Staff Handbook
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Introduction

Purpose of Handbook
This handbook is a summary of Lipscomb University's staff human resources policies and procedures, and is provided as a resource to both supervisors and staff members in successfully carrying out their day-to-day responsibilities. The role of staff at Lipscomb is one of support service. This role is key and helps ensure the success of our mission. While the activities and efforts of faculty are planned around the academic year, the support services provided by staff frequently are evolving and changing and do not always lend themselves to a fixed structure and calendar.

Lipscomb University is associated with the fellowship of the Church of Christ. All staff, except those in auxiliary service positions, should be active, faithful members of a congregation of the Church of Christ who are qualified for the position. If the administration determines that no qualified candidate who is a member of the Church of Christ can be found within an acceptable period of time, then such position may be filled by an individual who is committed to the Christian faith, lives a life whose value reflects that commitment and enthusiastically supports the mission of Lipscomb University and its association with the Churches of Christ. For this purpose, auxiliary services are defined as non-executive, non-teaching support staff. For example, operations which are often outsourced, such as dining, bookstore or maintenance, would be considered auxiliary services.

This handbook is not all-inclusive and does not create a guarantee of continued employment or a contract, implied or expressed, with any staff member at Lipscomb University. These guidelines are intended to assist in the consistent application of university policies and programs for hourly-paid and salaried staff. All employees are hired on an at-will basis with each person's employment for no specific term. Lipscomb reserves the right to terminate the employment relationship at any time.

The information contained in this handbook is accurate as of January 1, 2016. The requirements, rules, and provisions stated in this handbook and other publications of Lipscomb University are subject to change or modification at any time without notice. If changes are made to this handbook prior to its next reprinting, such changes will be made available in the Office of Human Resources.
A Message from the President

Thank you for selecting Lipscomb University as your place of employment. Through your dedication to serving students and building relationships you shape the future of the next generation. You make a difference in the lives of students, parents, alumni, and the community at large.

As a Christian community, you and I serve hundreds of individuals on a daily basis. We aid in making it possible for young minds to seek truth, to know their calling more fully, and to appreciate learning in an environment like Lipscomb. Without your efforts, those causes fall short.

Our task is to work together preparing students in leading lives of service. That goal requires the best that we have to offer on a daily basis. It means that we deal with students from a variety of cultures in a way that makes them know that Lipscomb is a special place. It is special because we take the time to care about our tasks, individuals and daily struggles.

Today, tomorrow and forever—those words exemplify our efforts in shaping lives for eternity. We never stop trying to be better. We never forget that each person is valuable.

With your help and the blessing of God we will have an outstanding year.

L. Randolph Lowry
President

History and Mission of the University

Lipscomb University was established in 1891 by David Lipscomb and James A. Harding. Growing from their own educational experiences, both men believed that a regular study of the Bible was foundational to any course of study. Since that time, the university—first as the Nashville Bible School, then David Lipscomb College, now Lipscomb University—has taught Bible classes daily, presently requiring 18 hours for all undergraduates. But neither man intended the university to be a seminary. Rather, “We aspire to stand in the front ranks of the great educational institutions of the world,” Harding declared. By adding a medical doctor to teach the sciences in only its second year, Lipscomb University began a heritage of academic excellence that has grown with each passing year. Their founding concept continues to be reflected in the university mission: to integrate Christian faith and practice with academic excellence. This mission is carried out not only in the classroom but also by involvement in numerous services to the church and the larger community.

Lipscomb served as a junior college until graduating its first senior college class in 1948. The institution received its first accreditation by the Southern Association of Colleges and Schools in 1954. In 1988, that organization’s Commission on Colleges advanced Lipscomb’s accreditation to the master’s degree level and in 2007 the accreditation was advanced to the doctorate degree level.

Today, more than 4,600 students are enrolled at the university, with students coming from 43 states and 45 nations. For more details, see the Lipscomb University undergraduate and graduate catalog at www.lipscomb.edu/catalog. The university is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033–4097; Telephone number 404–679–4501) to award baccalaureate, master’s and doctoral degrees.

Lipscomb is a member of NCAA Division I in athletics and fields men’s intercollegiate teams in cross-country, tennis, soccer, golf, baseball and basketball. Women’s intercollegiate teams are offered in cross-country, volleyball, tennis, soccer, golf, basketball, track and softball. Lipscomb is a member of the Atlantic Sun Conference.

A vital part of the Lipscomb University system is Lipscomb Academy, which annually educates nearly 1,400 students in pre-kindergarten through grade 12 in a college-preparatory curriculum.
Lipscomb University Identity Statement

Introduction

Lipscomb University delivers a complete education characterized by a distinctive integration of Christian faith and practice with academic excellence. This complete education, which includes liberal arts studies and professional preparation, does not suggest a finished education. Rather, it reflects Lipscomb’s commitment to the comprehensive development of each student—spiritually, intellectually, socially and physically—to prepare graduates for life and eternity.

Lipscomb’s Spiritual Identity

Lipscomb is committed to teach truth as revealed in God’s word through Bible classes, chapel and Christ honoring student life activity, encouraging each student to an exploration of scripture, to know Jesus Christ and to grow in His image. Classes in every area are taught in a faith-informed approach by highly qualified faculty who represent the range of perspectives that exist among churches of Christ. “Faith-informed” learning encourages students to understand that all knowledge and skills are to be used to the glory of God in every pursuit. Because of its strong association with the churches of Christ, Lipscomb adheres to central doctrinal interpretations that characterize these churches while creating an inclusive environment that respects and welcomes all who seek an excellent education in a Christian context. Lipscomb also welcomes those for whom an awareness of the spiritual self is unexplored or recently awakened and who are willing to pursue a Christian education.

Lipscomb’s Academic Identity

Colossians 3:23-24 says, “Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward.” From this spiritual imperative grows Lipscomb’s commitment to be a nationally recognized Christian university with a premier academic program, encouraging the highest level of performance and service among employees and students. Students are taught by faculty who combine the highest academic preparation with ongoing practical experience and scholarship. Class sizes encourage faculty and students to create relationships that are constructive, beneficial and personal, and to maintain these relationships throughout life.

Lipscomb University Identity Statement

Academic programs prepare graduates for roles of superior leadership and service in their chosen professions and an enthusiasm for lifelong learning. These programs also encourage students to develop a sense of world citizenship through a geographically and ethnically diverse student body, wide-ranging cultural and professional growth opportunities afforded by the city of Nashville, study-abroad curricula and foreign mission programs. A vibrant, well-rounded campus life includes social, service and spiritually oriented organizations and activities, which encourage students to form lasting friendships and to become involved in service to others. Classes and a broad program of intramural and intercollegiate athletics encourage the awareness of physical health and growth, and the concepts of leadership, teamwork, sportsmanship and selflessness.

Summary

Combining these characteristics, Lipscomb University is a Christian community of scholars, dedicated to learning, leading and serving and preparing students for excellence today, tomorrow and forever.
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Programs and Services for Employees

Chapel and Bible Classes
Time is set aside on the university schedule for the creation of lifelong spiritual habits.

We use a variety of venues and times for our chapel program. Contact the Campus Life Office for a full schedule of chapel meeting locations. We also have a monthly Faculty/Staff Chapel.

A variety of Bible classes take our students through a spiritual formation curriculum that is designed for a holistic experience throughout their time here. As a rigorous academic experience, the Bible curriculum equips our students through the life of the mind “Till Christ be formed in them.”

Employees are encouraged to take advantage of the many worship and service opportunities on campus.

I.D. Card
A photo I.D. card is issued to each new employee. Employees may complete a form in Human Resources to authorize payroll deduction, and the I.D. card may be used to charge purchases made at campus retail establishments, with a credit line of up to $250 per month. Monthly payments due on the card must be paid by the employee by payroll deduction from the employee’s paycheck. Lost cards should be reported immediately to the Campus Safety Office.

Check Cashing
Employees’ personal checks (up to $200) may be cashed at the cashier’s window in the Crisman Administration Building, Monday through Friday, between the hours of 7:45 a.m. and 3:30 p.m.

Wellness Program
The Lipscomb University Wellness Program was introduced to create a work environment that supports positive lifestyles and to equip employees in taking control of their personal health habits. The program’s goals are to help employees develop positive lifestyle activities, decrease the risk of illness, and help each participant achieve total well-being. To achieve these goals, the program provides educational seminars, lifestyle classes, incentive programs, special wellness-related events, and educational materials.

The Health Center
The clinic nurses provide first aid, health advice, immunizations, limited screening tests and training classes to staff members. Those who become ill during the course of their normal workday may visit the Health Center for a preliminary evaluation. Office hours are 7:45 a.m. to 4:30 p.m. Monday through Friday during school sessions and 8 a.m. to 1 p.m. during the summer.

Blood pressure checks, weight monitoring and blood sugar testing are available at no cost.

The following are available on a fee basis:
• Vaccines: flu, hepatitis A and B, meningitis, tetanus/ diphtheria or tetanus/diphtheria/pertussis, varicella, typhoid and polio.
• Prescribed injections: hormone, vitamin, and allergy shots with the written consent of the staff member’s personal provider. Contact the Health Center first regarding administration of injections.
• Tuberculin skin testing.
• Lab services with written orders from the staff member’s personal provider. Results will be faxed to the personal provider’s office for review and management.

Athletic Facilities and Events
Employees have the privilege of using the following sports facilities: the Student Activities Center, McQuiddy Gym (when open for free-play events), SAC weight rooms, racquetball courts, tennis courts, track and other recreational areas when they are available for staff use.

Employees receive one free general admission ticket for themselves and immediate family members to university and Academy regular season athletic events upon the presentation of their Lipscomb I.D. card. Some game exclusions may apply.
Staff Award Program
To show appreciation for dedicated and excellent service to Lipscomb, awards are presented annually to a limited number of qualifying staff members. Faculty and staff are asked to nominate recipients for the award by submitting written recommendations to the Staff Award Committee. The Staff Award Committee is a rotating committee and consists of past award winners. A staff member may only receive the award once in a five-year period. The award is taxable.

Extended Day Care
Extended Day Care at Lipscomb Academy operates Monday through Friday, from 3 to 5:30 p.m. to provide care and activities after the normal school day for children enrolled at the academy in pre-K through 8th grade. It is provided at no cost to full-time faculty and staff at Lipscomb. Additional information regarding extended day services can be obtained from the elementary school office for pre-K–4th grade and middle school office for 5th–8th grade.

Elementary Summer Day Camp
Summer Camp for Pre-K–5th grade operates Monday through Friday for six weeks between the hours of 7:30 a.m. and 3 p.m. The cost is $100 per week (cost subject to change), and extended day can also be used each day from 3–5:30 p.m. after summer camp hours have ended. The cost for extended day is included in the $100 fee. Lipscomb Academy also offers a variety of extra activities in their Summer Experience Program.

Athletic Camps
All employees receive a 25 percent discount for their children who wish to participate in Lipscomb athletic camps.

Food Court
A food court is located on the second floor of the Bennett Campus Center and is available to all employees. Starbucks, Far East Fusion, Blue Coast Burrito Express, Papa John’s Pizza, Chick-fil-A and ZeBi provide a variety of food and snack selections.

Au Bon Pain
Au Bon Pain is located in the Student Activities Center and serves coffee, mochas, pastries, salads and sandwiches.

Bookstore
The Lipscomb Bookstore’s objective is to provide the products and services that the campus desires. The bookstore is uniquely designed to serve the needs of the university. The trade department carries a collection of faculty authors, Bibles, reference and best sellers. Special book ordering is available as well. Lipscomb employees receive a 20 percent discount on all clothing, supplies, trade books, and giftware. Software is academically priced for deep savings.

Library
The Beaman Library has more than 240,000 volumes of books and periodicals. A valid Lipscomb University ID card allows a staff member to borrow library materials. In addition to the research collection, a large number of books for recreational reading are available.

While periodicals (journals and magazines) are not available for use outside the library, photocopies may be made for ten cents per page. Color copies, color printing and fax services are available in the reference area for public use. The reference librarian is available for help with this service during normal hours of operation.

The Connection
The Connection is located on the first floor of the Bennett Campus Center. Hours of operation are as follows:

- Monday–Friday 7:30 a.m. to 4:30 p.m.

Deliveries to Station 20 (Lipscomb University) from the U.S. Post Office are made at the following times:

- Monday–Friday 8:15 a.m. and noon

Mail is collected from Station 20 (Lipscomb University) by the U.S. Postal Service at the following times:

- Monday–Friday 8:15 a.m. and 2:15 p.m.

Mailing envelopes and boxes of various sizes can be purchased at The Connection to assist in mailing packages. We also ship parcels Federal Express and UPS. For your convenience we have a 24 hour postal kiosk, color copy, print and fax, passport photos, packaging and notary services.

