



# Staff Handbook

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## ACKNOWLEDGMENT

I understand and agree to the fact that it is my responsibility to read the Staff Handbook and become familiar with its contents. I acknowledge my understanding that the Belmont University Staff Handbook is also maintained on Belmont University's Office of Human Resources internet web site. The internet address for Human Resources is <http://www.belmont.edu/hr>. The staff handbook is available under the Policies section. I acknowledge receipt of this Staff Handbook and the understanding that this receipt must be appropriately signed and returned to the Office of Human Resources within two weeks.

This staff handbook includes policies and procedures applicable to Belmont University employees who are classified as administrative or staff personnel. Belmont University endorses the plans, policies, and procedures described herein, but it reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures in whole or in part at any time with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute a contract of employment or as a contract guaranteeing continued employment between Belmont University and its employees. Employees are free to leave the employ of Belmont University at will, and Belmont University is equally free to terminate the services of any employee at will. The contents of this handbook supersede all other printed and on-line policy documents.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Department \_\_\_\_\_

Date \_\_\_\_\_

## Preface

### Letter from the President

Belmont is a place that has experienced remarkable progress over the past several years with a growing enrollment, strong academic programs, new and improved facilities and people like you who are committed to the vision and the values of this institution.

These are exciting times at Belmont and we are so pleased that you are now a part of our tradition of excellence. The University is emerging as a premier teaching university bringing together the best of liberal arts and professional education in a consistently caring Christian environment. Just as we have come to agree that every student who comes to Belmont University was created for a purpose and brings a set of God-given abilities, talents, and passions to their work, we also believe that employees bring these same gifts to the workplace.

You, as a member of our staff here at Belmont, will play an integral role in helping our students to become all that God created them to be. As a community of learners, we want to commit to you our assistance in helping you to become all that God has created you to be. This staff handbook has been designed as a guide to assist you in knowing about your work environment, your responsibilities and the benefits that you have as an employee of Belmont.

We are glad that you have chosen us, and I look forward to our work together.

Sincerely,



Robert C. Fisher

# Introduction

This handbook includes policies and procedures applicable to Belmont University employees who are classified as Staff Employees. Belmont University endorses the plans, policies and procedures described herein, but it reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures in whole or in part at any time with or without notice. The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between Belmont University and any one or all of its employees. Unless a member of the staff holds a written contract of employment signed by the president or provost promising employment by the university for a specific term of time, the staff member is an employee-at-will. This means that either party may terminate the employment relationship at any time for any reason. The contents of this handbook supersede all other printed policy documents.

In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Belmont University does not illegally discriminate in employment on the basis of race, sex, color, national or ethnic origin, age, disability or military service in its administration of education policies, programs or activities; its admissions policies; or employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. The university has appointed the director of the Office of Human Resources to serve as coordinator of compliance with Title IX. The director may be contacted at (615) 460-6456. Other inquiries or complaints should be directed to the provost or the director of the Office of Human Resources. Refer to the Policy and Guidelines section of this handbook for the complaint procedure regarding harassment and discrimination.

# Belmont University Vision, Mission and Values

## I. Vision:

To be a leader among teaching universities, bringing together the best of liberal arts and professional education in a Christian community of learning and service.

## II. Mission Statement:

Belmont University is a student-centered Christian community providing an academically challenging education that empowers men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage and faith.

- Belmont University is **student-centered**. The university provides an environment for students to develop intellectually, spiritually, socially and physically through experiences of learning and research, leading and serving, success and failure, and consideration and choice. Faculty, administration and staff commit themselves to guide and challenge students to develop their full potential in order to lead lives of meaning and purpose.
- Belmont University is a **Christian community**. Faculty, administration and staff uphold Jesus as the Christ and as the measure for all things. Students encounter Christian values relevant to personal growth, service, and spiritual maturity and are expected to commit themselves to high moral standards.
- Belmont University is **academically challenging**. The university offers rigorous undergraduate and graduate programs emphasizing knowledge and discernment, intellectual discourse and debate, and humble engagement of cultural and social perspectives within a framework of ethical and moral reflection. All learning contexts stress the skills and dispositions necessary for lifelong learning and sustaining the value of higher education in each person's professional and personal life.
- Belmont University welcomes men and women from **diverse backgrounds**. The university upholds the dignity of all and fosters an atmosphere of respect for the civil expression of divergent perspectives that enables students to learn, live, work and socialize together.

- Belmont University empowers men and women to **engage and transform the world**. The university prepares students to use their intellectual skills, creativity and faith to meet the challenges and opportunities that face the human community.

### III. Values:

As a student-centered Christian community with a rich Baptist heritage, Belmont University upholds the following core values as essential to intellectual, spiritual, personal and corporate life:

- Integrity
- Inquiry
- Collaboration
- Service
- Humility

### Belmont History

Today, with an enrollment of 4,500 students, Belmont University attracts students from nearly every state and more than 25 countries. The Belmont University campus has been the site of higher education since the founding of the original Belmont College in 1890. The university is rich in heritage and tradition from several renowned predecessors. Those institutions are: Belmont College (1890-1913), a private girls' preparatory school and junior college; Ward-Belmont School (1913-1951), a prestigious school for women formed by the merger of Belmont College and Ward Seminary; and Belmont College (1951-1991), founded by the Tennessee Baptist Convention after discontinuing two older Baptist institutions, Cumberland University (1946-1951), Lebanon, Tenn., and Tennessee College for Women (1907-1946), Murfreesboro, Tenn.

Belmont University is one of only six universities in the United States located on a former estate. The beautiful campus reflects a long, rich history that dates back to the mid-1800s. Belle Monte, the estate home of Joseph and Adelia Hayes Acklen, designed by the famous architect, Adolphus Heiman, was modeled after an Italian villa. The grounds with Victorian gardens, statuary and gazebos were quite a showplace, known as "South Park" — a favorite destination of many Nashville citizens.

The mansion, gardens, many statues, gazebos and the historic 110-foot water tower remain on the campus. They are used for many events for the enjoyment of Belmont and the Nashville community, as well. The mansion, now an antebellum museum maintained by the Belmont Mansion Association, is used often for Belmont University receptions, banquets and musical performances.

Belmont is committed to premier teaching with a focus on success in the real world. Our purpose is to help students explore their passions and develop their talents to meet the world's needs. With more than 60 areas of study, eight master's degrees and two doctoral degrees, there is no limit to the ways Belmont University can expand an individual's horizon.

Tomorrow's top nurses, educators and business executives are getting their start at Belmont University. As enrollment steadily increases, so does the quality of each new class. Belmont has seen an increase in average ACT scores and innovative program development, and it is establishing itself as a national leader in integrating classroom and service-learning experiences. The university has made a real commitment to maintaining its rich tradition of academic excellence as it celebrates more than a century of academic heritage.

### The Role of The Board of Trustees

The Board of Trustees of Belmont University is comprised of up to fifty men and women elected by fellow board members. It is the role of the trustees to provide broad policies and guidelines under which the university is operated and upon which its standards are maintained and measured. The board of trustees delegates to the president of the university and, in turn, to other executive administrators the authority to put these broad policies into operations and carry them out on a day-to-day basis.

# I. Staff Employment

## Introduction

Belmont University seeks to attract and retain highly qualified staff employees who share the university's values and will support its mission and vision – “to be a leader among teaching universities, bringing together the best of liberal arts and professional education in a Christian community of learning and service.” Staff employees are those non-faculty, full-time or part-time employees who work in the academic and administrative support areas of the university. Belmont values a diverse work force and encourages women and minorities to apply for all staff positions. Belmont University is an equal opportunity/affirmative action employer under all applicable civil rights laws. The university does not discriminate on the basis of race, sex, color, age, national or ethnic origin, disability or veteran status in any aspect of employment or services. Belmont University exercises preference in employment on the basis of religion so that it may fulfill its vision and mission of offering an education in a Christian community of learning and service.

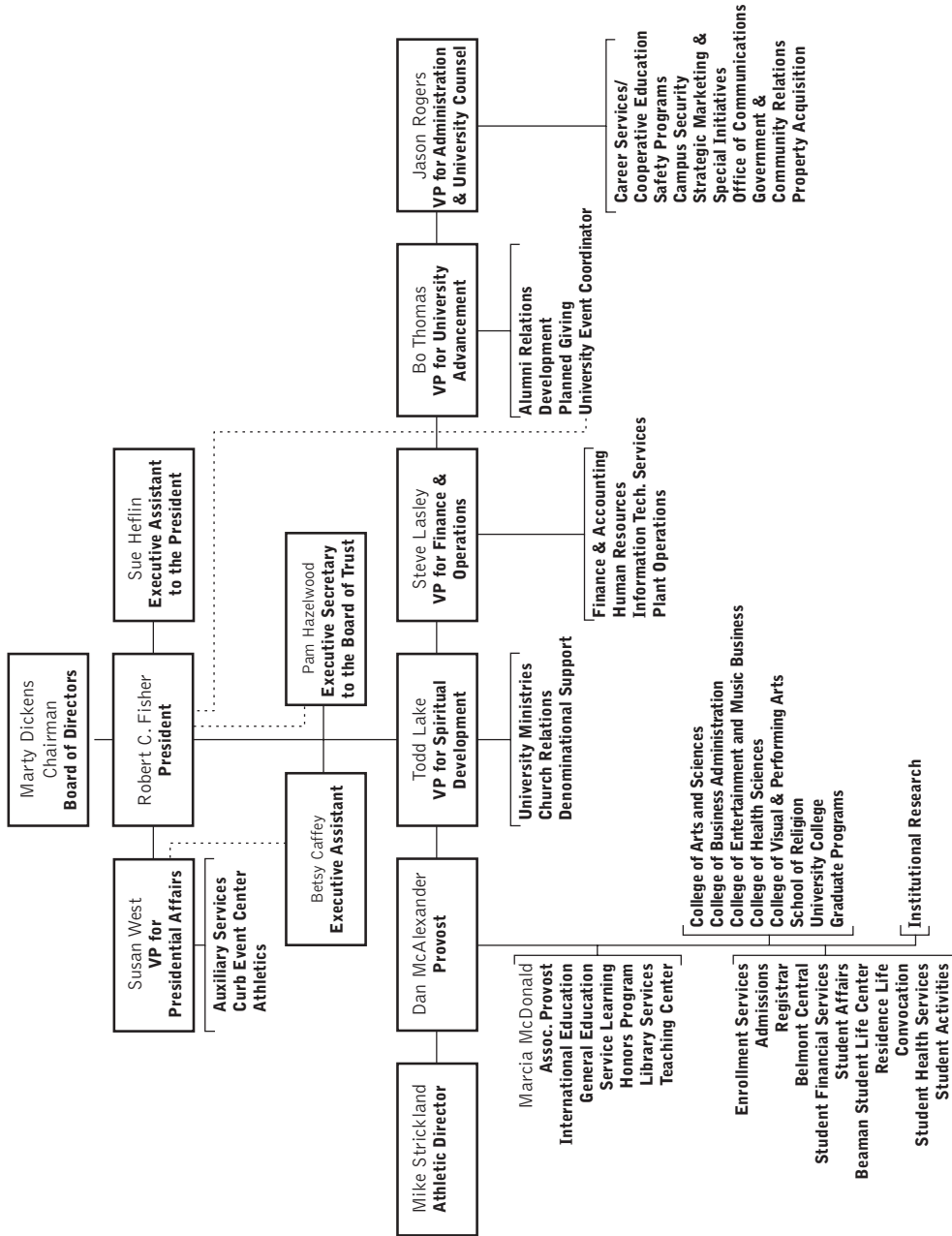
As a community seeking to uphold Christian standards of morality and ethics, Belmont University holds high ideals and expectations of each person who chooses to join the community.

In upholding these ideals, Belmont proclaims the values of integrity, inquiry, collaboration, service and humility, while it seeks to experience the growth and fulfillment which characterize a dynamic environment.

