



HEIDELBERG UNIVERSITY

POLICIES HANDBOOK

FOR ALL

UNIVERSITY EMPLOYEES

APPROVED: October 2018

REVISION HISTORY:

**STATEMENT OF AUTHORITY
OF
BOARD OF TRUSTEES**

The Articles of Incorporation of Heidelberg University, the Charter of the University and the Bylaws of the Board of Trustees, as they may be amended for time to time, are the prime documents which set forth and describe the ultimate authority and responsibilities of the Board of Trustees for the institutional governance of the University. Through its policy documents and statements, the Board sets forth and/or approves the programs, benefits, rules, regulations, standards, and other criteria by which the operations and all employees of the University are to be governed, guided and directed. In keeping with such authority, Board approved institutional policies, including those which bear on employee relations such as the hiring and dismissal on non-teaching employees, Faculty appointment, promotion, tenure and dismissal policies, as well as personnel and anti -discrimination policies for all categories of employees, as such may be established, discontinued or changed from time to time, have precedence over all other institutional statements, documents and policies of whatever kind or nature. This University Policies Handbook has been reviewed and approved by the Board of Trustees of Heidelberg University.

October 27, 2018

ACKNOWLEDGEMENT FOR RECEIPT OF POLICY HANDBOOK

Receipt for Heidelberg University Policy Handbook for all University Employees:

I acknowledge that I have access to the Heidelberg University Policy Handbook for all University Employees as revised and effective as of the date of Board of Trustee approval. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I understand that unless otherwise stated in writing, Heidelberg University is an “at-will” employer and as such, and unless otherwise specified in writing, my employment with Heidelberg University is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of Heidelberg University except the President in the form of a written agreement has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states Heidelberg University’s policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Heidelberg University for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time and that I will be provided notice of amendments, changes, and new policies.

Please sign and date this receipt and return it to the Office of Human Resources.

Signature _____

Print Name _____

Date _____

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WELCOME TO HEIDELBERG UNIVERSITY!

The Board of Trustees, the President of Heidelberg University, and our campus community welcome you as an employee of Heidelberg University.

This handbook provides general policies information about employment with Heidelberg University. It is not a contract neither expressed, nor implied, and is subject to change by the Chief Human Resources 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](#). The terms of the Faculty Manual take precedence to the extent of any conflict between this handbook and the Faculty Manual.

Heidelberg University is an Equal Employment Opportunity Employer dedicated to excellence through diversity and does not illegally discriminate on the basis 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.

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, your department head, or the Chief Human Resources Officer. 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 member of the Academic Affairs Leadership Team or the Senior Leadership Team.

These policies supersede all past practices and procedures as described in prior handbooks.

Addenda applicable to individual departments are effective and supplemental to this manual only after approval of the Chief Human Resources Officer and the President of the University.

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 standards 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.

Heidelberg employees 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.

Heidelberg employees should communicate to colleagues the content of this code of ethics and should strive to ensure that the standards of professional conduct contained herein are met.

In the discharge of duties in accordance with this code of ethics, Heidelberg employees 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 principals contained in this code or provisions of law.

Core Values and 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.

FOREWORD

The Heidelberg University Policy Handbook for all University Employees is intended to acquaint employees with general policies, principles, and procedures. Nothing stated herein represents a contractual commitment by the University concerning terms of employment or other matters. The policies, procedures, and benefits are all subject to change as the needs of the institution also change. Periodically, the Handbook, or portions of it, will be updated. The Handbook is available on the University website (www.heidelberg.edu) and on Server Six in the Human Resources folder. A hard copy of the Handbook may be obtained by contacting the Office of Human Resources.

Section I, “General University Information,” is intended especially for the new employee. It presents in capsule form the history of the University as well as useful campus and University information.

Section II, “Affirmative Action and Non-Discrimination Statement,” describes the University’s policies on hiring and employment.

Section III, “Employment,” describes the procedures the University follows in hiring its employees, compensation policies and procedures, expectations for performance, and employee status change procedures.

Section IV, “Policies & Procedures” describes the policies and procedures applicable to all employees.

Section V, “Organizations / Publications / Radio / TV,” describes organizations, publications, radio and TV.

Section VI, “Administrative & Additional University Policies,” houses policies implemented by the Office of Human Resources and the President. Each policy details an applicable scope.

Section VII, “Forms,” provides a copy of each form referenced in this Handbook.

More complete details of policies may be obtained from the Office of Human Resources.

SECTION I

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.

Heidelberg University, founded by the Ohio Synod of the Reformed Church in the United States, was formally opened on November 11, 1850, by the Reverend Jeremiah Good and the Reverend Reuben Good. According to the terms of the charter granted to the University by the State of Ohio, its purpose is to promote “religion, morality, and learning.” According to the statement revised in 1973 by the Board of Trustees, its purpose is “to maintain and promote an independent, Christian-oriented, soundly financed, coeducational, liberal arts university with high academic standards.”

During the years, there have been two mergers of the church with which the University was affiliated. In 1934, it merged with the Evangelical Synod of North America to form the Evangelical and Reformed Church which united with the Congregational Christian Churches in 1964. The new denomination with which Heidelberg University is now affiliated is known as the United Church of Christ.

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. (More information regarding the American Junior Year can be found [HERE](#).)

In the next 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!

UNIVERSITY LEADERSHIP

The Senior Leadership Team (SLT) is comprised of the President of the University and each of the direct reports to the President.

- PRESIDENT: Rob Huntington
- EXECUTIVE ASSISTANT: Monica Verhoff
- ACADEMIC AFFAIRS & PROVOST: Beth Schwartz, Vice President
- ADMINISTRATION & BUSINESS AFFAIRS: Hoa Nguyen, Vice President
- ENROLLMENT MANAGEMENT: Doug Kellar, Vice President
- HUMAN RESOURCES: Margaret Rudolph, Chief Officer
- STUDENT AFFAIRS: Chris Abrams, Dean
- UNIVERSITY ADVANCEMENT & MARKETING: Phil Ness, Vice President

The Academic Affairs Leadership Team (AALT) is comprised of the Vice President for Academic Affairs & Provost and each of the direct reports to the VPAA & Provost.

- VICE PRESIDENT & PROVOST: Beth Schwartz
- ADMINISTRATION & FACULTY SUPPORT: Vicki Ohl, Associate Vice President
- PLANNING, ASSESSMENT & EFFECTIVENESS: Sarah Luczyk, Director
- STUDENT ACADEMIC & CAREER SUCCESS: Ellen Nagy, Executive Director
- SCHOOL OF BUSINESS, COMPUTER SCIENCE & INFORMATION TECHNOLOGY: Bruce Murphy, Interim Dean
- SCHOOL OF COMMUNICATION, HUMANITIES SOCIAL SCIENCES, AND THE ARTS: Julie O'Reilly, Dean
- SCHOOL OF COUNSELING & EDUCATION: Jo-Ann Lipford-Sanders, Dean
- SCHOOL OF NATURAL SCIENCE & ALLIED HEALTH SCIENCES: Bryan Smith, Dean