The Connection – You To The World, The World To You.
Employment Policy

Job Posting & Promotions

Lipscomb University strives to hire and promote the most qualified and experienced individual based on demonstrated experience and ability. Lipscomb has a policy of promoting from within whenever practical and appropriate to fill open positions. Qualified employees can apply for positions by completing an online job posting application. Normally, employees must be in their position for a minimum of one year and have a satisfactory performance evaluation, satisfactory attendance record, and meet the minimum requirements of the position. Job postings are administered by Human Resources. The most current job openings at Lipscomb are posted on the university's e-mail system.

Employment Status Definitions

Lipscomb University maintains standard definitions of employment status and classifies employees for purposes of personnel administration and related payroll transactions according to the following definitions:

**Exempt**

Salaried jobs whose duties meet specific requirements established by the Fair Labor Standards Act (FLSA) and which are exempt from overtime pay requirements.

**Non-exempt**

Hourly paid jobs whose duties do not meet FLSA exemption requirements and which are paid overtime, as required by federal and state law.

Affirmative Action Policy

1. Foreword

Lipscomb University is a church-related university dedicated to providing a broad liberal arts program. The administration and faculty, and a majority of the student body and staff, are members of the churches of Christ. They are drawn together in the conviction that Christian education at Lipscomb University offers the two primary emphases in which they are interested: first, a spiritual emphasis founded on faith in God as Creator and faith in the Bible as the inspired Word of God; second, an academic program which is challenging for the present and preparatory for the future. It is to serve these two fundamental purposes that the university exists.

Lipscomb University is a private Christian university open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or disability. Lipscomb University complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities. This policy includes admissions policies, scholarships and loan programs, employment practices, and athletic and other school-administered programs. Lipscomb University is affiliated with the fellowship of the Church of Christ. The university is controlled by a board of trustees all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims and ideals and religious tenets of the Church of Christ as taught in Holy Scripture. As a religiously controlled institution of higher education, Lipscomb University is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

The university continually seeks to enlarge the pool of candidates for students and employees from minority groups. Some scholarship programs to attract students to the university may be awarded with preference to women or members of minority groups. In the work force of the university, training and promotions are based on an individual’s qualifications without regard to race, color, sex, age or national origin.

Lipscomb University views its affirmative action policy as an integral part of the overall operations of the university. The administration of these policies throughout the university is the responsibility of the administrator in charge of each area. Grievances in regard to this policy or any other policy may be made through properly defined channels in the Faculty Handbook, Staff Handbook or Student Handbook. The final decision in regard to any such grievance always rests with the board of trustees, which has ultimate responsibility for the policies and programs of the university.
2. Administrative Procedures for Affirmative Action

Responsibility
The Provost is designated as the Affirmative Action Coordinator of the university.

Administrative Procedures
In order to meet the objectives of the affirmative action policy statement, the following procedures are established. The university will:

A. Act to ensure that persons are employed and during employment are treated without regard to race, color, sex or national origin. Age will be considered only in regard to length of service or retirement awards.

1. Advertising for employment will indicate that the university is "An Equal Opportunity Employer" and if applicable will be listed under the help wanted column titles "men and women." No preference will be shown for men or women in the advertisements unless a bona fide preference is required.

2. A concerted effort will be made to give equal opportunity for advancement to minorities and to women. Minorities and women will be given equal opportunity for employment and promotion unless sex is a bona fide occupational qualification.

B. Move to obtain a commitment and active cooperation of all faculty and staff toward nondiscrimination.

C. Improve employment programs to encourage adequate employment of minority employees throughout the campus.

1. Any programs of training developed by the university will be offered to personnel without regard to age, race, color, sex or national origin.

2. The university will strive to ensure that promotions are made in accordance with ability, performance and job preference and without regard to age, race, color, sex or national origin.

3. Review job requirements to insure that they do not have the effect of inadvertent discrimination.

4. The university will conform to federal and state laws to assure full compliance, and to give full consideration and opportunities to minority groups and to women.

3. Student Recruitment

A. Nondiscriminatory Policy
Lipscomb University is a private Christian university open to any qualified student without regard to race, religion, sex, age, color, national or ethnic origin, or physical handicap. Lipscomb University complies with all applicable federal and state nondiscrimination laws, and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its educational policies, programs and activities. This policy includes admissions policies, scholarship and loan programs, employment practices, and athletic and other school-administered programs. Lipscomb University is affiliated with the fellowship of the Church of Christ. The university is controlled by a board of trustees all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims and ideals and religious tenets of the Church of Christ as taught in Holy Scripture. As a religiously controlled institution of higher education, Lipscomb University is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

This same statement or an abbreviated version thereof serves as a “Notice of Nondiscriminatory Policy” and appears in all appropriate places in student recruiting literature, including the university catalog.

B. Affirmative Action Regarding Students
To insure recruitment of under-represented student groups, the Admissions staff regularly attends functions targeting such under-represented groups. At such functions students are introduced to Lipscomb University, registered and recruited as vigorously as any other prospective students.

Scholarships and other forms of financial aid are available to all students who meet the qualifications. Qualification for scholarships is not based on a student’s gender or race; however, some scholarship programs may be awarded with preference to women or members of a minority group.

The university’s retention officer regularly schedules exit interviews with students withdrawing from the university. The purpose of these meetings is to allow students to express their feelings and viewpoints on issues relating to their experiences on this campus, including experiences specifically related to gender, race and national origin.

4. Workforce Analysis
Once every two years, the Affirmative Action Coordinator or his/her designee compiles data on the university’s workforce indicating the number of employees in identified EEOC categories by pay level. This analysis is made available to those responsible for implementing institutional planning.
5. Summary Reporting
In October of each year, the Affirmative Action Coordinator is to prepare a summary report listing the number of employees by classification for review by the administration, board of trustees and others involved in institutional planning.

- The classifications are:
  - Faculty
  - Professional administrative staff, exempt
  - Non-exempt staff
  - Number of minorities in each classification
  - Number of women in each classification
  - Number of employees in each classification identified as handicapped
  - Number of students
  - Women
  - Men
  - Minorities
  - Identified as handicapped

6. Reporting System
Job openings are to be reported to the Affirmative Action Coordinator or his/her designee when they occur. New hires are to be reported by the office or department filing the position to the Affirmative Action Coordinator or his/her designee when they occur. These are to be reported with identification regarding gender, race and degree of hardship if any; the grade or position of the job must also be reported.

7. Salary Administration
Salary guidelines are expressed in established pay scales. These scales are distributed to department chairs and administrators at all levels who have authority to recruit and hire employees.

Job offers, including salary, are reviewed and approved by the appropriate administrator. These reviews ensure the proper application of salary guidelines.

Salary guidelines are administered without regard to race or gender.

8. Grievance Procedure
The Faculty and Staff Handbooks set forth grievance procedures regarding personnel matters. These established mechanisms should be used in cases of grievance relative to discrimination against women, minorities or disabled employees.

Title I Statement
Lipscomb University does not discriminate on the basis of sex in admissions, employment opportunities, education programs or activities which it operates, to the extent required by law. This is keeping with the Title I of the Education Amendments of 1972 and Part 86 of the Department of Health, Education and Welfare’s regulations implementing Title I. Inquiries concerning the application of Title I and Part 86 to Lipscomb University may be referred to the Human Resources Office.

Individuals with Disabilities
Lipscomb University is committed to equal opportunity and access for people with disabilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Lipscomb does not exclude otherwise qualified persons with disabilities, solely by reason of the disability, from participating in employment opportunities and university programs and activities.

The ADA protects “people with disabilities” and defines a person as disabled if he or she:

- Has a mental or physical impairment which substantially limits one of life’s major activities, such as walking, hearing, etc., or
- Has a record or history of such an impairment, or
- Is regarded as having such an impairment

In addition, the university will not discriminate against a person who is associated with someone with a disability.

Essential Job Functions & Reasonable Accommodations
Essential job functions are the fundamental tasks of a job, reasonably defined by the university, preferably in writing. Accommodations may include changes in facilities, equipment or policies that enable an otherwise qualified person to perform the essential job functions. An accommodation is considered reasonable if it effectively allows the person to perform the essential job tasks, while not placing an undue hardship on the university.

Decisions about accommodations or undue hardship must be made on an individual basis. Hiring supervisors should contact the Human Resources Office for assistance whenever a job applicant or employee with a disability requests accommodation.

New Staff Member Orientation Period
All new staff members are hired with a new employee orientation period. This is an opportunity for both the new staff members and their supervisors/managers to evaluate the organizational fit. Non-exempt staff members will have a 90 day period of orientation and salaried, exempt staff will have a six month orientation to determine whether the employment relationship should continue.
Performance Improvement Counseling During Orientation Period

If the job performance and/or conduct of a staff member during orientation are unsatisfactory or needs improvement, managers/supervisors should prepare an Orientation Performance Improvement Form as written documentation of the deficiency and the needed performance or conduct changes needed in order to continue employment. Any orientation performance improvement counseling for a staff member may result in an extension of the orientation for 30 days. Failure to make necessary changes may result in immediate termination.

Terminating Employment during the Orientation Period

A staff member may be terminated without further notice during the initial orientation period, if he/she fails to meet performance or conduct expectations after an orientation performance improvement counseling session. Staff members do not have access to the Grievance Review Process until they have completed their initial or extended orientation period.

Family Members In The Workplace

It is generally inappropriate for staff members to have their children or other family members present in the workplace due to the workplace liabilities that might exist. Appropriate arrangements should be made (such as adequate child care), so that the presence of family members does not impose on co-workers or on personal work responsibilities. (For a description of available extended day care and summer camp services, see section on Programs and Services.)

Employment of Relatives

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

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

Compensation Policies

Job Evaluation

Positions are evaluated by using a number of factors such as education, experience, complexity of the job, communication, budget responsibility, supervision of others, work environment, confidential information and judgment required. Jobs that are similar when compared are grouped into same or similar pay grades.

Classification Descriptions

As part of the job classification system, the university uses general classification descriptions that summarize the typical duties for a given classification title. Actual duties for any specific position may vary somewhat from the general description.

Job Classification Procedure

A job description questionnaire should be completed and submitted to Human Resources to establish the appropriate job classification and pay grade for newly created jobs. The questionnaire should be completed by the immediate supervisor and appropriate approvals called for in the Position Description Questionnaire should be obtained. Human Resources will review the questionnaire and will make a comparison against like jobs throughout the department and the university. A recommended title and pay grade assignment will be made to the department head.

All new positions should be announced according to the university’s job posting requirements so that qualified applicants within and external to the university can compete.

Reclassification

When the duties and responsibilities of an existing job change materially, a request for reclassification can be initiated by the employee, the immediate supervisor or the department head. Generally speaking, positions should be reviewed when the duties and responsibilities have changed significantly. The request for reclassification should be submitted to Human Resources with a cover letter summarizing what duties and responsibilities have changed and how they have changed. A job description questionnaire must be completed, being certain to describe the specific changes in duties. Human Resources will conduct a review to determine whether sufficient change has occurred to warrant a new job classification, title and/or pay grade. Reclassification can result in either an upward, downward, or lateral classification and pay grade change. Once the review is completed, a recommendation of the appropriate classification and pay grade title will be forwarded to the department head.
Hiring and Pay Range Guidelines

When new staff are hired, a comparison of skills, years of experience and education will be made against incumbents within the hiring department. New staff hired should generally be paid at rates consistent with the qualifications of incumbent staff. When market conditions create the need for a higher salary for a new hire than incumbents, an analysis of pay equity should be made to determine whether incumbents should also be adjusted upward.

Annual Salary Increases

Annual salary increases will generally be determined as a function of the budget, cost of living and/or performance. Salary increases should serve to confirm evaluations. Adjustment in pay ranges to reflect changing market conditions may be made based upon periodic assessment of market conditions.

Salary Range Placement Principles

The following salary range placement principles will serve as a general guide for the distribution of incumbent salaries throughout the salary range.

New and lesser experienced staff generally will be paid in the lower portion of the salary range, generally in the first quartile.

Those who are fully qualified and clearly beyond the minimum qualifications of the job classification and whose experience and performance reflect full mastery of the job to be performed may be paid in the mid-portion of the salary range, generally in the second and third quartiles.

Only those whose performance is at the highest level and/or whose performance evaluations have been consistently superior over an extended period and/or those with the longest service, should be paid in the upper end of the salary range, generally in the fourth quartile.

These represent general salary range placement principles to guide the university in the equitable array of salary levels.

Promotions, Demotions, and Lateral Transfers Defined

A promotion occurs when an individual is reclassified or moved to an entirely new job at a higher pay grade than the present level. Generally, a promotion will result in a salary increase. A demotion reflects movement from a higher pay grade job to a lower graded job. It may be appropriate to reduce the salary of incumbents, reflecting an opposite action of a promotion. A lateral transfer reflects a movement from one job in the same pay grade to another job in the same pay grade. It is generally inappropriate for a salary increase or decrease to occur in a case of a lateral transfer. Transfers are normally allowed after the individual has completed twelve months of work in their current position.