Acknowledging each person's freedom and responsibility, each employee should also recognize the occasional need to modify her/his behavior for the good of the Belmont community or of society at large. In this sense, all employees should strive to behave responsibly in an effort to create a climate of mutual respect. An employee's continued employment and participation in university life is conditioned upon her/his adhering to the behavior expectations of this statement. Employees who engage in behavior that betrays these values will be subject to disciplinary action.

In affirming these values, the Belmont community expects each employee to exemplify behaviors consistent with these values in all facets of university life. The affirmation of these values also includes complying with federal, state and local laws both on and off campus.

Based on the values described on the previous pages, Belmont University has developed a number of policies to assist its members in understanding what is expected of them and to assist the community at large to operate more smoothly, effectively and safely.



## **A. Office of Human Resources**

The Office of Human Resources is responsible for coordinating services and programs related to employment, compensation, benefits, employee-relations policies, training and development. The office is also responsible for the university's Affirmative Action and Health Insurance Portability and Accountability Act (HIPPA) privacy plans. The Office of Human Resources is concerned with the welfare of all Belmont employees and will assist with work-related problems to promote good employee-employer relations.

## **B. Staff Affairs Council**

The primary purpose of the Staff Affairs Council is to encourage and facilitate a free and open exchange of ideas between staff and administration at Belmont University. Suggestions are solicited from the staff for new council members and the current Staff Affairs Council appoints representatives for two-year terms. The Staff Affairs Council, consisting of ten representatives, ideally divided equally between academic and non-academic staff, typically meets monthly. This group asks for and receives input from administration about on-going operations and pertinent new policies at the university. This information is then relayed through campus-wide staff meetings.

## **C. Staff Responsibilities**

Staff employees are expected to perform the assigned duties and responsibilities of their job as defined by its position description and may be required to perform other job-related duties as requested by their supervisors. Staff employees are expected to perform the work duties and responsibilities of their position in a conscientious manner and to comply and cooperate with the directions of their supervisor and the leadership of the university.

## **D. Identification Card**

All staff employees must obtain a staff identification card from the Office of Campus Security. This card can be used as identification for several services offered on campus including: check cashing, bookstore purchases and checking out books from the library. For protection, employees may be asked to show the ID card.

## **E. Automobile Registration and Parking**

Free parking areas are available to all employees. All cars parked on campus must be registered with the Office of Campus Security. This office issues parking decals that must be displayed on the vehicle. The university does not guarantee that parking spaces will be available, nor does the university assume responsibility for the car or its contents.

## **F. Re-employment**

Employment service will be bridged for tuition reduction benefits. Vacation accrual will not be bridged and accrues at the new-hire accrual rate. Other benefit start-dates such as insurance coverage and retirement plan participation will be based on the specific benefit plan provisions. Employees may contact the Office of Human Resources for benefit information.

## **G. Reporting Changes in Personal Information**

All employees should report any name or beneficiary designation changes to the Office of Human Resources. Address information, tax-withholding allowances and emergency contact information changes can be made directly through Belmont's Intranet Connection (BIC) and BannerWeb. Employees without computer access can contact the Office of Human Resources for assistance.

## **H. Job Posting**

Belmont University will post open staff positions via campus e-mail and by placing them on the jobs.belmont.edu web page. Additionally, all staff positions will be posted on a bulletin board where all employees can review them. Employees must apply for open positions via jobs.belmont.edu web page. Employees may apply for another position after they have been in their present job for at least six months. Employees who have been in a position for less than six months must receive prior approval from their supervisor before posting.

For full consideration, staff employees should respond within five working days from the date of posting a position. Employees who meet minimum qualifications of the position will be given an interview. Employees who receive an interview should inform their current supervisor. The hiring supervisor may request that the current supervisor provide a work reference. The prospective supervisor can request an appointment with the Office of Human Resources to view attendance records, performance evaluations and any disciplinary notes from the employee's personnel file from the last two years.

## **I. Background Checks**

Belmont University strives to provide the safest possible environment for students, visitors, faculty, staff and physical resources. To provide a safe environment and to protect the university's assets, including its employees, property and information, as well as to assist departments in hiring decisions, the university will conduct criminal background checks on candidates recommended for specified positions. Background checks may include but are not limited to: confirmation of the individual's identity; credit information; review of an individual's criminal conviction record, if any; verification of any license, certificate or degree required for the position. The Office of University Counsel shall designate the positions that will require background checks.

## **J. Transfers and Promotions**

Transfers are defined as taking a new job within the same compensation group as the current job. A transfer may or may not involve a change in base pay. Promotions are defined as taking a new job within a higher-level compensation group. Promotions involve taking a new job with a higher level of responsibilities, challenges and skill requirements. Promotions typically include a change in base pay. For more information about the compensation system, employees may contact their manager or the Office of Human Resources.

## **K. Employment of Family Members**

Immediate family members may not be employed in situations where one family member has close supervisory responsibility over the other. For purposes of this policy, “immediate family” is defined as spouse, parents, grandparents, children, grandchildren, parent-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law or daughter-in-law. Exceptions to this policy should be under rare circumstances and require approval from Senior Leadership.

## **L. Personnel File**

Official staff personnel files are located in the Office of Human Resources. Personnel files are the property of Belmont University. The employee or anyone in a supervisory position over the employee may view this file by appointment with Human Resources. This file is open to the legal counsel of the university when needed for official legal matters relative to the university and to the senior leader responsible for any investigation involving the employee.

## **M. Outside Employment**

Staff employees are permitted, but are not encouraged, to engage in outside employment or other work activity. Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Additional work should be of a nature that is consistent with Belmont’s mission, vision and values. Belmont requires that employees’ activities away from the job must not compromise the university’s interests or adversely affect job performance and the ability to fulfill all responsibilities to the university.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours.

The unauthorized use of any Belmont offices, equipment, personnel or supplies to conduct private business or outside employment is expressly forbidden. Belmont also requires that employees not use their position at the university to solicit outside business for themselves. Belmont employees may not represent themselves as acting as an employee or agent of the university during any outside employment.

Employees who accept outside employment, including self-employment, shall notify their immediate supervisor.

## **N. Leaving Belmont**

Employees planning to leave Belmont’s employ should give a minimum of two weeks’ written notice. Giving notice is good business practice and allows supervisors and human resources staff time to plan for a replacement as well as providing sufficient time to finalize the employee’s final paycheck. Employees should contact the Office of Human Resources for information on continuation of benefits through COBRA, retirement plan options and for exit interview information.

## **O. Reductions to Staff Employment**

Restructures, reorganizations and staff reductions (reduction in force or RIF) may occur due to changing needs of the university. A full-time staff employee whose position of employment is eliminated or whose position is changed from full-time (benefits eligible) to part-time (benefits ineligible) may apply for open positions at Belmont as they become available. The Office of Human Resources and the respective senior leader should be notified in advance of the need to reorganize and/or reduce staff.

An employee whose position is adversely affected by a reduction in force will be notified by his or her manager and the Office of Human Resources as soon as possible concerning any severance pay, accrued vacation pay and other available benefits such as continuation of health insurance through COBRA.

## **P. Training**

Belmont University is a learning institution that values and encourages professional development of its critical human resources - the faculty and staff of the university. By assessing all current training programs and including participant feedback in future planning, the university strives to provide the most appropriate training for each individual and manager. This is important to the health of the institution and to the well-being and performance of our employees.

# II. Compensation

## INTRODUCTION

Belmont University provides a total compensation package to staff employees composed of base compensation and benefits. Base compensation includes wages paid for hours worked or salary paid for a job performed. Benefits include all indirect compensation programs such as paid time off, insurance programs and retirement contributions.

Changes to base pay are made in accordance with the university's broadbanded compensation structure. The responsibilities and duties that appear on an employee's position description serve as the basis for placing the job within one of the university's compensation groups. Positions requiring similar duties, skills, qualifications and pay fall within the same broadband classification. On occasion, minimum wage requirements may mandate certain across-the-board raises. Belmont reserves the right to pay outside of the ranges both at the minimum and maximum level. For more information concerning the university's compensation structure, employees may contact the Office of Human Resources or speak with their manager.

## A. Performance Management

Belmont University believes that sustained high performance and growth, both individually and collectively, are essential to the university's future success. Individual staff performance, specifically achievement of annual goals and objectives, affects annual compensation treatment. In addition, continued employee development will be required to ensure high performance. To that end, the university expects that employees and their supervisors will meet periodically to evaluate work goals and required competencies. Step and annual merit pay increases are awarded to those employees who meet or exceed job expectations.

## B. Non-exempt Employees and Exempt Employees

The Fair Labor Standards Act requires payment of overtime compensation to employees whose positions are classified as "non-exempt". Certain employees are "exempt" from overtime requirements. To be classified as an exempt executive, administrative or professional employee, the worker must be paid on a "salary basis" and meet certain definitions including the exercise of "discretion and independent judgment" in the performance of the job. Exempt employees do not receive overtime pay, and Belmont University does not recognize the practice of granting compensatory time off for exempt employees. For more information concerning whether a position is classified as non-exempt or exempt, employees may contact the Office of Human Resources or speak with their supervisor.

## C. Work Schedules and Overtime

Normal business hours are 8 a.m. to 4:30 p.m., Monday through Friday. However, the hours a staff employee is expected to work will be determined by the need and established schedule in each department. Departments offer different services and work hours may vary. An employee's supervisor will inform him/her of the schedule and will give as much advance notice as possible when changes must be made. Overtime is defined as any hours worked in excess of 40 hours for non-exempt employees. All overtime hours must be pre-approved by the employee's supervisor. Hours over 40 worked will be paid at 1-1/2 times the regular hourly rate. For employees who normally work a 37.5-hour week, the first 2.5 hours over the regular hours will be paid at the regular hourly rate. The calculation of time worked or "actual hours worked" for calculating when overtime begins includes all paid time off including sick and vacation days, holidays, snow days, military or jury duty or any other emergency closings. Non-exempt employees who work extra hours on a given workday may be permitted or required to take an equal number of hours off within the same workweek. Taking time off in lieu of overtime pay must be approved by the employee's supervisor and be taken within the same workweek. If the time off within the same workweek is not taken, overtime pay will be given.

## D. Critical Services and Emergency Personnel

Some positions within the university have job responsibilities that are essential to the safety and well-being of students, employees and visitors to the Belmont campus. In addition, critical services employees maintain the overall functioning and maintenance of campus facilities and grounds. Critical services and emergency personnel include certain employees working in Maintenance and Landscaping within Plant Operations, Campus Security and Residence Life and may include others on a case-by-case basis. For more information concerning whether a position is classified as an emergency or critical services position, employees should speak with their manager or contact the Office of Human Resources.

Employees in emergency and critical services positions must report for work during their scheduled shifts unless notified by their manager. If an emergency or critical services employee cannot report to work due to inclement weather the employee must speak directly (no voice mail) to his/her manager in order to use a paid day off. The time off will be unpaid unless a paid (vacation/Floating Holiday) day off is used.

### **E. Payroll Schedules**

Staff employees are paid either monthly or bi-weekly. Those employees paid on a monthly basis will receive their paychecks on the 25th day of each month, or the last working day prior to the 25th. Employees paid bi-weekly will receive their paychecks every other Friday for the pay period ending on the previous Sunday. Unless otherwise designated, the workweek runs from Monday through Sunday. When holidays occur on Friday, checks will be issued on the last working day prior to the holiday.

### **F. Holiday Pay**

Non-exempt employees who may be required to work the following holidays will be paid holiday pay plus their regular rate of pay for the actual hours worked.

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

A minimum of three hours will be paid to any non-exempt employee who is scheduled to work on one of the above holidays.

### **G. Call-Back Pay**

Non-exempt employees will be paid a minimum of three hours for an emergency call-back which requires them to return to campus after regular working hours.

