



Voorhees University

**POLICY MANUAL**

**VOLUME III**

**General Employment  
and  
Fiscal Affairs Policies**

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**General and Fiscal Affairs Policy**

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# Volume III

## Institution-Wide Employment Policies

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### 3.0 Introduction

Volume III of the *University Policy Manual* contains employment policies that pertain to all faculty and staff employees of the University. It supersedes all previous employment-related policies and procedures published in prior personnel handbooks and publications. Additional policies that pertain only to members of the faculty (including but not limited to faculty policies addressing Rank, Appointment and Selection, Promotion, Evaluation, Tenure, Separation, Faculty Rights and Responsibilities, Leave, and Grievances) are provided in Volume IV of the *University Policy Manual*. General policies that affect all members of the campus community (including students) are set forth in Volume II.

The *University Policy Manual*, including the policies, procedures, rules and benefits set forth in this Volume III, is not a contract of employment. No policy manual can anticipate every circumstance or question about policies. As Voorhees University continues to grow, the need may arise to improve, modify, revise, supplement, or rescind, suspend, terminate, or change policies or portions of this volume. Additionally, state and federal laws affecting Voorhees University operations may require changes to the volume. Voorhees University reserves the right to make any changes at its sole and absolute discretion as deemed necessary, but only in writing and signed by the President. All employees will be notified of changes in a timely manner and will be asked to certify that they have received the notice of change.

Voorhees University has made this edition of Volume III of the *University Policy Manual* as comprehensive as possible; however, it is not possible to foresee every situation that may occur. Circumstances not specifically addressed in the *University Policy Manual* will be handled on a case-by-case basis, in accordance with established practice. If there are questions or concerns regarding any component, or aspect, of this volume, the Department of Human Resources has the authority to answer questions and/or make interpretations.

### 3.1 Human Resources Department Structure

#### 3.1.1 Organization and Administration

The University is a non-profit organization, chartered by the State of South Carolina. The Charter provides for a Board of Trustees to govern all affairs and interests of the University. The Board of Trustees is empowered to adopt policies under which the management and direction of the affairs of the University are conducted.

The President is the Chief Executive Officer of the University and ex-officio member of the Board of Trustees, reporting directly to the Board of Trustees. The President is a delegated authority by the



Board of Trustees for policy changes and holds the final decision-making authority in cases of appeal in human resources matters. The President appoints a Cabinet whose duty is to advise in the decision-making process of the University. Cabinet members act only as advisors to the President in their respective areas of expertise.

### 3.1.2 Administration of the Human Resources Program

The following individuals administer the Human Resources Program at Voorhees University: the University President, the Vice President for Business and Fiscal Affairs, the Director of Human Resources, the Provost/Vice President for Academic Affairs, and other senior administrators as deemed appropriate by the President. These individuals have the following responsibilities:

**President** - Excluding matters reserved for approval by the Board of Trustees, has final authority for Human Resources management. The President may delegate this authority as deemed necessary.

**Vice President for Business and Fiscal Affairs** - Oversees the activities of the Department of Human Resources and plays a specific role in human resources matters having financial and legal impact on the University, including, but not limited to compensation and benefits.

**Provost/Vice President for Academic Affairs** – Responsible for faculty management and interpreting the human resources policy for faculty as expressed in Volume IV and other policies and procedures.

**Director of Human Resources** - Responsible for administering, and interpreting human resources policies and procedures as they apply to all Divisions and employees. The Director of Human Resources advises management in all matters related to human resources administration including, but not limited to, employee-management relations, equal employment opportunity, career development, employee health, safety, and morale, etc.

**Grievance Committee** - Assists the Director of Human Resources in the above responsibilities.

**Vice Presidents, Department Chairs, Directors, Coordinators, Managers and Supervisors** - Responsible for knowing and applying the provisions of these policies and for cooperating with the Director of Human Resources to ensure the uniform interpretation and application of these policies.

### 3.1.3 Management and Supervisory Responsibilities

Managers and supervisors are the first line of implementation of these policies. Managers and supervisors are also responsible for coordinating with Human Resources in dealing with violations and other personnel matters. All employees, including those with management or supervisory responsibility, who are in violation of University policies, procedures or rules, are subject to disciplinary action, up to and including termination.

### 3.1.4 Equal Opportunity Employment

Federal and state laws and University policy prohibit discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, religion, ethnic or national origin, sex, age, sexual orientation, genetic orientation or against qualified disabled persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law, or any factor that is a prohibited consideration under applicable law. If you believe that you have been discriminated against in violation of the law, you should immediately contact Human Resources. Supervisors and managers who become aware of complaints of discrimination must report the matter to Human Resources. All employees are responsible for administering this policy.

## 3.2 Employment Categories and Status Policies

### 3.2.1 Employee Categories

There are three categories of employees at the University: faculty, administration, and staff.

#### 3.2.1.1 Faculty

Faculty: Includes Deans, Registrar, Professors, Associate Professors, Assistant Professors, Instructors, Visiting and Guest Lecturers, library and academic student support services staff. These individuals are exempt from the provisions of the Fair Labor Standards Act.

##### 3.2.1.1.1 Administrators with Faculty Rank

If a faculty member assumes full-time administrator duties, the individual retains the faculty rank achieved at the time of full-time faculty duties, but is not eligible for promotion in rank while serving as an administrator, or tenure if such has not been granted prior to appointment as an administrator.

Moreover, these individuals are subject to the terms and conditions of employment specified in Volume III with respect to their non-faculty appointment. Solely with regard to academic freedom matters, such individuals have both the rights and responsibilities of faculty members set forth in Volumes IV, including access to the faculty grievance procedure.

If the individual is removed, or resigns from the administrative position, the removal does not impair whatever rights that person may have in faculty rank. For additional information regarding faculty members with full-time administrative duties, please refer to Volume IV, Subsection 4.1.1.3.

### 3.2.1.2 Administrators

Chief Administrators include the University President and the Vice Presidents.

Administrators are those individuals working under the direction of a Chief Administrator and include Directors, Coordinators, and Counselors. Their function is administrative specific to their area of responsibility. They are subject to the decisions of the Chief Administrators to whom they report and to all the University -wide policies.

These individuals are exempt from the provisions of the Fair Labor Standards Act.

### 3.2.1.3 Staff

Generally, staff members are those who provide a variety of support services to Administrators and Faculty and include individuals fulfilling both exempt and non-exempt positions. Non-exempt positions, such as secretaries, groundskeepers, housekeepers, etc., are covered under the provisions of the Fair Labor Standards Act (FLSA), which requires minimum wage rate and overtime pay (1.5 times the base hourly/salary rate) for all hours worked in excess of 40 during the specified workweek.

## 3.2.2 Employment Status

1. Full-time Employees are defined as: Employees who are employed in a designated, or budgeted, full-time position approved by the University. Full-time employees generally receive all benefits for which they are eligible under these policies.
2. Part-time Employees are defined as: Employees who work in positions that are not budgeted, or designated as full-time and generally requires less than 40 hours per week. Part-time employees may be eligible for some benefits.

## 3.2.3 Employment at Will

All non-faculty employees of the University are employed at-will. This means that employees are free to resign at any time and with or without reason. Similarly, this means that the University may terminate the employment relationship at any time, with or without reason or notice. The policies, procedures, and benefits contained or referenced in the *University Policy Manual*, including those set forth in this Volume III, do not constitute an Employment Contract, nor shall they be viewed as creating any promises or contractual rights of any kind. Moreover, the policies, procedures, and benefits contained or referenced in the *University Policy Manual*, including those set forth in this Volume III, are subject to change without notice to conform to federal or state laws, terms of benefits plans, or otherwise at the discretion of the University.

## 3.2.4 FLSA Exemption Status – Fair Labor Standards Act

It is Voorhees University’s policy to comply with federal wage and hour laws. To further this goal, employees will fall into one of two designations: exempt and non-exempt.

### 3.2.4.1 Non-Exempt

Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA). Such employees must accurately record all hours worked and will receive overtime pay for work performed in excess of 40 hours in a workweek.

### 3.2.4.2 Exempt

Employees who are exempt from federal minimum wage and overtime provisions receive a guaranteed salary that compensates them for all hours worked in a workweek regardless of the number of hours worked.

Exempt employees are not entitled to additional compensation for work performed in excess of the 40-hour workweek.

## 3.3 Employee Selection Policies

Employment at Voorhees University is based on the qualifications of applicants and suitability for the position to be filled. Procedures for filling vacancies are outlined below. When filling vacancies, the University will:

1. Consider candidates without discrimination in conformance with its Equal Opportunity Policy.
2. Select the qualified individual who best meets the needs of the hiring department or program and the mission and goals of the University.
3. Select qualified administrative and staff members with the appropriate skills, education, training, and experience to lead the University.
4. Select faculty members qualified to accomplish the mission and goals of the University.
5. Enhance opportunities for mobility and promotion of qualified candidates who are current University employees.

### 3.3.1 Announcement of Vacancies

#### 3.3.1.1 Definitions

A Vacancy is a new or existing unfilled budgeted position.

A Promotion is the selection of an internal employee to fill a vacancy in a higher classification level position. Administration and staff promotions will follow the procedures outlined in this Volume. Faculty promotions will follow the procedures outlined in Volume IV.

A Transfer is the selection of an internal employee to fill a vacancy at the same level as the employee's previous position. Transfers may be voluntary or involuntary. Voluntary transfers will follow the procedures outlined in this volume.

A Demotion is the selection of an internal employee to fill a vacancy in a lower classification level position. Demotions may be voluntary or involuntary. Voluntary demotions will follow the procedures outlined in this volume for non-faculty positions.

### **3.3.1.2 Approval to Post a Vacancy**

#### **3.3.1.2.1 Faculty**

Voorhees University employs competent faculty members qualified to accomplish the mission and goals of the institution. Policies and procedures, with regard to the selection and appointment of competent faculty, including the approval to hire and process are outlined in Volume IV.

#### **3.3.1.2.2 Administrators**

1. The President determines the overall need of the University and grants authorization to proceed with a formal search for all administrator positions.
2. Senior level administrators include the President and Vice Presidents.
3. Upon confirmation from the President and/or Vice President that an administrator vacancy is to be filled or created, the President or Vice President will send an updated job description to Human Resources.
4. Based upon a review of the new job description, Human Resources will draft and post a position announcement in accordance with the University's Posting and Advertising Vacancies Policy below.

#### **3.3.1.2.3 Staff**

1. When a staff vacancy occurs, a new staff position is proposed, or temporary help is needed, the hiring manager shall meet with the Vice President of the appropriate area to determine the overall need of the institution and obtain authorization to proceed with filling the position.
2. Upon confirmation from the appropriate area Vice President and the Office of Business and Fiscal Affairs that a staff vacancy may be filled or created, the hiring manager will send an updated job description to Human Resources.
3. Based upon a review of the new job description, Human Resources will assist with drafting, and will post a job announcement in accordance with the University's Posting and Advertising Vacancies Policy.

### 3.3.1.3 Posting and Advertising Vacancies Policy

The Department of Human Resources will post vacancies that are to be filled in accordance with the procedures outlined below. A current list of vacancies will be posted for review/consideration. Vice President, Chairperson, and Director-level positions may not always be posted internally. Each position announcement will reflect the University's policy as an Equal Opportunity Employer and promote a drug-free workplace. Exceptions to the position-posting requirement may include situations such as reorganizations, reassignment, or other instances as reviewed and approved by Human Resources.

#### 3.3.1.3.1 Procedures for Posting and Advertising Vacancies

1. Openings are generally posted within the University to inform employees of vacant positions for which they might apply.
2. Positions may be advertised in local and large metropolitan area newspapers, professional journals, online services, etc. Positions may also be advertised with the S.C. Department of Employment and Workforce in appropriate circumstances. After the Vice President for Business and Fiscal Affairs has authorized advertising for the position, the Director of Human Resources will initiate the employment search.

### 3.3.2 Applications

All applicants must formally apply for the position. This includes current employees applying for promotions or transfers, as well as former employees seeking to re-employment by the University. Applications for employment or re-employment must be submitted as prescribed by the Department of Human Resources. Only documents received in the prescribed manner will be considered. Information submitted with the application for University employment is subject to verification.

#### 3.3.2.1 Application Forms

All persons being considered for employment by the University must complete an Application for Employment form provided by the Department of Human Resources. The Employment Application Form requires background information including education, experience, and other pertinent position-related information. All applications must be signed with an electronic digital signature. The Department of Human Resources may require documentation to verify statements or claims on the application.

#### 3.3.2.2 Accuracy of Applications

Voorhees University relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the

person has been hired, termination of employment.

### 3.3.3 Candidate Evaluation and Selection

#### 3.3.3.1 Faculty Candidate Evaluation Criteria and Selection

Voorhees University employs competent faculty members qualified to accomplish the mission and goals of the institution. Policies and procedures with regard to the evaluation, selection and appointment of competent faculty applicants are outlined in Volume IV of the *University Policy Manual*.

#### 3.3.3.2 Administrator Candidate Evaluation and Selection

When senior level administrator vacancies exist, the President will appoint a search committee to review and evaluate, in consultation with the Director of Human Resources, resumes and applications based upon the requirements of the position. The goal of the search committee is to screen and interview qualified candidates to present candidates to the President for final interviews.

The decision to appoint an applicant for an administrative position is made by the President on the recommendation of the search committee and appropriate area Vice President as detailed in Recruiting and Hiring Procedures (Appendix 3.3.3.2). Hiring managers are not authorized to extend written or verbal offers of employment to an administrative applicant without the written approval of the President. Human Resources will contact those candidates who were not selected.

Applicants will be required to provide any position-related information, and if applicable, undergo any position-related examinations, which may include drug tests or background checks, necessary to demonstrate compliance with the requirements of the position. The Director of Human Resources or a designee thereof will determine the necessity of any position-related examination(s).

#### 3.3.3.3 Staff Candidate Evaluation Criteria and Selection

The Hiring Manager, in consultation with his/her screening committee, will review and evaluate applications and resumes based upon requirements of the position and select the most qualified applicants to be invited for an interview. The procedure will allow for hiring managers to report the disposition of all referred applications for EEOC reporting purposes. Human Resources will contact all candidates whether selected for hiring or not.

Applicants will be required to provide any position-related information, and if applicable, undergo any position-related examinations, which may include drug tests or background checks, necessary to demonstrate compliance with the requirements of the position. The Director of Human Resources or a designee will determine the necessity of any position-related examination(s).

#### 3.3.3.4 Disqualification

Applicants may be disqualified from consideration if they:

1. Do not meet the qualifications necessary for performance of the available position.

2. Make a false statement or omit material facts, as determined by the University, on the application form or supplements or during the interview process.
3. Commit or attempt to commit a fraudulent act at any stage of the selection process.
4. Do not provide satisfactory proof of identity and authorization to work in the United States.
5. Do not meet the minimum age required for employability prescribed by federal and/or state law.

If, after review of personal references and criminal records, it is determined by the University that the applicant's background indicates inconsistency with the missions and goals of the University and the needs or requirements of the position, the candidate will be disqualified. In addition, after such review, it may be determined that the applicant possesses an unsatisfactory employment record or behavior pattern of such a nature that is unacceptable for employment with the institution.

An applicant may be disqualified for consideration on other reasonable grounds related to the position. No applicants will be disqualified for consideration on the basis of race, color, religion, ethnic or national origin, sex, age, sexual orientation, genetic orientation or against qualified disabled persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law, or any factor that is a prohibited consideration under applicable law or any other non-merit factor unless such factor supports an independent basis for disqualification as outlined above.

#### **3.3.3.4.1 Background and Reference Screens**

Voorhees University seeks to provide a safe and professional environment for students, faculty, staff, and visitors. To accomplish this, Voorhees University requires all prospective employees to submit to a verification of credentials, employment history and criminal history. Additionally, credit checks will be conducted for employees who will have responsibility for handling University and other funds, making financial transactions or hold other positions requiring fiscal responsibility. Driving records will be reviewed for all applicants whose job duties require driving. Any applicant that refuses to submit to a background check will not be eligible for employment.

If the applicant has reported a criminal history and/or the criminal history background check uncovers potential problems, the Director of Human Resources will determine the next course of action. Each case will be reviewed and factors will be considered such as, but not limited to, the nature and age of the crime reported, the position sought and duties, rehabilitation, the candidate's employment history, and references.

Background reports will be maintained in the employee or applicant's secured file in Human Resources. A candidate who is judged not to qualify for a position or is not hired because of the background check may request in writing a copy of the report(s) from Human Resources.

#### **3.3.3.4.2 Additional Pre-Employment Screening**

A person to whom a conditional offer of employment or re-employment has been made may be required to undergo a medical examination, drug screen test, medical interview, psychological examination, or physical agility test to:



1. Determine the person's ability to satisfactorily perform job-related functions with or without reasonable accommodation;
2. Determine whether a direct threat exists to the safety or health of students or coworkers; or
3. Make other determinations permitted by law.

Employment will be contingent upon satisfactory completion of such examination, medical interview, or test.

A current employee may be required to undergo a medical examination, drug screen test, medical interview, psychological examination, or physical agility test to determine the employee's abilities to:

1. Satisfactorily perform job-related functions, with or without reasonable accommodations;
2. Satisfy group insurance policy requirements (if applicable);
3. Determine compliance with the University's Alcohol and Drug policy or other position-related policies of the University (i.e., employee's return from a sick leave of three days or more); or
4. Make other determinations permitted by law.

Voorhees University incurs the full cost of tests and examinations to which it requires an employee to submit.

#### **3.3.3.4.3 Immigration Law Compliance**

It is the policy of Voorhees University to comply with federal and state legislation that require employers to verify employee identity and to assure employees meet minimal state and federal eligibility requirements for employment. All offers of employment are conditional upon receipt of satisfactory evidence of an employee's identity and legal authority to work in the United States. The prospective employee has the responsibility to incur all fees associated with federal and state employment authorization.

In accordance with federal immigration laws, the University must verify that anyone hired, recruited, or referred for employment is eligible to work in the United States. In accordance with state law, Voorhees University utilizes the E-Verify system that enables verification of employment eligibility for all newly hired employees, regardless of citizenship. E-Verify provides an automated link to the Department of Homeland Security (DHS) and Social Security Administration (SSA) databases to help determine employment eligibility of newly hired employees.

Employees with questions or seeking more information on verification and immigration law issues are encouraged to contact the Human Resources Office. Employees may raise questions or complaints about verification and immigration law compliance without fear of reprisal.

#### **3.3.3.4.4 Nepotism**

Voorhees University permits employment, transfer or promotion of qualified relatives of employees as long as such employment does not, in the opinion of Voorhees University, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is defined as a spouse, child,

parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law or step-relation or any other related person or non-related person who is part of the employee’s household. For purposes of this policy, individuals engaged in an apparently romantic relationship are treated as if they were spouses.

No employee is permitted to work for a relative, i.e., within the same “chain of command,” where the other relative could influence one’s work responsibilities, salary, or career progress. Moreover, an employee may neither initiate nor participate in institutional decisions involving a benefit to a relative (i.e., initial employment or appointment, retention, promotion, salary, leave of absence, etc.).

**Exceptions:**

When the President determines that it would be in the best interest of the University, the President may approve individual exceptions to this policy for persons who are relatives, but only when:

1. The interests of other employees are not prejudiced by the exception; and
2. All recommendations or decisions made by one relative about the other relative are subject to review and approval either by an unrelated supervisor or by another University employee designated to perform this function.

### 3.3.3.5 Appointment Letters

#### 3.3.3.5.1 Faculty Appointment Letters

Voorhees University employs competent faculty members qualified to accomplish the mission and goals of the institution. Policies and procedures with regard to the evaluation, selection and appointment of competent faculty applicants are outlined in Volume IV of the *University Policy Manual*.

#### 3.3.3.5.2 Administrator and Staff Letters of Employment

Appointments of administrators and staff are at the discretion of the President, after consultation with the appropriate Vice President and the Director of Human Resources. All appointments are subject to confirmation by the President, or a designee. A Letter of Employment signed by the President or his designee gives official notification of such confirmation.

### 3.3.4 Initial Evaluation Period

All new administrators and staff employees will serve an initial evaluation period in which they should learn the job and make extra efforts to show that they are suited for the position. The initial evaluation period is 90 days from the date of hire. The initial evaluation period may be extended by the supervisor as necessary upon approval of the respective division’s Vice President. In such a case, the length of time must be established by the supervisor and communicated to the employee. During this period the employee’s performance will continue to be monitored and a determination made to grant the employee regular status or terminated at the end of the extension of the initial evaluation

period. Appointments made outside the academic year may result in extension of the initial evaluation period to assess the employee's performance during the academic year.

During the initial evaluation period, the employee may terminate his/her employment without giving advance notice. Conversely, the supervisor may terminate an employee at any time without prior notice.

Employees who are promoted or transferred to a new job or who undergo a job change will be required to serve an evaluation period for that position. If, at the end of the evaluation period, the employee's supervisor determines that the employee is unable to satisfactorily fulfill the requirements of the new job, the employee may be considered for other existing job openings or employment may be terminated.

Vacation, which is available to full-time administrators and staff only, is not accrued during the initial evaluation period. Rather, vacation leave accrues following completion of the initial evaluation period.

Employees serving their initial evaluation period are not eligible to use any leave benefits.

No accrued, unused benefits are payable to an employee whose employment is terminated, for any reason, during the initial evaluation period.

Employees are not eligible to use sick leave during the initial evaluation period. Upon completion of the initial evaluation period the employee will be entitled to use sick leave, as necessary, that has accrued.