Promotional Increases

When incumbents are reclassified or promoted to a higher pay grade position, salary placement in the new range will be based on the incumbents’ education, experience, and skills as compared to others in jobs at comparable levels of responsibility. However, an evaluation of qualifications should also occur and incumbents being promoted or reclassified should not be placed at a salary higher than those with equal or greater experience.

Salary Range Minimums and Maximums

Incumbents should be paid at least the minimum of the pay grade to which the job is assigned. Generally speaking, individuals should not be paid beyond the maximum of the pay grade. However, during initial implementation of the university’s salary plan, this may be unavoidable. When individuals reach or are beyond the salary grade maximum, awarding of annual salary increases will generally be done in lump sum payments, rather than adjustments to the base salary. The salary increase awarded should still depend on merit.

Overtime

Non-exempt positions working beyond 40 hours in any week will be paid at time and one-half according to the Fair Labor Standards Act. Overtime payment will be a function of hours worked rather than hours paid. Staff in exempt jobs are not eligible for the overtime provisions of the Fair Labor Standards Act. They are paid on a salaried basis and do not receive additional pay for hours worked beyond 40 in a workweek.

Compensatory (Comp) Time

Federal law prohibits private sector businesses from offering compensatory (comp) time in lieu of overtime pay. Working overtime requires advanced approval by the staff member’s immediate supervisor and should not be worked without prior approval. A non-exempt staff member who is required to work extra hours on a given work week will receive overtime payment equal to 1.5 times their hourly rate.

In addition to receiving overtime pay, the supervisor may require a non-exempt staff member to work a modified schedule within the same pay period that is a reduction in hours equal to the number of overtime hours previously worked.
Benefit Programs

Lipscomb University offers an extensive range of health care and life insurance benefits, retirement options, educational assistance programs, and other programs and services to its faculty and staff. These benefits are provided not only to enhance the quality of work life, but also to offer opportunities for staff to plan for their future. In addition, the university is required by law to provide benefits such as those related to social security and workers’ compensation.

Both supervisors and the Human Resources Office are primary resources to address questions about the benefits mentioned in this section. A Summary Plan Description (SPD) for each benefit plan is available upon request from the Human Resources Office.

Social Security

Employees are covered by Social Security. A required percentage of salary is deducted from each paycheck to pay the staff member’s portion.

Retirement Plan

Effective August 1, 1990, employees had a one-time option to remain in the Defined Benefit Retirement Plan or to “freeze” their current accrued benefit and place all future contributions in a new retirement fund. (See “Summary Plan Description of Lipscomb University Restated Retirement Plan, revised effective January 1, 1990.”)

Employees hired after August 1, 1990, are eligible to enroll in the university’s Defined Contribution Retirement Plan on the first day of the month following their one year anniversary of employment with the university. Participants may contribute from a minimum of one (1) percent to a maximum of seven (7) percent of their salary and have their contribution matched dollar for dollar by the university. Once a month, and at any time, employees may make a percentage contribution change to the Retirement Plan. The employee has an option to select a Plan managed by TIAA-CREF or a Plan managed by Fidelity Investments. The contributions are tax-sheltered. A copy of the plan is available upon request in the Human Resources Office.

Employees may also elect to pay additional funds into a tax-sheltered supplemental retirement annuity. However, these amounts are not matched by the university. The amount, which can be invested, is regulated by the Internal Revenue Code.

Unemployment Compensation

Lipscomb University is a participant in the Tennessee Unemployment Compensation Program. Coverage is provided for unemployment that has resulted through no disqualifying action or fault of the employee. Decisions regarding eligibility are at the discretion of the State of Tennessee.

Health/Vision Insurance

Regular, full-time staff are eligible to enroll in the Health Insurance Plan on the first day of the month following their date-of-hire. Information regarding premium rates, deductibles, services covered, etc., can be obtained from Human Resources.

To qualify for health insurance you must work an average of 30 hours per week. If your hours are significantly reduced to 20 hours or below you will be provided the opportunity to cancel your insurance. If you cancel your insurance, you must verify you have acquired coverage through another source.

Eligible employees may enroll in the Health/Vision Insurance Plan on the first day of the month following their date of hire. Information regarding premium rates, deductibles, services covered, etc., can be obtained from Human Resources. Employees who meet the Affordable Care Act requirement will be offered medical/vision coverage at the time they become eligible.

Flexible Fringe Benefit Plan

Premiums for medical/vision coverage, dental coverage and the AFLAC policies are payroll deducted and pre-taxed. Regular, full-time employees with full benefits may also elect to have two non-insurance benefits (Dependent Care Flexible Spending Account - DCA and the Health Care Flexible Spending Account - FSA) deducted from their paychecks on a pre-tax basis. Please contact the Human Resources Office for additional information.

AFLAC

Regular, full-time employees with full benefits are eligible to enroll in AFLAC on the first day of the month following their date of hire. AFLAC offers plans that pay regardless of any other insurance a staff member may have. The following plans are offered: Accident, Cancer, Critical Care and Recovery and Hospital Intensive Care.

Dental Insurance

Regular, full-time employees with full benefits are eligible to enroll in the Dental Plan on the first day of the month following their date of hire. Information regarding premium rates, deductibles, services covered, etc., can be obtained from Human Resources.

Life Insurance

Lipscomb provides at no cost to eligible, regular, full-time employees with full benefits, life insurance coverage for up to two times their annual base salary to a maximum of $100,000 in coverage on the first day of the month following their date of hire. This is an employer provided fringe benefit and tax laws state “An employee must include in income the cost (based on the IRS uniform premium cost table) of group-term life insurance provided by their employer to the extent such cost exceeds the cost of $50,000 of such insurance.” The amount includible in income is taxable for social security purposes.
**Disability**

The university provides group disability insurance at no cost to eligible, regular, full-time employees with full benefits. There is a one year waiting period before coverage is effective and benefits begin following six months of total disability. Disability Insurance covers up to 60 percent of the staff member's pre¬disability compensation, excluding overtime pay for non-exempt employees. The disabled employee may earn up to 70 percent of his/her pre disability income level when all sources are considered. A physician's documentation of the disability is required before benefits can be considered.

**Voluntary Life Insurance**

Regular, full-time, employees with full benefits are eligible to enroll in the Voluntary Life Insurance Plan on the first day of the month following their date of hire. Information regarding premium rates, services covered, plan options, etc., can be obtained from Human Resources.

**Tuition Discount**

Regular, full-time employees with full benefits and who work 40 hours per week are eligible for the tuition benefit. Lipscomb University offers certain tuition discounts to its academy and university undergraduate programs for regular, full-time employees with full benefits, their spouse and their qualified dependents.

Lipscomb also offers to regular, full-time employees with full benefits who qualify, the opportunity to enhance their careers by taking certain graduate-level courses at no tuition charge, when these courses are approved by their supervisors (see Graduate Courses). The admissions criteria and conditions applicable to the graduate programs will apply. The graduate course schedule must be set to accommodate the general graduate student population. Lipscomb employees should not expect or request schedule accommodations. Employees are required to attend classes as they are scheduled (evenings, Saturday, etc.). Each graduate course must have the minimum number of tuition-paying students enrolled in order for the class to be offered. Lipscomb employees will not be counted in determining whether the class meets this minimum.

Employee tuition discounts do not apply to Lipscomb’s doctoral programs.

**Undergraduate Courses**

Regular, full-time employees with full benefits may enroll with no tuition charged in university undergraduate courses with written approval from their immediate supervisor and the appropriate administrator. Only one course per term may be taken during office hours (your supervisor will assist you in making up the missed time.) Employees who enroll in more than one class per term must schedule those classes after work hours.

The employee tuition discount applies only once per course. If it is necessary for the employee to repeat the course for any reason the employee will be required to pay the current rate.

**Graduate Courses**

Regular, full-time employees with full benefits who are FACULTY at the academy or university are also eligible to take graduate-level courses with no tuition charged and at this time no tax consequence to the employee. The employee must obtain their supervisor's approval. The employee is allowed to attend one course during office hours but must make arrangements with their supervisor to make up any missed time.

Regular, full-time employees with full benefits who are NOT FACULTY are also eligible to take graduate level courses with no tuition charged. However, this benefit will be TAXABLE to the employee and will be included on the employee’s W-2 form.

Example: The non-cash value of the benefit will be added to the employee's regular wages during the payroll period the benefit occurred. This non-cash amount is subject to federal withholding at the same withholding rate as cash wages.

The employee tuition discount applies only once per course. If it is necessary for the employee to repeat the course for any reason the employee will be required to pay the current rate.

**Employee's Spouse and Qualified Dependents**

Regular, full-time employees with full benefits are eligible for a 50 percent tuition discount for qualified dependents during their first year of service. This tuition discount increases 5 percent each year thereafter to a maximum of 75 percent. Special rules are applied for those hired during the school term (see application of discounts on page 33).

UNDERGRADUATE program. The employee must submit a signed Tuition Discount Eligibility form before each applicable school term in order to receive this discount. The employee will be certifying that they are a full-time employee and the student qualifies for the benefit.

**Qualified Child**

In order for the tuition discount to be a non-taxable fringe benefit the child must be claimed as a dependent on the Lipscomb employee's tax return in the same year the student is enrolled. Any change in the above classification would cancel the tuition discount at the end of the semester effective the next period of enrollment.

NOTE: The tuition discount cannot be added to scholarships if the total of the two equals more than the cost of tuition. In the event the two amounts exceed tuition, the tuition discount will be reduced in a like amount.
**Application of Tuition Discounts**

The academy and university undergraduate discount starts at 50% for Lipscomb employees during their first year of employment. The rate is adjusted every new fall school year as follows:

- Year one: 50%
- Year two (the next fall): 55%
- Year three (third fall): 60%
- Year four (fourth fall): 65%
- Year five (fifth fall): 70%
- Year six (sixth fall): 75%

One year for tuition discount purposes is measured from fall of one year to the fall of the next year.

If an employee starts after fall classes have begun, the discount will be prorated from their start date until the following fall. The discount will also be prorated if an employee terminates employment after fall classes have begun.

All prior full-time experience with Lipscomb will be counted in determining the applicable discount. If more than one family member is employed with Lipscomb the discount rate will not be increased.

If a regular, full-time employee with full benefits and has ten or more years of service retires from the university (by qualifying for early retirement or upon reaching age 65) before the qualifying dependents have completed their education, the university will continue to offer the tuition discount until such education is completed through the undergraduate level.

If a regular, full-time employee with full benefits dies or becomes disabled before qualified children (as previously defined) and/or spouse have completed their education, the tuition discount will continue until such education is completed through the university. This applies to all naturally born or legally adopted children who were claimed as a dependent on the employee’s tax return at the time of death or disability. Spousal benefits will end if the surviving spouse remarries.

**Holidays**

Lipscomb University offers paid time-off programs for regular, full-time employees with full benefits including holidays, vacation and sick time benefits. Other types of paid time-off programs—such as bereavement and jury duty—are discussed in the section on Leaves. The Human Resources Office is a primary resource for supervisors and staff who have questions about paid time off programs.

The university recognizes 14 paid holidays during the year: 13 commonly observed holidays and one holiday that accrues on the staff member’s birthday as follows:

- New Year’s Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Fall Break Day
- Thanksgiving Day
- Day-after-Thanksgiving
- Five days at Christmas
- Staff Member’s Birthday

When a university holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday. Holidays must be taken during the calendar year.

**Absences Preceding, During or Following a Holiday**

If a holiday occurs while a staff member is on an approved, paid sick leave or paid vacation, the staff member will be paid holiday time for that day rather than sick or vacation time. If a staff member has an unscheduled absence the scheduled workday before, during or after the holiday, he/she may be required to provide a certification of illness from an appropriate health care provider before he/she will be eligible to earn the holiday, and before he/she will be paid available sick time for the missed workday.

**Eligibility for Holidays**

Regular, full-time employees with full benefits are immediately eligible for holidays each year as they occur. As long as they are in active paid status on both the scheduled workday before and the scheduled workday after a holiday, they are eligible to earn holiday time—whether or not the holiday falls on a day they are actually scheduled to work.

**Holiday Accrual Rates**

Regular, full-time employees with full benefits earn holiday time based on the number of hours (for hourly-paid, non-exempt staff) or the percentage of full-time (for monthly-paid, exempt staff) they are scheduled to work each pay period according to their payroll records.

A “day” of holiday time is equal to 1/5 of the regularly scheduled hours per week. For example, if a staff member is scheduled to work 30 hours per week—whether they work three 10-hour shifts, five 6-hour shifts, or some other schedule—they will earn six hours of holiday time for each holiday observed by the university (1/5 of 30 = 6).
**Vacation**

Lipscomb University provides a vacation program for its regular, full-time employees with full benefits so that they can take time away from their daily responsibilities to relax. For this reason, staff members are strongly encouraged to use their vacation during the year it is accrued. Vacation days begin accruing on the staff member’s hire date with the university or academy.