HEIDELBERG UNIVERSITY DIRECTORY

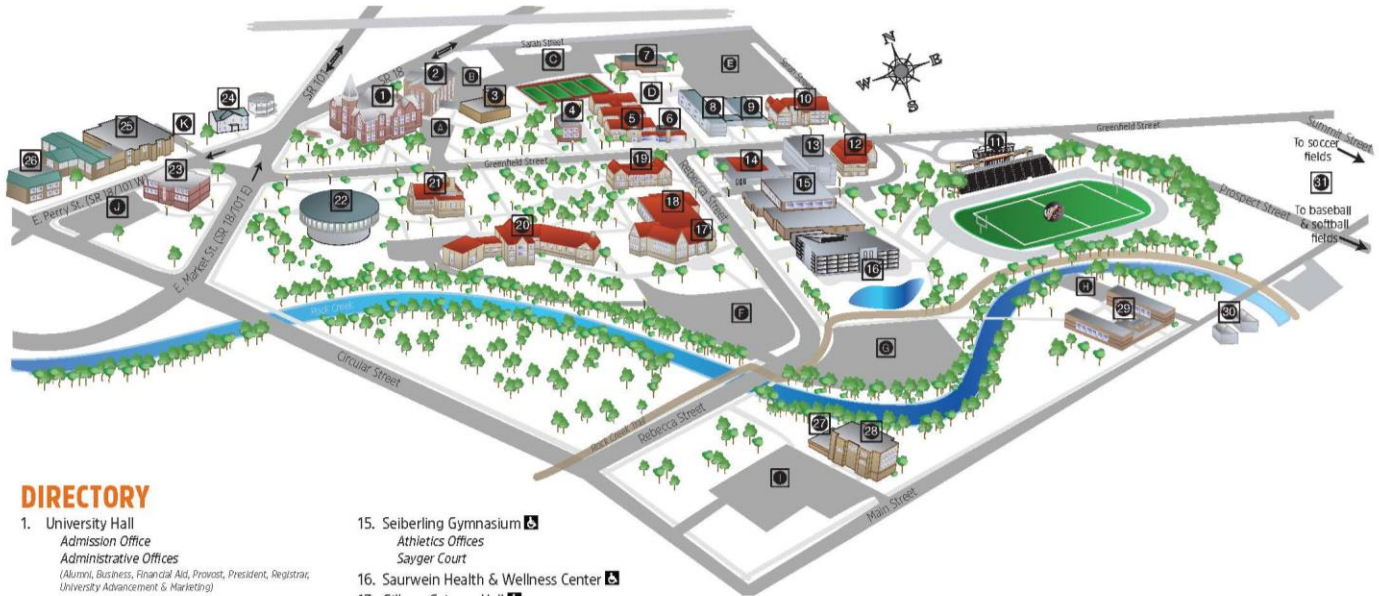
An employee directory is available on the [Heidelberg website](#).

EMERGENCY TELEPHONE NUMBERS

(To reach an outside line, you must first dial "9" followed by the telephone number.)

- **Emergency** - Dial 9, then 911
- [Tiffin Fire Department](#) – 9 – 419-448-5448 (non-emergency)
- [Tiffin Police Department](#) – 9 – 419-447-2323 (non-emergency)
- **Campus Security** – 2211 (from campus phone) or 419-448-2211 (from off campus)

CAMPUS MAP



DIRECTORY

- | | | |
|---|---|--|
| <p>1. University Hall
Admission Office
Administrative Offices
<i>(Alumni, Business, Financial Aid, Provost, President, Registrar,
University Advancement & Marketing)</i>
Mail Room & Print Shop</p> <p>2. Founders Hall</p> <p>3. Gundlach Theatre</p> <p>4. Bryenton Honors Center</p> <p>5. Talmage Residence Hall</p> <p>6. The University Commons
Berg Bistro 1850</p> <p>7. Krammes Service Center</p> <p>8. Brown Residence Hall</p> <p>9. Lavelly-Shedenhelm Education Center</p> <p>10. France Residence Hall</p> <p>11. Hoernemann Stadium and
The Fox Den Alumni Center
Riesen Field
Mayer Field</p> <p>12. Williard Residence Hall</p> <p>13. Miller Residence Hall</p> <p>14. Hoernemann Refectory</p> | <p>15. Seiberling Gymnasium
Athletics Offices
Sayger Court</p> <p>16. Saurwein Health & Wellness Center</p> <p>17. Gillmor Science Hall
National Center for Water Quality Research</p> <p>18. Bareis Hall</p> <p>19. Adams Hall
School of Business</p> <p>20. Campus Center
Bookstore
Owen Center
Rock Creek Express
Safety & Security
Stoner Health & Counseling Center
Student Affairs Offices
Wickham Great Hall</p> <p>21. Pfeleiderer Center</p> <p>22. Beeghly Library
Instructional Resource Center
Writing Center</p> <p>23. Aigler Alumni Building
Graduate Counseling Program</p> | <p>24. Fine Arts Building</p> <p>25. Brenneman Music Hall
School of Music & Theatre
Oni Concert Hall</p> <p>26. College Hill Apartments</p> <p>27. Media Communication Center
WTF</p> <p>28. Krieg Residence Hall</p> <p>29. King Residence Hall</p> <p>30. Senior Apartments</p> <p>31. Athletic Facilities
Peaceful Valley, baseball & softball
Hidden Valley, soccer</p> <p>A-K Parking
Visitor parking in lots A, D, F & G</p> |
|---|---|--|



Updated July 2017

PARKING

All employees are provided with one (1) 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 is completed by [logging on to OASIS](#) and following the instructions. Upon completing a vehicle registration, an employee may pick up the parking hanger from the Business Office. The parking hanger must be visible to be read from the outside of the vehicle.

FOOD AND DINING SERVICES

On-campus dining services, with our partner Parkhurst Dining, are available at three (3) locations:

- **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 is also available for legal-age patrons. Hours and offerings vary by semester.
- **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.
- **Rock Creek Express** is located in the lower level of Campus Center during Spring and Fall Semester while classes are in session. Rock Creek Express offers a soup and sandwich combo each weekday over the lunch hours. It also houses a small convenience store.

CONFERENCES AND EVENTS / FACILITIES REQUEST PROCEDURES

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 (10) days in advance of the desired date. The Conference and Events Coordinator is available at x2193 or through [BergSync](#).

TIFFIN AND SENECA COUNTY COMMUNITY

City: Tiffin, Ohio

County: Seneca

County Seat: Tiffin

Zip Code: 44883

Coordinates: 41.1145° N, 83.1780° W

Area information can be found:

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

SECTION II

HEIDELBERG UNIVERSITY NON-DISCRIMINATION AND AFFIRMATIVE ACTION STATEMENT

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, national and ethnic origin, religion, age, political affiliation, socioeconomic status, sex, 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.”

Heidelberg University Catalogue

This statement, expressing a fundamental fact of Heidelberg’s approach to education, has long been an imperative in setting and achieving goals at Heidelberg. With the increasing awareness that, however salutary, such statements are prohibitory rather than positive, the University now adopts a restatement of that position, emphasizing the University’s affirmative posture and its determination to continue to plan programs which reflect that posture.

Further, it is our policy to support and abide by all legal requirements assuring non-discrimination in employment and admission for all qualified persons without regard to 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.

Affirmative Action Council

An Affirmative Action Council representing the various groups that make up the University is appointed by the President. The Council, which is advisory to the President, is charged with disseminating the Policy Statement; reviewing University policies, procedures, and practices; and recommending specific plans to redress the balance in areas which are not in accord with University policy or to rectify specific situations which are similarly identified.

The Affirmative Action Plan

The Title IX Institutional Self Evaluation, The Transition Plan and Self Evaluation under Section 504 are on file in the Office of Human Resources.

Affirmative Action Policy Statement

Heidelberg University believes in the dignity of each individual. The University offers qualified persons equal opportunity for admission as students and for employment, promotion and professionalization of its academic and non-academic staff without reference to race, religion, color, sex, or national origin. Heidelberg University strives to create an academic atmosphere at a campus environment that affirms this equality, while recognizing differentiation in talents, skills, interests, and merit.