### 3.3.5 New Hires Reporting

In compliance with Section 43-5-598 of the South Carolina Code of Laws and 42 USC Sec. 653a, all new hires, including rehired employees, must be reported to the South Carolina Department of Social Services within 20 days of hire. Please note that teachers and other employees of educational institutions who are paid an annual salary are not considered to be "rehired" when they return to school in the fall. This is true even if they are not required to report to school for more than a 60-day period.

### 3.3.6 Re-Employment

A person who resigns in good standing is eligible for re-employment if the person is qualified to perform the duties of the position and such re-employment would be in the best interest of the University. All former employees must indicate previous employment at the University in the re-application. Former employees requesting to be rehired will be processed using the same procedures and standards that govern all applications for the position being sought.

## 3.4 General Employment Policies

The policies in this section identify many, but not all, of the important general employment policies that apply to all University employees. Employees are to be reminded that as members of the Voorhees University community, they are also expected to adhere to all published rules, regulations, procedures and policies, including those set forth in Volume II (Community Policies) of the *University Policy Manual*. Policies pertaining only to faculty members are outlined in Volume IV on the *University Policy Manual*.

### 3.4.1 Attendance and Punctuality

It is expected that all employees will be at work each day, on time unless illness or some other emergency prevents this; and employees will observe the regular established work hours as established by their immediate supervisor. Additionally, individuals are to serve the needs or interests of the University as required, and/or as needs may require, a change in work hours.

#### 3.4.1.1 Absence without Leave

An employee failing to report to work or who remains away from work without proper notification, authorization, or excuse will be considered absent without leave and will not be allowed to use paid time off, if any, for the absence. It is the employee's responsibility to speak directly to the supervisor concerning absence, generally no later than the first hour of the workday. The supervisor should be directly notified of any subsequent days of absence. Being absent without leave for three (3) consecutive days constitutes abandonment and will be recorded as a resignation without notice.

### 3.4.2 University Property

All employees are responsible for items issued to them by Voorhees University. Examples of such items include, but are not limited to, the following:

1. Parking hangtags.
2. Library books.
3. Credit cards.
4. IT equipment and software.
5. Identification cards.
6. Keys and access cards.
7. Manuals.
8. Cell phones, computers, PDA's or other electronic equipment.
9. Protective equipment and uniforms.

All University property must be returned by the employee to his/her respective supervisor or to the Department of Human Resources in the supervisor's absence on or before their last day of work and/or when requested for inventory purposes. Voorhees University may also take action deemed appropriate to recover or protect its property. In some instances, replacement and/or repair costs may be applied as determined by the appropriate department chairperson.

Cash, debts owed the University, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, University identification cards, and other items belonging to the University that were advanced or issued to an employee and not repaid or returned by employee at the time of their termination are considered advances of wages -- the value of which may be deducted from the employee's final pay check.

### 3.4.3 Conflict of Interest

Voorhees University employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation. Employees should contact Human Resources for more information or questions about conflicts of interest.

While no definition of conflicts of interest can be sufficiently inclusive to address all possible examples of such activities, an actual conflict of interest is a situation in which an employee has an interest or relationship, including a personal or business relationship, that might reasonably be construed to affect the employee's independent, unbiased judgment when making or participating in the making of decisions on behalf of the University, where such a decision will or could result either directly or indirectly in a personal gain for the employee or for a relative of the employee. A potential conflict of interest occurs when an employee's personal or private interests or business relationships might lead an independent observer to reasonably question whether the employee's professional actions or decisions are influenced by the considerations of a business relationship or significant personal or financial interest. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Specific activities or actions, which may constitute an actual or potential conflict of interest and merit a case-by-case examination to determine whether a conflict of interest exists, include, but are not limited to, the following:

1. Engaging in consulting activities (with or without pay) or other outside business interest where there is a conflict of interest or a serious appearance of a conflict of interest (see the University's Outside Employment Policy for additional information).
2. Purchasing goods or services for the University from businesses in which the employee or a relative or business associate of the employee has a financial interest, or as a result of such purchase, may directly or indirectly benefit.
3. Engaging in outside activities from which employees, their relatives or their business associates will gain financially because of the employee's position at the University.
4. Holding of an equity, royalty, or debt instrument interest by the employee or an employee's relative or business associate in an entity providing to the University financial support, including research or other support or services, when such support will benefit the employee or relative or business associate.
5. Using University resources to benefit an outside source, business associate or relative (This could include employee time, University space, equipment, supplies, etc.).

6. Disclosing confidential or proprietary information obtained through University employment for personal profit or gain, or for the profit or gain of a relative, business associate, or acquaintance.
7. Accepting gratuities or special favors such as meals, airline tickets, hotel accommodations, entertainment, sporting event tickets, etc., from any vendor that does, or is seeking to do business with the University. Extending gratuities or special favors to employees of the University under circumstances that might reasonably be interpreted as an attempt to influence employees in the performance of their duties. This does not include the acceptance of items of nominal or minor value (\$50.00 or less) which are clearly tokens of respect or friendship and are not related to any particular transaction of the University (see the University's Gifts and Honoraria Policy); nor does it include business-related social events where the employee is representing the University's interest which is part of their official responsibilities.

Employees are expected to voluntarily notify their department director whenever a potential conflict of interest issue arises, including a financial or personal interest which may give rise to a conflict of interest. Whether the employee should be excluded from participating in certain decision-making as a result of the conflict or potential conflict is determined at the discretion of the President or his designee. Violation of this policy, including but not limited to failing to voluntarily disclose a potential conflict of interest to the University by an employee will result in disciplinary action up to, and including, termination.

#### 3.4.4 Confidential Information

While employed at Voorhees University, an employee may have occasion to work with confidential and sensitive institutional information, including any and all information concerning University operations, planning (short and long-term), employee records/data, and student records. It is the employee's obligation to keep such information in strict confidence and not to divulge it to family, friends, co-workers or any other third parties without express consent from Voorhees University.

Sensitive information that must be kept in strict confidence includes, but is not necessarily limited to, the following information.

1. Confidential official documents and information of the institution;
2. Operational, accounting, and finance data and information;
3. Salary, tax, and benefit information relating to individuals or groups;
4. Business plans and strategies, negotiations and contracts;
5. Student records and information (see the University's FERPA policy in Volume II, Subsection 2.1.10); and
6. All personnel information.

Supervisors will inform employees of the appropriate procedures and safeguards for the maintenance and transfer of confidential information. All employees are reminded that it is inappropriate to discuss information of a confidential nature in public areas. Any breach of confidentiality may result

in disciplinary action, up to and including termination. Nothing in this policy, however, is intended to nor does it, infringe on employees' right to communicate with each other or third parties for the purpose of engaging in protected concerted activity.

### 3.4.5 Anti-Fraternization Policy

No employee, regardless of position, may engage in a dating or sexual relationship with a student. Supervisors and other employees with supervisory authority (regardless of job title) may not fraternize with a lower level employee. To "fraternize" means to have a non-work-related relationship with a lower-level employee, such as dating. Manager or supervisor should exercise a level of caution as to how their actions would be perceived. A non-work relationship might be social, romantic, or physical. Employees who engage in inappropriate relationships with students and/or another employee will be disciplined, up to and including termination from employment. The University will make no special efforts to discover whether employees have violated this anti-fraternization policy as it relates to other employees. If charges of favoritism, sexual harassment, or other problems arise as a result of a manager's failure to follow this policy, the manager is subject to discipline, up to and including termination from employment. The safest course of action is for managers to follow the policy.

#### **Anti-Harassment Policy**

University policies, as well as various laws and regulations, generally prohibit employment decisions from being made on the basis of race, color, religion, ethnic or national origin, sex, age, sexual orientation, genetic orientation or against qualified disabled persons, disabled veterans, or veterans of the Vietnam era, as identified and defined by law, or any factor that is a prohibited consideration under applicable law. In addition, it is our policy to provide a working environment in which employees are free from discomfort or pressure resulting from jokes, ridicule, slurs, threats and harassment either relating to such distinctions or simply resulting from a lack of consideration for a fellow human being.

#### **Sexual Harassment**

Sexual harassment warrants special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitute sexual harassment when:

1. Submission to the conduct is an explicit or implicit item or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for an employment decision; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented "kidding" or "teasing," "practical jokes," jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, "put downs" or condescending or derisive comments or terms based on gender, and physical conduct, such as patting, pinching, or brushing against another person. Although most commonly the "perpetrator" of

such conduct is male and the “victim” is female, this policy prohibits such conduct regardless of the gender of the perpetrator or victim.

Disputes sometimes arise as to whether conduct was “welcome” or “unwelcome.” Conduct, *which would violate this policy if it were unwelcome*, will be considered to violate the policy if anyone complains of it. Obviously, not all conduct that is prohibited by this policy constitutes a violation of the law.

### **Complaint Procedure and Investigation**

If you feel that this policy has been violated by anyone with whom you came into contact on the job, regardless of whether it is by a fellow worker, a supervisor, or a member of the general public, you should report the incident (s). Reports should be made to your supervisor or to a higher level in your “chain of command.” Complaints against the Department or Division Heads should be made to Human Resources, and complaints against the President should be made to the Chairman of the Board of Trustees.

Supervisors and managers who receive complaints of or become aware of harassment must coordinate with Human Resources.

Every harassment allegation will be investigated. Investigatory procedures may vary from case to case, depending upon the circumstances. All employees have a responsibility to cooperate fully with the investigation. In cases that require it, employees may be asked to keep the matter confidential. In those cases, persons who are interviewed will be given instructions specific to the agencies. The University will keep the information it gathers as confidential as possible, consistent with state and federal laws and the needs of the investigation.

### **Corrective Action**

If management concludes that a complaint of harassment has merit, appropriate action will be taken. Employees are subject to disciplinary action, up to and including, discharge. Non-employees may be reported to the appropriate law enforcement agency and/or barred from the premises.

### **IMPORTANT**

In order to avoid misunderstandings, complaints made under this policy must involve completion of a written report describing the incident, witnesses and what action you want taken. You should ask for a copy of the completed report.

These procedures have been established to enable you to get relief if you feel that you are the victim of harassment. The U.S. Supreme Court has said that as a general rule you may not sue the University for a violation of your rights unless you first give us notice and an opportunity to end the harassment. The reporting procedures we have are intended to establish a clear record of what has been reported.

## **3.4.6 Defamation of Character**

Of all things that may be stolen from one, a good name and reputation are the greatest loss. Slander and libel, commonly known as defamation, are both punishable civil offenses in the State of South Carolina. As commonly defined, defamation is a false statement which damages one’s reputation or



disparages one's character. Defamation frequently begins by rumor. The rumor may be innocent or malicious. Regardless of the nature of the rumor, innocent parties often have their good reputation severely damaged by false rumors.

As stated above, both slander and libel are civil offenses under South Carolina law. If defamation can be proven in Court, the injured party is entitled to compensatory damages, regardless of whether the rumor was innocently repeated or maliciously repeated.

Accordingly, it is the policy of the University to take every precautionary measure necessary to prevent the spread of false and harmful rumors about students, staff, and/or faculty. If any person believes that he or she is the subject of a false rumor, this person should immediately contact their immediate supervisor and the Department of Human Resources.

## 3.4.7 Employee Alcohol and Drug Use

### 3.4.7.1 Drug-Free Work Place

It is the policy of the University to provide a safe and healthy workplace. It is also the policy of the University to comply with the state and federal Drug-Free Workplace Acts. To this end, all employees of the University are prohibited from swallowing, inhaling, injecting, dealing in, or otherwise using illegal drugs and substances (such as marijuana, cocaine, LSD, heroin, etc.). Further, this prohibition applies to use at any time, both on and off the job. Designated University employees are permitted to possess any substance when required by their jobs or for the purpose of lawful delivery to another person, such as security personnel or nurses.

All employees of the University are prohibited from using or possessing alcoholic beverages on University premises or time. (The term "University premises or time" includes University vehicles and private vehicles on University premises; parking lots and recreation areas; and any circumstances in which an employee is representing the University, such as attending off-premises business meetings or conferences. Employees are not prohibited, however, from having unopened containers of alcoholic beverages in their personal vehicles. Further, employees of legal age who reside on campus may use and possess alcohol in their residences.) The President may approve moderate alcohol use at designated social or business functions. Employees planning or attending on-campus functions, or official University functions off campus, are required to comply with the policies and procedures set forth in Volume II concerning alcohol use, as well as the policies in Volume III.

It is the policy of the University that every employee is entitled to work under the safest possible conditions

All employees of the University are prohibited from reporting to or being at work while under the influence of alcohol. (An employee is considered to be "under the influence of alcohol" if he has any detectable amount of alcohol in his system.) An employee taking prescribed medication that might affect his ability to perform his job is required to advise his supervisor. The University will determine whether the employee may continue to work. Employees may be required to submit to a drug-*screening* test.

As a condition of employment, employees agree to notify the University within five calendar days after any criminal conviction for the workplace manufacture, distribution, dispensation, possession, or use of illegal drugs or prescriptions not prescribed for the individual employee's use. The University will notify all state and federal grantors/contracting agencies of such employee convictions within ten (10) days as required by the State and Federal Drug-Free Workplace Acts. "Conviction" means a finding of guilt, imposition of a sentence, a plea of no contest, or a plea of guilty.

The University will notify law enforcement authorities whenever illegal drugs are found in the workplace.

### **3.4.7.2 Drug and Alcohol Testing**

Supervisors are required to immediately report to their respective Division Head and the Director of Human Resources, any action by an employee who demonstrates unusual, erratic, or unsafe behavior. The Director of Human Resources, following consultation with the President, may request that a physician or other health care professional examine the employee. An employee may be also required to submit to a drug test at any time. Employees may also be required to submit to an alcohol test when there is reasonable suspicion to believe the employee is under the influence of alcohol in violation of University policy, following an accident, or under other lawful conditions. Refusal to submit to testing will result in discipline, up to and including termination.

The University may, at its sole discretion and in lieu of, or in addition to, discipline, condition the continued or future employment of an employee who tests positive for or admits to use of illegal drugs or who violates the University's alcohol policy, upon the successful completion of an alcohol or drug counseling/rehabilitation program.

If the University, after considering all of the relevant circumstances, agrees to allow an employee who is found to be in violation of this policy to continue as an employee, the employee's continued employment will be subject to the following:

1. Referral of the employee for alcohol or drug abuse counseling.
2. Retesting the employee for alcohol or controlled substances before allowing the employee to return to duty.
3. Requiring the employee to authorize any rehabilitation facility to report periodically to the University during the course of treatment /counseling.
4. Placing the employee on probation for at least six months following the employee's return to work.
5. Requiring the employee to submit to unannounced follow-up alcohol and/or drug testing for a period of up to five years.

An employee whose continued or future employment is conditioned upon the successful completion of a counseling or rehabilitation program and who refuses or fails to participate in a single counseling or treatment session is in violation of this policy and subject to immediate termination.

An employee whose return to work test sample does not indicate that the employee has discontinued illegal use of drugs or indicates that the employee is in violation of this policy is subject to

immediate termination.

An employee who has substance abuse problems and reports them to the University before being selected for testing, and before the occurrence of an event which normally would result in testing, in the University's sole discretion, may be upon the first violation be subject to this policy in lieu of termination.

An employee who admits to a violation of this policy or tests positive for drugs in violation of this policy, but seeks counseling and remains an employee of the University, is subject to immediate termination if he again either admits to, or is otherwise found to be in violation of this policy

Any alcohol or drug test results or information supplied by employees and applicants as part of the University's alcohol and drug testing program are kept as confidential as possible, consistent with the purposes of this policy.

Applicants are notified of the results of any pre-employment drug test, provided the applicant requests the results within sixty (60) days of being notified of the disposition of the employment application.

Employees are notified of the results (including the drug(s) discovered) of all positive drug tests.

### 3.4.8 Employee Responsibilities

Every employee should understand their responsibilities as members of the University faculty and staff. Whatever the position may be, each employee can contribute to the success of the University through effectiveness, efficiency, cooperation, and loyalty.

Specifically, employee responsibilities include, but are not limited to:

1. Supporting the University mission statement; including knowledge of the goals and objectives of the University and working toward the realization of these objectives while in the service of the University.
2. Meeting financial responsibilities promptly.
3. Respecting the rights of students and co-workers at all times, employees should keep in mind that leadership and wholesome behavior are essential in helping the students make satisfactory adjustments to the freedoms and responsibilities of University life.
4. Participating in the social and cultural life of the University and the community to foster good morale and demonstrate goodwill.
5. Promoting the interest and good reputation of the University.
6. Cooperating with the administration and to observe and enforce the policies, procedures, and regulations of the University to the best of one's abilities.
7. Providing dedicated service to the University during the period of appointment.
8. Continuing to improve one's personal and professional standing at the University.
9. Acting in a professional and supportive manner to the University.

Violation of these responsibilities may result in disciplinary action, up to and including, termination from employment.

### 3.4.9 Employee Safety and Security

The University is committed to providing a safe and healthy work environment for its employees. The University's general safety and security related policies are located in Volume II, Section 2.4 of the *University Policy Manual*. In addition to these policies, Employees should observe the following work-related safety policies:

1. Employees who are issued tools, equipment or other property are responsible for keeping it in good working order. Items that need servicing or replacement should be brought to your supervisor's attention immediately.
2. Employees who are issued personal protective equipment are required to wear such equipment.
3. Safety devices on tools and equipment must be used, and no employee may defeat any such device.
4. Employees who observe safety hazards must report them immediately to their supervisor or to Human Resources.
5. Employees who experience on-the-job illnesses or injuries must report them to their supervisor immediately.

### 3.4.10 Identification Badges

All employees should wear the University's identification badge at all times while on campus. The badge should be worn in a place on the person's clothing such that it is easily visible. If an employee cannot locate their ID badge, they can obtain a new badge from Student Leadership and Engagement (a replacement fee will be charged for lost badges).

### 3.4.11 Motor Vehicles

#### 3.4.11.1 Operation of University Vehicles

Voorhees University vehicles are provided for specific University business purposes subject to the following rules and procedures:

1. Only authorized staff and faculty, full or part-time, are permitted to operate University-owned vehicles.
2. Only authorized categories of passengers are allowed to ride in University-owned vehicles; i.e., students, faculty, staff, and official guests of faculty or staff.
3. Do not use cell phones while refueling University-owned vehicles.
4. Hand held cell phones should not be used while operating a University-owned vehicle.
5. Smoking is prohibited in University-owned vehicles.
6. The use of seat belts is enforced according to state law.
7. No person shall leave a University-owned vehicle unattended without first stopping the engine and removing the keys, and locking the vehicle.

8. No students will be allowed to operate University-owned vehicles.
9. Employees who drive University-owned vehicles are required to immediately report to their supervisor the following situations:
  - a. Any moving traffic law violations.
  - b. Suspension/revocation of state driver's license.
  - c. Traffic accident involving a University-owned vehicle or a privately-owned vehicle if on University business;
  - d. Injuries sustained by the employee or third parties;
  - e. Damage to University-owned vehicles.
10. Employees who fail to inform their immediate supervisor of any of the situations mentioned in #9 of this section will be in violation of University driving regulations and subject to disciplinary action, up to and including termination of employment and/or loss of University-vehicle driving privileges.
11. The immediate supervisor of an employee that has reported to them situations described in #9 are required to forward the information to the Business and Fiscal Affairs within a 24-hour time frame.

#### **3.4.11.1.1 Approval to Operate a University-owned Vehicle**

1. Employee must hold a valid driver's license.
2. Any employee with more than 2 "current" convictions of a moving violation and corresponding state points or at fault accidents ("current" means the period necessary for points to be deleted from the state driver's license record - usually three (3) years) will not be allowed to operate University-owned vehicles.
3. Any employee with a major violation within the last 3 years will not be allowed to operate a University vehicle (major violations would include, but not limited to DUI, vehicular homicide, reckless driving, leaving the scene of an accident in which bodily injury resulted, or assault with a motor vehicle).
4. Employee will be responsible for following the University Vehicle Driving Regulations.

### **3.4.11.2 Parking and Traffic Regulations**

Employees operating a motor vehicle on the University's campus must adhere to the University's Parking and Traffic Regulations as set forth in Volume II, Subsection 2.3.3.8 of the *University Policy Manual*.

## **3.4.12 Outside Employment**

In all instances, employees will not engage in outside employment or self-employment, with or without pay, where such employment would constitute a conflict of interest or have an adverse effect on the employee's performance or responsibilities to Voorhees University. A conflict of interest exists when an employee:

1. Accepts full or part-time employment with or retains as a customer or client when self-

employed, any organization or entity that is currently engaged in business with or for the University.

2. Gives or refers University business to a firm, organization or entity in which he or she has financial or personal interest.

Please refer to the University's Conflict of Interest policy for additional information (see Subsection 3.4.3).

Moreover, employees engaging in outside employment must not use the University's time or resources for non-University work or for any personal or private gain. All faculty and staff members will be subject to the University's scheduling needs, regardless of any existing outside work requirements. Employees are further cautioned that the outside employment should not bring discredit to the University.

In addition to the above, faculty considering outside employment must also follow the guidelines set forth in Volume IV, Section 4.11.2.1.

### 3.4.13 Performance and Work Standards

All employees are expected to maintain high standards of ethics, productivity, cooperation, attendance, effectiveness, and economy in their work with the University. The members of the Cabinet have the ultimate responsibility to ensure that the University-wide goals and objectives are achieved. Cabinet members and directors have the responsibility to organize and direct the work to ensure that those Division objectives are met.

