employee or volunteer who is determined, after an investigation, to have engaged in abuse or molestation in violation of this policy will

be subject to disciplinary action up to and including discharge. False accusations regarding abuse or molestation will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including discharge. Furthermore, any individual who retaliates against any person who reports alleged abuse or molestation, or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding or a hearing relating to an abuse or molestation complaint, will be subject to disciplinary action. Retaliation includes, but is not limited to, intimidation, reprisal or harassment.

Communicable Disease Policy:

It is Heidelberg University's policy to promote the rights of persons with communicable diseases to education and employment, while providing a safe and healthy environment for the University's students and employees. The University will attempt to make reasonable accommodations for continued employment with respect to all individuals with infectious and / or communicable diseases. As appropriate, faculty and staff will be provided training and/or information regarding blood borne pathogens, universal precautions, and work practice controls.

The University will be flexible in its response to incidents of disease at the University, evaluating each occurrence in light of all applicable federal, state, and local laws, its general policy and the latest information available.

The University will be guided in its actions by the most recent medical evidence from:

- Federal regulations of the Rehabilitation Act
- State law
- Guidelines from the Centers for Disease Control (CDC)
- Public Health Services
- American College Health Association
- Department of Health

The University will not routinely screen all members of the University community for communicable diseases unless and until required to do so by law, because communicable diseases may have different modes of transmission and should be evaluated on an individual basis.

The Federal Rehabilitation Act of 1973 prohibits discrimination against qualified individuals by employers and those who provide services with the assistance of federal funding. Under federal law, the University as an employer and a provider of educational services must make reasonable accommodations for handicapped individuals, including those with communicable diseases

The University maintains standards of confidentiality regarding medical information about students or employees that are protected by the Family Education Rights and Privacy Act of 1974. This Act requires that no specific or detailed information concerning symptoms or diagnoses be provided to faculty, staff, administrators, or family members without the express written permission of the student/employee. Only

individuals at the University with a legitimate need to know will have knowledge of the existence and/or employees with communicable diseases.

Whistleblower Policy:

The intent of this policy is to provide to members of the University community a method of reporting suspected unethical, fraudulent, or illegal acts. The University community includes trustees, employees, students, vendors, retirees, and alumni. The University has responsibility for the stewardship of its resources, enabling it to pursue its mission and therefore, is committed to the highest standards of moral and ethical behavior.

Heidelberg University requires its trustees, administrators, faculty, staff, and students to observe a high standard of personal, business, and academic ethics. In protecting high ethical standards, all personnel associated with Heidelberg must act with honesty and integrity in carrying out their duties and responsibilities to ensure compliance with all applicable federal, state, and local laws and regulations.

A whistleblower, as defined by this policy, is a member of the Heidelberg community who reports an activity that is considered to be illegal and/or dishonest. The whistleblower is not responsible for investigating the activity or determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

If an employee has knowledge of or a concern about illegal, dishonest, and/or fraudulent activity, the employee is to report such concerns to the Chief Human Resources Officer. If the complaint concerns the Chief Human Resources & Compliance Officer, it should be taken to the Vice President for Finance & Administration. The employee must exercise sound judgment and attempt to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and provide accused individuals their legal rights of defense. The University will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action, such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they have been retaliated against must contact the Chief Human Resources & Compliance Officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Chief Human Resources & Compliance Officer, who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Office of Human Resources.

Reporting Fraud, Abuse & Misuse:

The Fraud Hotline is a third-party website and phone hotline which allows for anonymous and confidential reporting of issues and concerns. This mechanism is available 24-hours a day, 365-days a year. Examples of issues or concerns you might report include:

- Theft, wage / benefits or hours abuses
- Sexual harassment or discrimination
- Misuse of University property or equipment
- Violation of safety, OSHA, or environmental rules
- Conflicts of interest
- NCAA violations

Misuse of the University's network or computers

Reports to the Fraud Hotline are also protected by Heidelberg's Whistleblower Policy, which guards the reporter against retaliation and requires the administration to investigate and coordinate corrective action.

You may file a report through [Fraud Hotline](#) with the Company ID: HEIDELBERG. You may also call a toll-free number 1-855-FRAUDHL, and again refer to the Company ID: Heidelberg. Again, because this hotline is operated by an independent organization, any reports can be completely confidential and anonymous.

In addition to the Fraud Hotline, Heidelberg maintains its commitment to an open-door policy and encourages you to report any concerns to your immediate supervisor, appropriate Vice President, or the Chief Human Resources & Compliance Officer. We encourage you to resolve issues through established communication channels whenever possible. The Fraud Hotline may be viewed as an additional means of reporting concerns or issues when confidentiality is important.

Inclement Weather Policy:

Inclement weather refers to severe, harsh, or stormy conditions that disrupt normal activities, pose safety risks, or make conditions unsafe/unreasonable for work. Examples may include, but are not limited to heavy rain, snow, ice, high winds, floods, and extreme temperatures. These are the steps Heidelberg University takes to be sure that faculty, staff and students are safe during inclement weather.

1. It is important to realize that, due to being a residential campus, there are essential services that must be provided at all times. Essential services personnel include the Associate Vice President for Facilities and Engineering and all members of Krammes Service Center staff, Dean of Student Affairs, Director of Food Service, Senior Security Officer, and the Vice President for Finance & Administration. Each of these employees will be expected to determine what members of the campus community should also be present at that time.
 - a. **Essential Personnel:** Essential personnel who are required to report to work during delayed openings and / or closings will receive 1 hour of paid time off / leave for each hour worked during a closure.