### **H. Payroll Deductions**

The following mandatory items are deducted from an employee's paycheck:

- Federal income tax
- OASDI tax
- Medicare tax
- Certain insurance premiums
- Unpaid bookstore charges
- Unpaid parking tickets
- Unpaid balances on student accounts at the end of each academic term (August 1, December 1 and May 1)
- Other payroll deductions required by legal action
- The following may also, at the employee's discretion, be deducted from an employee's paycheck:
  - Voluntary insurance premiums
  - Gifts to the university
  - Gifts to designated charitable institutions
  - Retirement contributions

Although Belmont University takes every precaution to avoid paycheck errors, at times errors may occur. If it is believed that a deduction has been taken from an employee's salary improperly (one not allowed by law) the employee must immediately notify their supervisor. The supervisor should contact Payroll. If an error has occurred, an adjustment will be made promptly.

### **I. Service Awards**

Belmont awards a \$100 for each five years of continuous full-time employment. The service award is included in the December paycheck. Employees receiving service awards are recognized at the annual Staff Christmas Breakfast.

# III. Time Off

As part of the total benefit program for full-time staff employees, Belmont University provides a number of paid and unpaid leave programs. Employees may be absent with pay for the following:

- Bereavement Leave
- Holiday Leave
- Jury/Subpoena Duty
- Sick Leave
- Vacation Leave
- Military Training

Programs allowing employees to be absent without pay include:

- Leave under the Family and Medical Leave Act
- Maternity Leave
- Military Leave

## A. Absent with Pay

### *i. Bereavement Leave*

Belmont realizes that there is no way to put a time limit on the grieving process for a family member. Understanding that an employee must have time off work at these times, the university provides that an employee may be absent with pay for up to five days due to the death of a spouse, child or parent. An employee may be absent with pay for up to three days due to the death of a grandparent, grandchild, brother or sister. This policy includes “great” and “in-law” of these relationships.

### *ii. Holiday Leave*

Belmont University observes 15 paid holidays each year. To be paid for a holiday, an employee must either work the day before and after the holiday or be in a leave-with-pay status the day before and after the holiday. All holidays falling on Saturday are observed

on the preceding Friday. All holidays falling on Sunday will be observed on the following Monday. It is expected that holidays will be taken on the dates as listed. Exceptions may be made only with the supervisor’s written approval. Any rescheduled holiday leave must be taken within 30 days.

- New Year’s Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day – plus the following Friday
- Christmas Holidays\* – December 24 and 25, plus 3 approved days the week before or after Christmas.
- Two Floating Holidays – These two days may be taken at any time with the supervisor’s approval. Employees are encouraged, but not required, to take these days during those times when the university is closed to students. All floating holidays must be used during the calendar year and may not be rolled over.
- Employees hired on or before March 31 will receive two floating holidays during their first year of full-time employment.
- Employees hired between April 1 and September 30 will receive one floating holiday during their first year of full-time employment.
- Employees hired October 1 through December 31 will not receive a floating holiday that calendar year but will receive two floating holidays for all subsequent years.

\* As Belmont has grown, some offices need to remain open during the holiday season. The campus will not close during the Christmas holidays except for Christmas Eve and Christmas Day. Each staff member must schedule the additional three Christmas holidays during the week before or after Christmas with the approval of their supervisor.

### *iii. Jury/Subpoena Duty*

If an employee is summoned for jury duty, their supervisor should be notified as soon as possible so that arrangements can be made to fulfill the obligation. If the court excuses the employee from jury duty during working hours, the employee should report to work immediately.

Belmont pays regular salary wages while an employee serves on jury duty. This payment will continue for as many weeks as are required to serve on the jury. Employees should discuss with their supervisor all arrangements for pay before the time to serve. Belmont will not require an employee to sign over any checks received for jury duty.

If an employee is subpoenaed as a witness in a legal proceeding, the employee is expected to return to work as soon as possible after testifying. A copy of the subpoena must be provided to the supervisor upon request.

*iv. Vacation Leave*

Full-time staff employees (those employees regularly working 30 hours or more per week) accrue vacation leave monthly. Biweekly paid employees accrue vacation leave during the first pay period of the month. Vacation leave information, along with sick leave and floating holiday leave, is stored in Belmont’s administrative software system, SCT Banner. The system stores this information in hours rather than in days.

- Leave hours are based on the number of years of full-time service to the university and can be accumulated to a maximum equivalent of twenty working days per year.
- Full-time employees working nine to ten months per year will accrue vacation days at 75 percent of the schedule.
- Full-time employees who normally work a 30-hour work week will accrue vacation days at 80 percent of the schedule.
- Part-time employees (those employees who regularly work 29 or fewer hours per week) and temporary employees do not receive vacation-leave benefits.
- Accrued vacation leave may be taken after six months of employment. All vacation leave must be approved and scheduled in advance with the employee’s supervisor.
- Vacation days may not be taken before they are accrued except under unusual circumstances and with the prior approval of the employee’s supervisor.
- If a paid holiday occurs during an employee’s vacation, that day is counted as a holiday and not as a vacation day. When an employee is on leave without pay, vacation does not accrue.
- Employees may not receive pay instead of using vacation time while employed by Belmont University.
- After six months of employment, if an employee leaves the university’s employ, except in cases of gross misconduct, vacation days that have accrued, but have not been taken, will be paid in the last paycheck.
- Leave information is printed on the employee’s pay stubs and can be viewed online through BIC and Banner Web.
- Belmont University believes all employees need a healthy balance between work and time away from work and should take their earned vacation leave. Beginning in 2008, only a maximum of 10 vacation days may be rolled over to the next year’s vacation leave balance. The month of the employee’s hire-date anniversary marks the beginning of the year for vacation accrual purposes.

Below are the monthly accrual and annual number of vacation days and hours earned for monthly and biweekly paid full-time staff:

Year for Accrual	Vacation Accrual Hours Per Month for 37.5 hr / week employee	Vacation Accrual Hours Per Month for 40 hr / week employee	Total Hours Earned Annually for 37.5 hr / week employee	Total Hours Earned Annually for 40 hr / week employee	Total Days Earned by end of year
Year 1	6.25	6.67	75.00	80	10
Year 2	6.88	7.33	82.50	88	11
Year 3	7.50	8.00	90.00	96	12
Year 4	8.13	8.67	97.50	104	13
Year 5	8.75	9.33	105.00	112	14
Year 6	9.38	10.00	112.50	120	15
Year 7	10.00	10.67	120.00	128	16
Year 8	10.63	11.33	127.50	136	17
Year 9	11.25	12.00	135.00	144	18
Year 10	11.88	12.67	142.50	152	19
Year 11+	12.50	13.33	150.00	160	20

Hours accrued over the allowed maximum will be forfeited.

For more information, employees should speak with their supervisor or contact the Office of Human Resources.

*v. Sick Leave*

Sick leave is an absence with pay when an employee or a member of the employee’s immediate family is unable to work because of illness, injury or for required medical attention. Immediate family is defined as a spouse, child or parent who is dependent on the employee for care. Sick leave is accrued or earned at the rate of one day each month of employment for all eligible employees. These days may be accumulated to a maximum of 90 days. Sick days are accumulated during all absences with pay. In no case may accumulated sick leave days be converted to pay. Sick leave of more than five or more consecutive work days must be supported by medical evidence which shall include: (1) a reason for the absence, (2) a certification of the employee’s inability to work, (3) any work-related restrictions following return to work.

Employees must speak directly (no voice mail) with their supervisor as early as possible and explain their inability to work, generally no later than 30 minutes from the beginning of the workday. During an absence, the employee must keep his/her supervisor informed of continuing need to be absent. A supervisor has the right to require a letter from the employee’s physician at any time before sick leave pay will be authorized, if the absence appears to be excessive.

When an employee has exhausted accrued sick days but does not return to work, he/she may be terminated unless a formal request for Family and Medical Leave is submitted and approved. Employees may contact the Office of Human Resources for additional information on the Family and Medical Leave Act.

An employee who has exhausted accrued sick and vacation days may be eligible for donated days through the Staff Catastrophic Leave Donation Policy. Refer to the Staff Catastrophic Leave Donation Policy for eligibility criteria to receive donated leave.

An employee who is disabled by illness or injury beyond a three-month period may become eligible for long-term disability benefits and should contact the Office of Human Resources.

#### *vi. Leave for Military Training*

Employees who are members of the National Guard or Reserve Corps are eligible, annually, for up to 10 working days' leave with pay for military training purposes. If military payments are less than the employee's wages or salary for the period, the university will reimburse the employee for the difference upon presentation of the military pay vouchers. If military payments equal or exceed the employee's salary or wages, the employee will not receive university funds for the period served. Employees on approved leave for military training for up to 10 days continue to accrue vacation and sick leave at the normal rate.

## **B. Absent Without Pay**

#### *i. Family and Medical Leave*

Under the federal law, the Family and Medical Leave Act (FMLA), an employee is eligible for 12 weeks of leave if he or she has worked for the university for at least 12 months and has worked a minimum of 1,250 hours in the 12 months prior to the FMLA request. The university guarantees its eligible employees a total of 12 workweeks of unpaid leave in a 12-month period for the following purposes:

- 1) caring for a child following his or her birth, adoption or placement in the employee's home or foster care;
- 2) caring for a spouse, child or parent who has a serious health condition
- 3) recovering from a serious health condition or injury which renders the employee unable to perform the job responsibilities.

Leaves for the care of a child must be taken within 12 months of the date of birth, adoption or placement. Should both parents of the child work at Belmont, the aggregate total of weeks available for the care of a child after birth, adoption or placement is 12 weeks. Employees requesting leave will be required to use accrued sick leave or vacation leave as part of the 12-week Family Medical Leave. Once all accrued leave is exhausted, the balance of the FMLA leave is unpaid. Eligible employees seeking to use FMLA leave

are required to provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable or as soon as is practicable when the need is not foreseeable. Generally this means within one or two business days of learning of the need to take FMLA leave.

Eligible employees requesting leave must provide medical certification documenting the health condition of the employee, spouse, child or parent. The university, at its own expense, may require the employee to secure second and third medical opinions should the university believe there is reason to doubt the validity of the initial certification.

During the FMLA leave period, the university will continue to pay its share of the employee's benefits payments under Belmont's group health insurance plan. The employee must reimburse the university the amount of these premium payments if he or she does not return to work at the expiration of the leave period.

Note: If the employee has accrued sick leave or vacation hours available, any premiums for employee, dependent health/dental insurance, and supplemental insurance deductions will be withheld from his/her payroll check. If the leave continues into an unpaid status the employee's portion of any premiums for insurance coverage is due by the tenth day of each month. Checks should be made payable to Belmont University and be submitted to the Office of Finance and Accounting. Upon return from leave, the employee is entitled to his or her former position or an equivalent position with equivalent pay and benefits. However, the university may, in its discretion, deny an employee who is among the top ten percent of the university's paid personnel the right to return to his or her job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the university. Employees may contact the Office of Human Resources for a Request for FMLA form and for additional information about rights and responsibilities under FMLA.

#### *ii. Maternity and Paternity Leave*

While the university treats pregnancy-related illness and disability as any other illness or disability, the university permits in accordance with Tennessee Code Annotated 50-1-503 an employee (mother or father) who has been employed full-time for at least 12 months to be absent for a period not to exceed four months (16 weeks) on an unpaid maternity leave for pregnancy, childbirth, adoption or bonding with the infant. Employees must request this leave three months in advance unless there is a medical emergency that prevents notice being given. The first 12 weeks of this leave will run concurrently with Family and Medical Leave.

During the FMLA period of the maternity/paternity leave, the university will continue to pay its share of the employee's benefits payments under Belmont's group health insurance plan. The employee is required to pay 100% of the amount of the benefit payment during the last month of maternity/paternity leave if the additional month is taken. If the employee does not return to work at the expiration of the leave, the employee must reimburse the university the amount of the premium payments. Employees may contact the Office of Human Resources for the Request for Family or Medical Leave form or for more information about this benefit.