Should work habits, behavior, attendance, and/or productivity of an employee fall to an unacceptable standard, the immediate supervisor shall identify the deficiencies as soon as possible.

Communication in the form of counseling and warning the employee in sufficient time for improvement will ordinarily precede formal constructive action. However, nothing can and will prevent immediate formal action as provided elsewhere in these policies when it is deemed to be in the best interest of the University.

### 3.4.14 Personal Appearance

Employees are expected to maintain a professional appearance at all times and generally may choose their attire based upon the business of the day (Business Casual). Vice Presidents, Directors and Department Chairpersons are responsible for determining and communicating appropriate attire for their respective areas. Employees who appear at work inappropriately dressed will be sent home and directed to return to work in proper attire. The time away from work will be without pay. Employees who report to work inappropriately dressed will be subject to disciplinary action, up to, and including termination from employment. Employees should be neatly groomed and use proper hygiene.

Employees that work in areas where uniforms are required must wear full uniforms at all times. Employees must be sure that accessories such as scarves, belts, and jewelry do not present a safety

hazard around University equipment and office machinery.

For events, such as meetings involving people from outside the University, the person responsible for the event is expected to determine and communicate the acceptable dress for all participants.

#### 3.4.15 Personal Possessions

Employees are asked to avoid bringing into the workplace expensive items or other personal possessions that have sentimental value and to take all precautions to safeguard such items if brought to work, including wallets and purses. Employees bringing personal possessions to the workplace do so at their own risk. The University cannot accept responsibility for any personal items and possessions that are in any way damaged, lost, or stolen.

#### 3.4.16 Privacy

It is important to recognize that an employee's workspace (including but not limited to desks, lockers, bookshelves, file cabinets, and other storage devices), computer system, and paper and electronic files are the property of Voorhees University, and employees should not expect them to be private or confidential. While the University trusts employees to use Voorhees University property responsibly and appropriately, the University reserves the right to search such items with or without prior notice to the employee. Additionally, no employee is at work all the time. When an employee is out, there may be a need to locate certain information or documentation requiring a member of management to look in an employee's electronic or paper files.

Employees are also asked not to have personal packages and mail delivered to the University. Mail addressed to Voorhees University is considered addressed to the institution and not to individuals. The University reserves the right to check and inspect any packages being delivered to or leaving the workplace. Items or matters employees wish to keep private should not be brought to or stored on University property.

#### 3.4.17 Political Activities Conduct

Voorhees University supports open dialogue on political issues and reserves the right to support or oppose issues that affect its values, mission, welfare, the University itself, and/or values and welfare of higher education. Moreover, the University encourages its faculty, staff, administrators, trustees, students, and recognized campus organizations to participate actively in political activities on an individual basis. Voorhees University is committed to preserving and encouraging a diversity of point of view and political opinion. Political activities on Voorhees University campus or facility, however, must be conducted in a neutral and nonpartisan manner, and in furtherance of the University's legitimate exempt function (education).

As a tax-exempt organization under section 501 (c) (3) of the Internal Revenue Code, the University cannot intervene in any political campaign on behalf of, or in opposition to, any candidate for public

office. Accordingly, the University will not endorse or contribute to the campaign of any political candidate or party.

In addition, the following rules apply:

1. Voorhees University employees may engage freely in the political process, they must make clear that the views they express are their own and not those of the University.
2. All address lists used by the University are considered confidential and shall not be shared with candidates or parties. University mail facilities are not to be used for addressing or distributing political materials.
3. No campaign posters may be used in or on any of the Voorhees University buildings or on any campus grounds prior to or during election times, with the exception of those used for historical displays or educational purposes.
4. Voorhees University buildings and grounds may not be rented or used for political fund raising.
  - a. Further, Voorhees University facilities and services may not be used by or on behalf of an outside organization or outside individual whose purpose is to further the cause of a particular candidate or political party. For example, a meeting on campus with an organizer for a specific candidate that is focused on recruiting campaign workers from the student population would be a violation of these guidelines. On the other hand, a Voorhees University graduate now working for a particular candidate speaking on campus to a group of students about what it has been like in the political arena, and what the candidate's particular experience has been, would be allowable.
5. Campus organizations may use campus communications to announce political forums and discussions sponsored by officially constituted campus groups.
6. No campus political activities, including services and materials, may be paid for with Voorhees University funds.
7. Funds or contributions for political candidates or campaigns may not under any circumstances be solicited in the name of Voorhees University or any University facility, and Voorhees University resources may not be used in soliciting such funds. If Voorhees University employees make political contributions, they must do so as individual and not on behalf of the University.
8. Voorhees University communications systems, including any postal service, phone system, or computer network, may not be used in support of a particular candidate
9. Voorhees University's name, logo, and insignia may not appear on stationery or any other material used or intended for support of a particular candidate. This prohibition also applies to any Voorhees University entities supported in whole or part by Voorhees University funds, such as registered student organizations.
10. Appearance of a candidate for public office on any Voorhees University campus must be for an educational or informational talk to the University community and must be sponsored by a registered student, faculty, administrator, or staff organization. Appearances must be coordinated with Voorhees University, who will ensure that opportunities to appear on campus are extended to all viable candidates running for a particular public office. The event may not be conducted as a campaign rally, and the moderator must make it clear that the institution does not support or oppose the candidate.



11. Activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.

### 3.4.18 Record Retention

See Appendix 3.4.18.

### 3.4.19 Reference Requests

All inquiries requesting employment verification or references on a current or former employee are to be referred to the Department of Human Resources. Employment verification or references are not to be provided by supervisors or other employees. Information routinely verified by the Department of Human Resources will include position title(s), dates of employment and dates of separation (if required). Salary information will be provided only if authorized by the employee.

### 3.4.20 Smoking and Tobacco

Smoking to include vaping or use of any form of tobacco products is strictly prohibited in any building, stairwell, or restroom or grounds on campus. Additionally, this policy is extended to any function off-campus in which Voorhees sponsors or participates. Violators will be subject to disciplinary actions.

#### **Voorhees University is a Tobacco-Free Campus**

In accordance with its Healthy Campus Initiative, Voorhees University is dedicated to providing a healthful, comfortable, and productive work and study environment for all faculty, staff and students. Voorhees University seeks to become an entirely tobacco-free campus, effective September 1, 2013. At its May, 2013 Board of Trustees Meeting, the Trustees approved the implementation of a Tobacco-Free Campus Policy.

As reported by the Environmental Protection Agency (EPA), second-hand smoke (SHS) is responsible for an estimated 53,000 deaths per year in non-smokers. In addition, the United States Surgeon General's 1986 report, *The Health Consequences of Involuntary Smoking*, concluded the following: involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and non-smokers within the same air space may reduce, but does not eliminate, the exposure of the non-smoker to SHS.

The primary goal of this policy is to provide a 100% tobacco-free, smoke-free environment for all students, faculty, staff and visitors within all campus facilities (including residence halls), vehicles, and grounds and at all sponsored events. This goal will be achieved by:

1. Modeling healthy behavior for all students, faculty, staff, visitors and the entire university community
2. Utilizing tobacco use prevention awareness and education programming and materials, and
3. Providing access to cessation counseling and/or referral services for all students, faculty, and staff.

To maintain a tobacco-free campus, Voorhees University will implement several new actions. The use of all tobacco products and/or paraphernalia will be prohibited. This includes but is not limited to cigarettes, cigars, pipes, smokeless tobacco and tobacco products, and devices and substances containing tobacco by-products (e.g., e-cigarettes). Smoking will be prohibited within business-owned or leased vehicles, in buildings and on the grounds. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, community areas, and all grounds and property of Voorhees University. Voorhees University will not accept any contributions or gifts, money or materials from the tobacco industry. The University will not participate in any type of services funded by the tobacco industry. In addition, any gear, paraphernalia, clothing, etc. that advertises tobacco use or tobacco products will not be allowed on campus grounds or in the possession of students, faculty or staff at school sponsored events. This policy applies to all faculty, staff, students, clients, contractors, and visitors. Copies of this Policy will be made available to all faculty, staff and students. “Tobacco-Free Campus” signs will be posted in appropriate places throughout the campus. Motor Pool vehicles will be equipped with appropriate tobacco-free signage. This policy will be introduced over a period of three months to provide for a smooth transition to a tobacco-free campus. Employees and students who smoke and would like to quit are invited to contact the Campus Health Services Department for referral to appropriate smoking cessation programs.

The success of this policy is dependent upon the thoughtfulness, respect and cooperation of everyone. All faculty members, staff and students share the responsibility of following and enforcing the policy. Any problems related to the policy should be referred to the designed campus representative. All faculty, staff and students who do not comply with this policy will be subject to disciplinary action.

Voorhees University officials have the authority to initiate the following disciplinary action for any employee (faculty or staff) of the University who violates the tobacco-free campus policy.

- First offense                      One (1) day suspension without pay
- Second offense                    Three (3) days suspension without pay
- Third offense                        Termination of employment

Additionally, Voorhees University officials and Campus Safety & Security have the authority to impose a fine on all other individuals (students, campus visitors, contractors, vendors, etc.) for violating the tobacco-free campus policy.

- First offense                      \$10.00

- Second offense \$25.00
- Third offense \$50.00 (and all subsequent offenses)

Please refer to the University's Tobacco-Free Campus Policy in Volume V Subsection 5.6.4.33 for additional information.

### 3.4.21 UNCF Contributions

We are all aware of the importance of the United Negro College Fund. The University as a member requests, but does not mandate, all employees to contribute at least one (1) percent of their gross earnings before taxes to this Fund. If that amount is not within your financial capability then any contribution, as either a percent or dollar amount, will be greatly appreciated. It is important to note that contributions to the UNCF are tax deductible. All contributions are strictly voluntary.

### 3.4.22 Use of Voorhees University Letterhead

Voorhees University and departmental/divisional letterheads are reserved for correspondence regarding Voorhees business so that personal correspondence may not be assumed to be official University statements. Employees are reminded that members of the campus community, either individually or collectively, shall not officially use the name, seal, or logo of the Voorhees University in any activity outside of the regular work of the University without prior written permission from the Vice President for Institutional Advancement & Development.

### 3.4.23 Use of Voorhees University Resources

Equipment, machinery, and tools that enable employees to perform their job duties and responsibilities are provided by the University. There are some resources unique to needs of the Physical Plant and Security departments. While this policy encompasses those departments, its primary emphasis is other departments where business equipment is used in order to enable the employee to perform their given duties and responsibilities in the most efficient and effective manner.

It is the policy of the University that any office equipment and/or software programs, including the internet and E-Mail, telephone, photocopiers, fax machines, mail systems, or any other office equipment is to be used for University purposes. While this policy encompasses those departments, its primary emphasis is other departments where business equipment is used in order to enable the employee to perform their given duties and responsibilities in the most efficient and effective manner. Moreover, employees are expected to follow all applicable University policies and procedures applicable to its systems, services and equipment.

It is important to remember that the use of University systems, or storage of information on these systems is the property of Voorhees University and may be monitored, entered or searched at any time without prior notice. Accordingly, no employee should expect voice mail, e-mail or computer

system usage to be confidential or private.

**Important:** Deletion of a file or email does not mean the file or email cannot be retrieved. Further, the University is able to generate a list of all internet connections made by employees on University computers or networks.

### 3.4.24 Visitors in the Workplace

Personal visitors in the workplace should be limited. A University faculty or staff member must always accompany visitors. University faculty and staff members are responsible for the conduct and safety of their visitors. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

If an unauthorized individual is observed on Voorhees University premises, employees must immediately notify their supervisor. Any suspicious behavior shall be reported immediately to Campus Security.

### 3.4.25 Weather Conditions and University Closings

At times, emergencies (such as inclement weather, fires, power failures, earthquakes, etc.) can disrupt University operations. In extreme cases, these circumstances may require the closing of the University. In the event that such an emergency occurs, the University will provide updates via the following outlets, among others: local radio and/or television stations, blast emails, and the VC Mobile App Notification System. Employees occupying essential personnel positions may be required to work even though the University is officially closed.

#### 3.4.25.1 University Closings

Employees may obtain broadcast information regarding the University's status through the local media. Every attempt will be made to notify the local media of all closings or delays as soon as possible. Employees can also receive notification via the VC Mobile App or check the University's webpage regarding the status of closings.

#### 3.4.25.2 Use of Accrued Leave

When the University is officially closed due to emergency conditions, the time off from scheduled work will be paid and will not require the use of accrued leave.

In cases where an emergency closing is not declared, employees must use accrued leave for any absence in accordance to the leave policy. Non-exempt employees who do not have available leave will use unpaid leave when the University is not officially closed.

## 3.4.26 Whistleblowers

Voorhees University has a responsibility for the stewardship of the University's resources and the public and private support that enables it to pursue its mission. Voorhees University's internal policies and operating procedures are intended to detect, prevent or deter improper activities. However, intentional and unintentional violations of laws, regulations, policies and procedures may occur. Voorhees University will investigate and, in appropriate cases, report to appropriate authorities, allegations of suspected improper activities. It is further the policy of the University that employees who in good faith, report these activities to the University or appropriate authority will not be subject to retaliation. This policy is not intended to replace or supersede any existing University policies, which may outline the normal courses of reporting specific infractions.

### 3.4.26.1 Reporting and Investigation

All members of the Voorhees University community are responsible for reporting instances of alleged financial misconduct or misuse of the University's resources existing within Voorhees University that they reasonably believe to be illegal, dishonest, unethical, fraudulent, or not in compliance with University policy. Allegations of suspected improper financial activities or misuse of University resources shall be made in writing within 90 days of the day on which the complainant knew or should have known of the administrator or supervisor within the department or program so as to assure a clear understanding of the issues raised. Reports may also be made to the Director of Human Resources or the President. Such reports should be factual and contain as much specific information as possible.

When the alleged improper activities involve the President, such reports must be made to the Chair of the Board of Trustees.

The Executive Board of Trustees will investigate all complaints and the investigation conducted will depend on the circumstances of the complaint. All information obtained will be kept as confidential as possible, consistent with the effective investigation of the complaint.

In appropriate cases, employees who are interviewed or who give information may be asked to keep matters relating to the investigation confidential to ensure the integrity of the investigation. In conducting an investigation, the Executive Board of Trustees may enlist outside legal, accounting or other advisors, as appropriate, to conduct the investigation. At the conclusion of the investigation, remedial and/or disciplinary action, up to and including termination, will be taken where the allegations or other violations of University policy are substantiated. In addition, if illegal activity is suspected, the case will be referred to law enforcement.

### 3.4.26.2 Whistleblower Protection

Voorhees University prohibits retaliation against employees who make good faith reports of suspected misconduct under this policy. In general, if an employee has made a confidential report, Voorhees University will keep the employee's identity and the report *as confidential as possible*,

consistent with effective investigation, unless (1) the employee agrees to the disclosure; (2) disclosure is necessary to allow Voorhees University or law enforcement officials to investigate or respond effectively to the report; (3) disclosure is required by law; or (4) the person(s) accused of violations by the employee need to know to respond to the investigation, or are entitled to the information as a matter of institutional due process in disciplinary proceedings.

When a person reports allegations of suspected improper activities to an appropriate authority, the report is known as a *protected disclosure*. Voorhees University employees and applicants for employment who make a protected disclosure are protected from retaliation. Whistleblowers who reasonably believe that a Voorhees University employee has retaliated against them may file a written complaint with the President, with a copy to the Chair of the Board of Trustees. Each retaliation complaint will be reviewed and investigated in a systematic and timely manner. A valid retaliation complaint will result in appropriate disciplinary action. Such disciplinary action may include termination, suspension, expulsion, cancellation of the applicable vendor contract, removal from campus and/or any other action the University deems necessary.

Employees who reasonably believe that a Voorhees University employee has retaliated against them may file a written complaint in accordance with the procedure set forth above.

The prohibition against retaliation is not intended to prohibit managers or supervisors from exercising legitimate supervisory responsibilities, nor does it shield a complaining employee from discipline for his own misconduct.

### 3.4.27 Workplace Violence

Voorhees University seeks to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, the following guidelines are established.

#### 3.4.27.1 Prohibited Conduct

We do not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides some of the more obvious examples of conduct that is prohibited.

1. Intentionally causing physical injury to another person;
2. Intentionally damaging employer property or property of another employee;
3. Possession of a weapon while on University property or while on University business;

#### 3.4.27.2 Reporting Procedures

Any potentially dangerous situations must be reported immediately to a supervisor, Campus Safety and Security, or the Human Resources. Reports can be made anonymously. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be kept as confidential as possible, consistent with effective investigation. Important: Employees are primarily responsible for

their own safety. Employees who believe they or others are in immediate danger should call 911 or Campus Security immediately.

### **3.4.27.3 Risk Reduction Measures**

**Safety:** The University conducts periodic inspections of the premises to evaluate and determine any vulnerabilities to workplace violence or hazards. Necessary action may be taken to address vulnerabilities.

**Individual Situations:** While we do not expect employees to be skilled at identifying potentially dangerous situations, employees are expected to exercise good judgment and to inform the Department of Human Resources if any employee exhibits behavior that could be a sign of a potentially dangerous situation. Such behavior includes:

1. Discussing weapons inappropriately or bringing them to the workplace;
2. Displaying overt signs of extreme stress, resentment, hostility, or anger;
3. Making threatening remarks;
4. Sudden or significant deterioration of performance;
5. Displaying irrational or inappropriate behavior.

### **3.4.27.4 Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated.

Any employee determined to have violated this policy will be subject to disciplinary action, up to and including termination. Non-employees who violate this policy may be barred from the premises and/or reported to law enforcement.

## **3.4.28 Work Schedule**

The regular work hours for most positions are from 8:00 a.m. to 5:00 p.m., Monday through Friday with one hour for lunch. At the discretion of the employee's supervisor and depending on the needs of the University, the employee's regular work hours may be altered. An employee who is not at his/her desk (assigned workplace) prepared to work at the beginning of his/her scheduled work time is considered late.

Non-exempt employees will be paid for all hours worked. Non-exempt employees must record all hours worked and only hours worked in the Workforce Now Time Management System (Workforce Now). For purposes of accountability, all employees (except those excluded by the President) must record their work time in Workforce Now on a daily basis.

### **3.4.28.1 Meal Period and Rest Breaks**

Non-exempt employees who work eight or more hours per day are allowed an unpaid meal period of one (1) hour and two 15-minute paid breaks.

Non-exempt employees scheduled to work less than a full day are allowed one 15-minute-break for every four hours worked.

The standard meal period is one (1) hour, and the entire hour must be taken. Non-exempt employees must cease all work during the meal period. If meal period is interrupted by work, non-exempt employees must record the working time and inform their supervisor that the meal period was interrupted. Non-mealtime paid breaks are 15 minutes each.

Non-exempt employees may not skip meal or rest periods in order to shorten the workday, or to earn extra pay. Rest periods may not be saved for later use, accumulated, or used to compute additional pay.

## **3.5 Personnel Records Policies**

### **3.5.1 Personnel Files**

The Department of Human Resources maintains official personnel files for all employees. In addition, certain employment documents pertaining to faculty members are maintained in the Office of the Provost/Vice President for Academic Affairs (see Volume IV, Section 4.4 for additional information). These files belong to the University. Employees may inspect their official personnel files in the presence of a Human Resources employee under procedures prescribed by the Department of Human Resources. Employees may not remove or add materials to their files. The University may charge a fee for copying an employee's file.

## **3.6 Holidays, Vacation and Leave of Absence Policies**

### **3.6.1 Holidays**

The University provides seven (7) paid holidays each fiscal year. Holidays are scheduled by the University at the beginning of each fiscal year and include:

- Independence Day
- New Year's Day
- Labor Day
- M. L. King, Jr. Day
- Thanksgiving
- Memorial Day
- Christmas Day

These and other holidays that may be declared by the President as an "observed" holiday will be recognized in accordance with the following guidelines:



1. The preceding Friday normally will be observed if the holiday falls on Saturday. The following Monday normally will be observed if the holiday falls on Sunday.
2. Full-time employees (faculty, administrators, and staff) will receive holiday pay on days the University, or their department, is closed for the holiday.
3. Employees in a non-pay status on the holiday or on the scheduled workday immediately preceding or following will not be paid for the holiday.
4. Employees desiring to observe a religious holiday not coinciding with an official holiday may be given time off without pay or may be authorized to take accrued vacation time. Requests must be made in advance with the supervisor prior to the day of religious observance. The University will attempt to accommodate requests for time off for religious purposes but may not be able to accommodate requests that would disrupt University business or leave the University short-staffed.

Please Note: To be eligible for holiday pay, an employee is required to work the full day preceding and succeeding the scheduled holiday, unless the supervisor has granted prior approval for the absence in advance.

If a non-exempt employee is required to work on the scheduled holiday, the employee will be eligible to receive premium pay (double time) for all hours worked during the holiday. Holiday pay will not be considered as hours worked for overtime purposes.

Faculty and staff will observe spring, fall, and winter breaks.

### 3.6.2 Vacation

The University provides paid accrued vacation to full-time staff. Nine (9) month-faculty members do not accrue vacation time.

Vacation is determined as follows:

3. The employee must first successfully complete the initial evaluation period of 90 days before any vacation will accrue.
4. Following that period, each employee accrues and is credited one-half vacation day for months four (4) through twelve (12) from the date of initial employment.
5. Thereafter, employees accrue one (1) vacation day each month, within a fiscal year.
6. Additionally, vacation will not be earned during months in which an employee is in a pay status that equals less than half the standard number of days for his or her position.
7. Employees must request vacation time in advance with their supervisor. All vacations request are subject to the approval of the supervisor.