Regular, full-time, non-exempt staff accrue vacation time at the following rates:

<table>
<thead>
<tr>
<th>Years</th>
<th>Days</th>
<th>Monthly Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>3.33 hours</td>
</tr>
<tr>
<td>2</td>
<td>7</td>
<td>4.67 hours</td>
</tr>
<tr>
<td>3-6</td>
<td>10</td>
<td>6.67 hours</td>
</tr>
<tr>
<td>7-9</td>
<td>15</td>
<td>10.00 hours</td>
</tr>
<tr>
<td>10-19</td>
<td>18</td>
<td>12.00 hours</td>
</tr>
<tr>
<td>20+</td>
<td>20</td>
<td>13.33 hours</td>
</tr>
</tbody>
</table>

Regular, full-time exempt staff accrue vacation time at the following rates:

<table>
<thead>
<tr>
<th>Years</th>
<th>Days</th>
<th>Monthly Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>10</td>
<td>6.67 hours</td>
</tr>
<tr>
<td>3-6</td>
<td>15</td>
<td>10.00 hours</td>
</tr>
<tr>
<td>7+</td>
<td>20</td>
<td>13.33 hours</td>
</tr>
</tbody>
</table>

Requests for vacation time should be scheduled and approved well ahead of time with the supervisor—please see section on Attendance Policies. The maximum number of vacation days which can accrue and be forwarded to the next anniversary year is five (5).

**Sick Leave**

Sick Leave is a form of short-term disability coverage, which is designed to protect staff members and their families from loss of income if they become ill or temporarily disabled and are unable to work. The staff member is required to call in and indicate that he/she will be unable to work and the nature of the illness. Sick time may be used:

- When the staff member is unable to work because of illness or injury
- When the staff member has a scheduled medical or dental procedure or checkup
- Under certain circumstances, to care for a family member who is ill (see Using Sick Time for Family Members that follows).

If, because of an illness or injury, a staff member misses more than three consecutive work days, he/she may be required by his/her supervisor to submit written documentation from a physician indicating the reason he/she was unable to work—please see section on Attendance Policies.

**Sick Leave Accrual Rates**

Full-time, regular employees with full benefits earn one day or eight hours of sick time during each month of paid status with a maximum accrual of 130 days. Sick time is accrued based on the number of hours the staff member is paid (up to 80) in a two week pay period. In general, a “day” of sick time is defined as 1/5 of a regular weekly work schedule.

**Documentation of Vacation and Sick Time**

Non-exempt, hourly-paid staff should submit a Payroll Notification form to the Payroll Office requesting payment for vacation and/or sick leave or record the absence on their time sheet. The form will need to be signed by both the staff member and his/her immediate supervisor. A form will also need to be submitted to the Payroll Office if a staff member worked on a scheduled university holiday and wishes to be paid for the holiday at a later date. Vacation and sick leave will only be paid after the 90 day orientation period for non-exempt, hourly paid staff.

Budget managers should report any vacation or sick leave used by exempt, salaried staff on a monthly basis using the documentation form for exempt staff.

**Using Sick Time for Family Members**

The university permits regular, full-time employees with full benefits to use accrued sick time for the care of an eligible family member. If the time off is to care for a family member with a serious health condition, the absence may be covered under provisions of the Family & Medical Leave Act. For more information on FMLA, see chapter on Leaves. Eligible family members include a spouse, parent, child, step-parent, step-child, father-in-law, mother-in-law, son-in-law, daughter-in-law and grandchildren. Sick time may be used for those family members in the following circumstances:

- The care of an eligible family member who is ill or injured
- Accompanying an eligible family member to a local scheduled medical or dental procedure or checkup
- Attending to an eligible family member who is hospitalized

**Medical Absences—No Sick Time Available**

If a non-exempt staff member is medically disabled and has no accrued sick time, he/she may use vacation and holiday time for a serious health condition that is covered under FMLA, assuming FMLA eligibility requirements are met. If an exempt staff member is medically disabled and has no accrued sick time, vacation time will be used to cover the absence. For more information, see the section on Leaves.

**Payout of Sick Time**

Because sick time is intended to be available to staff for short-term health care and income coverage while they are employed at Lipscomb, unused time is not paid as a terminating benefit when leaving the university.
Work Schedules and Attendance Policies

Work Schedules

Work hours and schedules vary throughout the university, depending upon the services provided by each area. As part of orientation, supervisors and new staff members should discuss the normal work schedule requirements.

Supervisors establish and inform staff members of specific work schedules and call-in procedures, including normal start times, break times, meal schedules and ending times. Supervisors have the responsibility to rearrange work schedules to meet the operating needs of the departments. This might include changing the schedule, requiring overtime, or reducing work hours.

Attendance

The university depends heavily on its staff to carry out the work of the institution; therefore, reliable, consistent attendance is an important requirement of all staff members. For these reasons, staff members have the responsibility for obtaining advance approval for all time off and for ensuring reliable attendance. Staff who are scheduled to work are expected to make all necessary arrangements to be at work for the full shift.

Work Week

For purposes of payroll administration, the official university work week for most staff begins at 12 midnight on Sunday morning and ends at 11:59 p.m. on Saturday night, regardless of an individual’s work schedule.

Breaks/Rest Periods

Many jobs at Lipscomb have considerable flexibility that allow staff to move around the work area, get coffee or go to the rest room. In cases where work can be accomplished in a flexible manner, it is not necessary to establish a formal break time.

For jobs with limited flexibility, supervisors are encouraged to schedule two 10-minute breaks during the regular work day. These breaks are part of the regular work routine and are considered paid time. Breaks cannot be saved or accumulated to use at another time, or to come in late or leave early. No compensation will be paid in lieu of breaks not taken.

Call-in Procedures

A staff member is required to notify his/her supervisor in advance when he/she will be absent or late, according to established departmental policies. Failure to do so may result in disciplinary action (see section on Performance Counseling).

If a staff member is absent for three consecutive workdays without notifying and receiving approval from his/her supervisor, the university will consider him/her to have resigned his/her position without proper notice and will terminate employment, effective the last day of work.

Medical & Dental Appointments

Whenever possible, staff should schedule medical and dental appointments for themselves and/or family members at times that do not cause them to miss work. A staff member who does need to miss work for a scheduled medical or dental appointment should let his/her supervisor know as soon as the appointment is scheduled. Accrued sick time may be used for medical appointments when they are scheduled in advance (see section on Sick Leave).

Inclement Weather

Because of the residential nature of the campus, many units of the university must function regardless of adverse weather conditions. The university makes no special provision for absences due to snow or inclement weather.

A staff member who is scheduled to work is expected to make all necessary arrangements to be at work for his/her full shift. However, some supervisors may decide that it is possible for their department to operate at less than full staffing capacity during severe weather conditions. In such cases, time off may be granted as either unpaid time or accrued vacation may be used.

Leaving the Worksite

Once a staff member begins a regular work shift, he/she should not leave except for authorized reasons, such as approved breaks. If he/she must leave the work area for personal reasons, he/she should obtain supervisory approval. A non-exempt staff (hourly-paid) member must record the time away on their Kronos timecard.
Payroll and Timekeeping

Time Records for Non-Exempt Staff

The university is required by the federal Fair Labor Standards Act (FLSA) to keep accurate records of, and pay hourly, non-exempt staff for time actually worked. For this reason, it is extremely important that departments keep accurate time records, and submit them by the stated payroll deadlines. Staff who do not report their time accurately may face disciplinary action, including termination of employment.

If at any time a staff member believes his/her paycheck does not correctly reflect the time worked and reported, he/she should advise his/her supervisor immediately. The supervisor will then request necessary corrections from the payroll office.

Methods of Timekeeping

Hourly Employees

The university uses Kronos, an electronic timekeeping system, to record hours worked. It is the responsibility of those staff members to record their time accurately. Incomplete or inaccurate time records could result in delayed payment. Instructions on how to use Kronos may be found on the university’s shared drive or from the staff member’s supervisor.

Falsifying Time Records

Failure to keep accurate daily time records may constitute falsification of university records and may subject a staff member to disciplinary action, including immediate termination of employment.

Overtime

Sometimes projects and priorities may require extra work beyond the normal work schedule. Supervisors may rearrange work schedules and may require overtime when necessary to meet the operating needs of the department. Working overtime requires advance approval by the staff member’s immediate supervisor. Non-exempt staff are paid 1.5 times their regular rate of pay for all hours worked over 40 in a work week. Exempt staff are not eligible for overtime pay.

Compensatory (Comp) Time

Federal law guides the administration of compensatory (comp) time for non-exempt staff as well as overtime. Working overtime requires advanced approval by the staff member’s immediate supervisor and should not be worked without prior approval. A non-exempt staff member who is required to work extra hours on a given workday may be permitted or required by their supervisor to take an equal number of hours off within the same work week. Comp time may not be carried forward to future pay periods; to do so is a violation of the federal wage and hour law. Accrual of overtime to be taken or paid at a later date is prohibited.

A non-exempt staff member who works overtime hours beyond 40 in the first week of a two-week pay period will be paid time and a half for worked hours over 40 and may be permitted or required to take comp time off in the second week. If so, he/she will be given time off equal to 1.5 times the number of overtime hours worked in the first week of the same pay period. If a non-exempt staff member works overtime hours beyond 40 in the second week of a pay period, he/she will be paid at the overtime rate. He/she may not be permitted to take comp time off the following week as it falls within a different pay period.

If a non-exempt staff member works overtime hours beyond 40 in the second week of a pay period, he/she will be paid at the overtime rate. Comp time may not be carried forward to future pay periods; to do so is a violation of the federal wage and hour law.

Exempt staff do not receive overtime provisions under the FLSA and are not eligible for comp time.

Lipscomb University Paydays

Generally, full time exempt staff and all faculty are paid on the last business day of the month. Part-time staff and non-exempt full time staff are paid once every two weeks. If a staff member believes there is an error in the hours or the pay rate they should contact their supervisor. The supervisor can then contact the Payroll Office if needed.

Salary Advances

It is university policy to make no salary advances.

Deductions from Paycheck

Income taxes are normally deducted from a staff member’s paycheck. Employers are also required to withhold FICA taxes for Social Security (listed on your paycheck as FIO for Fica Social Security) and Medicare (listed as FIM for FICA Medicare).

In addition, a staff member may choose to have deductions taken from his/her paycheck for things such as health care premiums and retirement contributions. The university may deduct money from a staff member’s paycheck for obligations owed to the university, such as unpaid returned checks, Bison Express charges, parking fines, library fees or charges for unreturned materials, and legally imposed levies and garnishments made against their salary. Questions about garnishments, levies and other payroll deductions can be addressed by contacting the university’s Payroll Office.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit anyone from making any improper deductions from the salaries of exempt employees. We do not allow deductions that violate the FLSA. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to Human Resources. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.
Performance Improvement Counseling (PIC)

Standards of Conduct

Lipscomb University expects its staff to exhibit Christian behavior and conduct at all times. Accordingly, staff members must be aware of their responsibilities to the university and to co-workers.

The university endeavors to take a constructive approach to ensure that actions which would interfere with operations or a staff member’s job are not continued. Violations of established standards may result in one or more of the following corrective actions: oral and/or written warning, probation, suspension and discharge. Such corrective actions shall not necessarily follow in sequential order. In arriving at a decision for proper action, the following will be considered:

- The seriousness of the infraction
- The staff member’s past record
- The circumstances surrounding the issue

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which may result in corrective action:

- Falsifying employment application, timesheet, personnel record or other university documents.
- Gambling, carrying weapons or explosives, or violating criminal laws on university premises.
- Fighting, horseplay, practical jokes or disorderly conduct which may endanger the well-being of others on university premises.
- Engaging in acts of dishonesty, fraud, theft or sabotage.
- Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of others.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
- Unauthorized use of university material, time, equipment or property.
- Damaging or destroying university property due to careless or willful acts.
- Negligence in observing fire prevention and safety rules.
- Conduct which the university determines reflects adversely on the employee or university.
- Engaging in such other practices as the university determines may be inconsistent with the ordinary and reasonable rules of conduct appropriate to the welfare and mission of the university, its employees, or students.

If performance or conduct concerns develop once a staff member has completed the orientation period, and informal coaching does not resolve the concern, Written Performance Improvement Counseling (W-PIC) should be initiated. Such counseling is generally utilized when a staff member fails to achieve or maintain the productivity or conduct levels necessary for their position. For performance or conduct concerns, the supervisor should document what the expectations are, what corrections the staff member will need to make in order to meet those expectations, and the time frame for reaching a satisfactory level of performance, and the consequences that may occur if the performance or conduct is not corrected. Such a plan might also include an outline of what the supervisor will do to support the needed changes (e.g., offer closer mentoring or provide additional training resources). A summary memo should be provided to the staff member, and the staff member should sign indicating she or he has received a copy. Documentation will be placed in the staff member’s central personnel file. Conduct concerns that warrant W-PIC action include, but are not limited to:

- Patterns of absenteeism, tardiness or leaving early
- Minor neglect of assigned duties
- Failure to call in each day according to departmental policies when unable to report for work
- Failure to report back to work from authorized breaks in a timely fashion
- Unproductive use of work time
- Working unauthorized overtime
- Excessive use of business phones for personal calls
- Carrying unauthorized persons in university vehicles
- Having unauthorized family members or friends in the workplace

If the performance or conduct improves to an acceptable level and the problem does not recur for three months, and no other performance actions are required during that time, the matter should be considered resolved. The W-PIC should remain on file.