Heidelberg University will continue to develop and design program plans to implement this policy statement.

Commitment to Diversity, Equity, and Inclusion

Heidelberg University is a student-focused community with a significant commitment to the achievement of excellence and diversity among its faculty, staff, and students. Individuals who value, demonstrate, and promote diversity, equity, and inclusion are preferred candidates for Heidelberg’s vacant positions and promotional opportunities. Additionally, we seek individuals who want to contribute to the University’s initiatives to improve our student recruitment, engagement, retention, success, persistence, graduation, and placement.

SECTION III EMPLOYMENT

HIRING POLICIES

Heidelberg University is an affirmative action, equal opportunity employer. It does not discriminate on the basis of race, sex, disability, religion, national origin, color, age, veteran status. In addition, University policies prohibit discrimination on the basis of sexual orientation, marital status, parental status, socio-economic status, gender identity, and gender expression.

In addition, the University is committed to maintaining compliance with the Americans with Disabilities Act of 1990 and its related Section 504 of the Rehabilitation Act of 1973. It shall endeavor to provide reasonable accommodations requested by all employees with documented disabilities who are otherwise able to perform the essential functions of their jobs.

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 Officer and the President of the University, with the approval of the Board of Trustees.

All requested positions will be filled only after:

- a) Completion of a [Request for Position Recruitment](#)
- b) Position Description and Compensation Review of the Chief Human Resources Officer
- c) Approval of the Provost or Appropriate Vice President
- d) Approval of the Vice President for Administration & Business Affairs
- e) Approval of the President

The complete [Staff & Faculty Vacancy Management Guide](#) provides detailed description of the search process.

RECRUITMENT

Applicant pools to fill specific positions are developed in several ways:

- **CAMPUS (Internal) JOB POSTING:** The University may fill job vacancies, whenever practical as determined by the Chief Human Resources Officer, by promotion or transfer from within the University. Openings that can be filled by reorganization within the same office will not be posted. Posted notices give information including job title, department, a brief job description, and key requirements of the position. The vacant position is open only to:
 - a. Current, active employees of the University.
 - b. Current, active employees working under a temporary contract arrangement.

A Campus Job Posting is sent to each department for distribution. Employees described above may indicate their wish to be considered for an open position by contacting the Chief Human Resources Officer.

- **EXTERNAL JOB POSTING:** The vacant position is open to both current employees as described under 'Careers' 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.

IMMIGRATION LAW COMPLIANCE

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.

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.

CLASSIFICATIONS OF EMPLOYMENT

FULL-TIME EMPLOYEES: Faculty and staff employees who have received a written appointment as full-time. Individuals appointed as full-time carry a full faculty load for the academic year or work a minimum of 40 hours per week year round on a regular basis. Such employees may be "exempt" or "non-exempt."

PART-TIME EMPLOYEES: Faculty and staff employees who have received a written appointment as Significant Part-Time. Individuals appointed as significant part-time carry a 75% teaching load for the academic year or work a minimum of 20 hours per week year round on a regular basis. Such employees may be "exempt" or "non-exempt."

ADJUNCT, INTERIM, OR TEMPORARY EMPLOYEES: Employees hired to work full or part-time on Heidelberg University's payroll 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" as defined below. An Adjunct or Temporary employee may be offered and accept a new temporary assignment with Heidelberg University and still retain temporary status. (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: 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 federal wage and hour laws.

EXEMPT EMPLOYEES: Employees who are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a work week. Faculty members, vice-presidents, department heads, and certain employees in management or administrative positions are typically exempt.

MINORS

State and federal labor laws govern the employment of minors. Heidelberg policy on hiring minors is in keeping with the Fair Labor Standard Act of 1938 and the laws of the State of Ohio. The Office of Human Resources must approve a position for which a minor may be hired.

OUTSIDE / SECONDARY EMPLOYMENT

Heidelberg University considers employees' outside activities to be their own affairs, so long as such activities do not bring discredit to the University or adversely affect job performance and ability to fulfill all responsibilities to the University. The second job may not be at the University. Exempt administrative staff employees may accept one adjunct teaching assignment per semester with the approval of their direct supervisor and the Vice President for Academic Affairs & Provost. Non-exempt employees may not accept adjunct teaching assignments.

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 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

A conflict of interest exists when any individual covered by this policy has a relationship or engages in an activity which impairs or adversely influences his or her judgment with respect to policy promoting the best interest of the University and the public good, or which impairs or adversely influences the performance of an employee's duties to the University.

Disclosure - 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.

Persons who perceive the existence of a conflict of interest shall not endeavor to resolve the conflict or determine that the external benefits will not adversely affect the University, but shall make a full disclosure of the facts, circumstances, relationships and transaction(s) as follows:

1. Vice Presidents shall report to the President.
2. All employees shall report to their immediate supervisors, who shall keep the appropriate Vice Presidents of the University currently informed.
3. 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.

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.

POLICY ON COURTESY AND PERFORMANCE

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 - and 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 this particular University's organization, frequently call the wrong office or department. All persons regularly answering any telephone are urged to become familiar with University 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 (1) time. Supervisors will instruct staff on the appropriate telephone greeting for each office and any other telephone answering systems for each office.

CONFIDENTIALITY AND PROFESSIONALISM

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:

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

APPEARANCE (DRESS CODE) POLICY

All employees represent Heidelberg University during the performance of their work duties. Generally, casual business to professional business attire is acceptable. 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 neat, clean, and appropriate for the position.
- 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 departmental manager of any specific departmental appearance practices or needs. Department managers 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 administrative and support staff 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 logo'd apparel on Fridays and the day before holidays or breaks. When 'Berg logo'd apparel is worn, clean and non-frayed or torn denim jeans may also be worn, with supervisor approval on Friday 'Berg Days.

ORIENTATION PERIOD AND REVIEW

All employees will be oriented to University policies, position requirements, campus community, etc., by the supervisor during the first week of employment. All employment, unless otherwise specified by individual contract, is an at-will employment relationship.

SUPPORT STAFF: 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 and to help the new employee adjust to their position. 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 service review by the employee and the immediate 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 orientation up to an additional 90-days 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.

ADMINISTRATIVE STAFF: 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 and to help the new employee adjust to their position. 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 service review by the employee and the immediate 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 orientation up to an additional 90-days 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.

FACULTY: New 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 Faculty Development Committee [Faculty Manual 2.4.3].

EMPLOYEE RECORDS AND INFORMATION

The official employee personnel file for support staff and administrative staff is maintained in the Office of Human Resources. The official employee personnel file for faculty is maintained in the Office of the Vice President of Academic Affairs & Provost. The [New Employee Information Sheet](#) is utilized for new employees. The [Employee Information Change Form](#) is utilized for any changes in an employee's personal data (i.e, home address, marital status, name change).

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.). A second, separate file is maintained for health benefits information and enrollment forms. A third, separate file is maintained for medical information including on-the-job injury or accident reports. 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. 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 Chief Human Resources Officer (or designee) 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 Officer or the VP for Academic Affairs & Provost. If the request is granted, then the changes will be made by the Chief Human Resources 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 shall provide written verification of any employee's current or prior employment status to potential creditors or other designated individuals or agencies. Such verifications are usually provided within two (2) business days after receipt of the request by the Office of Human Resources. Please contact Human Resources for more information.

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.

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 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.