Supervisors are responsible for scheduling vacation and must coordinate the schedules to ensure that sufficient staff is available to carry out the responsibilities of the department.

1. Employees are required to take their vacation during the fiscal year in which it is earned. Carryover of leave from one fiscal year to the next is not allowed. The maximum accumulation of vacation leave for a fiscal year (July 1 to June 30) is 12 days.

2. Any employee who separates from the institution by permanent disability, death, or retirement will be paid for accrued, unused vacation leave. All employees must give a two-weeks' notice in order to receive payment for any accrued or unused vacation.
3. Any exception to this policy must be in the best interest of the University and be approved in advance by the Director of Human Resources and Vice President for Business and Fiscal Affairs.
4. Official holidays that occur during vacation, are not charged as vacation.
5. Employees who are laterally transferred, promoted, or demoted within the University will retain accrued vacation.
6. Vacation may be taken in no less than one-day increments with advance approval by the supervisor.
7. No vacation time is earned or accrued while on short-term or long-term disability status.

### 3.6.3 Leave of Absence Policies

The following Leave of Absence policies apply to all eligible faculty and staff employees. Leaves that apply only to faculty (i.e., sabbatical) are located in Volume IV of the *University Policy Manual*.

#### 3.6.3.1 Administrative Leave

The University provides leave with pay at a maximum of five days per fiscal year for full-time employees for jury duty and for official closings when employees are asked not to report to work because of inclement weather or a weather disaster. Thereafter, accrued leave should be used unless otherwise determined by the President. Only the President or a designee can authorize Official University closings.

##### 3.6.3.1.1 Jury and Witness Duty Leave

Full-time employees required to serve jury duty or appear in court as state witnesses (i.e., to testify on behalf of the federal, state or local government in a criminal case) will be granted an administrative leave of absence with pay and will be entitled to retain any fees paid by the court. Full-time employees called to appear as witnesses under any other circumstances and part-time employees are granted leave without pay. All employees excused or released from jury or witness duty during working hours are required to return to work unless excused by their supervisors.<sup>148</sup> Employees must notify their supervisors of a jury or witness duty assignment when the summons or subpoena is received and as far in advance as possible. Employees are required to provide official documentation in the form of a summons or subpoena, which must be placed in the employee's personnel file in the Department of Human Resources.

If summoned to serve jury or witness duty on a standby or call-in basis, the employee is expected to report for work every day that the employee is not needed by the court. When an employee on standby is advised to report for jury or witness duty, the employee must notify the supervisor.

During extended periods of jury or witness duty, the employee is expected to stay in contact with the supervisor on a regular basis, and assist in coordinating work during the employee's absence.

Full-time employees whose appearance in court does not meet the requirements for paid leave may request to use accrued vacation/personal leave.

#### **3.6.3.1.2 Voting Leave**

Voorhees University encourages all employees to vote in elections. This should be done either before or after normal working hours. However, in cases where this is not possible, employees may be given reasonable unpaid administrative leave to vote on election days, with the approval of the supervisor.

### **3.6.3.2 Authorized Leave without Pay**

1. Employees who have completed the initial evaluation period (and any extension thereof), may receive a leave of absence for up to 90 days when unable to work because of sickness, pregnancy, or injury on or off the job. Such employees may also apply for leave of absence for personal reasons. Personal leaves are granted only at the discretion of the President upon recommendation by the employee's lower level supervisor.
2. Employees are requested to apply for leaves of absence as far in advance of need as is possible, but an employee may be placed on leave status without application when the circumstances warrant such action.
3. Physical disability leaves will begin the first day of absence.
4. After employees have exhausted vacation and/or sick leave, as a general rule, employees on leave of absence are not entitled to wages or fringe benefits and do not accrue fringe benefits.
5. Employees desiring to return to work from an unpaid leave of absence should notify the Department of Human Resources in writing at least ten (10) days prior to their desired date of return. If the University finds that the employee is fit to resume their duties, they may be recalled to their former job if a vacancy exists which is to be filled. If no such vacancy exists, employees may be recalled to any job in which there is a vacancy to be filled and for which they are qualified. If no such vacancy exists at the time, the leave of absence may be continued. Any employee who has not been reinstated within 90 days following the commencement of a leave of absence may be terminated. This action does not affect the employee's eligibility to be considered for hire as a new employee at some future time. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of Human Resources.

### **3.6.3.3 Family and Medical Leave (FMLA)**

Voorhees University provides family and medical leave to eligible employees according to the Family and Medical Leave Act of 1993.

### 3.6.3.3.1 Eligibility

To be eligible under the FMLA, an employee must meet all of the following requirements:

1. The University must have employed the employee for at least 12 months.
2. The employee must have worked at least 1,250 hours for the employer during the 12-month period preceding the need for leave.
3. The employee must be employed at a worksite where the University employs 50 or more employees within 75 miles of the University.

### 3.6.3.3.2 Reason for Leave of Absence

1. **Family and Medical Leave.** An eligible employee may be entitled to a leave of absence under this law and policy if:
  - a. a serious health condition, including disability resulting from an on-the-job injury prevents the employee from being able to perform his/her job;
  - b. if the employee's spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative; or
  - c. to care for a natural child, adopted child, or formally placed foster child, provided that
  - d. entitlement to leave to care for a child who is newly born or newly received in the employee's household shall end 12 months after a natural child, or 12 months after an adopted or foster child is received in the employee's household.
2. **Military Caregiver Leave.** An eligible employee whose spouse, parent, or child or next-of-kin is a covered service member or covered veteran of the Armed Forces of the United States may be entitled to leave of absence to care for the service member or veteran if he/she is, or was, injured while on covered while on covered active duty, including if he/she aggravates an existing injury.
3. **Military Exigency Leave.** An eligible employee whose spouse, parent or child is a member of the regular Armed Forces of the United States and is on active duty or called to active duty on a foreign deployment, or who is a member of the National Guard or Reserves and is on or called to qualifying active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are:
  - a. Short-notice deployment (i.e., notice of 7 days or less);
  - b. Military events and related activities;
  - c. Childcare and school activities (regular or routine childcare by the employee does not count);
  - d. Financial and legal arrangements;
  - e. Counseling;
  - f. Rest and recuperation;
  - g. Post-deployment activities;
  - h. Parental care (regular or routine parental care by the employee does not count);and

- i. Additional activities not encompassed in the other categories but agreed to by the employer and employee.

NOTE: Proof of need for leave of absence is required regardless of the type of leave taken.

#### **3.6.3.3.3 Length of Leave**

1. **Family and Medical Leave.** An eligible employee may take the equivalent of 12 workweeks of leave during any 12 consecutive months for his own serious health condition, that of a parent, spouse or child, or to care for a newly born or newly received child. Leave to care for a newly born or newly received child must be taken consecutively. Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary.
2. **Military Caregiver Leave.** Leave to care for an injured service member or covered veteran may be taken for up to 26 workweeks in a single 12-month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member.
3. **Military Exigency Leave.** Leave taken because of a qualifying exigency is available for up to 12 workweeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited seven (7) days from the date of notice, and leave taken to be with the service member during periods of rest and recuperation are limited to 15 days per period of rest and recuperation. Leave taken to attend post-deployment activities must be taken within 90 days of the end of active duty service.
4. **Calculation of Available Leave.** A rolling 12 months is used for purposes of calculating leave available.

#### **3.6.3.3.4 Notice of Leave**

If the need for family/medical leave is foreseeable, employees must give the supervisor a 30-day written notice. When 30 days written notice is not possible, the employee must provide such lesser notice as is possible in the particular circumstances and generally must comply with the University's normal call-in procedures. The supervisor must notify Human Resources upon receipt of the notice.

When an employee requests family/medical leave because of the employee's own serious health condition, or the serious health condition of a covered relative, the employee must provide appropriate medical certification (if requested by the University) in a timely manner. Failure to provide satisfactory medical certification will result in denial of leave until appropriate medical certification is provided and may result in separation from employment. Please note that the University may request second or third medical opinions.

#### **3.6.3.3.5 Coordination with Paid Leave**

Employees are not entitled to receive pay while on FMLA leave. However, those who must be

absent due to their own serious health condition(s) will be paid for time lost from work from accrued leave balances, if any. Employees who must be absent for any other FMLA-qualifying reason will be paid for time lost from work from accrued leave balances, if any. Leave taken under this policy counts toward employees' 12 weeks of leave (or 26 weeks, to care for an injured service member or covered veteran) regardless of whether all or part of the leave is paid.

#### **3.6.3.3.6 Continuation of Benefits**

Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of sick or annual leave.

During FMLA leave, the University will continue paying its share of group health premiums as long as the employee makes timely payments for employee's share of premiums in the same proportions as prior to the leave. If paid leave is substituted during FMLA leave, the employee's share of premiums will be deducted from paid leave. If the paid leave is insufficient, the employee must arrange for paying those premiums with the University.

If an employee decides not to continue insurance coverage during the leave, the employee's insurance will be reinstated upon the employee's return to work. Any changes made to the health insurance plan during the leave will apply in the same manner as if the employee was actively working.

If the employee does not return from the leave and terminates employment, the employee is eligible for COBRA coverage on the last day of FMLA leave or when the employee fails to return to work.

#### **3.6.3.3.7 Returning from Leave**

A leave of absence under this policy will end when the need for leave ends, or when the maximum leave described above has been taken, whichever occurs sooner. An employee returning from a medical leave due to the employee's own serious health condition must supply satisfactory medical certification from the health care provider clearing the employee to return to their work responsibilities. Employees must also give reasonable notice of their intent to return to work.

An employee returning from an approved family/medical leave will be restored to the same position that the employee held when the leave started, or to an equivalent position, with equivalent benefits, pay and other terms and conditions of employment.

#### **3.6.3.3.8 Outside Employment during FMLA**

Outside employment during approved FMLA leave is strictly prohibited without the expressed permission of the University and is subject to disciplinary action up to, and including, termination of employment.

#### **3.6.3.3.9 Extension of Leave without Benefits**

Employees who are unable to perform the duties of the position due to their own disability and who

have exhausted entitlement to leave under the Family and Medical Leave Act by taking 12 consecutive weeks of leave may, at the discretion of the President, upon written application, be granted up to an additional 14 weeks of leave. This additional leave of absence does not entitle the employee to reinstatement or to any portion of his health benefit plan premiums. Employees who are able to return to work prior to the exhaustion of extended leave may be returned to the previous position if it is vacant and is to be filled, or to some other position of equal or lesser compensation for which they are qualified and where there is a vacancy to be filled. Employees not returned to active employment may be continued on extended leave of absence status until they are returned to active duty status or the extended leave of absence expires, whichever occurs sooner.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave that would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only at the discretion of the President.

#### **3.6.3.3.10 Separation of Employment**

Employment may terminate if employees do not return to full active employment status at the conclusion of leave of absence or extended leave of absence. This does not affect the ability to reapply for the position later. Further, employees with circumstances that warrant special consideration should bring those circumstances to the attention of Human Resources.

#### **3.6.3.3.11 Special Situations**

**Spouses.** When both a husband and a wife are employed, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12-month period, or 26 weeks in a single 12-month period to care for an injured service member or covered veteran.

**Key Employees** (salaried employees in highest paid 10% of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

#### **3.6.3.3.12 Notice of Rights**

Federal law requires that we provide you with the notice of your rights. These rights can be found in the Department of Human Resources.

### **3.6.3.4 General Personal Leave**

The University may provide up to four (4) working days of personal leave each fiscal year to eligible employees. The supervisor may grant personal leave under at least three conditions:

1. Bereavement - a death in the immediate family.
2. Emergency - a critical accident or illness of an immediate family member requiring

emergency treatment or emergency hospitalization if the employee is not eligible for FMLA.

3. Personal - a situation to attend to matters of personal business.

Personal leave does not include routine illnesses, baby-sitting emergencies, or taking family members to doctor's appointments. For these types of situations, an employee may take accrued vacation or time without pay at the discretion of the supervisor.

**Note:** An immediate family member is an employee's spouse, child, grandchild, parent, sibling or spouse's parent, sibling, or grandparent. An emergency leave involving a family member other than those listed may require the employee to use vacation time. Contact the Department of Human Resources for additional information.

### 3.6.3.5 Military Leave

The University provides up to three (3) weeks with pay each fiscal year for eligible employees to attend authorized military training exercises. During this time, the University will pay the difference between employees' pay for scheduled work with the University and their military pay. Leave and reinstatement from leave for military absences will be granted in accordance with applicable state and federal laws. Because these laws change from time to time, no effort is made to set them out here. Employees must furnish their supervisor with a copy of the military orders or appropriate certification as far in advance of the leave as possible.

### 3.6.3.6 Sick Leave

The University provides sick leave each fiscal year to eligible employees.

**Sick leave** is determined as follows:

1. Full-time employees (faculty/staff) accrue one (1) day of sick leave per month up to a maximum of 72 days.
2. Part-time employees do not earn sick leave.
3. Sick days may be used for personal illness, injury, health-care appointments, and for illnesses and health-care appointments of dependents.
4. Eligible employees are full-time faculty and staff who have completed 90 days of employment. A new employee must have worked 90% of the regular workdays during the initial 90-day evaluation period to qualify.
5. Each employee is responsible for directly notifying their immediate supervisor as far in advance as possible of a need for leave and no less than 30 minutes before the scheduled start of the workday when leave is unforeseen. The supervisor should be notified of health-care appointments as far in advance as possible. Failure to abide by this requirement may result denial of paid sick leave and/or disciplinary action, up to and including termination from employment.
6. The University may request verification of the circumstances surrounding any use of sick leave.
7. Sick leave is canceled upon separation from the University. Under no circumstances



will payment be made for unused sick leave at termination.

8. Sick leave will not be advanced.

Accrued, unused vacation leave must be used to supplement sick leave. When an employee exhaust all sick and vacation leave, the employee may be placed on leave pursuant to the University's leave of absences policies.

Employees may not use sick leave when absent from work for an approved worker's compensation matter or if the illness or injury was sustained while on unpaid leave.

1. Any sick leave not taken during the fiscal year earned may be carried forward to the next fiscal year, up to a maximum of 72 days.
2. Employees do not accrue vacation or sick leave while on any unpaid absence.
3. Employees out for more one (1) workweek must contact their supervisor once each week or such lesser frequency as required by the supervisor.
4. An employee is required to have a physician's release to return to work when an absence exceeds more than three (3) consecutive working days, or under other circumstances determined by the University.
5. In the event an employee requires extended sick leave, a reasonable effort will be made to hold the employee's position to the extent required by law.

## 3.7 Benefit Policies

The Department of Human Resources administers all benefit programs and must be contacted in order to enroll, change, or answer questions regarding the University's benefit program. Please note that carrier and other third party benefits are subject to change pursuant to alterations in the terms of agreement entered into with those carriers or other third party providers. Following are brief descriptions of the benefits offered by the University:

**IMPORTANT:** The descriptions below are provided for convenience only and may not be relied upon to determine eligibility or terms of benefits. All eligibility and terms are determined by separate plan documents. In the event of a conflict between the descriptions below and any plan documents, the plan documents will control. For more information about benefits, ask for a copy of the summary plan description or see Human Resources.

### 3.7.1 Health, Welfare and Pension Benefits

#### 3.7.1.1 Dental, Health and Life Insurance

##### 3.7.1.1.1 Dental Insurance

When offered, the University invites eligible employees and their eligible dependents to participate in a group dental insurance plan. The employee pays the cost of this insurance. The terms of the

Dental Insurance Plan, including eligibility, coverage, waiting periods, deductibles, and co-payments, are set out in the written Plan Document and Summary Plan Description issued to participating employees. Questions and/or concerns about dental insurance or your eligibility for it should be addressed with the Department of Human Resources.

### **3.7.1.1.2 Health Insurance**

When offered, the University invites eligible employees and their eligible dependents to participate in a group health insurance plan. The University adheres to guidelines as set forth in the Affordable Care Act. Questions and/or concerns about health insurance, your eligibility for it or the Affordable Care Act should be addressed with the Department of Human Resources.

### **3.7.1.2 Life Insurance**

Employees who normally work at least 40 hours per week are presently eligible for group term life insurance coverage at University expense. The University currently pays the premium for this insurance. In addition, the University currently provides each eligible employee with Accidental Death and Dismemberment Insurance. Details of individual coverage are available from the Department of Human Resources.

### **3.7.1.3 Pension Plan**

The University has discontinued its pension plan however; eligible participants can still receive benefits. Please contact the Department of Human Resources for more details.

### **3.7.1.4 Retirement Plan**

Voorhees University currently makes available a retirement program to all regular full-time employees. The financial services company, Teachers Insurance and Annuity Association (TIAA) administers the program.

Eligible employees currently may participate in the retirement plan beginning on date of hire. Participation in the retirement program is not automatic, but requires the employee to apply to participate.

The University currently matches up to 4.5% of an eligible employee's annual base salary to the retirement program after one (1) year of continuous employment. Questions and/or concerns should be addressed with the Department of Human Resources.

## **3.7.2 Legislative Benefits**

### **3.7.2.1 Workers' Compensation**

An employee, who is injured on the job may be eligible for workers' compensation benefits. The

injury must be reported to the Department of Human Resources, Campus Safety and Security and the employee's immediate supervisor immediately. Worker's Compensation insurance provides protection against occupational injury or disease while employed at the University and is paid for by the University.

The Employees must be cleared through the workers' compensation assigned physician prior to returning to work.

#### **3.7.2.1.1 Continuation of Salary and Benefits**

After the seven days of absence, employees may not use their sick or vacation leave balances for worker's compensation absences.

Paid leave accrual and retirement credits will continue to accrue while an employee is out of work on Worker's Compensation until the employee returns to work or is terminated. The employee is not eligible for holiday pay during the leave.

#### **3.7.2.1.2 Coordination with Family and Medical Leave Policy**

An employee who is absent from work and is receiving worker's compensation benefits will also be placed on medical leave under the Family and Medical Leave policy. Leave that qualifies for workers' compensation benefits also qualifies as medical leave under the Family and Medical Leave Policy is counted against the employee's Family and Medical Leave entitlement. An employee out of work for workers' compensation and who is not eligible for FMLA will be placed on leave under the University's Authorized Leave with Pay policy. Approval of medical leave does not guarantee that worker's compensation benefits will be paid.

### **3.7.3 Miscellaneous Benefits**

#### **3.7.3.1 University Housing**

The University may make available at its discretion, housing it may own to its faculty and staff. The University housing requires a monthly rental fee to all except the Provost/Vice President for Academic Affairs and the University Chaplin. Free housing means that an individual may not be required to pay rent, but will be responsible for all utilities costs.

Note: All rent free housing will be reported in accordance with IRS rules.

#### **3.7.3.2 Relocation Expenses**

The University may, at its discretion, pay for certain expenses incurred by relocating employees or pay a signing bonus for certain positions. All such benefits require approval of the Vice President for Business and Fiscal Affairs and the President.

Relocation Expenses and Signing Bonuses are an advance of wages during the first two years of employment following receipt. If an employee resigns or is terminated from employment prior to the

completion of two (2) consecutive years of employment (as determined by the date of hire), the employee is required to reimburse the University for all relocation expenses, and/or signing bonuses paid. The University may deduct any amounts owed from employee's pay. Any balance(s) remaining must be paid within 30 days. Receipt of these benefits requires execution of a repayment agreement at the time of receipt.

### 3.7.3.3 Tuition Waiver

A Tuition discount is given to full-time employees and members of their immediate family (spouse and dependent children under the age of 25) to attend the University. Independent children of full-time employees are not eligible for the waiver. A maximum of three (3) hours per semester of University credit may be taken during the eight-hour workday by eligible employees. An employee interested in educational discount must obtain the proper forms from the Department of Human Resources.

Tuition Waiver is only available when the University does not incur substantial additional costs that prohibit the continuance of the program. As such, this policy is subject to change and Voorhees University explicitly reserves the right to modify its Tuition Waiver policies, procedures, and program eligibility.

#### 3.7.3.3.1 Eligibility

Employee eligibility to receive Tuition Waiver benefits consists of satisfactorily meeting three (3) criteria:

1. Employment Status
2. Service Requirements
3. Academic Requirements

**Each of the three (3) criteria must be satisfied** for the employee to be eligible for benefits under this Policy.

1. **Employment Status:** The employment status of the employee at the time the Tuition Waiver is requested must be regular full-time, that is the position is not temporary and is designated to work a minimum of 35 hours per week
2. **Service Requirements:** The employee must have completed one year of continuous, full-time service as of the first day of the semester in which the employee enrolls.
3. **Academic Requirements:** The employee must meet the admission requirements of and be officially accepted into Voorhees University.

Dependent children eligibility to receive Tuition Waiver benefits is based on four (4) criteria:

1. Legal Relationship to the qualifying Faculty or Staff Member
2. Employment Status of the qualifying Faculty or Staff Member
3. Service Requirements of the qualifying Faculty or Staff Member
4. Academic Requirements

Each of the four (4) criteria must be satisfied for the dependent children to be eligible for benefits

under this Policy.