Performance or Conduct that Warrants F-PIC Action

If performance or conduct does not improve to an acceptable level within the time frame established in the W-PIC, or if additional or serious performance concerns arise, a Final Performance Improvement Counseling (F-PIC) action may be appropriate. This action may include an unpaid suspension of up to five working days.

Documentation of a final performance or conduct warning should state how the staff member continues to fall short of expectations, what must be accomplished in order to meet expectations, and the time frame for achieving expectations. It should document the fact that failing to reach the necessary level of performance or conduct within the established time frame will result in termination.
Examples of conduct that might call for a final conduct warning include, but are not limited to:

- Rude or unprofessional conduct with a customer, co-worker or supervisor
- Violation of the university’s solicitation policy
- Gambling on university time or premises
- Neglect of duty that could result in minor loss or injury or violation of a safety rule
- Violation of the university’s harassment policies
- Accessing confidential information without authorization
- Violation of the university’s tobacco usage and substance abuse policy
- Inappropriate sexual conduct

The staff member should receive a copy of the final performance improvement counseling action and should sign the departmental copy as acknowledgement of receipt. A copy also should be sent to the staff member’s central personnel file in the Human Resources Office, along with relevant copies of any prior written counseling action.

If the performance or conduct improves to an acceptable level and the problem does not recur for six months, and if no other performance or conduct-related actions are required during that time, the matter should be considered resolved. The F-PIC should remain on file.

**Decision-Making Leave as Part of F-PIC (optional)**

As part of F-PIC, the supervisor, in circumstances other than misconduct, may offer the staff member the opportunity to take a one-day, paid “decision-making” leave. The staff member will be asked to think about continued or serious performance deficiency and to decide if he or she can commit to correcting the concern. The staff member should return from the decision-making leave with a written description of the actions he or she intends to take to correct the concerns and achieve satisfactory performance.

If the improvement plan is accepted by the supervisor, and performance concerns improve to an acceptable level and do not recur for six months, and if no other performance or conduct-related actions are needed during that period, the matter should be considered resolved.

**Eligibility for Transfer or Promotion While on PIC**

A staff member who is not meeting performance expectations may still be eligible to seek other positions within the university system. If a staff member is struggling to meet minimum expectations in their current position, it may be to the staff member’s and the university’s advantage to attempt to identify other opportunities where the individual has already demonstrated competence.

**Resignation or Discharge for Unsatisfactory Performance or Conduct**

If the staff member cannot present an acceptable plan, or does not feel he or she can successfully meet expectations under the conditions established by the supervisor, the staff member may ask to resign, or the supervisor may choose to terminate the employment relationship.

Supervisors should consult with the Human Resources Office before discharging a staff member. Discharge should be documented for the departmental and central personnel files and a copy of the discharge letter should be given to the staff member.
Grievances & Complaints

Grievance & Complaint Process
Lipscomb University provides a process for staff members to discuss complaints or problems and to receive prompt attention.

Under normal conditions, a staff member who has a job-related problem, question or complaint, should discuss it with his/her immediate supervisor. The simplest, quickest and most satisfactory solution will often be reached at this level.

If, however, the discussion with the supervisor does not resolve the matter to the staff member’s satisfaction, he/she may seek resolution by:

a. Sending a written statement outlining the matter to the Human Resources Office, or
b. Requesting a meeting with a member of the Human Resources Office to review the problem and attempt to bring a mutually acceptable resolution.

If the discussion with the Human Resources Office does not resolve the matter to the staff member’s satisfaction, the Human Resources Office will help coordinate a review by the appropriate Lipscomb administrator.

Whistleblower Policy/Community Accountability
Lipscomb University is committed to providing all members of the university community, including students, faculty, staff, alumni, vendors and guests, with a safe and productive environment. If any member of the university community has reason to believe or reasonably suspect that the university or any of its agents is acting contrary to any applicable federal, state, or local laws or regulations, or contrary to any established university policy, that person may report such action or activity without fear of reprisal or retaliation. Information regarding this policy is available through the Office of General Counsel or the Human Resource Office.

Ethical Conduct
Officers, faculty, staff, student employees and others acting on behalf of Lipscomb are expected to maintain the highest ethical standard, observing applicable policies, practices, regulations, laws and professional standards. The absence of a specific guideline or instruction covering a particular situation does not relieve an individual of the responsibility to apply the highest ethical standard when reacting to that situation. Actions in accordance with this standard will be upheld by the institution. Information regarding this policy is available through the Office of General Counsel or the Human Resource Office.

Employee Health & Safety
Lipscomb University strives to provide safe working conditions for its employees. No employee will knowingly be required to work in an unsafe environment. Safety is everyone’s responsibility and all employees are expected to do everything reasonable and necessary to keep the university a safe place to work. Please contact the Risk Management Office for information on safety procedures.

Campus Crime Report
Each employee and prospective employee is entitled and encouraged to review Lipscomb’s annual campus crime report. Lipscomb’s most recent report may be accessed through the Lipscomb Security and Safety section of the Lipscomb website.

Fires and Emergencies
In a CASE OF EMERGENCY Lipscomb Security and Safety should be contacted after dialing 911 by dialing extension 7600 from any university phone. Lipscomb security personnel will direct emergency personnel to the exact location of the emergency. Please contact the Risk Management Office for an Emergency Response Guide.

Worker’s Compensation
Every employee is provided with Worker’s Compensation Insurance which provides full medical coverage for any injury related to his/her employment with Lipscomb University. This benefit is paid in full by Lipscomb University.

Accidents or Injury
Any injury sustained on the job should be immediately reported by the staff member to his/her supervisor. If the accident occurs during the daytime, the staff member will be sent to the Health Center where he/she will complete an accident report and be advised how to proceed. If the injury occurs after normal business hours and immediate medical care is needed, the staff member should immediately report the injury to his/her supervisor. The supervisor will advise where to seek medical treatment. An accident report should be completed on the next business day and given to a campus nurse.

Return to Work
A staff member who is on a disability leave of absence will need to return to work when either his/her physician, or a university-appointed physician, determines that he/she is able to resume their normal duties. A physician’s release is needed before he/she can be reinstated as an active employee. A physician’s release may also be required when a staff member is returning to work from other short-term, medically related absences.
Leaves

Family and Medical Leave Act (FMLA)
This section is a summary of the leave policies that apply to staff under the Family & Medical Leave Act (FMLA). Under federal law, FMLA leaves may be unpaid leaves, but Lipscomb allows staff members to use their accrued paid time (holiday, vacation and sick time), to help them maintain their income during periods when they are not at work due to their own illness or family obligations. A copy of the university's FMLA policy is available in the Human Resources Office.

Types of Leaves Covered by FMLA
The FMLA covers up to 12 total weeks of leave in a 12-month period for the following:

• A staff member's own serious health condition, including on-the-job injury or occupational disease covered by worker's compensation
• The care of a family member (spouse, parent, minor child or child age 18 or older but incapable of self-care) with a serious health condition, and/or
• The birth, adoption or foster care placement of a child.
  A serious health condition is a physical or mental illness or injury that requires either:
  a. Inpatient care in a hospital, hospice, or residential care facility, or
  b. Continuing treatment by a health care provider

Eligibility For FMLA Leave
To be eligible for FMLA leave, you must
1. Have worked at Lipscomb for at least one year (not necessarily the past 12 months), and
2. Have worked at least 1,250 hours in the past 12 months

Requesting FMLA Leave
If you wish to request leave time under FMLA, ask the Human Resources Office for a copy of the complete Lipscomb FMLA Policy. You must request FMLA Leave at least 30 days in advance if the reason for the leave is foreseeable. You must also provide appropriate written certification of the need for such a leave.

Maternity Leave
Pregnancy and childbirth are covered under both federal law (FMLA) and state law (Tennessee Maternity Leave Act). The FMLA allows up to 12 weeks in a 12 month period for the birth and care of a newborn; state law allows up to 4 months off for pregnancy, childbirth and care of a newborn. Once a staff member has used vacation, holiday, and sick time an unpaid leave may be approved.

The first 12 weeks of a “maternity leave” will be considered FMLA leave as described earlier in this chapter. If an employee wishes to take more than 12 weeks—up to an additional four weeks—off, the additional weeks are considered to be Temporary Personal Leave under Tennessee state law. If the birth mother has medical complications from pregnancy or childbirth that extend beyond 12 weeks, additional leave may be appropriate as Temporary Medical Leave.

Eligibility for Maternity Leave Under State Law
Tennessee law states that an employee is entitled to four months maternity leave (including medical and personal leave - paid or unpaid) without the risk of losing employment provided that:

• The employee has completed 12 consecutive months of full-time employment
• The employee has given three months advance written notice of the anticipated date of departure, and has stated their intention to return to full-time employment after completion of the leave. (The three months advance notice is waived in the case of a medical emergency that necessitates the leave to begin earlier than anticipated.)
• The employee is not using the period of maternity leave to actively pursue other employment opportunities
• The employee is not working part-time or full-time for another employer during the period of maternity leave
• The employee's position is not so specialized that, after reasonable efforts, a temporary replacement cannot be found

The staff member will be returned to active employment when their leave expires, no later than two weeks after certification from their physician is provided that they are able to fully resume the normal duties of their position. If a staff member returns to work with any restrictions, these must be documented by a physician. If a staff member has serious complications associated with childbirth that require a medical absence of more than six months, they may be eligible for long term disability (LTD) benefits. Contact the Human Resources Office for more information.

Medical Leave (not covered by FMLA)
There are situations where staff members may be granted time away from work for their own documented illness or disability under conditions that are not covered by FMLA. These conditions include:

1. Cases where a staff member is not “eligible” under FMLA because:
   a. the individual has not completed one year of employment at Lipscomb and/or
   b. the individual has not worked at least 1,250 hours at Lipscomb in the past 12 months
2. Cases where an eligible staff member has exhausted the 12 weeks of FMLA eligibility for the past 12 months.
3. Cases where the illness or disability is of a minor nature or brief duration so that it does not qualify as a “serious health condition” under FMLA because it does not require:
   a. inpatient medical care, or
   b. continuing treatment by a health care provider

The sections below describe informal medical absences, as well as two types of formal leaves for medical reasons not covered by FMLA:

• INFORMAL Medical Absences  1 hour to 4 weeks
• TEMPORARY Medical Leave  4 to 12 weeks
• EXTENDED Medical Leave  12 to 52 weeks

Unlike absences that are covered under the FMLA, non-covered medical absences should be managed carefully, since they may be used in considering staff performance actions related to attendance concerns.

**Informal Medical Absences**

An informal medical absence is a medical absence of at least one hour and up to four consecutive weeks. Absences due to medical reasons that are not covered under FMLA—such as a simple case of the flu or a sprained ankle—generally are of a short duration and do not require the staff member to be placed on any formal medical leave status.

**Temporary Medical Leave**

Temporary Medical Leave is a leave that is expected to last more than four weeks and up to 12 weeks and is available to regular staff members who have for the past 12 months:

- Completed their initial orientation period, and have
- Not met FMLA eligibility requirements, or
- Exhausted their 12 weeks of FMLA eligibility

To be granted a Temporary Medical Leave a staff member must:

1. Request the leave in writing to his/her supervisor, and
2. Provide documentation of his/her disability from his/her physician, that:
   a. verifies that his/her medical condition prevents him/her from working, and
   b. indicates how much he/she will be needed away from work

The university is not required to hold the staff member’s position while he/she is on Extended Medical Leave, and there is no requirement that a position be made available at the conclusion of the leave period. However, if the position is available at the conclusion of the approved leave, the staff member will have the opportunity to resume the position.

A staff member who is granted a Temporary Medical Leave must use all his/her accrued sick time. Following the use of all accrued sick time, he/she may use accrued holiday and vacation time—in that order—at a rate of pay equal to his/her regular weekly schedule, before going onto unpaid status.

As long as a staff member has sufficient accrued time (sick, holiday and vacation) to keep him/her in a paid status during Temporary Medical Leave, or if he/she is receiving worker’s compensation benefits for an injury or occupational disease, the university’s contribution to benefits coverage will continue. However, if any part of the Temporary Medical Leave goes unpaid, arrangements must be made with the Human Resources Office to continue coverage at the staff member’s cost.