PERSONAL CALLS / USE OF UNIVERSITY TECHNOLOGY / CELL PHONE USE

While at work, employees are expected to exercise discretion in using personal cellular 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 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.

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 Information Technology 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.

CELL PHONE USE WHILE DRIVING: 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. Incoming or outgoing cellular phone calls are not allowed while driving. Sending or reading text messages, emails, dialing cellular phones, viewing television, videos, or DVD's and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving. The cellular phone voicemail feature should be on 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.

PERSONAL USE OF UNIVERSITY TECHNOLOGY AND RESOURCES

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.

HOURS OF OPERATION, ATTENDANCE, AND PUNCTUALITY

Generally, Heidelberg University administrative offices open at 8:00 a.m. each weekday 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.

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

1. 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.
2. 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.
3. 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 (3) working days, a medical statement signed by a health care provider which states the employee's name, reason for the absence, and clearance to return to work will be required to be submitted to Human Resources.
4. 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.
5. 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 Officer.

Class Cancellations:

- 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.

- Cancelled classes: 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 during faculty absence: Examinations or tests given during a faculty member's absence from campus may not be proctored by support staff.

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: Because Heidelberg attempts to fill positions from within, 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.

DISCIPLINE

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 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 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 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 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 two (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 Officer. If the effective date of resignation is a University holiday or falls during the special winter break, the staff member is not eligible for payment for the holiday or special winter break unless the staff member works the workday following the holiday or special winter 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 1 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 Officer within three (3) days of the date the resignation was received by a supervisor. A rescinded resignation requires the approval of the Chief Human Resources 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 [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 Human Resources within one (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 department head should provide an acceptance of the verbal resignation in writing and send a copy to the Chief Human Resources 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

Employees who are separated from employment will have the opportunity to complete an Exit Interview. If desired, an in-person interview may be scheduled with the Chief Human Resources Officer.

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

- a. Voluntary resignation;
- b. Retirement;
- c. Layoff in excess of 90 days;
- d. Elimination or abolishment of position;
- e. Termination of employment.

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.

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

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.

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.

SECTION IV

POLICIES AND PROCEDURES

HARASSMENT

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, 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 - Harassment is physical conduct, verbal conduct, or other expressive behavior, including written or pictorial expression, which explicitly demeans any person(s) and 1) interferes with education, employment, or other University-authorized activity or 2) 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 Officer or the President of the University. If the case cannot be resolved at this level, the appropriate grievance procedure will be employed.

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 Chief Human Resources Officer serves as the Title IX Coordinator. Two (2) Deputy Coordinators may be appointed from the campus community. The Title IX Coordinator and Deputy Coordinators 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 AND GRIEVANCE PROCEDURE

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 Officer, or the appropriate Vice President or other Senior Leadership Team member. After a minimum of two rounds of problem solving, having involved the Chief Human Resources 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 2.15.

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 Officer.

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, and
- 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 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 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 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 five working days of receipt of the request, the President or designee forwards the appeal to the Senior Leadership Team or Academic Affairs Leadership Team for their review of the appeal. The Senior Leadership Team (SLT) or Academic Affairs Leadership Team (AALT) 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 AALT 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 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 AALT 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 AALT 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.

EMPLOYER INFORMATION AND PROPERTY

The protection of the University 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.

INTERNET USE POLICY

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, electronic messaging can provide excellent means of communicating with other employees, our customers and clients, outside vendors, and other businesses. Use of the Internet, however, must be tempered with common sense and good judgment.

Your use of the Internet is governed by this policy. If you abuse your right to use the Internet, it will be taken away from you. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination, and civil and criminal liability.

Disclaimer of liability for use of Internet--The University is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk.

DRUG AND ALCOHOL-FREE WORKPLACE STATEMENT

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 illegally 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. Failure to comply with this law could jeopardize the important government funds that the University receives. 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 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.

Heidelberg's EAP program can be contacted at (866) 327-3759.

DRUG TESTING: Commercial Drivers License (CDL) - Employees Substance Abuse and Drug Testing Policy

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 measures.

- 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.

Disciplinary Action - 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.

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.

General Guidelines - The University will be guided in its actions by the most recent medical evidence: the federal regulations of the Rehabilitation Act, state law, and guidelines from the Centers for Disease Control (CDC), the Public Health Services, the American College Health Association, and the 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

Officer, it should be taken to the Vice President for Administration and Business Affairs. 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 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 Officer, who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Chief Human Resources Officer.

REPORTING FRAUD, ABUSE AND MISUSE (HOTLINE)

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; or 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 Officer. We encourage you to resolve issues through established communication channels whenever possible. The Fraud Hotline may be viewed as an additional mean of reporting concerns or issues when confidentiality is important.

INCLEMENT WEATHER POLICY

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 Administration & Business Affairs. 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 one (1) hour of paid time off / leave for each hour worked during a closure.
 - b. **Additional Paid Time:** Essential personnel may accrue up to forty (40) hours of additional paid time off. All additional paid time off must be used prior June 30. 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 Administration & Business Affairs, 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. **Classes Delayed or Cancelled:** When classes are delayed or cancelled, administration and staff will continue their responsibilities and are expected to report to work. Staff who do not report to work may utilize vacation leave or may take leave without pay.
 - b. **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 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.
 - c. **Offices Closed:** When buildings are determined to be closed for the day employees are not expected to report to work. Administrative and support personnel 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.

This information will be transferred to a special voice mailbox that has been created for weather related information. By calling (419) 448-2222 students will be able to learn which faculty members are not holding class prior to driving to campus or leaving the residence hall.

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 immediately

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:

1. 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.
2. 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.
3. 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.

SECURITY: Security is staffed by full- and part-time professional Security Officers and Heidelberg University students. These officers report directly to the Director of Campus Safety.

Location: Campus Center (Lower Level)
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 hanger through OASIS.

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 help insure 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 9-911)
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 FAILURES: 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 (448-2211) where contact can be made with appropriate personnel.

INJURY OR ILLNESS: An employee who becomes ill or is injured at work should be taken to the emergency room at Mercy Hospital. If the injury obviously requires only First Aid, the patient could go to Stoner Health Center. If it is obvious that the patient should be seen immediately by a physician, an ambulance should be called and the patient taken to the Emergency Room at Tiffin Mercy Hospital. An Urgent Care facility also is available at the corner of US224 and US18.

Stoner Health Center is staffed during the academic year with professional medical personnel.

Stoner Health Center:
Location: Campus Center Room 141 (Lower Level)
Hours: Monday-Friday 7:15 a.m. - 3:15 p.m.
Telephone: (419) 448-2041

Any illness or injury should be reported immediately to the employee's supervisor. In addition, whenever an employee of the University is injured on the job, the Chief Human Resources Officer should be notified. If

complications develop and medical attention is required, the Chief Human Resources Officer should be apprised of that complication.

SMOKING AND TOBACCO FREE CAMPUS

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 Senior Leadership Team member.

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

Smoking is defined as inhaling, 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 cigarettes or e-cigarettes, 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.

MOTOR VEHICLE REGULATIONS

Employees who drive automobiles to the campus must register the vehicles. Registration can be completed online on OASIS, using the employee ID number. Upon receipt of your completed vehicle registration card, the Business Office will issue a registration hanger. The hanger must be displayed at all times so that it is clearly visible on the rearview mirror of the windshield. There is no charge for employees to register a vehicle.

The hanger should be displayed on the windshield of all motorcycles. If the motorcycle does not have a windshield, see the Office of Campus Safety & Security for an arrangement.