1. **Legal Relationship to the Qualifying Faculty or Staff Member:** For a dependent to be eligible to receive Tuition Waiver benefits, the individual must be either the lawful spouse or a dependent child of an eligible employee under the age of 25. For purposes of this policy, a dependent child is a natural child, an adopted child, or a stepchild of an eligible employee who resides in the employee's household or for whom the employee is legally responsible. Children of employees, regardless of age, who are employed full-time, or are married, or who have dependent children are not considered eligible to receive Tuition Waiver benefits.
2. **Employment Status of the Qualifying Faculty or Staff Member:** For a dependent to be eligible to receive Tuition Waiver benefits, the employee must have Eligible Status as defined under Employee Eligibility.
3. **Service Requirements of the Qualifying Faculty or Staff Member:** For a dependent to be eligible to receive Tuition Waiver benefits, the employee must have completed one full year of continuous employment as defined under Employee Eligibility.
4. **Academic Requirements for the Dependent Student:** For a dependent to be eligible to receive Tuition Waiver benefits, the dependent must meet the admission requirements of and be accepted into Voorhees University, and must maintain a cumulative GPA of 2.0 or higher.

#### **3.7.3.3.1.1 Retiree Eligibility**

Following the formal retirement of an eligible employee as defined above, Tuition Waiver benefits will be provided as follows:

1. If the employee, spouse, or dependent child is attending Voorhees University at the time of the formal retirement from the University, such student will be permitted to continue receiving the same benefits to complete the undergraduate degree program being pursued at the time of the formal retirement.
2. Eligibility for this Retiree provision is contingent upon the student continuing to meet the academic requirements and, for dependents, the relationship requirement to the retiree.
3. Should a retired employee, spouse or dependent child receiving retiree Tuition Waiver benefits under this provision cease attending Voorhees University for more than two consecutive semesters for reasons other than illness or death of an immediate family member, such retiree benefits will no longer be made available to that individual.

#### **3.7.3.3.1.2 Special Circumstances**

1. **Separation of Service During a Semester:** In the event of the separation of service of the eligible employee, whether voluntarily or involuntarily, during a semester in which an individual is receiving the remission benefit, the benefit will continue until the end of that current semester; as long as the student has begun attending the classes for which the waiver has been applied prior to the separation event.
2. **Death of an employee:** If an eligible spouse or dependent child is receiving Tuition Waiver benefits under any of the provisions above at the time of the qualifying employee's death, the enrolled spouse or dependent child will continue receiving the Tuition Waiver benefit until

the end of that current semester.

#### **3.7.3.3.1.3 General Eligibility Guidelines**

1. Participation is subject to space availability in the course, giving regular tuition-paying students priority.
2. Attendance must not conflict with the employee's work schedule.
3. Recipients must meet the institution's and program's requirements for admission and are subject to institutional regulations and academic procedures.
4. Recipients must agree to satisfactorily complete the course[s] and show evidence of completion. Withdrawal from any course must be reported to the Registrar, Business Office and Human Resources.
5. This policy does not cover payment for fees and other related expenses.
6. Tuition Waiver will be granted only after the Free Application for Federal Student Aid (FAFSA), if eligible, has been submitted and all/any required additional documents are received and verified by the Office of Student Financial Aid. Tuition Waivers will be applied and adjusted accordingly with any financial aid, federal, state, or private, that is received by the student recipient up to the cost of tuition ONLY.

#### **3.7.3.3.1.4 Tax Implications**

Under current IRS rules, undergraduate tuition for employees, spouses and dependents is a tax-free benefit. Employees are advised to consult their accountants or tax advisors for specific information or guidance.

## **3.8 Performance Review and Appraisal Policies**

### **3.8.1 Faculty Performance Review and Appraisal**

For policies pertaining to faculty performance review and appraisal, please refer to Volume IV.

### **3.8.2 Staff Performance Review and Appraisal**

It is the University's policy to provide employees with timely and specific performance feedback, counseling/coaching through personal discussion, and appraisal initiated by the supervisor. Performance reviews and appraisals are designed to help supervisors, measure employees' performance, and to identify actions that will assist employees meeting performance goals.

Formal performance appraisals, as outlined below, are not intended to replace ongoing dialogue between the supervisor and employee regarding the satisfactory performance of duties. Management may use performance appraisal results for making decisions regarding training, assignment, promotion, salary advancement, and retention of employees.

Appraisals are maintained in the employee's Human Resources Personnel file.

#### **3.8.2.1 Performance Appraisal Schedule**

Each employee's performance is appraised at the completion of the 90-day initial evaluation period. Thereafter, performance appraisals are conducted annually for all staff employees based on the fiscal year calendar (July 1 – June 30), and in accordance with procedures approved by the President. During the interim period, however, the supervisor may informally communicate with the employee on performance issues, or may conduct a formal special performance appraisal to include expectations for improvement in job performance.

#### **3.8.2.2 Basis for Appraisal**

Performance appraisals are based upon implementation of institutional goals and objectives; execution of duties and responsibilities as outlined in the position description; and compliance with specified University policies and administrative processes.

#### **3.8.2.3 Grievance Procedures**

Performance appraisals are not grievable, unless there is a contention that the performance appraisal violated established University policies or procedures. A staff member who disagrees with the evaluation may submit comments, to the appraisal.

## **3.9 Promotion, Transfer and Demotion Policies**

### **3.9.1 Promotions and Transfers**

#### **3.9.1.1 Faculty Promotions and Transfers**

For policies pertaining to faculty promotions, please refer to Volume IV.

#### **3.9.1.2 Administrator and Staff Promotions and Voluntary Transfers**

The University may promote employees who are qualified and suited for open positions. Candidates for promotion may be considered prior to a position's being posted or to the consideration of other applicants.

##### **3.9.1.2.1 Temporary (Interim) Promotions**

The President and/or respective Vice President may authorize a temporary (interim) promotion to ensure the proper functioning of the University. A temporary (interim) promotion is to staff a need of the University. The interim appointee performs the full scope of duties and responsibilities of the position during the interim appointment.

An interim appointment does not imply that the interim appointee be chosen for the regular appointment. An interim appointment to an advanced position may result in additional compensation while the employee is in the temporary role. Once the employee has completed the temporary assignment, the employee will return to his/her previous position and return to his/her previous compensation.

#### **3.9.1.3 Administrator and Staff Involuntary Transfers**

Voorhees University reserves the right to involuntary transfer administrative and staff employees based upon the needs of the University.

##### **3.9.1.3.1 Non-Disciplinary Demotions**

A demotion is the assignment of an employee from one position to a position having lesser responsibilities and a lower salary range. Employees may be administratively demoted or demoted at their own request.

For non-disciplinary demotions, the employee's salary will remain unchanged for one (1) month following the demotion. For disciplinary demotions, the employee's salary will reflect the salary of the accepted position, effective immediately.



## **3.10 Compensation Program & Salary Administration Policies**

The purpose of the University compensation program is to attract, motivate and retain qualified individuals to promote quality productivity and achieve the goals and objectives of the University. Specifically, the program is designed to:

1. Establish guidelines for compensating employees in accordance with position requirements and work performance.
2. Develop and maintain salary ranges that are competitive and equitable.
3. Establish compensation guidelines for the administration of salaries.

### **3.10.1 Job/Position Descriptions**

All positions will have current job (position) descriptions, which identify the key duties and responsibilities, physical requirements, and knowledge, skills and abilities required to perform the position successfully. The Department of Human Resources, will maintain approved copies of all position descriptions. It is the responsibility of the supervisor to ensure that each employee has a current copy of his/her job description. It is necessary that the supervisor regularly review each job description to ensure its accuracy and provide updates to Human Resources when there are significant changes.

At a minimum, supervisors are responsible for reviewing job descriptions when a position becomes vacant prior to posting the position; however, job descriptions may be reviewed at any time. Supervisors may not change titles of position without the approval of the Director of Human Resources, Vice President for Business and Fiscal Affairs, and the President.

### **3.10.2 Assigning Salary Ranges**

The Director of Human Resources in conjunction with the Vice President for Business and Fiscal Affairs is responsible for ensuring that positions are assigned appropriate salary ranges based on objective position evaluation factors and/or market pricing. Based upon supervisory input, the Director of Human Resources will review the duties and responsibilities of positions when vacant and make any necessary adjustments.

When a new position is established or when a position has substantially changed, the supervisor or the employee, with prior notice to and approval by the supervisor, may initiate a request for a review of the title and/or salary range. Assignment of a position to a higher title or salary range requires the approval of the Vice President for Business and Fiscal Affairs and the President.

#### **3.10.2.1 Officer Compensation**

Compensation of the officers of Voorhees University must allow the University to attract the best

suited individuals for each position. Officer compensation is reviewed by the appropriate committee of the Board of Trustees, to ensure that compensation packages are appropriate in the market place and do not violate the “intermediate sanctions” provisions contained in Internal Revenue Service code section 4958.

#### **3.10.2.1.1 Hiring of New Officers**

All financial terms of offers of employment to officers of the University shall require the approval of the appropriate committee of the Board of Trustees, who act as Voorhees University’s Trustee Committee. In order to provide negotiating flexibility, a salary range, with a “not to exceed” maximum salary, will be submitted to the committee for advance approval. In determining the maximum salary range, the committee will rely on appropriate comparability data of salaries of officers employed by institutions similar to Voorhees University. The basis for the determination of the committee will be adequately documented concurrently with the setting of the maximum salary range determination.

#### **3.10.2.1.2 Required Annual Review**

The Vice President for Business and Fiscal Affairs will annually provide to the committee of the Board of Trustees all proposed officer compensation for the new fiscal year and a comparison of salaries for officers at peer institutions. The committee of the Board of Finance will determine the appropriateness of officer salaries.

### **3.10.3 Salary Administration**

Salaries will be administered in accordance with the following guidelines.

1. **Hiring Salaries** – An entry level employee will generally be compensated at the minimum of the approved salary range. Should an individual possession significant knowledge and/or experience above that which is stated in the job description, such individual may be compensated at a higher level. Hiring salaries will be reviewed by the Director of Human Resources and the Vice President for Business and Fiscal Affairs then approved by the President. The President provides approval of the final salary.
2. **Annual Salary Adjustment** – Each employee’s salary (including grant-funded positions) will be reviewed annually and an increase may be awarded based upon the employee’s performance, the University’s financial circumstances, and the salaries of other employees performing a similar, or equivalent, level of duties and responsibilities. Where circumstances deem it appropriate to increase the employee’s rate of pay, such increase will be effective on the first day of the pay period following October 1. An employee must be performing satisfactorily to receive an upward salary adjustment. Salary increases are not automatic even where the criteria stated above have been met.
3. **Promotional Increases** - A newly promoted employee will be compensated at or near the minimum of the approved range for the position promoted to. This increase will not affect

the regular merit review.

4. Re-Evaluation - An employee staffing a position that has been re-evaluated to a higher classification will be paid at least the minimum of the new title/salary range. The employee must meet the minimum position requirements of the new classification.
5. Lateral Transfers - An employee moved to a lateral position at the same pay level is not eligible for a pay increase due to the move. This does not affect the employee's eligibility for an annual salary increase.
6. Demotions - An employee voluntarily or involuntarily demoted for any reason will be compensated at the new range as administratively determined.
7. Effective Date of Employment - An employee's effective date of employment for determining eligibility for salary increases is the date the employee was first hired.
8. Salary above the Range Maximum - No employee will be paid in excess of the maximum of the established range except an employee whose position was downgraded to a lower classification. Such an employee may continue to receive his or her former rate of pay for the number of months that are equal to the number of years in the previous position.  
Example: If the employee has worked five years in the position, he would continue at his current pay for five months following the downgrade to a lower classification.

#### 3.10.4 Overtime

Only the President or Vice President for Business and Fiscal Affairs may authorize overtime pay to meet the operational needs of the University. When ordered for the maintenance of essential functions, overtime will be allocated as evenly as possible among all non-exempt employees qualified to do the job. Faculty, administrators, and certain staff members are exempt from FLSA overtime standards, which means the University is not obligated and will not pay any overtime to these employees. Supervisors may authorize overtime to non-exempt employees based on prior approval of the President or the Vice President for Business and Fiscal Affairs and will be earned based on the following provisions:

1. Overtime will be paid at the rate of time and one-half for all time worked in excess of 40-hours in one (1) workweek.
2. The workweek is a fixed period of seven (7) consecutive days.
3. During the specified workweek, paid time off (annual leave, sick time, personal leave, jury duty, etc.) is not to be included in the computation of hours worked for overtime purposes.

Absences considered as time/hours worked for determining weekly compensation include:

1. Attendance or participating in an activity at the request of the University;
2. Participation in community activities in time of community emergency (civil defense, volunteer firefighter's unit, etc.);
3. Attendance at a Worker's Compensation hearing or investigation when an employee of the University is involved;
4. Time off for rest or "breaks." Such time (15 minutes or less) must be designated, and approved by the supervisor.

## 3.10.5 Paydays and Paychecks Policies

### 3.10.5.1 Payday

For efficiency purposes, the University requires all employees' "paychecks" to be directly deposited into their bank accounts on the 15th and last working day of each month unless extenuating circumstances makes this impossible. All employees must complete the Direct Deposit Form in the Department of Human Resources and attach a voided check to it (deposit slips are not acceptable). On payday, employees pick up their Direct Deposit Stubs at the Cashier's Window.

Voorhees University's workweek is Monday through Sunday. For Non-Exempt employees, the total number of hours worked during that period is used for calculating overtime (1.5 times the hourly rate for any hours worked in excess of 40). Employees are paid on a semi-monthly basis. The pay period for salaried employees is the 1st through the 15th and the 16th through the last business day of the month. The pay periods for non-exempt employees varies and are listed on the payroll schedule (Please see Human Resources for current schedule). Employees clock in/out on the internet-based ADP Workforce Now timekeeping system and supervisors monitor their employees' time, and must adhere to the deadline for timecard corrections listed on the payroll schedule. If a payday falls on the weekend or on a holiday, then employees are paid the business day before.

Please be advised that Voorhees University does not allow any employee to receive a "cash advance" in anticipation of their next scheduled payday.

### 3.10.5.2 Payroll Deductions

The University deducts from employees' gross pay all taxes and withholding as required by the taxing authorities. The University may also deduct from employees' pay the employees' share of any premiums or plan contributions for insurance, retirement, and similar plans that are elected by the employee. The University may make other deductions as required by law or order of court.

Cash, debts owed the University, fringe benefits, uniforms, tools, equipment, vehicles, instruction manuals, keys, university identification cards, and other items belonging to the University and advanced or issued to employees and not repaid or returned are considered advances of wages, the value of which may be deducted from employees' pay.

#### 3.10.5.2.1 Changes in Payroll Deductions

All changes pertaining to payroll deductions must be submitted in writing to the Department of Human Resources. Changes by phone will not be permitted.

#### 3.10.5.2.2 Reporting Improper Deductions

If an employee feels their paycheck reflects an improper deduction, the employee must immediately notify Human Resources. Human Resources will investigate the claim. If the deduction is then found

to be improper, the employee will be reimbursed as soon as practicable, but no later than the next regularly scheduled pay period after the error is confirmed. If Human Resources determines that the deduction is not an error, they will follow up with the employee so that the reason for the deduction can be explained.

### 3.10.5.3 W-4 Updates

Each December, employees may complete a new W-4 form for payroll tax deductions for the coming year should their tax status change. This record will be maintained in the employee's file. W-4 updates can occur at any time in the Department of Human Resources.

### 3.10.5.4 Final Wage Payment

Employees will receive their final paycheck on the next scheduled pay date following their voluntary or involuntary termination.

## 3.11 Disciplinary Action

### 3.11.1 Staff Constructive Discipline

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline imposed may range from oral or written to suspension to demotion to discharge. The University may also reduce paid leave balances as a disciplinary measure, and the University may impose some other form of discipline, as well. The discipline imposed in any particular situation is at the sole discretion of the University and nothing in any of the University's policies or by virtue of any past practice of the University requires it to follow any particular course of discipline.

Employees must sign counseling memoranda, policy statements, performance evaluations and other similar documents. The employees' signature does not necessarily indicate agreement with the contents of the document, only that they have been notified of the contents of the document.

If employees refuse to sign any document(s), they are considered to have resigned. At its sole option, the University may suspend employees without pay and, if they do not sign the form by 5:00 p.m. at the end of the next scheduled work day, they will be presumed to have resigned.

#### **Examples of Conduct Warranting Disciplinary Action**

It is not possible to list all acts and omissions that may result in disciplinary action. The disciplinary action that is appropriate misconduct is at the sole discretion of the University. The following list includes merely examples of some of the more obvious types of misconduct that may result in disciplinary action, up to and including discharge.

1. Conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude, or offense which affects the University's reputation or which reasonably could create concern on the part of fellow employees or the

- community.
2. Incompetence.
  3. Unauthorized absence or tardiness.
  4. Insubordination, including disrespect for authority, or other conduct which tends to undermine authority.
  5. Failure or refusal to carry out instructions.
  6. Unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of University property or the property of others.
  7. Violation of safety rules, neglect, or engaging in unsafe practices.
  8. Interference with the work of others.
  9. Threatening, coercing, or intimidating fellow employees.
  10. Dishonesty.
  11. Tardiness or absenteeism.
  12. Failure to report personal injury or property damage.
  13. Failure to provide information or falsification of University records or providing falsified records to the University for any purpose.
  14. Neglect or carelessness.
  15. Introduction, possession, or use of illegal or unauthorized prescription drugs or intoxicating beverages on University property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; or the off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is “under the influence” if he has any detectable amount of any such substance in his system.
  16. Unsatisfactory performance.
  17. Violation of University policies.
  18. Lack of good judgment.
  19. Any other reason that, in the University’s sole determination, warrants discipline.

### 3.11.2 Exit Interview

The Director of Human Resources will conduct exit interviews of employees who are separating from the University regardless of length of service, position, or the circumstances of the separation. All the University property including keys, identification cards, credit cards, and other items must be returned on or before the employee’s last day of work to his /her respective supervisor or to the Department of Human Resources in the supervisor’s absence.

## 3.12 Grievance Policies

### 3.12.1 Faculty Grievances

Please refer to Volume IV for the Faculty Grievance Policy.

## 3.12.2 Staff Grievances

A grievance is defined as any complaint by employees that they have been treated unfairly, unlawfully, or in violation of University policies, with regard to any matter pertaining to their employment by the University. This definition includes, but is not limited to, discharge, suspension, involuntary transfer, promotion, and demotion. Employees who believe that they have not received or been credited with or have otherwise lost wages or benefits to which they are entitled, must present their grievance in accordance with this same procedure or such wages or benefits may be forfeited.

This policy seeks to afford the opportunity to resolve any work-related conflict that may exist. Employees are urged to discuss questions or complaints regarding their relationship with the University with their immediate supervisor. No employee will be penalized or retaliated against for raising matters in good faith using this procedure.

### 3.12.2.1 Procedure

1. The University provides employees with the opportunity to resolve work-related conflicts through informal procedures. Informal procedures should be used for matters other than termination, non-renewal of the employment agreement, or matters related to the employee's performance.
2. Involuntary termination or non-renewal of the employment agreement must be addressed through the formal grievance procedure.

### 3.12.2.2 Informal Conflict Resolution Procedure

An employee having a work-related conflict should follow the established procedure identified below:

1. Employees should first discuss the matter with their immediate supervisor.
2. The supervisor will review the situation and give a response to the employee's issue within two (2) working days following the discussion. Failure of the supervisor to respond is considered a denial of the grievance. If the supervisor is unable or unwilling to adjust the grievance, the employee should follow the chain of command, appealing to each successive level of supervision. All such appeals may be oral. Each level of supervision will have two (2) working days to respond. Failure to respond is considered a denial from which the employee may appeal to the next level of supervision.
3. If a mutually satisfactory solution is reached, the matter is considered settled.
4. If a division head denies the employee's grievance, it is considered final for any probationary employee. Regular employees pursue the formal grievance procedure.

### 3.12.2.3 Formal Grievance Procedure

This grievance procedure applies to any full-time staff employee. Faculty grievances are outlined in Volume IV of the *University Policy Manual*.

A formal grievance must be presented to the Director of Human Resources within five (5) working days; however, the time may be extended by agreement of both parties or by extenuating circumstances as decided by the Director of Human Resources. If the grievant does not meet the stated time limitations, the process will be terminated, and such grievance cannot be resubmitted.

The grievance must be in writing, must state the purpose of the grievance and what recommendation is requested of the Grievance Committee. The writing must also contain a statement that the chain of command was followed in the informal appeal as required above.

1. The grievance letter should be as detailed as possible: specifying the policy and procedure, if any, the employee claims applies; the facts surrounding the grievance including the dates and times of specific related incidents; and the names of persons believed to have information pertaining to the grievance.
2. Within 10 working days of receipt of the written grievance, the Director of Human Resources will notify the Grievance Committee of the grievance, schedule a hearing, and notify the employee of the date/time of the hearing.

#### **3.12.2.3.1 Grievance Hearing**

1. The Committee will hold an informal hearing with the employee and the manager. The rules of evidence will not apply. Presentations, if allowed by the Committee, must be made by the individual involved, and no party may have an attorney to represent them. The Chair of the Committee will control the proceedings and will rule on all procedural matters, except whether to accept evidence, which will be determined by vote of the Committee.
  - a. The Committee may hear testimony, examine documents, and ask questions as deemed relevant to the grievance.
  - b. The parties may offer testimony from witnesses, which the Committee may hear at its discretion. The parties may not examine or cross-examine witnesses.
  - c. The Committee, at its discretion, may secure audio recording or transcription services for the hearing. In presentations regarding discipline or discharge of an employee, the manager representing the department or division will present first and have the burden of showing the action(s) taken in the University's best interest.
  - d. In all other presentations, the grievant will present first and will have the burden of showing the action(s) taken violate University policy. In all presentations, each party's initial presentation will be limited to 30 minutes.
  - e. The party presenting first may also have 10 minutes to rebut any matters raised by the other party's presentation.
2. Within 10 working days following the hearing, the Committee prepares a written advisory for submission to the Division Vice President, the President when appropriate, the Director of Human Resources, and the parties to the grievance.
3. The advisory should include the Committee's findings of fact and the recommendation of the Committee.
4. The Vice President or President will inform the employee in writing of acceptance or



rejection of the committee's recommendation within 10 working days of receipt of the recommendation. If the Committee's recommendation is accepted, it becomes final. If the recommendation is rejected, the Vice President or President will make his own determination from the written materials available and that determination will be final.