### *iii. Military Leave*

Regular full- and part-time university employees whose military obligations interrupt or interfere with their employment have certain job protection provided by the Uniform Services Employment and Reemployment Rights Act of 1994. The Act protects members of National Guard units, reservists, inductees and enlistees into the Armed Forces who volunteer for or are ordered to active duty for the federal government.

Employees called to active duty must notify the Office of Human Resources in writing of their departure and provide a copy of official military orders when they become available.

Full-time employees with at least two years of service with the university who are called to active military duty will be compensated by the university at a rate that supplements the difference in pay between their salary and the military pay for one year from the date the leave begins or until such a time that the military pay exceeds their university salary.

Such leave may not exceed five years in duration. During the leave, an employee called to active duty may continue to have long-term disability insurance and life insurance if he or she pays the full cost of the benefit. If an employee called to active duty wishes to continue his or her life insurance or long-term disability insurance, the employee must make payment arrangements with the Office of Finance and Accounting at the start of his or her leave of absence. Likewise, employees returning from active military duty are entitled to available benefits upon re-employment. Employees returning from military leave will resume their previous vacation accrual rate.

If an employee who is called to active duty during a national emergency has a spouse or dependent child who is eligible for tuition assistance and meets the requirements of the policy on tuition assistance, that benefit will remain in effect while the employee is on active military duty. All provisions of the tuition assistance policy will apply.

Upon re-employment following a call to active duty, employees who are participants in the university's retirement plan at the time they are called for active duty, will be considered as not having a break in service for purposes of the retirement plan. There will be no requirement to re-qualify for participation in the retirement plan upon re-employment. In addition, upon re-employment, the university will make any plan contributions that it would have made if the employee had not been on a leave of absence for active military service. However, the university will contribute no interest or earnings to the employee's retirement account. Plan participants returning to employment are also provided an opportunity under federal law to make certain retroactive voluntary contributions that they could have made had they not been on military leave and the university will match such contributions consistent with the retirement plan.

### **RE-EMPLOYMENT RIGHTS AND RESPONSIBILITIES**

A regular employee called to active duty who is released from active duty with an honorable discharge is entitled to be restored to his/her former position or to a position of like seniority, status and pay on the same terms and conditions as if the employment had not been interrupted.

An employee called to active duty who, upon release, has a service-related disability which makes him/her no longer qualified, with reasonable accommodations, to perform the duties of the former position and for whom job restructuring is not feasible, will be offered an alternative position for which he/she is qualified with reasonable accommodations. If an employee who was called to active duty requests re-employment in an alternative position, he or she must be employed in a position that provides seniority, status and pay, as similar as possible to the former position.

An employee ordered to active duty for a period of 31-180 days must apply for re-employment within 14 days of release from active duty. An employee ordered to active duty for a period of 181 days or more must apply for re-employment no later than 90 days of release from active duty.

# IV. Employee Benefits

## A. Insurance Benefits

The university supplements the cost of medical, dental, vision hardware, life and long-term disability insurance for all full-time employees. Belmont University offers benefits to the spouses and eligible dependents of the university's full-time employees. The university defines spouses to include the individual to whom the eligible employee is legally married. Employees are responsible for paying the cost of medical, dental and vision hardware insurance on their dependents. All insurance premiums are paid through payroll deduction.

All full-time employees are eligible for group insurance benefits on the first day of the month following one month of full-time employment. Insurance enrollment forms must be completed before coverage can take effect. Employees have the option to decline health coverage at the time of hire and at open enrollment.

Belmont schedules an open enrollment period for insurance benefits during the month of November each year. Changes to current selections can be made during this open enrollment period. Changes made during the open enrollment period take effect January 1 of the following year. Certain qualifying events may allow changes to coverage selections outside of the open enrollment period. Employees may contact the Office of Human Resources for information on what constitutes a qualifying event. Changes made due to a qualifying event must be made within 30 days of the event. The following is a brief introduction of the insurance benefits that are currently provided. For complete details, employees may contact the Office of Human Resources.

### *i. Health Insurance*

Belmont University currently offers two medical insurance options through a preferred provider network. In addition a health savings account is offered with one plan. For more information, employees may contact the Office of Human Resources or visit the HR website at [www.belmont.edu/hr](http://www.belmont.edu/hr). Belmont University neither recommends nor accepts liability for services provided by any of the medical providers within the network.

### *ii. Dental Insurance*

Belmont offers dental insurance through a preferred provider plan. The level of coverage for in-network and out-of-network services are the same, except that the in-network percentage of benefits is based on the discounted fee negotiated with the provider and the out-of-network percentage of benefits is based on the usual and customary rates in the geographic area in which the expenses are incurred.

### *iii. Vision Hardware Insurance*

In addition to the vision exam covered under the health care insurance, a separate vision hardware policy provides a reimbursement schedule for frames, lenses and contact lenses.

### *iv. Life Insurance*

Belmont provides group life insurance equivalent to one times the employee's annual base salary rounded to the next higher thousand. The minimum amount of group life insurance is \$14,000 and the maximum is \$50,000.

### *v. Long-Term Disability Insurance*

Belmont provides long-term disability insurance. If an employee becomes totally disabled due to injury or sickness and the total disability continues without interruption longer than the 90-day elimination period, the insurance company will pay 60 percent of base salary to a maximum of \$5,000 per month.

### *vi. Optional Life Insurance*

Belmont offers an optional life insurance policy to full-time Belmont employees. Premiums are based upon the employee's age and level of coverage. Coverage for dependents is available provided the employee purchases a policy on him/herself. Dependent coverage is \$10,000 on a spouse and \$5,000 on dependent children. Premiums are payroll-deducted on an after-tax basis. Proof of insurability is required if the selection is not made at the time of hire.

### *vii. Optional Supplemental Long-Term Disability*

In addition to the long-term disability insurance that Belmont provides, supplemental long-term disability insurance may be purchased to increase the benefit to 66.66 percent of base salary. The maximum benefit would be \$5,555.56 per month.

### *viii. Workers' Compensation Insurance*

The Workers' Compensation Laws of Tennessee protect all Belmont employees in the event of an occupational injury or disease. Employees should refer to the Safety and Wellness Policies and Programs section in this handbook for additional information.

#### *ix. Continuation of Insurance Benefit (COBRA)*

Federal and state law gives certain rights to continue an employee's group health and welfare insurance coverage beyond the date when the coverage would otherwise end. Below are the events that terminate health, vision hardware and dental insurance coverage but give rise to a right for the employee to continue coverage at the employee's expense.

Events giving an employee the right to continue coverage:

- Termination of employment
- Reduction of work hours (from full-time to part-time)

Events giving the spouse or dependents the right to continue coverage:

- Termination of the employee's employment
- Reduction of the employee's work hours (from full-time to part-time)
- Death of the employee
- \*Divorce or legal separation of the employee and the employee's spouse
- \*A dependent child ceases to be a dependent under the insurance plan
- The employee becomes eligible for Medicare.

\* The employee, the employee's spouse, or the employee's dependent is responsible for notifying the Office of Human Resources of any events marked with an asterisk.

#### *x. Health Benefits for Pre-65 Retirees*

Belmont University offers retiring staff and faculty employees the option of continuing on the university's current health, dental and vision plan until the earlier of age 65 or Medicare eligibility, whichever comes first. Employees choosing this benefit pay the full cost of all monthly premiums established by Belmont University. A number of conditions apply:

1. The employee must currently be in a benefits eligible position and be at least 59.5 years of age by the month of the retirement.
2. The employee must have a total of at least 15 years of benefits eligible service at Belmont University.
3. This benefit applies only to the retiring employee. The retiring employee can elect to continue some or all of the current health, dental or vision plans.
4. The employee's spouse and any (IRS defined) dependents can elect COBRA coverage as defined by law, up to 36 months of coverage from the date of the employee's retirement.
5. Administration of the Pre-65 retiree coverage will be handled by the current COBRA administrator that is in use by Belmont University. The amount of the monthly premiums will be the current amount for COBRA coverage. As with COBRA coverage, if the retiring employee does not pay the monthly premiums by the monthly deadlines, then the coverage is dropped with no ability to reinstate coverage.

6. The retiring employee must elect coverage within 30 days from their Belmont University retirement date. If they do not elect and pay for coverage by the deadline, they can not elect coverage at a later date.
7. Retiring employees who have other health coverage or become eligible under another plan (for example, they take another job or their spouse has another plan) are not eligible for Belmont University's retiree plan.
8. Coverage for the retired employee automatically ends on the end of the month of their 65th birthday or earlier if they become Medicare eligible.
9. During the annual enrollment period for benefits, retired employees who are on the plan may elect to drop any or all of their plans in a similar process to what is required of current employees but they cannot add coverage at this time if they previously declined it.

#### **B. Social Security**

Social Security benefits are paid for death, total disability and retirement, provided the employee has been covered by Social Security for a period of time sufficient for eligibility. Belmont shares the cost of this benefit by matching the employee contribution. Benefit claims should be filed with the local Social Security office.

#### **C. Tuition Reduction Benefit for Undergraduate Programs**

##### *Staff Members*

Staff employees who have been employed on a full-time basis at Belmont University for at least four months are eligible to receive a reduction of tuition and student fees. The following terms and conditions apply to the receipt of this benefit:

- A 100 percent tuition reduction is available for regular undergraduate coursework only. Those staff employees that are degree seeking must meet the entrance requirements and continuing academic standards appropriate for the degree they are seeking. Staff members participating in the tuition reduction benefit may take up to seven semester hours in each of the fall and spring semesters per year at Belmont. No more than a total of seven such hours may be taken during both summer sessions combined.
- The reduction benefit includes the student fee only. Recipients are responsible for paying all other course fees, books, equipment, computer hardware and software, travel expenses and any incremental tuition over the standard tuition rate (for example excess tuition for required international studies).
- Staff members participating in the tuition reduction benefit may enroll in one three-hour course per semester that meets during the employee's regular working hours. During summer sessions, recipients may take one 3-hour course in either the first or second summer session during regular working hours in the summer.
- The additional four semester hours for which the employee is eligible must be taken outside the employee's regular working hours. The employee must request supervisor's approval prior to scheduling participation in a course that meets during regular working hours. The employee and supervisor will schedule time for the employee to

make up work time missed while in class. If course enrollment is limited, students who pay tuition will receive preference over employees receiving the reduction benefit.

- Employees receiving tuition reduction will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- Employees are responsible for paying any unpaid balances on their student accounts. If these balances have not been paid by the end of the academic term (August 1, December 1 or May 1), the university will deduct the amount of the account balance from the employee's pay.

#### *Spouse and Dependent Children*

Spouse and dependent children (under the age of 25 and claimed as dependents on employees' federal income tax returns) of full-time employees are eligible to receive a reduction of tuition. The following terms and conditions apply to the receipt of this benefit:

- Spouse and dependent children will be expected to pay all fees.
- Spouse and dependent children are eligible to receive a tuition reduction on undergraduate coursework according to the following schedule:
  - 0-1 Year of Full-Time Employment 10 percent Tuition Reduction (fees excluded)
  - 1-2 Years of Full-Time Employment 25 percent Tuition Reduction (fees excluded)
  - 2-3 Years of Full-Time Employment 50 percent Tuition Reduction (fees excluded)
  - 3-4 Years of Full-Time Employment 75 percent Tuition Reduction (fees excluded)
  - 4+ Years of Full-Time Employment 100 percent Tuition Reduction (fees excluded)
- Tuition reduction for spouse and dependent children is available for undergraduate courses only. The employee shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit. Recipients are responsible for paying all course fees, books, equipment, computer hardware and software.
- Employees are responsible for paying any unpaid balances on the student account. If these balances have not been paid by the end of the academic term (August 1, December 1 or May 1), the university will deduct the amount of the account balance from the employee's pay.