Any change of ownership of the vehicle or change of license plates must be reported to the Security Office within five (5) days.

According to Ohio law, all motor vehicle owners must carry personal and property liability insurance. The University has no liability and assumes none for the loss or damage to motorized vehicles.

Parking should be in designated areas only. Heidelberg University provides for handicapped parking spaces for all major buildings. Additional spaces can be added if needed.

Section 303.08 of the Tiffin Codified Ordinances requires towing of vehicles parked in areas blocking access for emergency vehicles or fire lanes. Vehicles parked in areas so posted will be towed with the owner liable for towing charges and probably a fine by the city.

University policy on parking includes the use of a “boot,” a device that makes it impossible to move an automobile. This device will only be used under extreme circumstances, e.g., handicapped spaces, fire lanes, and extensive violation of parking regulations. All individuals will be warned at least once. The cost to remove the “boot” is \$25.00 plus the cost of the fine. The \$25.00 must be paid before the “boot” is removed. In addition, repeat offenders will be towed at the discretion of the Office of Campus Safety & Security.

University fines for violations which take place on the Heidelberg Campus are payable at the Business Office within five (5) days of issuance of the violation. A request for appeal must be done by notifying the Assistant Director of Security within five (5) working days after issuance of the notice of violation (Saturdays, Sundays, and holidays are excluded). Fines incurred are a financial obligation to the University and will be included on the employee’s statement of account.

USE OF UNIVERSITY-OWNED VEHICLES

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.

USE AND 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.

SOLICITATION AND DISTRIBUTION ACTIVITIES

To protect members of the campus community from annoyance, solicitations and distribution of materials are not permitted. University employees who seek to raise funds for University programs or activities must secure approval from the Office of University Advancement and Marketing before commencing any fundraising appeal or activity.

KEY POLICY

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.

OFFICE EQUIPMENT/SECURITY

If equipment, furniture, or repairs are needed in an office, employees should call x2390 at Krammes Service Center 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.

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

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

BULLETIN BOARDS

The following rules apply to all bulletin boards on campus. Posted materials should identify the sponsoring group or individual. Exceptions must be approved by 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, usually in a corner. The date need not be conspicuous as long as it is legible.

For further information for [On Campus Publicity & Fliers](#), contact the Office of Student Engagement.

GIFTS AND 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 Officer.

PERSONAL USE OF UNIVERSITY CREDIT CARDS

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.

OFFICE SERVICES

Copy Services: Campus duplication is handled by Office Services on campus. Quick copy service is provided on a time-available basis. The usual turnaround time on duplication orders is 24 hours. Documents sent to the Office Services can be collated, three-holed punched, bound with a comb-binding, or stapled.

Mail Services: Outgoing mail leaves the campus from Office Services daily and is delivered to the main Post Office in Tiffin. Each office/department on campus has a mailbox in Office Services.

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 V

ORGANIZATIONS / PUBLICATIONS / RADIO / TV

HEIDELBERG FELLOWS

The Heidelberg Fellows is made up of members who have agreed to contribute \$250 or more a year to the contributing support of the University. Anyone interested in joining the Fellows should contact the Office of University Advancement & Marketing.

UNIVERSITY CATALOG

The University catalog contains official information about Heidelberg University including a list and description of each course offered by each Department of the University. In addition, the Heidelberg University Graduate Studies Catalog contains information and course offerings for the Heidelberg Graduate Programs.

NOTA BENE

Nota Bene is a weekly digest e-newsletter for which employees and University organizations can submit information for publication.

KILIKILIK

The *Kilikilik* is a newspaper edited and managed by students during the school year.

THE AURORA

The Aurora, Heidelberg's yearbook that appears in the spring, is also managed and edited by students.

MORPHEUS

Morpheus, Heidelberg's literary magazine edited by students, publishes stories, essays, poetry, and art work contributed by students and faculty.

WHEI-FM

An important source of communication on campus is radio station WHEI, operating at 88.9 FM.

WHEI-TV

Another source of communication is television station WHEI-TV, operating at Channel 10.

SECTION VI

ADMINISTRATIVE POLICIES

13-001 Administrative Policy: Communication of Merit / Salary Increases

Purpose:

Merit salary increases are designed to provide motivation and positive reinforcement to an employee for outstanding work performance which has resulted in positive individual and University outcomes. The purpose of this policy is to:

1. Detail a merit increase communication plan for one-on-one discussion with the employee prior to or simultaneously with providing written notification of the increase;
2. Provide an opportunity for the direct supervisor to be involved in the employee compensation process; and
3. Solidify the message that merit increases are special recognitions and are of a confidential nature.

Scope:

This policy applies to staff whose primary function is not faculty status.

Policy:

Upon receiving the original employee letters announcing a merit increase, the appropriate Vice President will request a meeting with the affected employee(s) and the immediate supervisor or department head, whichever is more appropriate as determined by the Vice President.

During this meeting, the Vice President will facilitate the discussion and introduce the purpose of the meeting as a compensation review based upon the job performance of the employee in the prior twelve months. Specifically, the discussion should include:

- A recognition of the employee's date of hire or date of assignment to their current position;
- The employee's noteworthy accomplishments during the prior twelve months;
- A statement that the University is committed to recognizing top performers who excel at job performance both individually and as a member of the team;
- A statement that compensation decisions are of great importance to the President;
- A statement that the University Administration considers compensation decisions to be of a private and confidential nature and that it is our hope that the employee will treat this meeting and the merit increase letter as such;
- The University is pleased to award the employee with a merit compensation adjustment as per the letter being provided to them; and,
- A review of the contents of the letter with the employee paying special attention to any contingencies contained in the letter and answering questions that the employee may have.

Supervisors are prohibited from discussing the performance of the employee in comparison to any other employee(s) in the department.

Forms:

There are no forms attached to this policy.

Additional Contacts:

Questions may be directed to Human Resources.

14-001 Administrative Policy: Compensation – Merit Increases

Purpose:

Merit increases are designed to provide motivation and positive reinforcement to an employee for outstanding work performance which has resulted in positive individual and University outcomes. The purpose of this policy is to:

1. Detail a merit increase program;
2. Provide an opportunity for the direct supervisor to be involved in the employee compensation process; and
3. Solidify the message that merit increases are recognition of outstanding employee performance.

Scope:

This policy applies to staff whose primary function is not faculty status.

Policy:

A merit increase is one of the methods the University uses to reward outstanding employee job performance.

Procedures:

Employee Performance Reviews

- Employee performance should be discussed and reviewed with the employee at least once each year by the employee's direct supervisor. The focus of the review is to determine in what range the employee met the planned performance standards for the position. A copy of the review should be provided to the employee. The original performance review requires the review and signature of the appropriate Senior Leadership Team member prior to review and signature of the Director of Human Resources.
- An employee will be requested to sign an acknowledgement of their performance review. A signature indicates acknowledgement of the review and does not indicate approval or agreement with the content of the review.
- An employee who disagrees with their performance review may attach a statement to the review that will become part of their personnel file.