5. If the aggrieved employee is not satisfied with a decision of the Vice President, rejecting the Committee's recommendation, the grievant may submit an appeal to the President within five (5) working days. In the appeal, the grievant must state the reasons for the reasons for dissatisfaction with the Vice President's decision and the desired outcome.
6. The President will render a final decision on the grievance after reviewing all the material in the record and will transmit that decision to the employee and the management member involved.

#### **3.12.2.4 Exceptions to the Grievance Procedure**

The following are not subject to the grievance procedure:

1. Termination of employees during their initial evaluation period;
2. Annual or 90-day performance appraisals and associated actions resulting from the established performance evaluation process;
3. Written University policy itself may not be the object of a grievance;
4. Rates of pay; except where the allegation is that the rates of pay are inequitable among similarly situated employees in the department or division;
5. Layoffs;
6. Claims based on purchases or contracts;
7. Claims against a Voorhees University employee on matters that are unrelated to the employee's job or role at the University;
8. Formal complaints of harassment or discrimination, since there is a separate procedure for them or
9. Where another Voorhees University policy or procedure provides its own procedure for review or excludes decisions from the grievance procedure, Vice Presidents, Cabinet Members and the President may not use the grievance procedure.

All employees have the right to present their complaints or grievances under the provisions of this grievance procedure free of fear, restraint, interference, coercion, discrimination, or reprisal.

## 3.13 Fiscal Affairs Policies

The purpose of these policies is to establish written and standardized procedures to be followed by the finance officers and employees of Voorhees University (“the University”). Therefore, it is the responsibility of the officers and individuals involved to be cognizant of the existence of these policies, and for them to be passed down to incoming officers and staff for the purpose of orientation.

While this section outlines the policies, procedures and methodologies of the Office of Business and Fiscal (Fiscal Affairs), it is the responsibility of the said office to keep accurate financial records, prepare reports, and interpret the financial condition of the University.

The contents of these policies, in part or whole, have been prepared for the use of Voorhees University, and for the purpose of centralizing the financial operations of the University. At any time as deemed necessary, an amendment of these policies for any reason, should be brought to the attention of the Vice President for Business and Fiscal Affairs. The Vice President for Business and Fiscal Affairs has the authority to approve any amendment to these policies and is expected to administer the activities of the Finance Offices in such a manner that it is in the best interest of the University and at all times in accordance with the missions and goals statement of Voorhees University.

### 3.13.1 Internal Control

Internal control is defined as the system of procedures, accounting records, methods, and details through which the work of each employee or group of employees is continually checked and verified by the work of some other employee or group of employees without duplication of effort and within the normal flow of operations. No one employee shall have complete or independent control over all phases of a business transaction; on the contrary, the work is so arranged that the responsibility of one employee is complementary to that of another and provides an automatic verification of the activities of each.

Internal controls are essential to a soundly-managed institution. In most instances, common sense dictates the procedures that should be followed in avoiding conditions that can lead to possible theft or fraudulent records. The following are minimum safeguards, which shall be followed to the extent possible:

1. The person handling funds, including checks, shall not have access to the general ledger journals or the ledgers.
2. Payroll checks will never be returned to the payroll officer who maintains the payroll journals and receives the time sheets. Distribution of such checks will be the responsibility of a person not in any way associated with the payroll office.
3. A person other than the Accountant and Clerk who prepares the purchase vouchers must approve purchase vouchers.
4. Petty cash expenditures must cover minor expenditures (\$50.00 and under) only and never serve as a substitute for the issuance of checks.

5. Physical inventories will be taken by a person or persons not responsible for or having access to the inventory records.

These are but a few of the precepts of internal control, which are followed at Voorhees University. The general principals of internal control are that:

1. Those handling funds or assets must never be in a position that would allow them to change accounting records.
2. An organization shall provide for appropriate segregation of functional responsibilities.
3. The system of authorization and recording shall provide adequate accounting control over assets, liabilities, revenues and expenses.
4. There will be adequate oversight in connection with the performance of the duties and functions of each of the organizational departments.
5. An organization's management will create an environment that encourages compliance with documented policies and procedures.
6. Internal controls are designed in a manner that will allow for operating efficiencies.

### 3.13.2 Accounting Policies

#### 3.13.2.1 Chart of Accounts

Service, rather than profits, is the objective of an educational institution; thus, the primary obligation of accounting and reporting is one of accounting for resources received and used rather than for the determination of net income.

Timeliness in recordkeeping is essential if reports are to be maintained on a current basis. The scope of this institutional operation is such that this requirement can easily be met. Delays in recording journal entries, paying bills in a systematic manner, and submitting reports can be costly and lead to errors in the maintenance of the books of accounts.

A double entry system of accounting is to be maintained. These records are prepared on the computer.

University accounts are maintained and reports prepared on the accrual basis of accounting. Revenues are reported when earned not when received, and expenditures when materials or services are received. Purchase orders will only be applied against the budget to reflect actual balances. Allocation of fund balance and/or disclosures in notes to the financial statements are provided where such commitments of purchase orders are material in amount.

In order to account properly for the diversity of resources and their use in an educational institution, there has developed over a period of years, the principles and practices of fund accounting. Fund accounting is a system of procedures by which resources for various purposes are classified for accounting and reporting purposes in accordance with activities or objectives as specified by donors in accordance with regulations, restrictions, or limitations imposed by sources outside the institution or in accordance with directions issued by the governing board.

A fund is an accounting entity with a self-balancing set of accounts for recording assets, liabilities, a

fund balance, and changes in the balance. Separate accounts are maintained for each fund to ensure observance of limitations and restrictions placed on the use of resources. For accounting and reporting purposes, however, funds of similar characteristics are combined into fund groups.

The fund groups used by the University are as follows:

1. **Unrestricted Funds** - Current unrestricted funds are resources received by an institution that have no limitations or stipulations placed on them by external agencies or donors. These funds are often deemed the most desirable resources for an institution, since they offer the widest range of flexibility concerning how money can be expended. Tuition and fees, private gifts, and grants are typical revenue sources received in unrestricted current funds.
2. **Restricted Funds** - Current restricted fund resources provided to an institution have externally established limitations or stipulations placed on their use. At the direction of the external funding source, restrictions can be broad or quite specific.
3. **Endowment and Similar Funds** - The University's endowment fund includes Permanent, Term and Quasi-endowment funds. Permanent endowment funds are subject to the restrictions of gift instruments requiring that the principal be invested in perpetuity and the income only be utilized. Term endowment funds are similar to permanent endowment funds except that, upon passage of a stated period of time or the occurrence of a particular event, all or part of the principal may be expended. The governing board has established quasi-endowment funds for the same purpose as endowment funds. Any portion of quasi-endowment funds may be expended. The University's Board of Trustees must approve all transfers from the endowment fund to the current funds.
4. **Loan Funds** - Funds which are loanable to students.
5. Revenues, expenditures and transfers are classified by major categories. The following three major categories are specifically provided when reporting changes in fund balances:
6. **Educational and General** - This includes all current General revenues and all restricted funds revenues to the extent expended during the period which are available for the instruction and research, extension and public services programs, student services, operation and maintenance of plant, general administration and institution expenses and student aid.
7. **Educational and Generally Mandatory Transfers** - This includes provision for debt service on educational plant including amounts set aside for debt retirement, interest and required provisions for renewals and replacement to the extent not funded from other sources. Mandatory debt service provisions are those amounts fixed by a binding legal agreement, such as a bond indentures, and which sometimes have a priority claim on certain revenues. It includes mandatory transfers to loan funds required to match outside gifts or grants, usually from U.S. government.
8. **Auxiliary Enterprise Expenditures and Mandatory** - This includes all current revenues and expenditures of enterprises existing primarily for services to students, faculty, and staff.

Indirect expenses paid through educational and general funds allocable to such enterprises are determined and charged against the auxiliary enterprises. Mandatory transfers of auxiliary enterprises include mandatory provisions for debt retirement, other financing costs, and renewal and replacement.

### 3.13.2.2 Accounting for Grants and Contracts

When the funding agency notifies the University of an award, the Accounting Department provides the following services:

1. It sets up a general ledger account in accordance with the grantor's approved budget/award document and the policies of the University. Once the general ledger account number is established, it is entered into the University's accounting system by specific line item terms.
2. It meets with relevant faculty/staff to discuss and exchange information regarding managing awards, including but not limited to understanding the general ledger account number by line item, understanding the review and monitoring process, and understanding how to complete budget transfer forms (as needed).
3. It reviews and approves restricted expenditures necessary for compliance with grant terms and conditions. All restricted expenditures must be submitted to the Office of the Director of Financial Compliance of Grants and Sponsored Programs for review prior to placing an order or issuing a check. This includes but not limited to following all federal regulations/ principles, ensuring that the expenditures are reasonable and allowable under the specific grant. In addition, any expenditure that is contrary to the conditions of the grant will be returned to the program director.
4. It reconciles revenue, expenditures and drawdowns monthly reviewing for any discrepancies.
5. It provides financial reports for grants and awards based on the timetables set forth in the contract. Requirements for reports vary and are submitted monthly, quarterly, and/or annually. The financial reports are compiled from information maintained in the University's general ledger records. The reports are forwarded to appropriate program directors, managers, governing boards, etc., to insure they are aware of the financial condition of the grant. The monthly reconciliation will assure that the associated financial reports and/or invoices that are submitted to grantors contain complete and accurate data for all applicable reporting periods. The financial reports are prepared by the Director of Financial Compliance and Grants and Sponsored Programs and reviewed and approved by the Vice President for Business and Fiscal Affairs.
6. The Accounting Department will request funds from appropriate Agencies. The requests for restricted funds are generally made via one of the following methods:
  - a. Drawdown – where the funds are received electronically through the ACH system on a reimbursement basis. This process involves an expenditure report being forwarded to the Vice President for Business and Fiscal Affairs on a weekly basis (a/p expenditures), semi-monthly basis (payroll) or monthly basis (indirect costs). These reports contain the pertinent information relative to each expense. The reports are reviewed and funds drawn from the appropriate agency and prepares necessary information to record draw on the University's accounting system. The funds are then expended within three days. No funds are requested prior to the expenditure being recorded within the University's accounting system.
  - b. Advance – where the total grant funds are received in advance along with the award letter or on a predetermined timetable. This process involves notifying the Director of

Financial Compliance of Grants and Sponsored Programs that the funds have been received. After the account number is established and a meeting with the appropriate faculty and staff has concluded, the program director begins the requisition process.

- c. Invoice – where the grantor is forwarded an invoice for expenditures that occurred during the previous month. The invoices are prepared in accordance with the grantor guidelines and supporting documentation as needed.
7. It approves payments to co-participants of sub-contract agreements. This involves assistance in developing subcontract agreements, securing progress reports (as needed), reviewing and approval of invoices from sub-contractors for compliance under the original terms and conditions of the grantor, and timely receipt of all financial reports.
8. It prepares grant award close-out reports in accordance with the terms of the grantor.

### **3.13.2.3 Accounting for Moveable Equipment Inventory**

The inventory of moveable equipment represents a significant portion of the University’s balance sheet. Since a significant amount of money is tied up in the purchase and maintenance of this equipment, it is important to take whatever measures necessary to mitigate the possibility of losses. A proper accounting measure is required to record the activities of moveable equipment. A subsidiary ledger must be used for all moveable equipment by classification, location and dollar value. This system will allow for easy location and identification of all moveable equipment owned by the University.

#### **3.13.2.3.1 Classification of Moveable Equipment**

Moveable equipment represents all personal property other than small tools and office supplies, with a value of at least \$5,000.00. The following items are considered moveable equipment: office equipment, maintenance equipment, cars and trucks, computer equipment, desks, chairs, tables, file cabinets, bookcases and other miscellaneous furniture and fixtures. Equipment must have a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level.

#### **3.13.2.3.2 Inventory/Accounting System**

Since the number of moveable equipment items are numerous, the ability to retrieve information concerning them, and related data is essential. The subsidiary ledger is a very detailed document that will outline various facts about the equipment being inventoried. For future computerization efforts, various descriptions and information regarding equipment will be called “description fields.” These are the recommended description fields:

1. Decal Number: This is the number of the sticker that has been attached to each piece of equipment. The stickers are serially numbered and will serve as the control number during the annual physical inventory.
2. Serial Number: A unique number showing the position of an item in a series, especially one printer on paper currency, on a manufactured article, or piece of equipment for the purposes of identification.
3. Department: This will reflect the department, which has general responsibility for the

equipment. In some cases, this also serves to give an indication of the location of the equipment. These numbers correspond to the department and sub-department fields in the fields in the chart of accounts.

4. **Building:** This will contain the location of the equipment by building.
5. **Description:** This will include a brief description of the items of inventory. It is recommended that the description be short and concise, (i.e., Honeywell Disk Drive).
6. **Cost Basis:** The cost or basis is the dollar amount paid for an item of inventory or the value assigned at the time an item is donated to the university. The cost of an item of inventory will include the purchase price, freight, installation cost, and taxes. For donated property, the basis is the fair market value of the property at the time of the gift.
7. **Acquisition Date:** This will contain the year that the inventory was purchased or otherwise acquired by the University, (i.e., gift). For the initial inventory, the acquisition year could be estimated or the inventory date could be used.
8. **Purchase Order Number:** This will contain the purchase order number used in the purchase of the equipment. This will give a quick reference to more detailed information about the purchase. This field will be used for new acquisitions, but the information might not be available for equipment acquired prior to the initial inventory.
9. **Responsibility:** This will indicate the person that is responsible for the custodianship of the moveable inventory. This field is important when the physical inventory is conducted on an annual basis. The greatest internal control feature is specific responsibility to a responsible employee.
10. **Disposition:** This will contain information concerning the disposition of property no longer used by the university. This will consist of a one-letter code to represent the nature of the disposition (i.e., (T) theft, (S) sold, and (O) obsolete.).

The above-defined fields will be on each page of the computer files that will allow for continued updating of the subsidiary ledger to the general ledger.

### **3.13.2.4 Accounting for Student Accounts**

#### **3.13.2.4.1 Record Keeping**

The student accounts receivable records are to be recorded in a manner such that the accounts receivable subsidiary ledger will agree with the general ledger control account. All activity affecting student accounts will be supported by appropriate documentation and posted on a timely basis.

All student accounts will be updated on a timely basis and a statement of each account will be mailed on a monthly basis. This adequately informs the student of his/her account status. All entries and/or adjustments to student accounts should be promptly done and must be supported by written documentation. The supporting documentation along with the adjustments should be filed and available for audit when necessary. On a monthly basis, the student accounts receivable subsidiary ledger must be reconciled to the general ledger. Student accounts in doubt must be brought to the attention of the Controller or any designated person in the Accounting Department. This helps to detect erroneous entries.

#### **3.13.2.4.2 Student Billing**

During registration, the Office of Business and Fiscal Affairs reviews student accounts. Based on their existing account balances and a review of their financial aid award letter, a deferred payment plan is given to students who qualify and who did not make full payment at registration.

The student accounts are periodically reviewed to determine the status of each account. Debit statements are mailed to students on a monthly basis.

For students receiving outside grants or scholarships, an accurate billing invoice must be prepared and mailed to the responsible agencies. Copies of such invoices must be filed and made available to auditors when needed.

#### **3.13.2.4.3 Refunds**

Refunds are addressed via the University's refund policies as published in the current *University Catalog*.

#### **3.13.2.4.4 Delinquent and Uncollectible Accounts**

From time to time, uncontrollable circumstances may cause a student's account to become delinquent or uncollectable. Since these conditions result in losses to the University, it is important that measures are taken to minimize their occurrences.

On delinquent accounts, periodic notices should be sent to affected students outlining necessary penalties as may be prescribed by the Vice President for Business and Fiscal Affairs. The services of a Collection Agency might be necessary in some cases. For irrecoverable debts, the write-off of student account requires the approval of the Vice President for Business and Fiscal Affairs. Only those accounts that have been idle for at least one year can be written off.

All accounts that have been written off must remain under account control in order that bad debt recoveries can be properly recorded.

All written-off accounts must be filed properly as a permanent record to support the amount written off and for audit purposes. An annual review of the status of potential write-off must be performed in establishing the annual bad debt expenses and the account of the allowance for doubtful accounts.

#### **3.13.2.4.5 Documentation and Control**

Documentation and control are of utmost importance. Every financial-related document pertaining to accounts receivable must be documented and filed. Provisions for filing must be promptly met; access to the various documents must be controlled in order to avoid misplacement. In addition to the documentation of the transactions, separate logs should be maintained for quick references. This becomes necessary in cases where other departments will request particular information. It is important to know that an adequate filing system is in place for audit purposes.

Cash receipts and all bank transaction documents that relate to the cashier and accounts receivable should be kept in the vault.



### 3.13.2.5 Receipt of Funds

All employees, divisions, or departments who receive funds relating to revenues, services rendered, travel reimbursements, or donations made to Voorhees University are responsible for adhering to the following policy-governing financial transactions at Voorhees University:

1. **Deposit Requirements:** All funds held for deposit must be kept in a secure location until delivery to the Office for Business and Fiscal Affairs for timely deposit. All funds delivered to the Office for Business and Fiscal Affairs will be logged. Only departments or divisions given specific authority by the Office for Business and Fiscal Affairs can accept funds on behalf of the University.
2. **Bank Accounts:** Only the President and Vice President for Business and Fiscal Affairs may authorize bank accounts in Voorhees University name. All requests for bank accounts and other banking transactions must be directed to the Vice President for Business and Fiscal Affairs.
3. **Removal of Funds from Voorhees University:** No individual is authorized to remove money from the campus for safekeeping, or to use a cash fund to cash personal checks for themselves or others. Checks made payable to the University must be endorsed immediately by the Fiscal Affairs and may not be assigned to any other party.
4. **Checks:** No checks are to be accepted which do not have imprinted on them the name and address of the account holder.
5. **Cash:**
  - a. The cashier must receipt all cash funds received by the University. A valid computer- generated receipt must be given to the person or persons paying at the cashiers' window. When money is received by mail, it should be documented and a valid receipt mailed back to payer.
  - b. Money resulting from auxiliary enterprises is also receipted daily and a computer- generated receipt is prepared.
  - c. All receipts must be coded according to the purpose of the payment.
  - d. Most importantly, the cashiers' area must be a restricted zone. Only authorized personnel must have access to the area. At the end of every business day, the cashier must prepare a deposit slip.
  - e. Any discrepancies must be brought to the attention of the Controller and an accounting balance must be received before any transactions take place the following day.
  - f. Designated University personnel must make all deposits on a daily basis.
  - g. Monthly cash projections are prepared by the Vice President for Business and Fiscal Affairs and submitted to the President.

### 3.13.2.6 External Audits Policy

An external auditor, appointed by the Board of Trustees, conducts an annual external audit of Voorhees University's financial statements annually. The external audit firm partner will meet with the members of the Audit Committee of the Board of Trustees and the full board at least annually to discuss management, internal controls, and present the audit report.

### **3.13.2.6.1 Selection of External Audit Firm**

The Vice President for Business and Fiscal Affairs shall be responsible for solicitation of bids for external audit services at least once every three years. The bids shall then be reviewed with the Audit Committee of the Board of Trustees, which will decide which firm should be presented to the Board of Trustees for final approval and appointment.

## **3.13.3 Budgetary Policies**

Budgeting is the process whereby the plans of an institution are translated into an itemized and authorized, system of operation, expressed in dollars, for a given period. Budgets are blueprints for the orderly execution of programmed plans; they serve as control mechanisms to much anticipated and actual revenues and expenditures.

Budget planning requires involvement of personnel from all administrative and instructional levels of a university. The Vice President for Business and Fiscal Affairs serves as chief advisor to the President, and has overall responsibility of the planning and preparation of the budget.

### **3.13.3.1 Annual Budget Preparation**

#### **Step 1**

The budget preparation process is facilitated through the use of the budget worksheet form issued in March to each of the chief administrators who comprise the President's Cabinet. These administrators are also given proposed maximum allocations available to their areas based upon projected revenues for the next year. In addition, they are given the prior year's budget and expenditure reports.

#### **Step 2**

The members of the cabinet serve as the liaison between their assigned areas and the Vice President for Business and Fiscal Affairs. The Vice Presidents disseminate the budget worksheet forms department supervisors within their divisions. The department supervisors complete these forms in consultation with personnel in their respective areas.

#### **Step 3**

The division/department supervisors submit their individual budgets to the assigned member of the cabinet, who reviews them prior to making his/her recommendations to the Vice President for Business and Fiscal Affairs.

#### **Step 4**

After receiving completed budget request forms from all of the cabinet members, the Vice President for Business and Fiscal Affairs consolidates them into a master budget which is reviewed by the Cabinet. A recommended budget is then submitted to the President for review and final adjustments. This budget is prepared in a manner that is consistent with the format and presentation of the University's annual, audited financial statements in order to facilitate budget to actual analysis.