- b. **Additional Paid Time:** Essential personnel may accrue up to 40 hours of additional paid time off. All additional paid time off must be used prior June 30th. Any additional paid time off not used by the end of the fiscal year will be paid to the employee at the employee's regular rate of pay.
2. When the Seneca County Sheriff's Department and the City of Tiffin Police Department declare the roads in Seneca County and the City of Tiffin impassable and motorists are advised to stay off the roads and highways, the Dean of Student Affairs, in collaboration with the Vice President for Academic Affairs & Provost, and the Vice President for Finance & Administration, will determine whether classes should be delayed or cancelled for that day, and if offices will be opened, opened under a delay, or closed. The decision will be made as early as possible in order to inform employees and students.
 - a. **Offices Delayed Opening:** When buildings are determined to open under a delay, administration and staff are to report to work at the designated opening time. The purpose of the delayed opening is to clear sidewalks, parking areas, and entry ways. Employees should not report prior to the stated opening time in order to provide ample time for areas to be sufficiently cleared. Administrative and support personnel will be paid their regular rate of pay for the duration of the closing. Staff members who do not report to work at the scheduled opening time may utilize vacation leave for the day or may take leave without pay. Staff members whose scheduled work hours fall after a delayed opening are not impacted by this section.
 - b. **Offices Closed:** When buildings are determined to be closed for the day employees are not expected to report to work. Employees who are scheduled to work will be paid their regular rate of pay for the days closed. Non-essential personnel who report to work when offices are closed are paid their regular rate of pay and do not receive additional compensation or paid time off. An employee who is on an approved leave, including sick and / or vacation time, when offices are determined to be closed will be required to use their sick and / or vacation time.
3. Decisions regarding graduate school classes will be made by the Office of Academic Affairs.
4. The following media sources will be utilized to inform students, staff and faculty of delays or closings: WTTF (Tiffin – 1600 AM) and WCKY (103.7 FM); WTVG-TV (Toledo - Channel 13), WNWO (Toledo – Channel 24), and WTOL-TV (Toledo - Channel 11).
5. The weather emergency information will be posted on the University website and notification to all faculty and staff will be made with the Emergency Notification System.
6. Heidelberg Safety and Security will be available by phone during periods of delay or closing.
7. The Associate Vice President for Facilities and Engineering will utilize the appropriate staff to make sure all paved parking areas will be cleared.

Delay of Classes: If the decision is made to delay the opening, Monday, Wednesday and Friday classes will be scheduled to begin at 10:00 a.m. (8:00 a.m. and 9:00 a.m. classes will be cancelled). Tuesday and Thursday classes will convene at 9:30 a.m.

If the decision is made to delay the start of classes, employees unable to report should call their immediate supervisor. Employees unable to report to work by 10:00 a.m. on days classes are delayed, but not cancelled, will be charged with a day off. This day can be charged against any accumulated vacation time. If no vacation time is available, the day will be without pay. Accumulated sick time cannot be used.

Weapons Policy:

Heidelberg University Board of Trustees mandates the following ban on all weapons. Additionally, the Board of Trustees gives the administration the authority to enforce this policy.

The possession, manufacture, transfer, sale or use of weapons by anyone on University property, which includes personal vehicles, or at any University event, without the written authorization of Heidelberg University, is expressly prohibited. Likewise, the possession, manufacture, transfer, sale or use of weapons is prohibited while conducting University business, whether or not on University property or at a University sponsored event. This prohibition exists whether or not a federal or state license to possess a weapon has been issued to the possessor.

Weapons are defined as any device or substance that is designed, used or likely to be used to cause bodily harm or property damage. Included are firearms, which are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles regardless of the propellant used. Other weapons include but are not limited to Taser/stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives, kitchen utensils not used for their intended purpose, martial arts weapons, bow and arrows of any type, swords, brass knuckles, sling shots, explosives or incendiary devices.

This prohibition includes other items deemed by the Campus Safety and Security Department to be dangerous, including but not limited to hazardous chemical or biological material of any sort, displays or collections of the weapons, ornamental weapons and ornamental ammunition. Prohibited items are subject to the immediate removal of the weapon from University property or at the University event.

Any member of the University community who observes an individual possessing, manufacturing, transferring, selling or using a weapon and who reasonably believes that the individual is doing so without the consent of Heidelberg University should immediately report this to the Campus Safety and Security Department. Likewise, any member of the community who observes unattended items they reasonably believe to be weapons should also immediately contact the Campus Safety and Security Department with a description and location of these items.

The only exceptions to this policy are:

- Authorized law enforcement officers or authorized military personnel, acting on behalf of and within the scope of their official duties, and to the extent, they are legally permitted to possess weapons in the state of Ohio.

- Persons legally permitted to possess weapons in the state of Ohio, to the extent that such possession is necessary as a part of an academic, research or work-related activity. Such use must have received prior written approval by the Director of Campus Safety and Security.
- A state of Ohio Concealed Handgun licensee, who is transporting a handgun and where the handgun and all of the ammunition remains inside the person's privately owned motor vehicle while the person is physically present, or each handgun and all the ammunition is locked within the trunk, glove box or enclosed compartment or container within or on the person's privately-owned motor vehicle and the vehicle is in a location where vehicles are permitted.

Revision History

- July, 2026
- February, 2021
- October, 2018