Merit Increases

- Each [fiscal] year, the Vice President of Administration and Business Affairs will determine the pool of merit increase funds available. The objectives of the compensation program and financial resources available are considered in the decision making process.
- It is expected that merit increases will be awarded only to a small portion (<10%) of eligible employees whose demonstrated performance greatly exceeds the University's performance standards.
- An employee who has completed twelve (12) consecutive months of service in their current position is eligible for a merit increase review. An employee who has transferred, been re-employed, promoted, or demoted is not eligible for a merit salary increase until they have completed twelve (12) consecutive months in their position.
- An employee may be recommended for a merit increase by their appropriate Senior Leadership Team member. Documented employee performance which exceeds performance standards under the following Presidential Performance Standards may be considered for a merit salary increase:

- ***Acceleration of Excellence and Growth:*** A demonstrated pattern of performance, project/program management, and / or action(s)/ initiative(s) which serve to improve academic excellence and enhance the student experience.
- ***Value:*** A demonstrated pattern of performance, project/program management, and / or action(s)/initiative(s) which strengthen Heidelberg University as a destination school of choice and strengthen the existing student-centered campus culture.
- ***Change:*** A demonstrated pattern of performance, work ethic, and / or action(s)/initiative(s) which support and sustain academic program improvement.
- ***Impact of Excellence and Growth:*** A demonstrated pattern of performance, project/program management and / or action(s)/initiative(s) which culminate a shared commitment of institutional priorities.
- Generally, merit increase reviews will be conducted after June 1 of each year with recommendations provided to the President by August 1 of each year. Upon approval of the President, merit increases will be effective September 1 of each year and paid upon the next applicable payroll cycle.
- Generally, merit increases are provided as an increase in the employee's base annual salary. Merit increases may also be provided as an increase to pay (i.e., lump sum payment(s)) in lieu of an increase to base annual salary.
- An employee who is at or above the salary range maximum for the employee's assigned job may not receive a merit increase to their base salary but may receive the increase as an increase to pay (i.e., lump sum payment) over a period of one (1) to three (3) pay periods.

Forms:

Merit Increase Recommendation form

Additional Contacts:

Questions may be directed to Human Resources.

15-001 Administrative Policy: Non-Faculty Employees Working Hours

Purpose:

This policy defines university operating hours and employee hours of work to:

1. Comply with and exceed standards of service to our campus community;
2. Increase operational efficiency; and,
3. Adhere to federal and state laws and regulations.

Scope:

This policy applies to all employees whose primary function does not fall under faculty status.

Policy:

University Hours of Operation:

- Generally, Heidelberg University offices open at 8:00 a.m. each weekday 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.

Hours of Work:

- Heidelberg University's normal workweek begins at 12:01 a.m. on Sunday and extends through the seven-day period ending at midnight the following Saturday.
- All non-faculty staff employees paid on a full-time basis are required to work a minimum of 40 hours per work week unless on approved leave status.
- Part-time employees employed at less than 100 percent full-time equivalent (FTE) are expected to work those hours designated by the employing department as necessary to fulfill the requirements of their positions. Generally, a part-time employee works 20 – 25 hours per workweek.

Flexible Working Hours:

- Heidelberg University remains committed to supporting an employee's balance of work / professional responsibilities and personal responsibilities and needs.
- Departmental management may stagger normal working hours of department personnel consistent with federal and state regulations and in the interest of the operating needs and requirements of the University to best serve the campus community.
- The option for a flextime schedule should be available to all personnel, except for those in positions where business necessity requires adherence to a fixed schedule. Those positions should be so designated in advance of implementing flexible working hours.
- Employees are required to adhere to the schedule set by their supervisors. When personal conflict prevents an employee from adhering to the normal working schedule of the University (i.e., travel time to and from work, daycare conflicts, etc.), the employee may request a flexible working hours schedule for that time.

Overtime and Flex Time:

- On occasion, an office may need to remain open during hours and days other than 8:00 a.m. and 5:00 p.m., Monday through Friday. The time worked during these occasions counts toward the required 40 hours per week for the purposes of calculating overtime pay for non-exempt employees.

- Employees may be asked to work more than normal hours when operational needs demand it. Additional work must be approved by the department head prior to the work being performed. Working unauthorized overtime may subject a non-exempt employee to progressive disciplinary action.
- Non-exempt employees may be granted overtime pay for hours worked in excess of 40 hours during the work week.
 - **Example of Overtime:** An employee is normally scheduled for 40 hours of work, 8:00 a.m. – 5:00 p.m., Monday through Friday. On Tuesday, a supervisor asks the employee to work an additional 3 hours on Thursday, extending the work day to 8:00 p.m. The employee works their normal schedule on Friday. The employee works a total of 43 hours that work week. The employee receives 1 ½ times their regular base rate of pay for 3 hours for that work week.
- As per federal regulations, exempt employees are not eligible to receive overtime pay.
- Flex time is permitted with supervisor approval pursuant to the operational needs of the department. Flex time may be granted on an hour-per-hour basis and must be utilized within the same workweek in which the extra time was worked.
 - **Example of Flextime:** An employee is normally scheduled for 40 hours of work, 8:00 a.m. – 5:00 p.m., Monday through Friday. On Tuesday, a supervisor asks the employee to work an additional 3 hours on Thursday, extending the work day to 8:00 p.m. The employee requests to finish their work day at 2:00 p.m. on Friday. The employee works a total of 40 hours that work week.
- Heidelberg University does not permit compensatory (“comp”) time.

Definitions:

Exempt employee: An employee in a position that is not subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Exempt employees include professionals, administrators, and executives and are paid on a monthly basis.

FTE: An abbreviation for full-time equivalency that refers to a percentage of time and effort for a position.

Flextime: An optional work schedule in which the employee works the regular number of weekly hours (based on 40 hours) on a time schedule other than the regular 8:00am to 5:00pm, Monday through Friday hours.

Non-exempt employees: Employees who are paid hourly according to FLSA standards. Non-exempt employees are paid on a bi-weekly basis.

Overtime pay: Cash payment for time actually worked in excess of 40 hours in the standard workweek by a non-exempt employee. (Compensation is at the rate of one and one-half times the employee's regular hourly rate of pay for all overtime worked.)

Additional Contacts:

Questions may be directed to Human Resources.

15-002 Administrative Policy: Performance Assessment and Compensation

Purpose:

Heidelberg University values excellence in its programs and activities. It is committed to creating and maintaining an environment that emphasizes the importance of relating work performance to its mission. This policy supports that commitment and establishes the process for the University's performance assessment and compensation program, which links employee performance and pay. Performance assessment resulting in compensation adjustment attempts to recognize and differentiate between satisfactory and exceptional work performance. The principles of equal employment opportunity guide the administration of this policy.

Scope:

This policy applies to staff whose primary function is not faculty status.

Policy:

Performance review/assessment and a subsequent performance summary meeting with a supervisor and employee provide a formal mechanism for the growth and development of employees and also results in a documented history of employee performance. Additionally, the performance summary meeting may result in a compensation adjustment subject to the availability of University funds. In general, the performance assessment summary meeting should include discussion of the employee's performance of duties as outlined in the employee's position description, an evaluation of whether the employee has met previously-set goals and if past deficiencies have improved or been corrected, and an evaluation of the goals and objectives for the coming year in order to succeed as a high performing employee for Heidelberg University. For most staff members on campus, the standard performance review / assessment procedure outlined below should occur. It is important to note that it will be the supervisor's responsibility to ensure that performance assessments are completed and that a copy of the assessment form is returned to Human Resources by March 31st.