## **Step 5**

In May of each year, the President and Vice President for Business and Fiscal Affairs presents the budget to the Finance Committee of the Board of Trustees for its approval. This committee reviews the budget to determine its consistency with board policy and make appropriate recommendations to the full board. The full board approves the budget as preliminary, subject to enrollment and other circumstances affecting, which may take place during the summer.

## **Step 6**

After registration for the fall semester has been completed, the budget is reviewed by the President and the members of his cabinet. It is then revised as necessary and presented to the Business and Fiscal Affairs Committee of the Board and the Full Board of Trustees for final approval. Copies of the approved budget are forwarded to each cabinet member who is responsible for the dissemination of appropriate sections to department/division supervisors.

### **3.13.3.2 Budget Control**

The Office of Business and Fiscal Affairs has the basic responsibility to ensure that expenditures are made in keeping with institutional policies and that they do not exceed approved allocations. The following control mechanisms are designed to achieve this important objective.

#### **Step 1**

Each cabinet member and department/division head has direct responsibility for control of the budget reaching the Office for Business and Fiscal Affairs, each administrator or department head has the responsibility of his/her approved budget. If the budget is from institutional funds, requisitions and/or requests for funds must bear the signature of the department head. If the budget is from restricted funds, the complete form of monitoring all requests in order not to exceed, must bear the signature of the project director and department head.

#### **Step 2**

Each department/division area has its own unique general ledger account number. The account number must appear on all requisitions/purchase order forms to provide feasibility of funds. The accessibility of account numbers provides accuracy and accountability of appropriate spending designed for the Office for Business and Fiscal Affairs to properly charge expenditures. This course of action allows Fiscal Affairs to monitor the variances in a timely but effective manner.

#### **Step 3**

Budget reports comparing actual expenditures with the approved budget are reviewed monthly. While each division/department area has the freedom to spend funds from its approved budget, the Vice President for Business and Fiscal Affairs has the authority to delay unrestricted expenditures based upon the availability for funds (Cash Flow).

## 3.13.4 Finance Policies

### 3.13.4.1 Contracts

Only the President, as chief executive officer, and the Vice President for Business and Fiscal Affairs, as the chief financial officer, have the authority and responsibility for the execution and delivery of contracts or agreements that bind Voorhees University. This includes contracts and agreements for goods and services to be provided by the University as well as for goods and services to be provided to the University. Unauthorized University employees shall not sign any contract, agreement, license, purchase order, memorandum of understanding, lease, or any other potentially-binding document on behalf of the University. Failure to comply with this limitation may result in personal liability as well as appropriate disciplinary action.

The President and Vice President for Business and Fiscal Affairs have the authority to delegate the responsibility to execute and deliver contracts that legally bind the University. Under these circumstances, the authority must be documented in writing.

The President and Vice President for Business and Fiscal Affairs must approve all contracts and agreements binding the University. This includes academic program-related contracts, business contracts and all contracts to retain workers as Independent Contractors.

### 3.13.4.2 Financial Transaction Authority

To properly authorize financial transactions of Voorhees University and to properly record them, this Policy describes procedures to establish and administer all funds of Voorhees University. This policy applies to all faculty, administrators, and staff in defining the authority to administer all financial resources of Voorhees University to further its mission.

#### 3.13.4.2.1 Responsibility

The Board of Trustees delegates to the President, the Vice President for Business and Fiscal Affairs, and their designees the authority to collect funds and to authorize payments on behalf of Voorhees University. Any such payments or collections must be consistent with the policies and procedures of Voorhees University and must adhere to reasonable and prudent business principles.

The President is responsible for the overall fiscal integrity of Voorhees University. The Vice President for Business and Fiscal Affairs is operationally responsible for all transactions affecting the fiscal status of Voorhees University.

All funds, regardless of the source or the manner in which they are acquired, are considered to be Voorhees University funds. The only exception to this are agency funds, for which Voorhees University has responsibility to a third party.

#### 3.13.4.2.2 Expenditure Authority

Voorhees University faculty and staff, who have been authorized as budget supervisors by the Vice President for Business and Fiscal Affairs, are responsible for the adherence to published Voorhees

University policies and procedures in the expenditure of the funds under their management. Additional requirements may exist as a result of grant requirements, donor stipulations, or contract terms. Budget supervisors are responsible for compliance with any additional terms.

No budget supervisor may approve payroll/personnel forms that affect their own salary or approve reimbursement of their own expenses or those of their direct supervisor. No employee may expend Voorhees University funds for personal gain.

#### **3.13.4.2.3 Review of Expenditures**

Budget supervisors are expected to conduct a review of all charges to their department on not less than a monthly basis and to ensure that corrections are made in a timely manner.

#### **3.13.4.2.4 Records**

The Vice President for Business and Fiscal Affairs maintains the official financial records of Voorhees University. Supplemental financial records may also be retained, but must be consistent with and reconcile to the official information maintained by the Vice President for Business and Fiscal Affairs.

##### **3.13.4.2.4.1 Revenue**

Any request to establish a new revenue source or to substantially change the purpose of an existing revenue-producing operation must be presented to the President's Cabinet to ensure appropriate financial and legal review and that the proposed change adheres to existing policy and law. The President's Cabinet will assure that the revenue source fits within Voorhees University's mission and goals.

### **3.13.4.3 Disbursement Procedures**

#### **3.13.4.3.1 Accounts Payable**

This area deals with the disbursement of University funds. It is essential that disbursement take place only after proper authority has been given and the University has received the goods or services.

#### **3.13.4.3.2 Invoice Processing**

Invoice processing brings together the requisition and the purchase order for the purpose of disbursing cash. The university will only pay upon the receipt of the invoice and the invoice must be in agreement with the purchase requisition and purchase order (if applicable) and the receiving report (when goods are received). All invoices must be checked for accuracy and the appropriate accounting code must be affixed before the final request for payment is completed.

### **3.13.4.3.3 Check Preparation and Disbursement**

Once the invoice has been matched with the necessary documentation, checks are prepared for authorized signatures. Before checks are signed, care should be exercised that the supporting documentation is present and that the University has received goods or services. All checks issued by the University will be signed by a combination of the President and Vice President for Business and Fiscal. The following individuals are the University's only authorized check signers: University President and Vice President for Business and Fiscal Affairs.

### **3.13.4.3.4 Petty Cash Procedures**

Petty cash is an important fund and should be maintained at a constant amount. The petty cash fund should only be used for small purchases which do not exceed \$50.00. When purchases exceed \$50.00, all the procedures of requisitioning, purchase orders, and check signing will apply. Petty cash purchases are usually done when emergencies happen and when it is impractical to follow all the procedures as outlined in the accounts payable system.

It should be noted that petty cash expenditures necessitate adequate documentation before university funds can be disbursed. When petty cash is required, the cashier will prepare a petty cash voucher and have the requestor sign the request in ink. The voucher is reviewed by the Controller and if approved the petty cash is disbursed to the requestor.

If all documentation is presented, the petty cash voucher is complete and replenishment of the petty cash fund can commence. Petty cash cannot be replenished until the appropriate documentation is on file with the original petty cash voucher. If petty cash is not fully spent by the requestor, all unused funds must be returned to the university immediately. Petty cash funds are disbursed and accounted for by the cashier.

## **3.13.5 Independent Contractor/Consultants**

An independent contractor/consultant is defined as a person or firm that provides expertise, knowledge or services that are not readily available at the University or that are not available on a timely basis. In addition, an independent contractor performs a specific task for a stated rate or sum of money for a limited or designated time period. Prior to an independent contractor being hired, the completed Consultant Engagement Form and W9 must be submitted with appropriate signature(s).

The contractor/consultant is responsible for performing the work in a professional manner and for determining how, when and by whom the work is to be done. The University may request a list of key personnel assigned to a project and/or a résumé of the qualifications of those individuals.

Prior to committing to pay an individual as an independent contractor, the requestor must submit a requisition with approved signature to the Office of Business and Fiscal Affairs.

In approving the appointment of an independent contractor, the department's chairperson must determine and certify that the following criteria (established by the Internal Revenue Service) apply to each individual situation:

1. The University has no right to control how the work is performed (i.e., no right to require the contractor to comply with specific instructions about when, where, and how much is to be performed; the contractor sets the hours).
2. The contractor/consultant may realize profit or loss as a result of his/her work for the University.
3. The contractor/consultant cannot be fired as long as he/she meets contractual obligations.
4. The contractor/consultant has a right to hire and fire assistants and is required to treat assistants as his/her employees.
5. The contractor/consultant is paid by the job rather than by an hour or monthly rate.
6. The contractor/consultant is viewed as a skilled worker who does not require additional training from the University.
7. The contractor/consultant is hired for a specific time period.
8. The contractor/consultant is not employed on a continuing, recurring, or long-term basis.
9. The contractor/consultant advertises and projects him/herself to the public as an independent contractor/consultant in business for him/herself.
10. The University consistently refers to this person as an independent contractor/consultant.
11. The contractor/consultant is engaged to complete a task that is not a part of the day-to-day operations of the University. The contractor is not integrated into the University's business operations, does not perform work generally performed by regular faculty or staff, and does not supervise University employees.
12. The contractor/consultant and his/her employees have demonstrated the legal right to work in the United States.

These rules are subject to change without notice from the Internal Revenue Service and the United States Department of Treasury.

The President and Vice President for Business and Fiscal Affairs must approve the Independent Contractor Agreement on behalf of the University. The Independent Contractor Agreement is not final and does not bind the University until one of these individuals has signed the agreement.

### 3.13.6 Investment

The University's Investment Administration rests with the Chairman of the Business and Fiscal Affairs Committee and Chairman of the Board of Trustees. The officers are charged with the responsibility of protecting the University's resources and assuring that the guidelines are adhered to.

The President and Vice President for Business and Fiscal Affairs have the authority to withdraw from a specific investment the income generated but, under no circumstances, **may** invade the principal without approval from the Board of Trustees. All transfers (i.e., relating to income and principal) from the University's endowment funds must also be approved by the Board of Trustees.

The Business and Fiscal Affairs Committee must approve outside investment managers. . The Business and Fiscal Affairs Committee will choose and monitor the investment managers. The

Business and Fiscal Affairs Committee and Outside Investment Managers will report annually to the Board of Trustees concerning the state of the University’s investments and the performance of its managers. External investment advisory firm(s) (“Investment Manager”) will manage the Endowment. Each investment manager has complete discretion to manage the assets in each particular portfolio to achieve its investment objectives within the guidelines set forth in this policy statement and separate manager guidelines adopted by the Committee.

## 3.13.7 Payroll Management

### 3.13.7.1 Payroll Processing

Supervisors monitor their employees’ time and attendance through the on-line timekeeping system called Workforce Now and follow the editing/correction schedule as forwarded by the Payroll Office each semester. The Director of Financial Compliance of Grants and Sponsored Programs ensures that updates relating to personnel paid through restricted Grant funds are forwarded to the Department of Human Resources (HR) when a grant period ends. This update includes making sure the updated general ledger account numbers are assigned. The Payroll Office utilizes this data to ensure that payroll and fringes are recorded to the fiscal year in which costs are incurred. Additionally, the Payroll Office receives from HR any other information pertaining to any personnel and/or other funding changes and downloads data from Workforce Now Manager into the ADP Payroll Software for processing. Late information is added to the next payroll. Prior to the final processing, payroll data is forwarded to the Vice President for Business and Fiscal Affairs along with necessary reports utilized to transfer funds to cover the payroll.

## 3.13.8 Purchasing

The Office of Business and Fiscal Affairs supports the basic objective of the University by providing faculty, staff and students with necessary equipment, supplies and services. The Accounting Department procures goods and services for the University. The Vice President for Business and Fiscal Affairs is authorized to manage the department and is responsible for ensuring that the University’s objectives as well as the specific needs of user departments are met.

### 3.13.8.1 Objective

**Objective:** To expend all University funds responsibly to achieve the greatest value per dollar. Under the University’s centralized purchasing program, all purchases/procurements have to go through the channels established by the policies of the Fiscal Affairs Office. Through centralization, effective purchasing of equipment, supplies and services can produce maximum use of the University’s financial resources while providing control over expenditures.

These general policies, concerning purchasing transactions, apply to all funds of the University, regardless of the source. All funds deposited with the University are considered University funds and



must be handled according to the University's policies. Although departments are allocated funds in their budgets for a designated period, departments are not authorized to make purchases. They are authorized to requisition only.

### **3.13.8.2 Unauthorized Purchases**

Voorhees University operates on a purchase order system. Accordingly, all purchases for goods and services must be transacted through the purchase order process. No individual is authorized to enter into purchase contracts or in any way obligate the University for procurement indebtedness without an approved purchase order. Such negotiations are considered unauthorized purchases and the individual will be personally responsible for paying the vendor for services, supplies or equipment received. Only the Vice President for Business and Fiscal Affairs is authorized to issue purchase orders. The University is not liable for purchase/procurements made by employees, department/division heads and other individuals that have failed to follow the established procedures.

### **3.13.8.3 Purchase Order Process**

Since Voorhees University operates on a purchase order system, all purchases for goods and services must be transacted through the purchase order process where applicable. This process begins with a Purchase Requisition, which becomes an official Purchase Order if approved by the Vice President for Business and Fiscal Affairs.

#### **3.13.8.3.1 Preparation of a Requisition**

To initiate the purchase of any product or service, it is necessary to prepare the purchase requisition properly. The originating department must provide full information for the Fiscal Affairs Office to provide the commodities desired. Steps to prepare requisitions are as follows:

1. Type or write everything on the requisition neatly and legibly. The misinterpretation of a word can cause delays and in some cases the wrong item to be shipped.
2. Departments are encouraged to suggest the sources of supplies with complete addresses, particularly for unusual items. In the event, a single purchase is greater than \$5,000; three bids or justification for sole source must be secured. The Director of Financial Compliance and Sponsored Grants will review the bids along with the Program Director to ensure that the quality, quantity, amount, etc., is reasonable and cost-effective. If necessary, a thorough review will be done for all leases options weighing the alternatives against an actual purchase.
3. Adequate lead time and advance planning should be made to assure having the material on hand to meet the individual need. For most items a fourteen (14) working days' notice is adequate.
4. Use manufacturer's catalogue numbers and descriptions whenever possible.
5. Quantities desired should be specific. Terms such as package, box, and carton are virtually meaningless unless you indicate how many items are contained in each package, box or carton.

6. Since a department/division head is held responsible for the budget of his/her area, he/she must approve all requisitions for his/her department. For this reason, no requisition will be processed unless the division/department head has approved it. In addition, the director or coordinator of the program must approve requisitions for funded programs.
7. A department/division head is responsible for ensuring that adequate funds are available to cover each requisition.
8. The complete ten-digit account number must be indicated to identify the charge. If more than one account is to be charged, each account number and the dollar amount to be charged to each account should be listed.
9. A requisition is not complete without a cost; either approximate or specifically quoted, since the amount is an essential factor in the decision of the individual who must approve the requisition. If a quotation has been received, it should be attached to the requisition so that all terms and conditions of the purchase can be indicated on each order.
10. Review each requisition before submission.

#### **3.13.8.3.2 Preparation of the Purchase Order**

Upon receipt of the requisition, with pertinent signatures and supporting documentation, and everything is determined to be correct; a purchase order will be prepared by the Accounting Department and approved by the Vice President for Business and Fiscal Affairs before submission to the appropriate vendor or originating department if applicable. One copy of the purchase order is retained in the Accounting Department in numerical order.

##### **1. Procedures After the Order Has Been Placed:**

- a. Change Orders – Occasionally the need may arise when the quantities or items specified need to be changed for one reason or another. If such is the case, the Fiscal Affairs Office should be notified immediately and a written change order will be made notifying all interested parties.
- b. Expediting and Follow Up – If, after a reasonable period of time, the order has not been received, contact the Fiscal Affairs Office, and they will initiate checking the status of the order.

##### **2. Delivery and Receipt of the Order:**

- a. All goods ordered by authorized personnel of the University will be delivered to central receiving. Upon receipt of all goods, the inventory control clerk will notify the requisitioner of arrival of goods. The requisitioner will forward the packing slip to the Accounting Department.
- b. Incorrect/Damaged Materials – If the material received is not in line with the specified request, broken quantities, incorrect merchandise, etc., the requisitioner should notify the Accounting Department immediately to notify the vendor.

#### **3.13.8.3.3 Purchases Prohibited by University Policies**

University policy prohibits the purchase of items deemed personal. The individual employees must purchase these items. In addition, University letterhead or other University forms may not be used to order personal items.

#### **3.13.8.3.4 Quality**

The Accounting Department procures quality materials and helps departments identify quality materials. It makes purchases based on specifications on file, as furnished by the user, or developed with the assistance of the user. The user, the department's chairperson, and the Vice President for Business and Fiscal Affairs will jointly determine the best quality.

#### **3.13.8.3.5 Legal Issues and Documents**

All legal issues and documents should be referred to the Accounting Department's personnel, Vice President for Business and Fiscal Affairs, for appropriate action.

#### **3.13.8.3.6 Conflict of Interest in Procurement**

To avoid conflict of interest, the University will not contract the purchase of property, (intellectual, real or personal), supplies, services and/or equipment from employees of the University, or their immediate family or members of the Board of Trustees.

#### **3.13.8.3.7 Gifts and Gratuities**

It is the policy of the University to decline personal gifts or gratuities from perspective suppliers and contractors; therefore, University employees may not accept personal gifts or gratuities from any current or potential supplier of goods and/or services to the University.

### **3.13.9 Sale of University Property**

The sale of any property, plant and equipment (including real property and timber) by the University must be pre-approved by the Vice President for Business and Fiscal Affairs. If the fair market value of the property, plant and equipment is greater than \$5,000, then the University's Board of Trustees must also approve the transaction.

### **3.13.10 Travel Policy**

#### **3.13.10.1 Travel Authorization and Scope**

1. All travel must be pre-approved via the Travel Request Form. The Travel Request Form must be completed in its entirety with appropriate support documentation and submitted (14) days prior to travel date. In addition, the Travel Request Form must have the following information:
  - a. The date, account number, complete name and address of vendor, description, amounts, and supporting documentation (as needed). For example, quotes, consultant forms, etc. If any of the above information is missing; the Travel Request Form will be returned.
  - b. The purpose of the travel must be specific. Statements such as, "official business,

in connection with duties, or by distinction of” are not acceptable. Examples of specific purposes, which are detailed enough, include, “meet with donors Mr. And Mrs. X, or attend committee meeting.”

- c. Official travel must utilize the mode of transportation that will be the most practical and economical, and shall generally follow the most direct route.
2. Grants and Contracts: Certain grants and contracts may require explicit permission of the granting agency.
3. Travel Expense Form and Professional Meeting Report must be submitted within five (5) business days of completion of authorized travel. If an expense form is not submitted within the time allotted, the Vice President for Business and Fiscal Affairs will contact the Vice President of the area and no other travel will be issued for the department until the form is submitted.
4. The Vice President for Business and Fiscal Affairs is primarily responsible for the preparation and implementation of the rules and regulations governing the official travel by faculty, staff and administration.

### 3.13.10.2 Restrictions

**Restrictions – General:** For travel reimbursements and payments to be considered non-taxable income, Voorhees University’s policies and procedures must comply with the IRS Accountable Plan Rules, meeting three conditions:

1. Business Connection: Reimbursements and advances provided to travelers must be for work-related expenses only. An advance payment must be reasonably related to the business expenses that a traveler is expected to incur.
2. Substantiation: Travelers must provide, within five (5) business days, of completing the travel, a Travel Expense Form substantiating the amount, time, use, and business purpose of the expenses.
3. Return of Advances: Travelers must return any advanced amounts in excess of the substantiated expenses in the Travel Expense Form within five (5) business days of completion of the travel assignment.
4. Travel by more than two University employees in the same aircraft, automobile, or other means of transportation is discouraged when the employees’ responsibilities are such that an accident could seriously affect the functioning of a University activity.

**Travel for Business and Personal Reasons:** If a travel itinerary includes personal or vacation travel, only the business portion of the trip will be reimbursed. The traveler must provide documentation showing the incremental costs to be treated as personal expenses.

**Trip of Less Than 50 Miles:** Trips of less than a 50-mile radius do not qualify for an overnight stay.

**Foreign Travel – General:** For approved foreign travel, the actual costs of acquiring passports, visas, tourist cards, identifying photographs, birth certificates, inoculations, currency exchange fees, etc., are reimbursable. However, these costs are often not reimbursable by federal grants or contracts. When in doubt, consult with Fiscal Affairs. The traveler is responsible for ensuring that

all necessary documentation is complete and appropriate for the foreign itinerary.

**Travel over Weekend:** If travel is extended over a Saturday night to achieve better pricing, the reduction in cost of the travel must be greater than the cost of hotel and meals for the added period, and this should be demonstrated in the Travel Expense Form.

### 3.13.10.3 Airfare and Other Common Carriers

**Airfare – General:** Electronic airline tickets constitute an acceptable receipt. Purchases directly from the carrier or via the web are permitted to obtain best pricing.

**Travel Upgrades:** Travel by common carrier must be for tourist, coach, or economy rate. The traveler at the traveler's own expense must pay for any upgrade. Rail fares may not exceed the regular fare charged to the general public. Round-trip or excursion fares should be used if practicable. Sleeping accommodations, if justified, may be utilized. The traveler's department/division head must specifically approve charges for ticket changes and excess baggage consisting of University materials.