#### *Former Employees, Spouses and Dependents*

Former employees who held positions of full-time employment at Belmont University for at least 10 years are eligible to receive a reduction of tuition for their spouse and dependent children (under the age of 25). The following terms and conditions apply to the receipt of this benefit:

- Former employees, their spouse and dependent children will be expected to pay all fees including books and equipment such as computer hardware and software. Those with

10 years of service receive a tuition reduction of 50 percent. An additional 5 percent reduction is awarded for each full year of service over 10.

- For purposes of this policy, a former employee is a person who meets the length of service requirement whose employment with the university ceased because of death, disability, retirement or voluntary resignation.
- Tuition reduction for former employees, their spouse and dependents is available for undergraduate courses only.
- The former employee shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.

*Additional Provisions.* The following additional terms and conditions apply to the tuition reduction benefit whether received by a current or former employee or his/her spouse or dependent children.

1. Full-time student employees are not eligible for the tuition reduction benefit.
2. This tuition reduction benefit is not available for the Computer Network Technology program and for any continuing education/non-credit courses offered by Belmont University.
3. Recipients registering for Belmont's Washington Center, Belmont West/East or study abroad programs may not apply the tuition reduction benefit to any of the special program fees or additional expenses (other than tuition charges) associated with these programs.
4. Dependent children eligible for the benefits provided by this policy include only those children lawfully claimed by the employee as dependents on his/her most recent federal income tax return.
5. Those who are eligible to receive the tuition reduction benefit may apply for other forms of institutional aid administered by Belmont. These other forms of aid include, but are not limited to, scholarships based on athletic or academic ability, need or other criteria regardless of whether the scholarship was originally funded by the university or by a third party. If such institutional aid is awarded, the recipient must choose between receiving the aid or receiving the tuition reduction benefit.
6. The tuition reduction benefit shall constitute Belmont's match for purposes of any externally-funded scholarship programs that require Belmont to match the funds paid to the university on behalf of the scholarship recipient. Where externally-funded and administered scholarships are designated for tuition only, these funds will be applied to the student's account before the tuition reduction benefit. If such funds may be used for other expenses such as room and board, they will be preserved for this purpose. If the combination of tuition reduction benefit and external scholarship money exceeds the amount owed to Belmont, the tuition reduction benefit will be reduced accordingly.
7. Tuition reductions are extended only once per course. If it is necessary to repeat the course for any reason, the recipient will be charged tuition for the course at the current credit hour charge.

8. If employment ceases before an academic term has concluded, the tuition reduction benefit will be prorated to apply to that portion of the term in which the employee was employed. The balance of tuition will be due and payable according to the university's standard student account payment policy.
9. An application for tuition reduction benefit must be completed and returned to Belmont Central or the Office of Student Financial Services at least six weeks prior to the first day of class in each academic term in which the recipient wishes to claim the benefit. Applications are available in Belmont Central or can be downloaded from the Office of Human Resources Web site.
10. The employee shall be responsible for any personal income tax liability created by the receipt of the benefit.

#### **D. Tuition Exchange Programs**

1. Association of Southern Baptist Colleges and Schools – Belmont University participates in a tuition exchange program with other member institutions of the association. Schools participating and guidelines for the program are reviewed annually. Participation is strictly voluntary on the part of each school and can be terminated at any time. Contact the Office of Student Financial Services for additional information.
2. Tuition Exchange Inc. – Belmont University participates in the Tuition Exchange, Inc., an association of participating institutions in a reciprocal scholarship program. More information is available on the TE website at [www.tuitionexchange.org](http://www.tuitionexchange.org) and by contacting the Office of Human Resources.

#### **E. Employee Tuition Reduction for Graduate Programs**

Staff employees who have been full-time employees at Belmont University for at least four (4) months may be eligible to receive a reduction of tuition for courses in the university's graduate programs. The following terms and conditions apply to the receipt of this benefit:

- Each Belmont employee who is admitted to a graduate program may take graduate courses at a tuition rate of \$80 per hour.
- Staff members participating in the tuition reduction benefit may enroll in up to three hours per semester of courses that meet during the employee's regular working hours. During summer sessions, recipients may take up to three hours in either the first or second summer session during regular working hours. The staff member's supervisor must approve the scheduling of all courses in which the employee is a student during regular working hours.
- The additional four semester hours for which the employee is eligible must be taken outside the employee's regular working hours.
- Employees receiving tuition reduction will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.

- The reduction benefit includes the student fee only. Recipients are responsible for paying all other course fees, books, equipment, computer hardware and software, travel expenses and any incremental tuition over the standard tuition rate (for example excess tuition for required international studies).
- If course enrollment is limited, students who pay tuition will receive preference over employees receiving the reduction benefit.
- Full-time student employees are not eligible for the tuition reduction benefit. Tuition reductions are extended only once per course. If it is necessary to repeat the course for any reason, the recipient will be charged tuition for the course at the then current credit hour charge.
- Applications for graduate tuition reduction are available from Belmont Central or can be downloaded from the Human Resources Web site.
- An application for tuition reduction benefit must be completed and returned to Belmont Central or the Office of Student Financial Services at least six weeks prior to the first day of class in each academic term in which the recipient wishes to claim the benefit.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- Employees are responsible for paying any unpaid balances on their student accounts. If these balances have not been paid by the end of the academic term (August 1, December 1 or May 1), the university will deduct the amount of the account balance from the employee's pay.

#### **F. Retirement and Annuity Information**

Preparing for retirement should start early in a career. To ensure that all employees have an opportunity to establish savings to use at retirement. Belmont University has a 403(b) tax-sheltered annuity plan which is a defined contribution plan – the benefit at retirement will be determined by the amount the employee and the university together have contributed. Early retirement may be taken at age 55.

Employees may begin making pre-tax contributions to either plan as soon as they are employed at Belmont. The maximum employee pre-tax contributions allowed are defined by IRS and federal regulations. After one year of eligibility service, employees are qualified to receive tax-sheltered employer matching contributions. The university will match dollar-for-dollar any employee contributions made to the annuity plan, up to a maximum contribution of five percent of the employee's gross base salary. All funds are taxable for social security purposes. Employees must contribute to the program to receive the matching university contributions.

All regular Belmont employees, including staff and faculty who work at least 1000 hours on an annual basis, are eligible for the university contribution matching except:

- Employees who have not completed one year of Eligibility Service at Belmont University. Prior years of service at other institutions of higher learning will apply toward the one-year wait for Eligibility Service.
- Student employees enrolled and regularly attending classes offered by Belmont who are also performing services for the university.

Employee and employer contributions are fully vested at 100 percent from the date when participation in the program begins. Employees may contact the Office of Human Resources for complete information on this benefit or see the Benefits section of the Human Resources webpages at [www.belmont.edu/hr](http://www.belmont.edu/hr).

### **G. Athletic Pass**

The staff identification card will allow the employee and one guest to be admitted to all athletic events played at “home.” Post-season events are excluded.

### **H. Retirement Gift**

Full-time staff who are retiring from active service and who are at least 62 years of age, will receive a one-time gift from the university, based on the following schedule:

- After 10-14 years of full-time service - \$250
- After 15-19 years of full-time service - \$325
- After 20-24 years of full-time service - \$400
- After 25 or more years of full-time service - \$500

### **I. Employee Assistance Program (EAP)**

Belmont University provides to employees and their family members the Employee Assistance Program services that are offered by United Healthcare’s Care24 program. The EAP, which provides services for clinical, emotional and work-life issues, is voluntary and confidential. Privacy is guaranteed under the law when an employee self-refers. Employees can access EAP services 24 hours a day, 365 days a year by calling the Care24 direct toll free number at (888) 887-4114 or by calling the customer service number on the employee’s membership card and choosing from the menu of options. Care24 is staffed by a team of registered nurses and master’s-level counselors who can assist with a wide range of problems at no cost to the employee. For more information, employees may contact the Office of Human Resources.

### **J. Health Services**

Health Services is dedicated to the maintenance and/or restoration of good health and provides confidential services to faculty and staff. Services provided include health care for acute illnesses such as allergies, sinus infections, bronchitis, ear infections, flu, sore throats and headaches and for minor injuries. Physical exams, immunizations, allergy injections, blood pressure checks, health counseling and referral services are also provided. There is a nominal charge for the office visit and prescriptions.

### **K. Check Cashing**

Employees may cash personal checks up to the amount of \$20 at the University Bookstore and at Belmont Central (located on first floor of Freeman Hall). Employees who have had three checks returned due to insufficient funds will have their check-cashing privileges revoked.

### **L. Belmont University Staff Catastrophic Leave Donation Policy**

The purpose of a catastrophic leave donation policy is to aid Belmont University staff employees who are experiencing serious medical hardship or catastrophic illnesses and have exhausted all paid leave by giving them temporary salary and benefit continuation. The policy allows employees to donate vacation leave to a “bank” to be used by co-workers who meet the eligibility requirements. Eligibility is only awarded to those employees who have exhausted all forms of paid leave (i.e. vacation, floating holidays and sick days) and meet the definition of having a “serious medical hardship or catastrophic illness or injury”. For more information, view the complete policy on the Human Resources website or contact the Office of Human Resources.

### **M. Belmont University News Line and Web Site**

The Belmont University News Line (460-5000) provides information regarding class cancellations or office closings due to inclement weather. It is important that classes meet and offices remain open unless an official decision by the provost has been made and announced via radio, TV, the Belmont Web site and the University News Line (460-5000).

The information recorded on the news line will also be placed on the front page of the university Web site ([www.belmont.edu](http://www.belmont.edu)) in headline form. Further details may be obtained by clicking on the headline.

CLASSES CANCELED means that NO classes will meet for the time period identified. Campus offices, including academic offices, will remain open.

CAMPUS CLOSED, EXCEPT FOR CRITICAL SERVICES AND EMERGENCY PERSONNEL, means classes do not meet. All offices are closed except for those personnel whose work is necessary for the protection and maintenance of the campus. All scheduled events on campus are canceled. For questions concerning whether a job is defined as a “critical services position,” employees should speak with their supervisor or contact the Office of Human Resources.

## **N. Bookstore Discount and Charge Policy**

The Bookstore extends a 20 percent discount on all eligible merchandise to all faculty and staff. Payment may be made by MasterCard, Visa, Discover, cash, check or by establishing a Staff Charge Account. Faculty and staff who wish to charge items at the Bookstore should present their Belmont ID and complete a payment agreement. Only faculty and staff signing the charge agreement will be eligible for charge privileges.

The payment agreement includes:

- A \$300 limit per semester (higher limit available, subject to approval of Bookstore management).
- All charges must be cleared twice a year. In the event the balance is not paid at the end of the semester (May 8 and January 31), the university has the option to deduct payments from the employee's payroll check. Accounts that require payroll deduction will be closed. Future charge privileges will be available only with the approval of Bookstore management.
- No charges on personal accounts may be made during the month of May, due to fiscal year closing.
- Any account that carries a balance over 90 days will be entered as "inactive," allowing no further charges and closed at the dates specified if not paid as policy requires.
- A 1.5 percent service charge on unpaid balances after 30 days.

## **O. Library**

The Lila D. Bunch Library is available to all Belmont employees. Specific details may be obtained by contacting the library personnel.

## **P. Beaman Student Life Center**

The Recreation & Fitness area in the Beaman Student Life Center offers students, faculty, staff, alumni and family members facilities for sport, recreation and fitness. The facility houses a recreation gymnasium, two racquetball courts, a group fitness room, free weights, weight machines, cardiovascular machines, equipment checkout, locker rooms and a rock climbing wall.

Current faculty and staff members have access to the Student Life Center by swiping their current faculty or staff ID card. Employees may purchase memberships for eligible members of their immediate family and/or dependents. A family member is defined as a spouse and any children or dependents living at home between the ages of 16-18. For more information, contact the Beaman Student Life Center office.