**Extended Medical Leave**

Extended Medical Leave is a leave expected to last more than 12 weeks and up to 52 weeks. A single continuous leave for medical purposes (including time off under FMLA + Medical Leave) cannot exceed 52 consecutive weeks.

Extended Medical Leave is available to regular staff members who have worked at Lipscomb in a regular, full-time capacity for the past year, and who have exhausted their 12 weeks of FMLA Leave eligibility for the past 12 months.

To be granted an Extended Medical Leave a staff member must:

1. Request the leave in writing to his/her supervisor, and
2. Provide documentation of their disability from his/her physician, that:
   a. verifies that his/her medical condition prevents him/her from working, and
   b. indicates how much he/she will be needed away from work

The university is not required to hold the staff member’s position while he/she is on Extended Medical Leave, and there is no requirement that a position be made available at the conclusion of the leave period. However, if the position is available at the conclusion of the approved leave, the staff member will have the opportunity to resume the position.

A staff member who is granted an Extended Medical Leave must use all accrued sick time. Following the use of all accrued sick time, accrued holiday and vacation time may be used, in that order, at a rate of pay equal to the staff member’s regular weekly work schedule, before going onto unpaid status.

As long as the staff member has sufficient accrued time (sick, holiday and vacation) to keep him/her in a paid status during the Extended Medical Leave, the university’s contributions to benefits coverage will continue. However, if any of the Extended Medical Leave goes unpaid, arrangements must be made with the Human Resources Office to continue coverage at the staff member’s cost.
If a staff member's total absence (FMLA + Medical Leave) is expected to last six consecutive months or more, he/she may be eligible to apply for long-term disability (LTD) benefits. If the health care provider thinks the staff member may be out that long, the staff member should be sure to contact the Human Resources Office as soon as possible. The staff member should not wait until he/she has been out for six months or until his/her paid time off runs out, since processing LTD benefit claims can take some time.

If a staff member is able to return to work by the end of his/her maximum allowable leave, and if his/her position is available, he/she should provide certification from his/her health care provider that he/she is medically able to resume his/her regular duties.

If the health care provider releases the staff member to return to work with restrictions (e.g., lifting restrictions) that prevent him/her from resuming his/her regular duties, his/her supervisor will work with him/her to see whether an accommodation may be reasonably provided.

If the staff member's position is available at the end of the maximum leave period, but his/her medical condition does not allow him/her to return to work, the department may end the employment relationship. If the staff member so chooses, his/her employment records can reflect a resignation for medical reasons rather than a discharge. The staff member should inform his/her supervisor by providing appropriate certification of continued disability before the end of his/her leave.

If a staff member’s position is available, but he/she does not return to work or provide appropriate certification of continued disability, his/her employment records will reflect a resignation. In addition, he/she may be required by federal law to reimburse the university for any health coverage premiums provided under unpaid FMLA leave.

**Bereavement Leave**

The loss of a family member may require time away from work. A regular, full-time employee with full benefits who experiences a death in the family may take up to three working days off as leave with pay. For this purpose, family is defined as spouse, children, parents, step-parents, siblings, step-siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchildren, grandparents/great-grandparents.

Except in very unusual circumstances, Bereavement Leave must be utilized within 14 days of the date of death.

A staff member may be asked by his/her supervisor to provide certification of the death—such as a death certificate or a published death notice—before bereavement pay will be authorized.

**Jury Duty/Testifying in a Court Case**

Lipscomb recognizes a staff member’s civic responsibility. When a staff member is subpoenaed to serve on a jury or to testify as a witness in a case that is related to a staff member’s employment at Lipscomb, the university will compensate him/her while away from work. (If a staff member is subpoenaed to testify in a court case unrelated to Lipscomb, he/she may be given time off from work, but will not be compensated for the missed time unless accrued vacation or holiday time is used.)

A staff member will receive his/her regular university paycheck while on approved jury duty. Checks received from the court or jury service can be kept by the employee.

A staff member who is called as a juror or witness should inform his/her supervisor immediately. In some cases, it may be possible to request the court to reschedule jury service if it creates a severe operating burden on the department. If the jury obligation is less than three hours in a day, the staff member must report for the rest of the regular work shift.

**Military Leave**

Lipscomb respects the decision of its staff to serve and protect their country. If a staff member leaves a job at Lipscomb to enter active duty in the Armed Forces, voluntarily or involuntarily, he/she is entitled to return to the same or similar job after his/her discharge or release from active duty, as long as he/she meets the basic eligibility criteria of the Veterans’ Reemployment Rights (VRR) Act. Those criteria are:

- He/she must hold an “other than temporary” civilian job
- He/she must leave the civilian job expressly for the purpose of going on active duty
- He/she must not remain on active duty longer than four years, unless the period beyond four years (up to one additional year) is “at the request and for the convenience of the Federal Government”
- He/she must be discharged or released from active duty under honorable conditions.
- He/she must apply for reemployment with the university within 31 days of discharge if on active duty less than 180 days and within 90 days if on active duty longer than 180 days.

Military duty that requires an absence of one year or less will be termed a Military Leave. If the military duty will be longer than one year, the staff member's employment with the university will end—although he/she does have reemployment rights under the conditions listed for VRR.
While performing military service, a staff member will accumulate seniority and retain previously accumulated benefits. He/she will not earn vacation, holiday, or sick time, receive university retirement contributions, or be covered under the health care benefit programs. Upon return, the staff member will be eligible for any approved benefits or general increases that occurred during the absence, as well as all other VRR rights. A staff member may also receive temporary leave for National Guard duty or temporary Reserve duty, and can either take leave without pay or use accumulated vacation days. If called to active duty during a natural disaster or civil disturbance, he/she will be granted leave with pay for up to five working days. Any of these situations which might arise should be discussed between the staff member and the supervisor. Staff members receiving active duty National Guard orders or Reserve orders must notify their supervisor immediately with a copy of the order so appropriate arrangements can be made. The Human Resources Office should be contacted to discuss continuation of benefits coverage, where applicable, during active duty.

University-Sponsored Mission Trips
Lipscomb encourages its staff to be involved in the leadership of student mission trips. If a staff member is selected to lead or co-lead a group of students on a university-sponsored mission trip, they will be allowed five days of paid time off per calendar year. The time off needed must be requested from the departmental supervisor at least six weeks in advance. The departmental supervisor has the discretion to determine whether or not the leave will be approved. If the leave lasts longer than five days, vacation time or unpaid leave may be taken.

General Workplace Policies

Dress and Personal Appearance
Employees are expected to maintain an appropriate appearance that is businesslike, neat and clean as determined by the requirements of each employee’s work area. Dress and appearance should not be offensive to customers or other employees with whom interaction occurs throughout the day.

The following are examples of inappropriate dress:
• Faded and/or tattered jeans.
• Any clothing with spaghetti straps, any clothing that reveals bare backs or midriffs, or any revealing or provocative clothing.

Hair should be clean, combed and neatly trimmed or arranged. This pertains to sideburns, moustaches and beards. Shaggy, unkempt hair is not permissible. Good personal hygiene habits must be maintained.

Confidentiality
During the course of employment at Lipscomb University, staff will be working with student lists, business systems, future plans and other information that the university considers confidential. Staff are required to protect this information by safeguarding it when it is in use, filing it appropriately when it is not in use, and discussing confidential information only with those who have a legitimate need to know.

Publicity and the News Media
Contact with external agencies regarding publicity or the sharing of information on behalf of Lipscomb University must be handled by the Office of University Communication and Marketing only. Staff members should not share information with the media or with the general public unless authorized to do so. Any incoming media calls should be transferred to the Office of University Communication and Marketing.

Telephone Use
Telephones are to be used for university purposes during the course of normal university operations. On occasion, personal calls may be necessary, but should be limited. Personal long distance calls are allowed provided the university is reimbursed in a timely manner. The incoming 800-phone line is for university-related business only and is not intended for personal use. Long distance dialing codes will be issued by Information Technology for all new staff members.
Office Equipment

Office equipment such as computers, copiers, fax machines, cellular phones, beepers, golf carts, and similar items are to be used for university purposes only. Any malfunction of equipment should be immediately reported to one’s supervisor. Misuse of university equipment may lead to corrective action.

Computer Usage Policy

The university has an extensive investment in campus computing resources. These resources are essential to the daily business operations, as well as the academic programs. Proper management of computing resources is required to provide effective support for all campus users. The acceptable uses of computing resources are as follows:

1. Each staff member is assigned a computer account at the request of his/her supervisor. Each account is solely for the holder’s own use. Activity on the account is the responsibility of the holder.

2. Under no circumstances should the account holder allow another person to access his/her account. That includes family members, friends and alumni. Passwords should be memorized and not written down or given to anyone else. Information Technology can reissue a new password if needed. If a student worker or employee needs access to administrative files, his/her supervisor should enter a ticket with Information Technology to request access to be granted.

3. Access is limited to authorized use by faculty, staff and enrolled students of the university. Alumni and other off-campus individuals are not permitted access to the system.

4. Network access via Lipscomb computing resources is limited to holders of Lipscomb computer accounts. Access to off-campus networks (e.g., Internet) is governed by Lipscomb’s policies, as well as the acceptable use policies of the remote networks. Individual computers are not allowed to be servers on the campus network. In the rare event that an individual computer needs to be a server on the campus network, permission must be requested by a vice president and approved by the chief information officer. Servers maintained outside Information Technology will not be visible from off campus. The university has a unified web presence. All marketing websites must be coordinated through the Office of University Communication and Marketing including the purchase of new domain names.

5. Any attempt to breach the security of accounts or files on the system, or to disrupt the operation or function of the system, will be prosecuted to the fullest extent of the law. Any deliberate action, whether illegal or not, which disrupts use of the system in any way impedes the use of the system will be subject to disciplinary action. Improper use of electronic mail (e.g., chain letter mail, harassment, sale of personal property, vulgar/offensive messages, etc.) is expressly forbidden.

6. Use of Lipscomb computing resources is restricted to the business of the institution. No outside commercial use of the campus system is allowed. Printing business flyers, doing work for other businesses, or receiving compensation for work done with user accounts is unacceptable.

7. All data stored on university-owned computer systems is the property of the university. This includes electronic mail. The university reserves the right to have the data monitored, when deemed necessary, by university personnel during normal business operations.

8. Software installed is governed by the copyright laws and agreements held by the university. An invoice for all software purchases must be submitted to Information Technology prior to installation on a university owned system. Software developed under the direction of the university is exclusively the property of the university. Software installed on the Lipscomb system by the university may NOT be copied under any circumstances. Placement of copyrighted materials, including copyrighted games, in areas accessible to users other than the owner is illegal. If personally purchased software is installed on a university machine, a copy of the invoice or receipt must be submitted to the IT Department or the software must be uninstalled.

9. Information Technology maintains a series of computer classrooms and labs to serve the entire university. Some application programs, especially those designed for an operating system other than remove Windows XP, Windows 7 or Mac OS X, are incompatible with our lab computers and will not work in our labs. Please contact the IT Department prior to purchasing any software.

10. Subsequent revisions to these regulations will be binding on all users upon publication of said revisions.

A complete, detailed Computer Usage policy is available at the IT Department.

Social Media Usage Policy

This policy is intended to provide framework for social media usage to give users parameters and raise sensitivity to possible red-flag issues. These apply to personal and institutional accounts.

- Any digital communication on the Web or through social media should do no harm to Lipscomb University or Lipscomb Academy whether your involvement in those channels is on or off campus.

- Do not post confidential or proprietary information about the institution, its students, its alumni, its employees or its donors. Use good ethical judgment and follow institutional policies and federal requirements such as those in the Health Insurance Portability and Accountability Act (HIPAA), the National Collegiate Athletic Association (NCAA), the Tennessee Secondary School Athletic Association (TSSAA) and the Family Educational Rights and Privacy Act (FERPA).
• Do not post anything that would embarrass, misrepresent or in any other way inappropriately position an individual or this institution. This includes use of language (including slurs, untruths, insults, obscenity), inappropriate visuals and malicious intent in any content.
• Respect copyright law.
• Observe in all social media communication the tenants of Lipscomb’s Ethical Conduct Policy.
• You should access social and web-based media for personal use on your own time. Appropriate uses of institutional resources in use of the social media include posts and searches that are directly related to your work.
• All users of social media on the institution’s behalf are expected to observe the rules, terms of service and agreements established by each particular social media tool.
• Social media sites are not, by definition, secure sites. Do not ask for any private, privileged or classified information through social media, such as credit card and other payment information.
• Do not post photographs of individuals without their permission.

The complete Use of Social Media Policy may be obtained from the Office of University Communication and Marketing.