Procedures:

Employee Performance Review / Assessment:

- Employee performance review / assessment is successfully completed because of successful performance management. Performance management is a continual and ongoing communication process that takes place regularly with both the employee and the supervisor. Performance management includes frequent, informal assessments of and / or conversations about an employee's work performance. Examples of and suggestions for frequent, informal conversation and assessment include, but are not limited to:
 - **Weekly update meetings.** A supervisor and employee may have a scheduled weekly or bi-weekly meeting in order to discuss the progress of various projects, processes, and work duties. These meetings may or may not have a formal agenda and typically both the employee and the supervisor have items to discuss.
 - **Weekly team meetings.** A supervisor and a group of employees may meet on a weekly or bi-weekly basis in order to discuss projects pertaining to the entire work group. Objectives, expectations, challenges, and support needs are topics that may be included in these discussions.
 - **"Open Door" meetings.** Non-scheduled, informal discussions initiated by either the employee or the supervisor in which questions are asked, expectations are clarified, and / or brief updates are provided which may impact the work performance and outcomes of either the employee and / or the supervisor.

- In all performance management communications, both the employee and the supervisor are engaged in:
 - Identifying and describing essential job functions and relating them to the mission and goals of the University;
 - Developing realistic and appropriate performance standards which enrich an employee's performance and talent potential;
 - Giving and receiving feedback about performance;
 - Writing and communicating the results of the performance assessment;
 - Planning educational and development opportunities to sustain, improve, or complement employee work performance.
- A formal performance review / assessment, resulting in a Performance Meeting Summary, should hold no surprises for either the employee or the supervisor if effective and frequent informal conversations about expectations, performance, and support needs have been taking place throughout the year. The formal performance review / assessment summary meeting culminates the performance management conversations held throughout the year.
- A copy of the review should be provided to the employee. The original performance review requires the review and signature of the appropriate supervisor and Senior Leadership Team member prior to review and signature of the Director of Human Resources.
- An employee will be requested to sign an acknowledgement of their performance review. A signature indicates acknowledgement of the review and does not indicate approval or agreement with the content of the review.
- An employee who disagrees with their performance review may attach a statement to the review that will become part of their personnel file.

Performance Assessment Compensation Levels

- Based upon the overall performance assessment, a base salary increase may be extended, subject to University funding.
- **Overall Performance Assessment and Corresponding Compensation Levels:**
 - **Solid Performance:** When selecting this rating, areas that need improvement must be identified with specific strategies outlining expectations for improvement. Generally, solid performance will receive a base salary increase, if funded.
 - **Needs Improvement - Employee Retained:** When selecting this rating, areas that need improvement must be identified through a performance improvement plan. The performance improvement plan must be in writing. The employee's supervisor should utilize the Performance Improvement Plan form and both the supervisor and the employee must both sign the performance improvement plan and attach a copy to the Annual Performance Assessment. No salary increase is granted. Evidence of consistent and continuous performance improvement should exist by the next evaluation cycle in order to receive a Solid Performance rating and be eligible for the next salary increase, if funded. An employee may appeal the Performance Improvement Plan prior to attaching his / her signature to the plan.
 - **Needs Improvement - Separation Recommended:** When selecting this rating, the supervising manager and employee must meet with the Director of Human Resources to discuss the overall performance assessment. An employee may appeal a recommendation for separation (See Appeal Process). A recommendation for separation requires the approval of the President.

- **High Performance:** When selecting this rating, the employee has received no assessment needing improvement. The supervisor may, however, make suggestions for further growth and development for continuous and consistent high performance. Generally, high performance will receive a base salary increase and a recommendation for a merit increase, if funded.
- It is expected that merit increases will be awarded only to a small portion (<10%) of eligible employees whose demonstrated performance greatly exceeds the University's performance standards.

Appeal Process

- An employee whose overall performance assessment is Needs Improvement – Retained, may appeal in writing to his / her divisional Vice President or Dean with copy to the Director of Human Resources. This appeal must be filed within five (5) working days following the date of the overall performance assessment, prior to the employee signing a performance improvement plan, and must include the reasons why the overall performance assessment and / or the components of the Performance Improvement Plan should be reconsidered.
- An employee whose overall performance assessment rating is Needs Improvement with a recommendation for separation, may appeal in writing to his / her divisional Vice President or Dean with copy to the Director of Human Resources. This appeal must be filed within five (5) working days following the date of the overall performance rating and must include the reasons why the overall performance assessment should be reconsidered.
 - A review of the appeal will occur with the employee, divisional Vice President or Dean, and Director of Human Resources. The employee will either be placed on a Performance Improvement Plan or the recommendation for separation will proceed to the President.
 - An employee may appeal in writing to the President within five (5) days of the determination of the first appeal.

Recommendations / Non-Recommendations

- Salary increase recommendations / non-recommendations, if funded, shall be made by the managing supervisor and by the divisional Vice President or Dean and will be based upon the performance assessment.
- The divisional Vice President or Dean will review all documentation and make his or her recommendation(s) to the President.
- The President will render the final determination.
- Salary increases are contingent upon University funding.

Forms:

Annual Performance Assessment form

Performance Improvement Plan form

Performance Assessment Process form

Additional Contacts:

Questions may be directed to Human Resources.

17-001 Administrative Policy: Nepotism Policy

Purpose:

This policy defines University practice for employment actions as related to the hiring of family members in order to:

4. Ensure fair, transparent, and consistent workplace policies that encourage and promote an environment free from favoritism;
5. Define operational expectations and accountability consistent with the University's policy of making employment and other business decisions based on University needs and individual qualifications, skills, ability, and performance; and,
6. Provide rationale for exceptions to policy.

Scope:

This policy is applicable to all employees of the University including adjunct faculty appointments. This policy shall not be applicable to employment relationships at the University prior to the effective date of this policy but is applicable, prospectively, to existing relationships with regard to promotion, transfer, or discipline of a family or household member. For example, a current adjunct employee who is grandfathered under this policy may not extend that grandfather status to a full-time appointment which violates the terms of the policy.

Policy:

University 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:
 - a. Create either a direct or indirect relationship that involves supervision of one family member by another.
 - b. Create a situation where family members work in the same department, or must routinely work together on job assignments.
 - c. 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 (a-c).
- 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.

Additional Contacts:

Questions, concerns, or complaints may be directed to the Office of Human Resources.

SECTION VII

FORMS

ALL FORMS ARE LOCATED ON SERVER SIX IN THE HUMAN RESOURCES FOLDER.

Exhibit 1 – [Request for Position Recruitment \(RPR\) Form](#)

Exhibit 2 – [New Employee Information Sheet](#)

Exhibit 3 – [Employee Information Change Form](#)

Exhibit 4 – [Employee Exit Form](#)



REQUEST FOR POSITION RECRUITMENT

Date: _____ Department: _____

RECRUITMENT FOR POSITION OF: _____

*Please attach full description. **If you do not have a full description, please contact the Office of Human Resources.***

Approximate Starting Date: _____

Number of Openings _____ Salary Range: _____

Regular Full Time _____ Part-Time _____ Graduate Assistant _____

Seasonal _____ Temporary _____ Working Hrs: _____

REASON FOR POSITION RECRUITMENT:

Reason for Vacancy: _____

Position is included in the current fiscal year budget? _____ ***If no, please attach a budgetary impact statement.***

POSTING / ADVERTISING:

Will position be posted? _____ ***If no, please attach a recruitment strategy statement.***

Special Information to be included in posting: _____

5 Day Internal Posting? _____ If no, please describe why: _____ ***Not applicable to faculty positions.***

The Office of Human Resources will post to Higher Education Recruitment Consortium and (HERC) HigherEdJobs. Both include minority and diversity advertising programs.