# **V. Policies and Guidelines**

## **A. Purchasing Policy and Guidelines**

The following is only a summary of the Belmont University purchasing policy and guidelines. Please see the complete policy on the Office of Human Resources website under the Policy section or on the web pages for the Office of Finance and Accounting. Belmont University's purchasing policy is intended to provide for the procurement of goods and services necessary to support the mission, goals and objectives of Belmont University, while ensuring that university resources are protected and maximized and that requirements of the sponsoring agencies are met for sponsored research expenses.

The purchasing policies and procedures are in general terms to allow reasonable discretion for purchasing managers and should not be expected to cover every possible situation. These policies apply regardless of the funding source. Exceptions to this policy may be approved by the Provost or Vice President for Finance and Operations (or designee) and must be clearly justified as beneficial to the university. Colleges and departments may, at their discretion, impose greater but not less control than required by this policy.

A purchase order is required for all expenses above \$1,000 except those noted in the policy. In addition, a purchase order is required for all furniture and equipment purchases greater than \$500. The purchase order should be completed and approved prior to making a purchase commitment. For purchases of \$1,000 or less, a purchase order is not necessary but still requires appropriate approval.

Invoices for maintenance agreements and professional services do not require a purchase order provided a prior written agreement or contract has been negotiated and approved. Professional services include such services as provided by accountants, attorneys, architects, consultants, engineers, and guest lecturers/speakers.

Please see the website for information on check requests, petty cash, and forms.

Belmont University relies on student tuition funds and donor contributions for the majority of its revenue. The following guidelines help the Belmont community in exercising responsible stewardship. Academic and administrative offices may use funds for outreach, program and unit development, and community hospitality with these guidelines.

Hospitality expenses should be targeted primarily toward prospective students, development opportunities and selected recruitment activities. Daily and ongoing hospitality expenses (i.e., coffee, soft drinks, bottled water and food) for the benefit of faculty, staff and students are inappropriate and not allowed.

Modest expenses for events designed to maintain and build community and morale (i.e., group celebrations of birthdays, back-to-school or end-of-year events for students; for celebrations of exceptional achievement toward department, school, or university goals) are acceptable. Expenses for more frequent events or events individual in nature (i.e., parties for individual birthdays, Administrative Professional's Day, or Boss's Day) are not acceptable. Receptions for faculty and staff departures or retirements require the approval of a Dean or Vice President before the event is to take place.

Catering expenses for annual departmental or unit retreats are acceptable. Catering expenses for programmed events with external guests present such as student award ceremonies, BURS or Teaching Center events are acceptable. Catering for routine and regularly reoccurring meetings of faculty and staff are not acceptable.

The university sends flowers for the death or hospitalization of any faculty or staff member or for members of the immediate family (husband, wife and child). The offices of the President, Provost, Finance and Operations and Development are authorized to send flowers.

It is inappropriate for a Belmont faculty or staff employee to spend university funds for personal non-business related purchases. It is inappropriate to use Belmont funds for the following:

- Any purchase that reflects unfavorably upon the university, such as alcoholic beverages
- Solicited donations or political contributions
- Personal gifts to students or personnel
- Groceries, bakery goods, fast foods for personal consumption
- Supplies and equipment for personal use
- Purchases of clothing items for personal use
- Purchases intended solely to deplete budget funds. Accounting principles require equipment, supplies, services, or travel expenses that benefit a future academic year to be allocated to that academic year.
- Gasoline purchases for transportation to and from work
- Payment of sales taxes. Occasional sales tax payments on purchases of under \$30 are excluded.

## **B. Purchasing Card Program**

The purchasing card program provides a more efficient method for purchasing small dollar items. The purchasing card replaces purchase orders for small dollar items and is limited to one card per department. Travel and entertainment charges are not allowed

in the purchasing card program. See the policy on travel cards for more details. The purchasing card is not intended to replace the traditional purchasing process for goods purchased in excess of \$1,000 or where value is added by using the purchasing system. Purchasing cards should not be used for:

- Professional services
- Computer equipment, furniture and inventory items
- Fuel for personal or motor pool vehicles
- Interdepartmental charges

In general, the purchasing card system should work as follows:

- Cardholders make purchases and obtain all appropriate receipt documentation. The receipts are retained by the cardholder or are given to a department designee who is responsible for the account reconciliation. This designated person (account administrator) is typically the budget manager for each respective department.
- Departmental budgets are charged each month for purchasing card transactions. Charges can be split into multiple accounts if necessary.
- Each cardholder is responsible for reconciling the monthly statement by identifying any charges that should be reclassified to other accounts.
- Each purchasing card is blocked for use with certain vendors to protect Belmont from unauthorized use of the card. Most cards are blocked for purchases with restaurants, hotels, and other travel and leisure classified vendors.
- Employees recommended to receive a purchasing card will be required to complete an application, attend an orientation session, and sign a Cardholder Agreement before obtaining a card.
- Personal use of any purchasing card is strictly prohibited. All purchases made with the card must be for official University business. Misuse of the card will result in revocation of the card, disciplinary action up to termination, and possible legal actions.
- Purchases will be limited based on budgetary needs. There will be a dollar limit per transaction, as well as a cycle dollar limit, that can be expended for authorized purposes.
- Sales tax should not be paid on any purchase. Belmont's Tennessee sales tax exemption number is embossed on the face of the purchasing card.

The internal auditor will perform periodic reviews of purchase orders, check requests, petty cash vouchers, purchasing card statements and all documentation to verify compliance with policies and procedures. Failure to adhere to adopted policies and procedures will be noted and discussed with departmental directors and vice presidents. For complete purchasing policy details, please see the website or contact the Office of Finance and Accounting.

## **C. Travel and Entertainment Policy and Guidelines**

The following is only a summary of the Belmont University travel and entertainment policy and guidelines. Please see the complete policy on the Office of Human Resources website under the Policy section or on the web pages for the Office of Finance and

Accounting. The policy is intended to provide faculty and staff direction in the manner and extent funds may be expended for the purposes of travel, entertainment, and hospitality. Business-related entertainment expenses are defined as reasonable food, beverage, and incidental costs associated with the conduct of Belmont University business.

This policy applies to faculty and staff, undergraduate and graduate students and approved non-employees traveling, entertaining or incurring non-travel business expenses on behalf of the University. The policy applies to all faculty and staff whether using a University credit card or submitting reimbursement requests.

This document outlines policies and procedures in general terms to allow reasonable discretion for faculty and staff and administrators and should not be expected to cover every possible situation. Exceptions to the policy may be approved by the Provost or Vice President for Finance and Operations (or designee) and must be clearly justified as beneficial to the University. Colleges and departments may, at their discretion, impose greater but not less control than required by this policy. The University has no obligation to reimburse faculty and staff, students or non-employees for expenses that are not in compliance with this policy.

#### *Lodging*

Faculty and staff should use standard accommodations at reasonably priced hotels and motels when making reservations. Reimbursement for lodging may not exceed the normal rate for a standard single room. In room movies and mini-bar expenses will not be reimbursed. When traveling to a conference, it is appropriate to stay at the hotel hosting the conference. Original receipts for lodging are required. The receipts must be submitted with the expense report. Meals and incidentals on lodging receipts must be itemized separately.

#### *Transportation*

Passenger copies of transportation tickets are required. For electronic tickets, obtain proof of payment from the travel agent or online travel provider. Transportation receipts should include dates, destinations and amounts.

All University approved travel will be at the most economical rates, not first class or business class. The lowest cost air travel will take precedence over any frequent flyer programs. Flights carrying 3 or more officers should be avoided whenever possible.

Charges for excess baggage are reimbursable only when the traveler is transporting University materials or when the extended period of travel necessitates excess personal baggage. Necessary expenses associated with baggage handling, storage and tips is allowable.

The use of rental cars (economy or compact models) may be authorized when other transportation is not available or when using a rental saves time or money. Car rental insurance should be waived. Traffic and parking violations are not reimbursable. Ground transportation, especially to and from airports, should be by the least expensive mode of transportation.

Faculty and staff may use their personal car for business purposes. It is the responsibility of the owners of vehicles being used for business to carry adequate insurance coverage for their protection and for the protection of any passengers.

Faculty and staff will be reimbursed for business usage of personal cars at \$0.445 per mile. This mileage reimbursement schedule may be changed. The Vice President of Finance and Operations approves any change to the mileage reimbursement schedule. In most circumstances, the appropriate way to calculate business mileage is from home or the office, whichever is less, to the business destination. At no time should normal commuting miles be included in the calculation.

When making travel arrangements for trips over 300 miles, care should be exercised to choose the most economical alternative between air transportation, a rental car with unlimited mileage or an employee's own vehicle. Belmont University will reimburse for the most economical alternative available, even if an employee decides to utilize a different alternative for personal reasons. Faculty and staff will not be reimbursed for car repairs, rental car costs during repair of personal car, tickets, fines, or traffic violations even if these costs are incurred during business travel.

#### *Meals and Entertainment*

Only reasonable meal costs (based on location) will be reimbursed. Meals charged to a hotel bill are subject to all policies and requirements. The University will generally reimburse faculty and staff for three meals a day; however meals should not exceed the approved per diem rate of \$30 per day or the published government rates by location. For domestic travel access the General Services Administration maintained Web site by geographic area at <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=5> see Policy Section, Travel Management, per diem by location. For foreign travel access the U.S. Department of State Web site which maintains a listing of by country and locality at <http://www.state.gov/m/a/als/prdm/>.

On the days of travel to or from destination, the individual's departure and return times should determine whether a meal was incurred during the period of travel. The university, following IRS regulations, does not allow travel meal expense for one-day travel. However, a bona fide business meal may be reimbursed.

A clearly substantiated business purpose should exist for any meal to be purchased with university funds. Off-campus meals for departmental meetings should be pre-approved by the Department Head, Dean or Vice President and should only occur infrequently. Costs for meals with other University staff or faculty to discuss business are not an appropriate use of University funds. The purchase of alcohol with University funds for any meal or entertainment purpose is prohibited. All business entertainment expenses must be directly related to the conduct of Belmont University business.

In order to comply with IRS rules, faculty and staff must substantiate the date, place, and business purpose of the meal. An original receipt must be submitted with the expense report for any business meal or entertainment expense. Receipt “stubs” will not be accepted as documentation. Attendees should always be listed on the expense report. Business purposes such as “lunch meeting” are not adequate information to fulfill this requirement. Tips included on meal receipts will be reimbursed. As a general rule, faculty and staff should not tip more than 20% of the bill.

Certain departmental functions, such as holiday parties, retirement parties, and other significant departmental gatherings, serve an important business purpose for the University in supporting morale and encouraging networking among colleagues. All faculty and staff must obtain approval of their Dean or Vice President prior to committing any University funds for a departmental function. Documentation of appropriate approvals is required on the request for reimbursement or payment approval.

#### *Telephone Usage*

Faculty and staff will be reimbursed for business phone calls that are reasonable and necessary for conducting business with original phone bills attached to the expense report. With department approval, faculty and staff will be reimbursed for personal telephone calls allowing them to stay in reasonable contact with their family. Travelers should refrain from using on-board phones except in emergencies or extenuating circumstances.

#### *Expense Reporting*

Belmont maintains an “accountable plan” as defined by the Internal Revenue Service (IRS). Under this type of plan, appropriate reimbursements for travel, entertainment and non-travel business expenses are not required to be reported as income to the employee, as long as the advances and reimbursement of expenses meet all IRS requirements. See the policy for details.

Due to IRS regulations, some reimbursements for faculty and staff will require a pre-audit by the Internal Audit department. They include Moving and Relocation, Insurance, Gifts/Gift Certificates, Telephone or Internet Service, Catering, Spouse or family travel.

The university internal audit office will audit selected travel expense reports for compliance with the University policy, IRS and other external regulations. The internal auditor may require additional information supporting an expense or require an additional approval at a higher level of authorization.

#### **D. Travel Card Program**

The travel card is the preferred payment method for all significant travel expenses incurred by Belmont travelers. The travel card program provides faculty and staff with a variety of benefits and allows the University to gather travel data that is useful for management reporting.