Copyright and Compliance Policy
1. The mission of Lipscomb University and the principles of governance as stated in the university catalog preclude any acceptance of illegal, immoral or unethical activities.
2. The unauthorized duplication of any copyrighted materials or software which is licensed or protected by copyright is illegal, immoral and unethical.
3. Copyright infringement is generally defined as copyrighted work that is reproduced, distributed, performed, publicly displayed or made into a derivative work without the permission of the copyright owner and is punishable by federal law.
4. Failure to observe copyrights and/or terms of software license agreements may result in disciplinary action for faculty, staff or students by Lipscomb University and/or legal action by the licensor or copyright owner. Federal punishment can lead to civil action resulting in payment of statutory or actual damages, as well as criminal action.
5. Respect for the intellectual work and property of others is essential to the purposes and goals of colleges and universities. Plagiarism an unauthorized use of software, including programs, applications, data bases and codes, whether occurring in course work or other activities, will not be tolerated.
6. No university-owned computing resources may be used for unauthorized commercial purposes.
7. The administration, faculty and staff of Lipscomb University recognize the obligation to provide continuing guidance in academic honesty and moral integrity and to promote procedure and circumstances which will reinforce these principles.

E-mail Distribution List Policy
When used properly, electronic mail (e-mail) is a powerful tool for the exchange of information needed for daily business operations. However, indiscriminate use can take away time and resources needed for daily tasks. In a collaborative effort to ensure that e-mail is used for the daily business of Lipscomb University, the administration has approved the following policy to govern the use of employee and student e-mail distribution lists.

1. Employee and student e-mail distribution lists exist for the purpose of furthering the business of the university.
2. Users should restrict use of the distribution lists to messages of interest to the entire list.
3. Users should consider the proper chain of responsibility when sending messages. Messages of an informational nature should come from the person/office closest to the situation.
4. Users should send messages to the distribution list which is most appropriate for the context of the message. A message concerning university faculty members should be sent to “University Faculty” not to “All Lipscomb Employees.”
5. Never respond to an e-mail with a large distribution list using Reply to All. This causes a storm of unnecessary network traffic. Respond to sender only.
6. Information that is intended for a broad audience of viewers should be delivered by alternate methods, such as my.lipscomb.edu.

To clarify the policy, the following are examples of appropriate and inappropriate uses of the distribution list:

Appropriate:
• Messages from administration concerning school business
• Announcements concerning illness/death of employees or students
• Announcements concerning university or the academy activities or functions (concerts, ball games, registration info, etc.)
• Benevolent requests such as blood drives, disaster relief, family in need, etc.

Inappropriate:
• Computer for sale, house for rent, etc.
• Repairman needed
• Any form of solicitation or advertising for personal profit
• Chain mail or any message requesting you to forward it to multiple users
**Tobacco Usage**
The use of any form of tobacco on campus is prohibited.

**Alcohol and Drugs**
The purpose of the university's alcohol and drug policy is to provide a safe work place for all staff and auxiliary services, to comply with federal and state health and safety regulations, to prevent accidents and to provide employees who are consistent models for our students.

The use, possession, sale, transfer, purchase or being under the influence of intoxicating liquor, illegal drugs, or other intoxicants by all employees on university time or university premises or while on university business is prohibited. The illegal use of any drug, narcotic, or controlled substance is prohibited. Employees must not report for duty or be on university property while under the influence of, or have in their possession while on university property, any intoxicating liquor, illegal drug, or controlled substance. The university's full drug and alcohol policy is available in the Human Resource office.

**Solicitation**
Unauthorized solicitation, advertising, selling, promoting or distribution of goods or information on university property is prohibited.

**On-Campus Student Functions**
On-campus meeting spaces are reserved for student groups that are officially recognized by the institution. Requests for function and/or official status should be submitted to the vice president for student development for review.

**Conflict of Interest**
Lipscomb University expects its staff to conduct business according to the highest ethical standards of conduct. Staff are expected to devote their best efforts to the interests of Lipscomb and the conduct of its affairs.

Business dealings that represent, or appear to represent, a conflict between the interests of the university and a staff member are unacceptable. The university recognizes the right of staff to engage in activities outside of their employment which are of a private nature and unrelated to Lipscomb. However, a policy of full disclosure must be followed to assess and prevent potential conflicts of interest from arising. If a staff member has questions regarding a possible conflict of interest, he/she should discuss the matter with his/her immediate supervisor.

**Contract Policy**
The university has a contract policy, which applies to all employees campus-wide. According to the university's By-laws, only certain administrators have authority to bind the university to any type of contract. All employees should follow the contract policy carefully in order to insure that they do not become personally liable on any contract. If you have any questions contact the office of the general counsel.

**Harassment, Including Sexual Harassment**
In keeping with efforts to establish a work place environment in which the dignity and worth of all staff are respected, harassment of any nature, whether verbal or physical, is unacceptable and will not be tolerated. If a staff member believes he/she has been the victim of harassment, or knows of another staff member who has, he/she should report the incident immediately to his/her supervisor or the Human Resources Office, and follow the procedure set forth in the University Sexual Harassment Policy when applicable.

**Animals/Pets**
Pets and animals not used for academic instructional purposes are not permitted in offices or buildings on campus.

**Recording Without Permission**
Tape recording conversations without the informed consent of all parties is prohibited.

**Campus Printing**
Lipscomb University has established identity standards to which all printed material, audio-visual material as well as letterhead, envelopes and business cards and any other medium that carries university identity must conform. Any request for new letterhead, envelopes or business cards must be routed through the Office of University Communication and Marketing. University stationery should not be used for any purpose other than university business.

Any materials to be printed for distribution to off-campus audiences, or to promote university programs to off-campus audiences, must conform to standards established by the Office of University Communication and Marketing and must be reviewed prior to production and/or publication by the Office of University Communication and Marketing with at least three business days for review. Failure to do so may require correcting and reproducing the material at the campus entity’s expense. Business letters are excluded from this policy.
**Procurement**

The Procurement Office is responsible for publishing procurement procedures and providing assistance to university departments and vendors in complying with the regulations regarding the purchase of materials, supplies, equipment and services. Below is a summary of the purchasing guidelines.

- **0 - $3,000**  
  **Decentralized:** Purchases may be approved and administered by budget managers. Preferred method of payment is a budget manager's existing purchasing card.

- **$3,001 - $10,000**  
  **Centralized:** The Procurement Office/director of procurement will assist in the review of the purchase for competitive market pricing, reasonableness, need, overall value, appropriate account coding and available funds. The Procurement Office will help determine the method of payment.

- **$10,000 and up**  
  **Executive Level Centralized:** Purchases require the approval of the senior vice president of finance and administration and the director of procurement.

The fixed asset baseline threshold is $3,001 and up.

Any purchases above the $3,001 threshold will submit a purchase request to the Procurement Office.

Contact the Procurement Office for more detailed purchasing regulations, purchasing agent guidelines and contract approval information.

**Intellectual Property**

Lipscomb University has a detailed policy regarding intellectual property. If a staff member has any questions regarding intellectual property, please refer to this policy (See Appendix C).

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**End of Employment**

**Resignation of Staff**

If a staff member decides to terminate his/her employment relationship with Lipscomb University, he/she is expected to submit a letter of resignation to his/her supervisor at least two weeks prior to his/her proposed termination date. The termination process will include turning in university property, completing necessary paperwork, obtaining appropriate clearances, and participating in an exit interview. Although a staff member is free to resign from the university at any time, failure to provide two weeks notice will jeopardize his/her vacation pay.

**Discharge**

Discharge—either for failure to meet performance expectations or for misconduct—should be documented in accordance with established university guidelines for performance improvement counseling, as appropriate.

Once discharge-for-cause has been established as the appropriate action—according to university guidelines—the discharge is effective immediately. However, any accrued, unused vacation and holiday time will be paid as part of the final paycheck. There is no payout for sick time.

Eligible staff members who have been discharged and who believe university policy has not been followed or administered appropriately may appeal the termination through the Grievance and Complaint Process (see Section on Grievances).

**Continuing Benefits At End Of Employment**

Employees who leave employment—and whose employer sponsored benefits end as a result—may be able to continue their insured benefits coverage at their own cost for a defined period. More information about continuing benefits under COBRA can be obtained from the Human Resources Office.
**Final Paycheck**

Final paychecks for staff members who are ending employment should be available on the next regular payday. State law does not require that an employer present the final pay at the time of employment termination, but paychecks cannot be withheld beyond the next regular payday.

At the end of employment, staff members will be paid for any accrued, unused holiday and vacation time as part of their final paycheck.

As part of the staff member’s final paycheck upon retirement, they will be paid for any accrued vacation and holiday time. Staff members with at least 10 years of service will be paid for up to 20 days of accrued, unused sick time. A “day” for this purpose is one-fifth of their current regular weekly work schedule. The number of sick days paid will be calculated using the following formula and scale:

\[
\text{Percentage} = \left( \frac{\text{Remaining available sick days}}{\text{Maximum possible sick days}} \right) \times 100
\]

The number of sick days paid will be based on the above percentage and the scale below:

- 100%—80%: 20 days
- 79%—60%: 15 days
- 59%—40%: 10 days
- 39%—20%: 5 days
- 19%—0%: 0 days

For example, if an employee has 90 sick days available after 10 years of service, then their percentage would be 75% (90/120). The employee would be paid for 15 sick days based on the scale.

**Group Retiree Health Care Plan**

Employees eligible for the plan are defined as those who are at least 55 with 10 years of service and have officially retired from the school. Employees who retire may continue medical insurance coverage based on the following:

---

**Employees Hired Before August 1, 1993**

**Retire Before Age 65**

- Employee: pay 100% of the premium until age 65.
- Spouse: pay 100% of the premium until age 65.
- Children: pay 100% of the premium until child reaches 26.

**Retire at Age 65 or After**

The plan is a Medicare carve-out plan. Benefits are calculated based upon Lipscomb’s Employee Group Health Care Plan and then reduced by any Medicare payments or reductions required by Medicare. The employee pays the retiree premium for themselves and the spouse based on the following scale:

<table>
<thead>
<tr>
<th>Years of Employment</th>
<th>Employer Contribution</th>
<th>Employee Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 25 years</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>25-29 years</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>30-34 years</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>35-39 years</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>40 plus years</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**If the spouse of a retiree is employed, the spouse’s group insurance provider at his/her place of employment must be treated as the primary provider after taking into account any Medicare payments.**

**Employees Hired After August 1, 1993**

May participate in the plan but must pay 100% of the premium, regardless of years of service at retirement.

The Board of Trustees of Lipscomb University reserves the right to modify this plan at any time and at its sole discretion.
**Defined Benefit Retirement Plan**

There are three different times that an employee can retire and receive benefits from the Plan: early, normal, and late retirement.

“Early retirement” is at any time after the employee reaches age 55 and has at least 15 years of credited service with the university. The “normal retirement” date is the May 31 closest to the employee’s 65th birthday. “Late retirement” is at any time after the May 31 closest to the employee’s 65th birthday. There is no mandatory retirement age. An employee may work beyond age 65 and benefits would begin on the delayed retirement date.

A Summary Plan Description is available in the Human Resources Office.

**Defined Contribution**

The normal retirement date is the May 31 nearest the date in which age 65 is attained. An employee may elect to begin receiving retirement benefits at any time after their termination from employment, whether before or after normal retirement age. There is a 10% penalty if monies are withdrawn before age 59 1/2.

A Summary Plan Description is available in the Human Resources Office.

**Last Day of Employment**

Prior to an employee’s last day of employment it will be communicated to them information about their benefits, their Lipscomb employee email, their last paycheck, etc.

---

**Benefit Summary for Retirees**

Below is a summary of the benefits and services available to Lipscomb retirees. In order to be considered a retiree, an employee must be at least 55 and have ten years of service prior to ending their employment.

**Benefits**

**Health Insurance**

Employees who retire before age 65 and are participants in the University’s group health insurance plan can continue their participation in the plan but will be responsible for paying 100% of the premium for their coverage and dependent coverage.

Employees who retire at age 65 or later and are participants in the University’s group health insurance plan can elect to participate in the Lipscomb University Retiree Medical Plan. The retiree medical plan pays secondary to Medicare. As a result, the retiree must have Medicare Parts A & B to be eligible for retiree medical coverage. The premiums for this plan are shared between the University and retiree based on years of service as defined on the scale below. All employees hired after August 1, 1993 will be responsible for paying 100% of the premium regardless of years of service. Please contact Human Resources if you want additional information about the Lipscomb University Retiree Medical Plan.

<table>
<thead>
<tr>
<th>Years of Employment</th>
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</tr>
<tr>
<td>40 plus years</td>
<td>100%</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Dental Insurance**

Retirees can continue their participation in the dental insurance plan for up to 18 months after retirement by electing COBRA. The retiree will be responsible for paying 100% of the premium for their coverage and dependent coverage.

**AFLAC**

Existing AFLAC coverage can be continued after retirement. If continued, the billing method will change from payroll deduction to direct bill to the retiree.
Long Term Care Insurance
Existing Long Term Care coverage can be continued after retirement by completing a conversion of coverage application. If continued, the billing method will change from payroll deduction to direct bill to the retiree. The premiums may also change when coverage is converted.