Additional Advertising Source(s): _____

Advertising durations:

- HigherEd Jobs: 30 day posting
- NCAA Market: 30 day posting
- Advertiser Tribune or other Ohio newspaper: One weekend period (Fri – Sun)

If you would like to request additional time, please specify:

Review of candidates will begin on: _____

Position should close on: _____

Search Committee Chairperson: _____

Candidate materials should be sent to: _____

List any job related test that need to be scheduled:

HR has reviewed: CHRO: _____ Date: _____

APPROVAL FOR POSITION RECRUITMENT:

Dean (For Faculty): _____ Date: _____

Appropriate SLT Member: _____ Date: _____

VP, Administration & Business Affairs: _____ Date: _____

President: _____ Date: _____

OFFICE OF HUMAN RESOURCES

Completing the Request for Position Recruitment

This Request for Position Recruitment Form is used when making a request to post and / or hire a position.

All fields on the form must be completed. If a field is not applicable, note as “N/A.”

- Date:** Date of Request
- Department:** Name & Title of the Requesting Department
- Recruitment for the Position Of:** Position title of position being recruited.
- Position Description:** Please attached a completed position description. If there is not a current description, please utilize the attached position description template.
- Approx. Starting Date:** The date anticipated appointment date.
- Number of Openings:** A numerical value of the number of individuals being recruited. Note: An approved Request for Position Recruitment is valid for six (6) months and the same pool of candidates may be utilized in the event of a subsequent vacancy of the same position within the six month time frame.
- Salary Range:** The approved salary range that a candidate may be appointed under. Any change from the approved salary range must have written confirmation from the President.
- Employment Status:** Please note if the position is regular full-time, part-time, graduate assistant, seasonal or temporary. Additionally, note the normal working hours for the position.
- Reason for Vacancy:** Please note if this is a new position or the position is available due to a retirement / resignation. Please note the former incumbent if applicable.
- Budget:** Please note if the position is included in your current fiscal year budget. If not, please attach a budgetary impact statement.
- Posting Information:** Please complete this section with your posting instructions. Please note that if you do not choose to post your position, a recruitment strategy statement must be attached.
- Approvals:** All recruitments must have approval by the President of the University.
-

EMPLOYEE INFORMATION SHEET

TODAY'S DATE:			
EMPLOYEE NAME:			
ADDRESS:			
HEIDELBERG POSITION & DEPT:			
STATUS:	<input type="checkbox"/> FULL TIME EMPLOYEE <input type="checkbox"/> PART TIME EMPLOYEE <input type="checkbox"/> TEMPORARY EMPLOYEE <input type="checkbox"/> INTERN / VOLUNTEER <input type="checkbox"/> OTHER: _____		
EMPLOYMENT START DATE:		DATE OF BIRTH:	
PERSONAL EMAIL:			
PHONE:	(Home):	(Cell):	
GENDER IDENTIFICATION:	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> _____		
EMERGENCY CONTACT(S)	Name: _____ Relationship: _____		
	Phone: _____		
	Name: _____ Relationship: _____		
	Phone: _____		
PERSONAL INFORMATION / DEMOGRAPHICS			
<i>(Information provided is utilized for statistical, governmental, campus announcement, and accreditation reporting.)</i>			
ETHNICITY:	PLEASE SELECT FROM THE FOLLOWING: <input type="checkbox"/> ASIAN <input type="checkbox"/> BLACK OR AFRICAN AMERICAN <input type="checkbox"/> WHITE, NON-HISPANIC <input type="checkbox"/> NATIVE HAWAIIAN OR PACIFIC ISLANDER <input type="checkbox"/> HISPANIC <input type="checkbox"/> AMERICAN INDIAN OR ALASKA NATIVE, NON-HISPANIC <input type="checkbox"/> TWO OR MORE RACES <input type="checkbox"/> RACE / ETHNICITY UNKNOWN		
MILITARY STATUS:	Branch: _____	Rank: _____	Discharge: _____
SPOUSE/PARTNER:			
EDUCATION:	SCHOOL: _____ DEGREE: _____ YR: _____		
	SCHOOL: _____ DEGREE: _____ YR: _____		
	SCHOOL: _____ DEGREE: _____ YR: _____		
CHILDREN:	NAME: _____ AGE: _____		
	NAME: _____ AGE: _____		
	NAME: _____ AGE: _____		



Employee Information Change Form

Current Name OASIS ID

Select the information that you are changing: Name/Home Information Permanent Mailing Address Emergency Contact Information

New Name* / Home Information

**To change your name, please bring your new social security card, marriage license & certificate, or court order to Human Resources with this completed form.*

Last Name Address

First Name Address

Middle Name City

Prefix Suffix State Zip Code

Marital Status* Country

Home Telephone

**Changing your marital status on this form will not initiate changes to employee's benefits, withholding, etc. To change this information, please contact the Human Resources Department to obtain the appropriate forms.*

Permanent Mailing Address (if different from above).

Address City

Address State Zip Code

Telephone

New Emergency Contact Information

Name Relationship to Employee

Address Telephone

Address

City

State Zip Code

Country

Employee Signature _____ Date _____

Send completed forms to the Office of Human Resources, University Hall

EMPLOYEE EXIT FORM

TODAY'S DATE:		EMPLOYEE (OASIS) ID#:	
EMPLOYEE NAME:			
POSITION:		LAST DATE WORKED:	
W-2's, 1099's, and other important documents are mailed to the address on file. If you have a forwarding or permanent address, it is important to include it below.			
FORWARDING MAILING ADDRESS:			
PERSONAL EMAIL ADDRESS:			
HEIDELBERG EMAIL:	@heidelberg.edu		
INCOMING EMAIL:	I have forwarded my email to: _____		
M: DRIVE SHOULD BE:	<input type="checkbox"/> ERASED <input type="checkbox"/> PROVIDED TO: _____		
Other Computer Files?	<input type="checkbox"/> NONE <input type="checkbox"/> SHARED WITH: _____		
NOTE: A balance that is not paid in full will be applied to <i>your final paycheck which will be reduced by any amount owed.</i>	I have checked with the Business Office and: <input type="checkbox"/> I HAVE NO BALANCE <input type="checkbox"/> BALANCE PAID IN FULL ON: _____		
EMPLOYEE CREDIT CARD:	<input type="checkbox"/> NO CARD <input type="checkbox"/> RETURNED TO BUSINESS OFFICE ON: _____		
HEIDELBERG ID:	<input type="checkbox"/> RETURNED ON: _____ to _____		
KEYS (return to Krammes):	<input type="checkbox"/> RETURNED ON: _____ to _____		
EQUIPMENT/LAPTOP/i-PAD	<input type="checkbox"/> RETURNED ON: _____ to _____		
CONTINUE BENEFITS UNDER COBRA? (check all that apply)	<input type="checkbox"/> MEDICAL / RX <input type="checkbox"/> DENTAL <input type="checkbox"/> VISION <input type="checkbox"/> FLEXIBLE SPENDING		
CERTIFICATE OF COVERAGE	Do you want a certificate of Health insurance coverage? <input type="checkbox"/> YES <input type="checkbox"/> NO		
CONVERT LIFE AND / OR LTC BENEFITS?(check all that apply)	<input type="checkbox"/> UNUM LONG TERM CARE <input type="checkbox"/> MUTUAL OF OMAHA LIFE INS.		
FOR RETIREES (with 10 years of service), PLEASE SELECT:	<input type="checkbox"/> CAPTAIN'S CHAIR <input type="checkbox"/> ROCKING CHAIR		
FOR RETIREES, DO YOU WISH TO RETAIN A LIBRARY MEMBERSHIP?	<input type="checkbox"/> NO <input type="checkbox"/> YES		
EMPLOYEE SIGNATURE:			
SUPERVISOR SIGNATURE:			