Belmont provides a travel card program for its faculty and staff. All faculty and staff who as a part of their job requirements travel or entertain on a regular basis would qualify for the corporate travel card. Applications for a travel card must be approved by the appropriate Dean or Vice President for the college or department with final approval from the Vice President of Finance and Operations.

The travel card should be used only for business travel and entertainment expenses including air travel, lodging, car rental, meals and miscellaneous travel expenses. Individual cardholders are personally liable for all charges made on their card.

Faculty and staff using the travel card should note:

- Cardholders are responsible for paying his or her travel card bill regardless of whether they have been reimbursed or not. The University will not reimburse an employee for delinquency fees or interest due to late payments.
- Use of travel cards for personal charges is prohibited.
- The travel card is not a purchasing card. Use of travel cards for the purchase of non-travel related supplies, expenses, or services is prohibited and will result in the forfeiture of the card and possibly other disciplinary action.
- Belmont’s purchases are exempt from state sales tax in Tennessee and many other states. If sales taxes are avoidable but are still paid, accounting will not reimburse the employee.
- Upon termination of employment, all travel cardholders must promptly pay any remaining balances and return the card to the accounting department.

#### *Expense Reporting*

Reimbursement of approved travel, entertainment and non-travel business expenses, and the return of any advances in excess of substantiated expenses, must be received by the Accounting and Finance Office within thirty (30) days after the completion of a trip or the date on which an entertainment or non-travel business expense was incurred. Travel card reimbursements must be submitted monthly. Expense reports must clearly document the business purpose of all expenses incurred. Send the completed expense report and original receipts with the signed copy of the credit card form along with

original supporting documentation. Cancelled checks are not acceptable in lieu of receipts. For hotel charges, include the original hotel bill and list the charges by day by type. For airline charges, submit the “Electronic Ticket Receipt”. Credit card statements are not considered original receipts and are not sufficient support for reimbursement.

The employee must sign the expense report requesting reimbursement certifying that the expenses submitted for reimbursement were incurred while conducting University business. Signing or initialing another person’s name is not allowed. All business-related and entertainment expenses must be approved by the appropriate signature authority as defined in the chart below. Reimbursement expense forms CANNOT be approved by the individual seeking reimbursement.

**Approver Listing**

Individual Requesting Reimbursement:	Approval By:
Departmental faculty or academic staff	Associate Dean
Associate Dean or administrative staff	Dean or Directors
Deans and Directors reporting to Vice Presidents	Provost or Vice President
Provost, VP’s and Directors reporting to President	President or designee

The president’s expenses will be reviewed by the internal auditor.

Direct deposit is strongly recommended, otherwise reimbursement checks will be sent to the location selected by the traveler. The university discourages the use of cash advances; however, they may be used in extenuating circumstances. Cash advances will be issued to University faculty and staff only. An employee may have only one cash advance outstanding at any given time. Under the terms of Belmont’s agreement with the travel card vendor, faculty and staff receive travel accident insurance and baggage insurance.

For complete travel and entertainment policy details, please see the website or contact the Office of Finance and Accounting.

**E. Conflict of Interest Policy**

Full-time staff owe their primary professional allegiance to the university. A conflict of interest occurs when a staff member’s private interests conflict with his or her professional obligations to the university to the extent that an independent observer might question whether the staff member’s professional actions or decisions are motivated by personal gain. Conflicts of interest could even concern allocation of time and energies, such as consulting, public service or pro bono work which conflicts with the staff member’s commitment to the university.

These conflicts of interest can arise under many situations, some of which are completely out of the control of the employee involved. Although most conflicts will be deemed to be inconsequential, it is requested that staff make the university aware of situations that involve personal, familial, business or volunteer relationships that could create conflicts of interest or the appearance of conflicts of interest.

Employees with a potential conflict of interest are requested to list on the Conflict of Interest Disclosure Form those relationships that they (or members of their family) maintain with organizations that do business with the university or that otherwise could be seen as an influence on their professional actions, decisions, or performance. In the event a staff member is uncertain whether a particular relationship should be listed, the Conflict Resolution Committee may be consulted. All information disclosed will be held in confidence except when the Conflict Resolution Committee determines the best interests of the university would be served by disclosure.

The Conflict Resolution Committee is composed of the Provost, University Counsel, Director of Human Resources and the Internal Auditor.

**F. Personal Gift Policy**

It is the university’s desire to at all times preserve and protect its reputation for fair and ethical dealing and to avoid the appearance of impropriety. A kind gesture can be easily misinterpreted when a gift could give the appearance that it is intended to influence the decisions of a person or organization. To avoid this possibility, gifts, favors, services, entertainment, or other things of value should not be accepted by directors, officers or staff in any situation where decision-making or actions affecting the university might be influenced. Similarly, offering or giving money, services, entertainment, or other things of value by university employees is prohibited if the offer or gift is intended to influence the judgment or decision-making process of any purchaser, supplier, customer, government official or other person. For the same reasons, directors and officers cannot accept gifts from staff if the appearance of fairness might be compromised.

The gift standards do not prohibit gifts valued under \$300 or gifts given generally for meals, entertainment or other normal, social amenities. No other gift may be given or accepted without formal disclosure and approval by the Executive Committee of the Board of Trustees (in the case of directors and officers) or the Conflict Resolution Committee (in the case of staff).

University directors and employees may accept gifts from vendors which have a value of \$300 or less per year. To the extent possible, these gifts should be shared with the other directors or employees. University directors and employees shall not accept excessive gifts, meals, expensive entertainment, trips, or other goods or services which have a value of more than \$300 per year nor may they solicit gifts from vendors, suppliers, contractors, or other persons. At a vendor’s invitation, an individual may accept meals

or refreshments at the vendor's expense. Occasional attendance at a local theater, outing or sporting event, or similar entertainment at a vendor's expense may also be accepted as long as the value does not exceed \$300 per year.

University directors and employees are prohibited from soliciting personal gratuities or gifts from students and may never accept gifts of money. If a student wishes to present a monetary gift, the student should be referred to the Office of Development.

### **G. Abuse of Assets Policy**

Directors, officers, and staff are custodians of the university's assets and owe a duty to the university to follow university procedures when spending university funds or using university assets. Where no specific procedures exist, directors, officers, and staff are expected to protect the best interests of the university.

University assets include physical property, financial assets, information, systems, relationships, or any other resources including the University's reputation and prestige. Abuse of assets can occur intentionally through the destruction, manipulation, or misuse of assets, and can also occur through the intentional or unintentional careless expenditure, mismanagement, use, or waste of university resources.

Suspected abuses of university assets should be reported to the Office of Internal Audit.

### **H. Copyright Policy**

All materials created by Belmont staff members in the course and scope of their staff employment by the university, in whatever medium they may exist, are rendered at Belmont's request and direction as "Work Made for Hire." This work shall be the sole property of Belmont. The staff member shall have no further rights in it. Staff employees who are hired as adjunct faculty should refer to the Faculty Handbook for policies advising ownership of copyright-material created for course instruction.

Belmont requires that any employee who makes copies of protected works for use at the university comply with copyright law by being able to show that the proposed use is "fair use" or by showing evidence of having secured permission for the use. The university will not assume liability for any employee who acts contrary to this policy statement.

Where duplication of printed materials for use in the classroom is concerned, this policy applies to all copying of protected work regardless of whether the copying occurs on campus or off campus, on privately-owned copy machines or at commercial copy shops. In addition, this policy applies regardless of whether the copied material is sold directly to the student by the employee or through the University Bookstore. Demonstrating fair use and/or showing that permission has been secured is a prerequisite to duplication of protected works by the Belmont Copy Center and to the sale of the material through the University Bookstore.

For an orientation to the limits of fair use and for a complete statement of university policy on copyright compliance for classroom copies, audio, video, printed music, software, sound recordings, digital images and public performance, employees may consult Belmont's Web site at [www.belmont.edu/administration/legal](http://www.belmont.edu/administration/legal). These copyright compliance policies are incorporated by reference into the content of this staff handbook. Questions concerning copyright compliance should be directed to the Office of University Counsel.

### **I. Internet Use Policy**

Belmont University provides access to the Internet and e-mail to all its students and employees who comply with the Internet Use Policy. The university expects that all those who exercise this privilege will do so responsibly. It has therefore developed this policy statement to assist Internet users in the appropriate use of network technology. This statement is intended to address the following usage situations.

- Use of university-owned computing resources (i.e. computer labs, computers at workstations) by students, employees or guests of the university:
- Use of Belmont resources to access information on the Internet and campus e-mail:
- Use of Belmont resources to provide information to other Internet users (via a Web page, etc.)

### **INAPPROPRIATE USES OF INTERNET ACCESS**

There are numerous appropriate uses of the Internet: e-mail, bulletin boards, access to information on the World Wide Web, etc. Belmont encourages the educational and appropriate use of these resources. All uses of Internet resources should be consistent with the university's Statement of Values as set forth in the staff handbook. All users of Belmont computing resources are expected to abide by the following guidelines:

#### **COMMERCIAL USE**

Since Belmont University is defined as an educational rather than commercial site on the Internet, commercial use of Belmont's computing resources is prohibited. Belmont reserves the right to restrict accounts and remove individual Web pages that are used for commercial purposes.

#### **ILLEGAL USE**

Users are to refrain from any use of computing resources which is in violation of local, state or federal law.

#### **HARASSING AND/OR OBSCENE MATERIAL**

1. For purposes of this policy, obscenity is defined as:
  - Material in which a reasonable person, applying contemporary Belmont community standards, when considering the contents as a whole, would conclude that they appeal to prurient sexual/physical interests or violently subordinating behavior rather than an intellectual or communicative purpose.

- Materials that, when taking its content and particular usage or application as a whole, lacks any redeeming literary, scientific, political, artistic or social value.

2. Internet users at Belmont are to refrain from:

- Displaying or distributing material (text, audio or video) which is obscene, harassing, or is in any way inconsistent with Belmont's Statement of Values.
- Sending information via e-mail, which is obscene or harassing as defined by Belmont's Statement of Values.
- Making public to Belmont users any obscene materials or direct links to other locations on the Internet through the World Wide Web or any other systems.

### **WASTEFUL USE OF RESOURCES**

Users are to refrain from deliberately performing any act that will impair the operation of any facet of the computing resources of the university or the resources of any recipient of the information. Such acts include knowingly spreading computer viruses and sending excessively large mailings, large print jobs, batch programs, 'junk mail' (including chain letters), etc.

Those who use computing resources for recreation, entertainment, personal and extracurricular work are to yield to those who have academic need for the computer resources or facilities. Examples of non-academic use are playing computer games, printing personal or extracurricular materials (invitations, announcements, resumes, etc.) and chatting to personal friends. In periods of high demand, these uses may be disallowed in computer labs.

### **EMPLOYEE VIOLATIONS**

Harassment or obscenity incidents involving Belmont employees may be addressed in conjunction with the employee's supervisor. Possible sanctions include the deletion of material or direct links to other locations on the Internet which are found to be obscene, loss of computer resource use privileges and other sanctions available within the university employer-employee relationship up to and including termination.

### **SETTING UP AN E-MAIL ACCOUNT AND E-MAIL PRIVACY**

All current Belmont staff may obtain an e-mail account through User Services. The university reserves the right to exercise its discretion in limiting access to its computing resources.

The following steps are involved in obtaining an e-mail account:

- New staff have e-mail accounts set up as part of their new-hire process and can contact User Services at 460-5520.

- Staff can create a BIC (Belmont Intranet Connection) account as well by going to bic.belmont.edu and creating a new BIC account with a unique screen name and password of their choosing.

Users will be responsible for any use of those accounts by others to whom access has been given. The university recommends that users change their passwords periodically to prevent unauthorized use of their accounts.