### 3.13.10.4 Auto, Private/Rental

**Private Auto Use:** When travel by private automobile is chosen over a common carrier to save time, transport equipment, or reduce costs when a number of people are traveling to the same destination together, reimbursement to the traveler will be on the basis of actual business mileage traveled. Reimbursement for private vehicle use will not exceed the cost (or sum of costs for more than one traveler) of round trip air travel between the nearest airport of origin and destination, including coach fare and incidental expenses to travel to or from the airport. This rate includes all expenses incidental to such transportation. If several travelers share a privately-owned vehicle, only the owner of the vehicle will be reimbursed for mileage.

**Reimbursement of Costs:** An employee of the University traveling in a personal car, for which the employee is claiming mileage, must travel by the shortest route. The reimbursement for the mileage is based upon that shown in the most current edition of MapQuest/Google Maps. An accurate daily record of miles traveled must be maintained and submitted with the Travel Expense Report. The reimbursement rates will be:

1. based on the current Internal Revenue Service (IRS) release notice 2019-02 providing the standard mileage rates. Each year mileage will be determined by the federal standard mileage rate.
2. beginning January 1, 2019, based on IRS, the standard mileage rate for the use of a car (van, pickup, truck) will be: 0.58 cents per mile – must provide on-line website printout with estimated mileage.

The mileage reimbursement rates listed above cover all operating costs of the vehicle, including but not limited to gasoline, repairs, depreciation, and insurance. Private vehicles used for business travel are not covered by University insurance. No reimbursement is permitted for costs of repairs or damages to vehicles, costs for locksmiths, car washes, or towing whether they result from the acts of

the traveler or others. Fines for moving or parking/traffic violations are not reimbursable.

Commuting costs (transportation between home and work place) are never reimbursable.

### 3.13.10.5 Lodging and Meals

When a conference or meeting is offered as a package including hotel room and meals, payment is usually made in advance and reimbursement of the traveler is not necessary. Travelers are expected to use prudent judgment in the selection of hotels and restaurants while on official University business.

1. Where possible, travelers shall actively seek discounts for educators, AAA members, etc.
2. Transportation between hotel and restaurant is allowable with appropriate documentation.

#### 3.13.10.5.1 Lodging

**General:** Lodging within 50 miles of the traveler's home is not allowable unless fully justified as to the compelling business purpose or extraordinary circumstances. The Vice President for Business and Fiscal Affairs must approve such cases in advance. Lodging reimbursement is limited to single occupancy, single room only, unless accommodations are shared by more than one authorized traveler, in which case separate receipts should be obtained or only one person should submit for reimbursement.

**Documentation:** The original itemized, dated hotel bill must be submitted with the Travel Report. Reimbursement of domestic and foreign lodging expenses will be made based upon actual expenditures not federal per diem reimbursement rates.

**Reimbursement of Additional Charges:** The traveler will be reimbursed for the actual expenses of lodging. Personal expenses and services (in-room movies, health club fees, etc.) are the responsibility of the traveler.

Where possible, telephone cards should be used; hotel phone service is discouraged because of the additional charges. Only telephone expenses for necessary calls to campus are reimbursable. Then name of the person called and the reason for the call must be indicated on the Travel Expense Report.

#### 3.13.10.5.2 Meals

General: Per Diem for students will be issued in advance at a rate of \$30.00/day:

- Breakfast \$6.00
- Lunch \$9.00
- Dinner \$15.00

General: Per Diem for Employees will be issued in advance at a rate of \$40.00/day:

- Breakfast \$8.00
- Lunch \$12.00
- Dinner \$20.00

### **3.13.10.5.3 Other Travel Expenses**

The following items are generally reimbursable to the extent they are reasonable and necessary business expenses:

1. Telephone calls related to University business
2. Registration/conference fees
3. Computer network access
4. Cellular phone use for business
5. Currency conversion fees
6. Fax charges
7. Gasoline for rental cars, including final fill
8. Overnight packet service when needed for business documents
9. Parking
10. Mileage on personal vehicles
11. Taxi/car service to make travel connections
12. Tips
13. Tolls

Other documented and justified cost items will be given consideration for reimbursement. Voorhees University will reimburse a traveler only for an item paid by the traveler and only after the travel has taken place.

### **3.13.10.5.4 Cancelled Travel**

If a trip is cancelled for reasons beyond the traveler's control (e.g., conference cancellation, and weather closings), the University will reimburse the costs expended to date that are not returned. Any penalty for failure to cancel reservations will be the personal responsibility of the traveler if the supervisor determines that the reservation could have been cancelled in time to avoid the penalty.

Travel Advances for cancelled travel must be returned to the University on the first business day after the cancellation.

### **3.13.10.5.5 Non-University Employees**

Travel expenses for non-University employees such as consultants, speakers, job applicants etc., are generally reimbursed in accordance with contracts for services.

## Appendix 3.3.3.2: Recruiting and Hiring Procedures

### **Preamble**

Voorhees University (VU) strives to actively recruit from a variety of sources to achieve a diverse and qualified workforce that successfully meets the needs and demands of the institution. The following procedures will be used in the recruitment and selection process.

### **New Positions**

The Division Head, Department Chairperson or Director determines the need for a new position to ensure that it contributes to the goals and mission of the department or unit, consistent with institutional and divisional goals and mission. The Chairperson/Director forwards the request for a new position to the Division Head. When the request is approved, consultation with the Vice President for Business and Fiscal Affairs for budget processing will occur. The position request is then forwarded to the President for approval.

### **Vacant Positions**

Employees should submit a letter of resignation/retirement to the Division Head, Department Chairperson, or Director, and the Director of Human Resources. When the resignation/retirement is officially filed with Human Resources, the position will be available to be advertised accordingly.

### **Advertising**

The Division Head will approve all requisitions and job announcements for positions to be advertised as submitted by the Chairperson or Director. Positions will be advertised within various online employment systems, personnel management information systems, the VC website, and via other employment modes as available.

### **Selection Process**

1. Develop and post advertisement for vacant position(s);
2. By cut-off day of advertising period, appoint search or screening committee (to include a chairperson) to handle the search process;
3. Orientation will be conducted for search committee members by the Hiring Manager;
4. Search committee will select criteria, based on job announcement, to assess applicants and packages and develop potential interview questions;
5. Committee will submit interview questions to the Hiring Manager for approval;
6. Search committee will assess applications and rank top candidates;
7. A telephone interview may be held with selected candidates after initial screening to help solidify the most promising candidates;
8. Campus interviews will be scheduled for at least the top two candidates if applicable;
9. Interview should include assessments made by at least search committee and position supervisors (i.e. director, department chairperson, division head); when hiring for executive-level position (including director), the president should also be included for an interview.
10. References should be verified;



11. Search committee will forward its recommendation to the hiring manager who will in turn submit a recommendation to the Division Head
12. The Division Head will make his/her determination and forward recommendation to the president for final approval;
13. Upon the president's selection of a candidate, Human Resources (HR) will conduct background check (if applicable), issue contract, and finalize the hiring process.

### **Search Committee Responsibilities**

The Hiring Manager shall submit recommended names to the Division Head to serve on the search committee. Additionally, the Hiring Manger shall submit interview questions to the Division Head that have been proposed to be used by the search committee. Questions approved for the interview should not be shared prior the first meeting of the search committee. The search committee should be structured to demonstrate diversity in terms of race, gender, work assignment, and ideas.

After receiving the charge from the Division Head, the search committee, at its first meeting, will develop interview questions and additional hiring criteria according to the function, technical nature, and varying operations of the advertised position. A telephone interview may be held with candidates meeting the minimum requirements to help narrow the field. During the interview, the same questions must be asked of each candidate. Committee members may take notes during the interviews, and all members must be present and participate in each interview to ensure fairness in the selection process. Questions may not be shared with prospective candidates prior to the interview.

At the end of the interviewing process, the committee members meet to discuss their scores and to return all search materials to the chair of the committee. Each member of the committee should prepare and sign individual *Candidate Rating/Ranking Reports*. Information gathered when references are verified/checked, should assist the committee with its decision. The committee's recommendations are made to the Hiring Manager. The Hiring Manager will submit a recommendation to the Division Head. If the position is for Division Head, then the committee should make its recommendation directly to the President. The chair of the search committee is responsible for ensuring that any copies or documents related to the selection process are returned to the Department of Human Resources.

### **Preparing the Contract**

A recommendation form will be submitted to HR so that a contract may be prepared at the conclusion of the selection process. Background checks are to be completed on all new hires. For those candidates selected, official university transcripts must be received in the Department of Human Resources prior to an employee beginning work.

The Employment Eligibility form (I-9) must be completed within three days once the prospective employee commences his employment date.

**HIRING PROGRESSION OF STEPS FOLLOWED FOR INTERVIEWING**

<b>Hiring a FACULTY</b>	<b>Hiring a DIRECTOR</b>	<b>Hiring a DEPARTMENT CHAIR/UNIT HEAD</b>	<b>Hiring STAFF</b>	<b>Hiring at the EXECUTIVE LEVEL</b>
Interview with Search Committee	Interview with Search Committee	Interview with Search Committee	Interview with Search Committee (if applicable)	Interview with Search Committee
Interview with Chairperson	Meeting with Potential Staff	Interview with Provost/Vice President for Academic Affairs	Chair//Director/Dean	Meeting with Potential Staff
Meet with Provost/Vice President for Academic Affairs	Meet with the Vice President	Presentation for Faculty and Students	Meet with the Vice President	Possible lunch or meeting with other vice presidents or cabinet
	Meet with President (if applicable/practical)	Possible lunch or meeting with other chairpersons		Meet with President
		Meet with President (if applicable/practical)		

**Questions that SHOULD NOT BE ASKED in the interview**

The following are examples of interview questions that should be avoided in interviews because they may be alleged to show illegal bias. This is why they are illegal interview questions.

1. Are you a U.S. citizen? (Instead ask if the person has the legal right to work in the USA)
2. Do you have a visual, speech, or hearing disability?
3. Are you planning to have a family? When?
4. Have you ever filed a workers' compensation claim?
5. How many days of work did you miss last year due to illness?
6. In what off-the-job activities do you participate?
7. Would you have a problem working with a female partner?
8. What is your age?
9. Do you have children? How old are they?
10. What year did you graduate from high school? (reveals age)

**ALSO, do not ask anything about**

1. Religion or ethnicity
2. Sexual orientation
3. Marital status
4. Have you been treated for drug addiction, alcoholism, or by a psychiatrist?
5. Have you been arrested? (Instead, ask if the person has ever been convicted of a crime that might disqualify him/her for employment.)
6. Date and type of military discharge

## Appendix 3.4.18: Record Retention Schedule

<b>ADMINISTRATION</b>	
University Accreditation Records	Permanent
Articles of Incorporation, Charter, Bylaws, Minutes of Board of Trustee Meetings, Minutes of Board of Trustee Committee Meetings	Permanent
Affirmative Action Programs, Audits, Annual Federal & State Statistics/Reports; Affirmative Action Compliance Records	Permanent
Awards Records	Permanent for eligibility terms and selection criteria, award history and information on funding sources, award notifications, summary lists of winners, biographies of winners, and press releases; 1 year for all other records
Board of Trustee Member Records; Minutes; Bylaws; Charters	Permanent
Committee Records	Permanent for agendas, minutes, reports, and correspondence; 10 years for all other records of Faculty Committees; 3 years for all other records of other committees
Correspondence, Administrative	5 years
Correspondence, Executive	Permanent
Correspondence, Transitory	Until Read
Correspondence, General	5 years
Crisis or Disaster Records	7 years
Election Records	4 months after election
Faculty Senate Records	Permanent
Federal Grant Records	5 years after close of grant
Gift Records	Permanent for letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence; 7 years for all other records (i.e., temporary restricted funds).

Grievance Records	3 Years after Resolution
Institutional Planning Records	Permanent for final planning reports, proposals, goal and objective statements, and instructions and explanations of process; 20 years for internal planning committee materials, surveys, activity reports, working papers, informational materials, and correspondence
IRB Records	3 years after research is completed
Mission Statements, Strategic Plans	Permanent
Organizational Charts	Permanent
Patent and Trademark Records	Permanent
Policies and Procedures Records	3 years after obsolescence
Professional Membership Records	4 Years
<b>ACCOUNTING &amp; FINANCE</b>	
Account Reconciliations	6 Years
Accounts Payable and Receivable Records	6 Years
Annual Budget Records	Permanent for Annual Operating Budget document; 6 years all other records
Annual Financial Reports/Statements	Permanent
Audit Records	6 years
Banking Records; Bank Statements/Reconciliations; Voided and Cancelled Checks	6 Years
Buildings/Grounds Repair, Maintenance, Remodeling, and Construction Records	Permanent for floor plans, layouts, sketches, and specifications; 7 years for all other records
Capital Construction Projects	Permanent
Capital Equipment Records, including Maintenance Records	3 years after disposal of equipment
Cash Receipts	6 Years
Contracts and Agreements Records, including lease records	Contracts or agreements documenting building construction, alterations, or repair,
Depreciation Records	Life of asset
General Ledger Statements	7 years

Insurance Policy Records	7 years after policy expiration for liability, motor vehicle, special event and employee/staff group insurance policies; 7 years after policy expiration for fire, theft, or extended coverage policies
Inventories	Life of Asset
Journal Entries	6 Years
Legal Case Records	Permanent for Answers and Complaints; settlement documents; 7 years after final decision for all other records
Requisition Records (purchase orders, etc.)	5 years
Travel Reports/Records	4 years
Utilities Systems Operating and Maintenance Records	5 years after equipment is no longer in service for equipment maintenance histories; 10 years for all other records
Vehicle Use Records	5 Years
<b>Federal Tax Records</b>	
Form 990 and Support	8 years
Form 990-T and Support	8 years
Antitrust Tax Returns and Support	8 years
<b>State &amp; Local Tax Records</b>	
City & State Excise Tax Reports (includes support documentation)	8 years
Unclaimed Property Filings (Includes support documentation)	8 years
<b>ACADEMIC AFFAIRS</b>	
Academic Program Administrative Records	5 years
Book Order Records	1 year
Catalogs	Permanent for one copy of published Catalog
Course Records	7 years after obsolescence
New Degree Program and Course Proposal Records	Permanent for committee meeting minutes and curriculum proposals; 5 years for all other records
Room Scheduling Records	1 year

Student Handbooks	Permanent for 1 copy
Course and Teacher Evaluation File	Individual Evaluations Retain 1 year after semester ends then destroy; Tenure Track Evaluation Summary Retain 2 years after decision then destroy; Tenured and Non- Tenured Faculty, Retain 7 years then destroy
<b>INFORMATION MANAGEMENT RECORDS</b>	
Computer System Maintenance Records	For life of system or component for records related to system or component repair or service; until superseded for records related to regular or vital records backups
Computer System Program Documentation Records	For life of system
Software Management Records	Until software is disposed of or upgraded
Enrollment Reports	2 years after superseded or revoked
Curriculum Inventory Reports	2 years after superseded or revoked
Degrees Conferred Reports	2 years after superseded or revoked
IPEDS reports	2 years after superseded or revoked
<b>ATHLETIC RECORDS</b>	
Intramural Sports Waivers	3 years after the conclusion of the intramural sports season
Athletic Fund Drive Records	10 years
Athletic Eligibility Records	10 years
Competition Record Forms	10 years
Game Officials' Evaluation Forms	1 years
Game Statistics	Permanent
Gift-In-Kind Donors Records	7 years after discontinuation of donations for donor records; 7 years for fiscal documentation
Insurance Records	7 years
Play Books	5 years
Positive Drug Test Records	5 years or end of eligibility, whichever is later
Practice Schedule Records	5 years
Recruiting Records	5 years or end of eligibility, whichever is later

Sports Merchandising Records	4 years
Student Athletes Academic Advising Records	5 years after degree completed or last enrollment
Student Athletes Dining Rosters	2 years
Student Athletes Medical Records	3 years after student is last enrolled
<b>HUMAN RESOURCES</b>	
Job Announcements and Advertisements	3 years after search completed
<b>Individual Applicants Who Are Not Hired</b>	
Employment Applications	1 year after search completed
Background Investigation Results	1 year after search completed
Resumes	1 year after search completed
Letters of Recommendation	1 year after search completed
Search Committee Records	1 year after search completed
<b>Employees</b>	
Employee Personnel Files	10 years following separation of employee from institution
Benefit Policies and Procedures	7 years after expiration of program or contract
Employee Benefit Records	6 years after discontinuation or change of benefits
Continuation of Insurance Benefits (COBRA) Records	3 years
Family and Medical Leave Case Files	3 years after employee separation
Individual Contracts of Employment	6 years after employee separation
Immigrant Visa Scholars Records	10 years following approval of permanent resident status
H-1 Visa Scholars Records	6 years after expiration of visa and extensions granted
J-1 Visa Scholars Records	3 years after visa expiration
Layoff Administration Records	7 years
Performance Appraisals	3 years after employee separation



Position Descriptions	Present and two previous descriptions for each position or descriptions covering a period of 5 years, whichever is greater; 5 years for position reclassification records
Promotion, Tenure, and Salary Increase Records	7 years after end of employment
Sabbatical Leave Records	7 years after end of sabbatical
Student Employees Personnel Records	5 years after employee separation for work-study student records and 3 years after employee separation for other student employee records
Time, Attendance and Leave Records	4 years
Unemployment Compensation Claim Records	2 years
Deduction Authorization Records	4 years after authorization expires or is superseded
Workers Compensation Records	6 years after case termination
<b>Payroll Records – Individual Employees</b>	
Wage or Salary History	5 years
Salary or Current Rate of Pay	5 years
Payroll Deductions	5 years
Time Cards or Sheets	5 years
W-2 Form	5 years
W-4 Form	5 years
Garnishments	5 years after closed
Payroll Register	6 years
<b>STUDENT RECORDS</b>	
Athletic Scholarship and Grant-In-Aid Award Records	10 years for NCAA records; 5 years for all other records
Borrower's Loan Records	5 years after loan repayment or assignment to U.S. Department of Education

Federal Title IV, Program Records, Institutional Records	7 years after expiration for agreements; 5 years after the end of the award year in which the student borrower last attended the institution for records pertaining to borrower eligibility; (c) 5 years after the end of the award year in which the FISAP is submitted for the Fiscal Operations Report, Application to Participate and supporting documentation. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.
FFELP (Federal Family Education Loans Program) and Direct Loan Records	5 years after the end of the award year in which the student borrower last attended the institution for records relating to a student or parent borrower's eligibility; 5 years after the end of the award year in which the records are submitted for other records relating to the participation in FFEL or Direct Loan Program. For records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.
Pell Grant Reports	5 years after audit
Perkins Loan Program Records	5 years after the end of the award year for which aid was awarded and disbursed for records relating to the administration of the loan; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.

Student Financial Aid Records	5 years after the end of the award year in which the student borrower last attended the institution for records relating to a student or parent borrower's eligibility; 5 years after the end of the award year in which the records are submitted for other records relating to the participation in FFEL or Direct Loan Program; 5 years after the end of the award year in which the FISAP is submitted for Fiscal Operations Report, Application to Participate and supporting documentation; records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure; or the end of the retention period applicable to the record, whichever is longer.
Student Promissory Notes	5 years after repayment
Work Study Program Administrative Records	5 years
Admissions Records for Applicants Who Do Not Enroll (Accepted or Rejected)	1 year after application term
Admissions Records for Applicants Who Do Enroll (Accepted)	5 years after graduation or date of last attendance
Student Tracking Records	5 years after graduation or date of last attendance
Academic Action Authorizations	5 years after graduation or date of last attendance
Course Schedule Change Forms and Data	5 years after graduation or date of last attendance
Withdrawal Forms and Data	5 years after graduation or date of last attendance
Class Schedules of Students, Curriculum Change Forms	5 years after graduation or date of last attendance
Academic Standing Reports	3 years
Examinations, Tests, Term Papers, and Homework Records	1 term after completion for uncontested grade results; until resolved for contested grade results

FERPA Related Documents	Life of the affected record or until student terminates waiver for written consent of the student to disclose records and waivers for rights of access; life of the affected record for all other records.
Fraternity and Sorority Membership Records	5 years after last enrollment
Grade Reports	5 years after graduation or date of last attendance
Grievance Records	5 years after graduation or date of last attendance
International Student Records	5 years after graduation or date of last attendance
Student Academic Records	Permanent for transcripts, 7 years for all other records
Student Advising Records	5 years after graduation or date of last attendance
Student Conduct Records/Disciplinary Action Records	5 years after graduation or date of last attendance
Student Housing Contracts Records	7 years after expiration of contract
Tuition and Fee Records	5 years after graduation or date of last attendance
Transcript Request Forms	6 months for requests of official transcripts
Veterans Records	3 years following termination of enrollment period
<b>SECURITY, SAFETY, ENVIRONMENTAL HEALTH</b>	
Accident and Injuries Records	5 Years after final disposition of claim
Annual Fire Inspection Reports; Fire Protection Systems Records	5 Years
Emergency Response Plans and Procedures	Until superseded
Environmental Regulations Records	10 Years
Evacuation Drill Records	5 Years
Incident/Offense Reports	7 Years

Dispatch Records	3 years, or until case is adjudicated, whichever is longer
Material Safety Data Sheets Records	30 Years
Non-Staff Accident and Injuries Records	5 Years
Security and Fire Records, including Crime	3 years for copies of reports filed by law
Statistics	enforcement agencies; 5 years for all other records
Vehicle Accident Records	5 Years
<b>ALUMNI RECORDS</b>	
Alumni Records	Permanent