Tuition Discount
Undergraduate tuition is free for retirees. Qualifying dependents of retirees are eligible to continue the tuition discount if currently enrolled until they complete their education through the undergraduate level.

Life Long Learning Program
Retirees will receive a 50% discount on classes offered through the Life Long Learning program for themselves and their spouses.

Retirement Payments
Retirees who are active participants in the 403(b) plan will need to contact TIAA-CREF directly at 1-800-842-2776 or Brandon Hall our Fidelity Investments consultant to begin the process of receiving payments.

Consultants for the Plans:
TIAA-CREF – Andrew Hall: 615-783-2900 x256405; anhall@tiaa-cref.org
Fidelity Investments – Brandon Hall; 615-804-9232; Brandon.hall@fmr.com
Active participants in our defined benefit plan or those with a frozen benefit in the plan will need to contact the Human Resources Office to request their calculations and paperwork. The Human Resources Office will send the information to you as soon as it is available. Once the forms are completed, they should be returned to the Human Resources Office for processing.

Free Activities and Services
Retirees receive access to the following events and services by showing their “Special Privilege Card” which is issued by the Human Resources Office upon retiring.

University and Academy Athletic Events
Retirees receive free admission for themselves and one guest to most athletic events.

Counseling Center
All counseling services provided by our Counseling Center are available to retirees at no charge.

Health Center
The Health Center on campus will provide flu shots for the set fee and blood pressure checks to all retirees.

SAC – Student Activities Center
Retirees may use the Student Activities Center.

Theater Events
Retirees receive admission to theater events on campus. (See back of Privilege Card)

Artist Series Concerts
Retirees receive free admission to the Artist Series Concerts.

E-Mail and On-Campus Internet Access
You will continue to have access to your current email address and also be added to a retiree distribution list. Retirees may also receive, upon request, access to the Internet while on campus.

Other Services and Discounts
Bookstore
Lipscomb retirees receive 20 percent discount on any item not on sale, excluding software, textbooks and text discount special order items with a minimum purchase of $1 and a discount of 20 percent on all institution purchases of interdepartmental supplies. Additional discounts may be negotiated for quantity purchases or special purchase items.

Library
By following the library application process, retirees can receive a special card providing free access to library materials.

Wellness Program
Newsletters obtaining information about exercise events and seminars, which are open to retirees, will be sent to them by email.

Retiree Gift
As a token of appreciation, retirees have the option of a rocking chair, captain’s chair, lamp or selecting a comparable gift from our years of service gift provider brochure.
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Appendix A

Policy

Lipscomb University

Status with the Commission on Colleges

SECTION I: Purpose

This policy exists to ensure all publications published and distributed to Lipscomb University constituents accurately reflects the status of the university with the Commission on Colleges, Southern Association of Colleges and Schools (SACS).

SECTION II: Application

(1) Application: This policy applies to all publications published and distributed to all current and potential constituents of Lipscomb University.

(2) Effective Date: This policy is effective immediately (January 22, 2007)

SECTION III: Definitions and Descriptions

(1) The following narrative and descriptive content shall be included in all publications produced for the use of Lipscomb University which require notice of affiliation with the Commission on Colleges.

Lipscomb University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s and master’s degrees.

Appendix B

Lipscomb University

Recruitment Materials and Presentations

SECTION I: Purpose

This policy exists to ensure all recruitment materials and presentations made in the name of Lipscomb University by any and all representatives of the university accurately represent the practices and policies of the university.

SECTION II: Application

(1) Application: This policy applies to all faculty, staff, students, and any other persons employed by the University who recruit students.

(2) Effective Date: This policy applies to the university after the effective date of this policy.

SECTION III: Definitions

(1) Recruitment materials: Any material or copy used in the recruitment process whether brochures, discussions, presentations, etc.

(2) Practices and policies: All Lipscomb University practices applicable to and used in the recruitment process and procedures such as religious affiliation, admission practices, general student management practices, financial aid and services, disciplinary procedures, student life requirements, and other such policies and practices useful to students as they make decisions regarding attending Lipscomb University.

SECTION XI: Compliance

Failure to comply with the provisions of this policy is a violation and may result in discipline of an employee in accordance with applicable university policies and procedures.

SECTION XII: Effective Date

The effective date of this policy shall be February 7, 2007.
Appendix C

Lipscomb University

Intellectual Property Policy

SECTION I: Purpose

This policy exists to encourage research and innovation, clarify ownership of intellectual property rights, create opportunities for public use of the university innovations, and provide for the equitable distribution of monetary and other benefits derived from intellectual property.

SECTION II: Application

(1) Application: This policy applies to all faculty, staff, students, and any other persons employed by the university; to all persons receiving funding administered by the university of receiving other compensation from the university; and to all university-enrolled graduate students regardless of funding or employment status.

(2) Effective Date: This policy applies to intellectual property disclosed to the university after the effective date of this policy.

SECTION III: Definitions

(1) Creator: “Creator” means the individual or group of individuals who invented, authored, or were otherwise responsible for the intellectual creation of the intellectual property, as defined in the applicable intellectual property statutes.

(2) Intellectual Property: “Intellectual property” means any invention, discovery, improvement, copyrightable work, trademark, trade secret, and licensable know-how and related rights. Intellectual property includes, but is not limited to, individual or multimedia works of art or music, records of confidential information generated or maintained by the university, date, texts, instructional materials, tests, bibliographies, research findings, organisms, cells, viruses, DNA sequences, other biological materials, probes, crystallographic coordinates, plant lines, chemical compounds, and theses. Intellectual property may exist in a written or electronic form, may be raw or derived, and may be in the form of text, multimedia, databases, graphics, digital images, video and audio recordings, live video or audio broadcasts, performances, two or three dimensional works of art, musical compositions, executions or processes, film, film strings, slides, charts, transparencies, other visual/aural aids or CD-ROMS.

(3) Net Income: “Net income” means the gross monetary payments the university receives as a result of transferring rights in the intellectual property less the university’s out-of-pocket expenditures (including legal fees) directly attributable to protecting, developing, and transferring that intellectual property.

(4) Regular Academic Work Product: “Regular academic work product” means any copyrightable work product which is an artistic creation of which constitutes, or is intended to disseminate the results of, academic research or scholarly study. Regular academic work product includes, but is not limited to, books, class notes, theses and dissertations, course materials designed for the web, distance education and other technology-orientated educational materials, articles, poems, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic, and sculptural works, or other works of artistic imagination. Software specifically needed to support a regular academic work product or which is designed to disseminate the results of academic research or scholarly study is also considered a regular academic work product.

(5) Employee: “Employee” means a person employed or otherwise compensated by the university, including faculty, staff and students.

(6) Specially Commissioned Work: “Specially commissioned work” means a work specially ordered or commissioned and which the university and the creator expressly agree in a written instrument signed by them shall be considered as such.

SECTION IV: Administrative Procedures

The president, in consultation with the provost and the general counsel, shall adopt procedures to implement this policy.

SECTION V: University Ownership

Subject to the exceptions in Section VI, the university shall be the sole owner of all intellectual property created through the use of university resources or facilities, supported directly or indirectly by funds administered by the university, developed within the scope of employment by employees, agreed in writing to be a specially commissioned work, or assigned in writing to the university.

SECTION VI: Exceptions to University Ownership

(1) Regular Academic Work Product: A regular academic work product is owned by the creator and not the university. This subdivision does not apply to a regular academic work product that is assigned in writing to the university or specifically ordered or commissioned and designated in writing by the creator and university as a specially commissioned work.
(2) Course Requirement: Intellectual property created solely for the purpose of satisfying a course requirement is owned by the creator and not the university. This subdivision does not apply if the creator assigns ownership rights in the intellectual property to the university in writing or assignment of such ownership rights to the university is made a condition for participation in a course.

(3) Pre-Existing Rights: If the intellectual property referred to in subparagraphs (1) or (2) of this section is a derivative of or otherwise uses preexisting university-owned intellectual property, this section shall not prevent the university from asserting its preexisting rights.

(4) Contractual Agreements: For intellectual property created in the course of or pursuant to sponsored research, external sales, industrial affiliates programs, or other contractual arrangements with external (non-university) parties, ownership will be determined in accordance with the terms of the university’s agreement with the external party and applicable law.

(5) Outside Consulting Activities: For intellectual property created in the course of or pursuant to activities that fall within and comply with university policy, ownership will be determined in accordance with the terms of any agreement governing intellectual property developed pursuant to such activities.

SECTION VII: Use of Intellectual Property

(1) Rights to Publish: Nothing in this policy shall be construed as affecting the rights of a creator to publish, except that the creator must agree to observe a brief period of delay in publication or external dissemination if the university so requests and such a delay is necessary to permit the university to secure protections for intellectual property disclosed to it by the creditor.

(2) Use of Teaching Materials: In order to facilitate joint work on teaching materials and support collaborative teaching, and notwithstanding the ownership rights otherwise granted by this policy, individuals who contribute teaching materials used in jointly developed and taught university courses thereby grant a nonexclusive, nontransferable license to the university to permit other contributors to the course to continue using those jointly produced teaching materials in university courses.

SECTION VIII: Distribution of Income

(1) Academic Research or Scholarly Study: Unless otherwise agreed in writing by the University and creator, in the event that the university receives income from intellectual property that is derived from academic research or scholarly study, that is disclosed to and licensed or otherwise transferred by the university’s technology transfer unit, and that is not agreed to in writing to be a specially commissioned work, any net income will be divided as follows:

(a) 50% to the creator;
(b) 25% to the university;
(c) 10% to the creator’s college(s) or school(s) that supported the creation of the intellectual property; and
(d) 15% to the department, division, or center that supported the creation of the intellectual property to be spent in support of the creator’s research or other directly related university work.

(2) Changes to Distribution: Changes to distribution of income under subparagraphs (1)(a) and/or (b) may be appropriate if the income to a department, division, or center becomes disproportionate compared to the unit’s budget or if there are administrative organizational changes, including movement of the creator among units. Decisions about redistribution of income under such circumstances shall be made by the provost, the vice president of financial affairs and the deans of the appropriate colleges or schools.

SECTION IX: University Responsibilities

The university shall have the responsibility to:

(1) provide oversight of intellectual property management and technology transfer;
(2) establish effective procedures for licensing and patenting intellectual property;
(3) promote effective distribution and marketing of intellectual property;
(4) protect the university’s intellectual property; and
(5) inform individuals covered by this policy about its provisions.
SECTION X: Responsibilities of Applicable Individuals

Faculty, staff, all persons receiving funding administered by the university or receiving other compensation from the university, and all graduate students, regardless of funding or employment status, have a responsibility to:

(1) adhere to the principles embodied in this policy;
(2) sign when so requested by the university, the university’s Intellectual Property Policy Acknowledgement;
(3) create, retain, and use intellectual property according to the applicable local, state, federal, and international laws and university policies;
(4) disclose promptly in writing intellectual property owned by the university pursuant to this policy or created pursuant to sponsored research or other contractual arrangements with external parties that are governed by Section VI, subparagraph (5), and assign title to such intellectual property to the university or its designee to enable the university to satisfy the terms of any applicable funding or contractual arrangement; and
(5) cooperate with the university in securing and protecting the university’s intellectual property, including cooperation in obtaining patent, copyright, or other suitable protection for such intellectual property and in legal actions taken in response to infringement.

SECTION XI: Compliance

Failure to comply with the provisions of this policy is a violation and may result in discipline of an employee in accordance with applicable university policies and procedures.

SECTION XII: Effective Date

The effective date of this policy shall be January 18, 2007.

Appendix D

Policy

Lipscomb University

Timely Reporting of Substantive Change*

Definition of substantive change:

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution. Under federal regulations, substantive change includes:

- Any change in the established mission or objectives of the institution
- Any change in legal status, form of control, or ownership of the institution
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution’s current accreditation or reaffirmation
- A change from clock hours to credit hours
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program
- The establishment of a branch campus
- Closing a program, off-campus site, branch campus or institution
- Entering into a collaborative academic arrangement such as dual degree program or a joint degree program with another institution
- Acquiring another institution or a program or location of another institution
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs
Procedure

The following procedure and process shall be followed when any substantive change occurs at Lipscomb University. Responsibility for implementation of the process rests with the associate provost for institutional effectiveness.

Step I

When any person or departmental representative is considering initiating one or more of the above-listed actions, that person should contact the associate provost for institutional effectiveness for further instructions.

Step II

The associate provost for institutional effectiveness will commence preparation of required documents, if applicable, to forward to SACSCOC for approval, including any continuing SACSCOC requests for additional information.

Step III

Following final approval by SACSCOC, the initiating department may proceed with full implementation of the program/project.

Step IV

If the approval process includes a site visit, the associate provost for institutional effectiveness will manage the entire process to ensure appropriate logistical arrangements and required documentation is available for on-site reviewers.

Step V

The associate provost for institutional effectiveness maintains all documents, prepares any continuing reports and ensures final approval of the request for approval of substantive change.