When an employee is no longer employed by the university, Belmont reserves the right to delete that individual's e-mail account and/or personal pages operated by that individual.

Electronic mail enables users to place information quickly and directly into another person's computer where it can be retrieved, read, revised, stored indefinitely, downloaded or responded to immediately. E-mail has made employment and academic activities of the university more efficient by enabling us to make better use of our time. Inappropriate e-mail usage can be problematic and misled persons may believe that private, hostile or unlawful statements can be confidentially communicated through e-mail. In addition, proprietary or potentially embarrassing information can be accidentally or purposely sent within the university and to others outside the university.

To avoid these problems, remember the following:

- Refrain from disclosing your access codes/passwords to anyone.
- Send e-mail only from your personal e-mail address.
- Prior to sending an e-mail message, ask yourself whether you would feel comfortable if the text of the message were posted on a bulletin board on campus or printed in the newspaper. Would public disclosure cause unnecessary embarrassment or create liability?
- The privacy of e-mail sent or received on university-owned equipment or at a university established "pop" or "mail" account cannot be guaranteed.
- The use of private "mailboxes" and passwords in an e-mail system does not provide any privacy from people who will see e-mail forwarded, printed out or left displayed on an unattended computer screen.
- Belmont makes no representations regarding the security of the e-mail system from casual users or hackers.
- Although it is a violation of university policy and ethics for members of the ITS staff to monitor the content of e-mail messages, e-mail will be accessed and read by others who have a need to know in the event that the university conducts an investigation.
- If Belmont is involved in litigation, e-mail messages may be read in the discovery process and may be publicized in a trial.

## **J. Software Ethics Policy**

1. Belmont University prohibits the illegal use of software on campus. If software has been copyrighted and/or received under license, the following will be considered lawful use of that software:

- Use only by those persons authorized under the software license agreement.
- Making backup copies for one's personal use.
- Configuring the software and making other reasonable modifications specifically designed to fit the software to the user's needs.
- Selling or giving the original copy and documentation to another, provided that the transferor keeps no copies whatsoever of either the software or documentation and provides the transferee only with original copies. (This assumes that the copy of the software is owned rather than borrowed or issued.)

2. The following are actions that are considered illegal. Belmont may apply sanctions to those who engage in these actions:

- Providing copies of copyrighted or licensed software to others while maintaining copies for one's own use, unless there is a specific provision in the license allowing such activity. The activity is forbidden even if the software is provided without cost for an educational purpose.
- Using software or documentation knowingly obtained in violation of the copyright law or a valid license provision. Use of a copy of a copyrighted program obtained from another party where no license permits such reproduction or transfer will be presumed to be a knowing violation of copyright or license provisions. The burden of demonstrating that the use was innocent will rest with the user.
- Using a copyrighted program on more than one machine at the same time unless a specific license provision permits such activity.

## **K. Solicitation Policy**

Belmont seeks to provide a workplace free of non-approved solicitation materials. For this reason solicitation or distribution of solicitation material during work time is prohibited. "Work time" is defined as any time when the soliciting employee or the employee being solicited is scheduled to be working. Persons not employed by Belmont University may not solicit or distribute solicitation material on university property for any purpose at any time without proper authorization.

Authorization for any type of solicitation must be approved by the Office of Human Resources. Posters or flyers must be pre-approved by the Gabhart Student Center Office prior to posting.

## **L. Pets and Other Animals on Campus**

Belmont University strives to promote a safe and healthy learning and working environment. Consequently, pets and other animals are prohibited from university-owned buildings unless the animal is in the service of a person with a disability or the

animal is used in classroom instruction. Members of the Belmont community and neighbors are free to walk their pets on campus so long as the pets are on a leash and cleaned up after.

## **M. Service of Legal Papers**

From time to time, sheriff's deputies, attorneys and other persons come to campus for the purpose of serving legal papers. These papers generally fall into one of two categories. First, they may subpoena a university employee to provide information in a lawsuit in which the university is not directly involved. Often, the employee is subpoenaed because he or she can testify to facts learned while performing duties of employment at the university. Second, papers may be delivered to campus that order the university to share employment records or withhold wages of the university employee in order to satisfy a judgment on a debt owed by the employee.

The people serving these documents are usually quite willing to leave them with anyone who will accept them. This increases the likelihood that the summons, subpoena or order will not get to the person who needs to act on it. In order to reduce the chance that the correct person will not receive the papers and to keep from inconveniencing other employees who are asked to accept a legal document on behalf of another and deliver it to them, all employees should observe the following guidelines:

1. Since most legal papers delivered to campus concern the disclosure of employment records or the garnishment of employee wages, all sheriff's deputies or others wanting to serve papers should first be directed to the Office of Human Resources. If appropriate, human resources staff will accept service of the documents on behalf of the university. If the papers are to be served on an individual employed by the university, human resources staff will direct the deputy to the office on campus where the employee may be located.
2. No university employee should accept service of any legal document on behalf of another university employee. It is perfectly reasonable to refuse to accept service and to insist that the person who wants to deliver the papers hand them directly to the individual being subpoenaed.

## **N. Privacy Rights of Students**

Belmont University is subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law affords students rights of access to education records and imposes regulations on the university in the release and disclosure of education records to third parties.

In order to comply with this law, Belmont has formulated and adopted institutional policies and procedures to be followed by the university and by those interested in gaining access to education records. These policies and procedures allow students the

right to inspect substantially all of his or her education records, the right to prevent disclosures of education records to third parties and the right to request amendment or correction of education records believed to be inaccurate or misleading. These policies are available for inspection and review in the Office of Student Affairs. Students will be asked to provide identification prior to inspecting their records.

Under no circumstances shall an employee disclose an education record that is in his/her possession or control to any person other than the student to whom they pertain or another officer or employee of the university who has a legitimate educational interest in reviewing the records in question.

All requests to inspect and review records not within the employee's possession or control and all requests by third parties (including the student's parents) to inspect and review records shall be referred to the dean of students. It is the policy of the university to allow students to inspect and review their education records unless those records contain any of the following:

1. information on more than one student
2. financial information on his or her parents; or
3. confidential letters and statements of recommendation, if the student has waived his or her right to inspect letters related to the student's admission to the college, application for employment or receipt of honorary recognition.

## **O. Sexual Harassment Policy**

### *Introduction*

Sexual harassment is a form of sexual discrimination prohibited by civil rights law and university policy. Those who engage in sexual harassment may be subject to civil and criminal penalties as well as disciplinary action by the university. Sexual harassment occurs when unwanted attention of a sexual nature interferes with a person's ability to obtain an education, work or participate in recreational or social activities at Belmont University. Although most complaints of sexual harassment are filed by women, men can also be the targets of sexual harassment. Harassment can also occur between two people of the same sex, provided that the unwanted sexual attention is based on the target's gender. In most instances, the alleged harassment involves an abuse of power or authority by an individual who has control over the employment or academic status of another. However, harassment can occur between peers (e.g., student-against-student or co-worker-against-co-worker).

Sexual harassment may result from an intentional or unintentional action and can be subtle or blatant. Harassing conduct may be verbal, such as lewd comments, or physical, such as sexual assault. The context of events and the totality of the circumstances surrounding those events are important in determining whether a particular act or series of events constitutes sexual harassment.

Sexual harassment subverts the mission of the university and threatens the careers, educational experience and well-being of students, faculty, staff and visitors to the campus. Sexual harassment is destructive to individual students, faculty, staff and the academic community as a whole. It blurs the boundary between professional and personal relationships by introducing a conflicting personal element into what should be a professional situation. When, through fear of reprisal, a student, staff member or faculty member submits or is pressured to submit to unwanted sexual attention, the university's ability to carry out its mission is seriously undermined.

Sexual harassment is especially destructive when it threatens relationships between teachers and students or supervisors and subordinates. Through control over grades, salary decisions, changes in duties or workloads, recommendations for graduate study, promotion and the like, a teacher or supervisor can have a decisive influence on a student, staff or faculty member's career at the university and beyond. Sexual harassment in such situations constitutes an abuse of the power inherent in a faculty member's or supervisor's position.

### *Statement of Rights and Responsibilities*

Belmont University affirms its commitment to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the university community. Sexual harassment of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the university community, students, staff and faculty.

Employees and students have the right to be free from sexual harassment. Belmont University has a "zero tolerance" policy toward sexual harassment. Employees and students are prohibited from engaging in sexually harassing conduct toward any other person. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature imposed on the basis of sex by an employee, agent or student of the university when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, including, but not limited to, grades or academic progress; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or of creating an intimidating, hostile or offensive working or educational environment.

The university's prohibition of sexual harassment applies to members of the university community, visitors to the campus, contractors and others who do business with the university or who use university facilities. The policy prohibiting sexual harassment

applies regardless of the gender of the harasser or of the person being harassed. The policy applies to sexual harassment that takes place in any relationship, including both those involving a power differential and those between peers, colleagues and co-workers.

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge, if appropriate. Those who have a complaint regarding sexual harassment should follow one of the dispute resolution procedures outlined in “Responding to Sexual Harassment,” below.

#### *Examples of Sexual Harassment Behavior*

Unlawful sexual harassment may take many forms, including but not limited to:

**VERBAL CONDUCT** such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments. Other examples include such conduct as persistent, unwanted sexual or romantic attention, discussion of and rating sexual attributes and attractiveness or asking or commenting about someone’s sexuality or sex life.

**VISUAL/ELECTRONIC CONDUCT** such as derogatory posters, cartoons, calendars, drawings. **NOTE:** All members of the Belmont community should be aware that information transmitted electronically — by telephone, voice mail, e-mail or other computer-based communication — is subject to the same rules and laws that apply to written and oral communications. In addition, the university’s computer-use policy prohibits the communication of obscene or other inappropriate information over university-owned equipment.

**PHYSICAL CONDUCT** such as assault, blocking normal movement or interference with work that is sexual in nature and directed at an individual because of his/her gender.

**THREATS AND DEMANDS** to submit to sexual requests in order to keep a job or academic status, to avoid some other loss, as well as offers of job benefits or academic opportunity in return for sexual favors.

**RETALIATION** for having reported the harassment.

#### *Responding to Sexual Harassment*

Harassment is unlikely to stop until confronted. In some cases, particularly when the harassment is unintended, this may simply mean informing the person directly that his or her actions are offensive or unwelcome. Other situations may require an informal talk with the accused by a supervisor, faculty member or Student Affairs professional, a formal reprimand or a disciplinary hearing. The university supports and encourages all members of its community who believe they are being sexually harassed to take steps to end the situation.

#### *Steps an Individual Can Take*

All of the following are appropriate ways to confront sexual harassment. The individual who feels harassed should:

- Speak up at the time and say “No” to the harasser, being direct to firmly tell the harasser to stop. Clearly communicate disapproval of behavior that causes discomfort and is considered to be harassing. There is no need to apologize or smile. Whether or not harassing behavior is confronted immediately, actions can still be taken and the behavior can still be judged harassing.
- Write a letter to the harasser, particularly if speaking up is uncomfortable or unsuccessful. First, describe in plain terms the behavior that is objectionable; then describe feelings in response to it. State clearly that the behavior must stop. Send the letter by registered, return-receipt mail, and keep a dated copy of the letter. Tell a trustworthy person about the letter.
- Keep records, regardless of whether other action has been decided.
- Document all incidents and conversations that involve sexual harassment, noting date, time, place, witnesses and what was said and done.
- Get help at any point. If the harassment does not stop or if advice on deciding how to deal with the harasser is needed, contact one of the sexual harassment mediators (see Campus Resources page, later in this section).

#### *When Help from Others Is Needed*

It is university policy to respond promptly and sensitively to all complaints of sexual harassment. Once the university is made aware of a possible situation of sexual harassment, the university responds. The university will strive to maintain the confidentiality of all parties to the fullest extent possible while meeting this legal mandate to act. The university’s sexual harassment response system is designed to offer a number of choices and access points for dealing with the problem. The options include both informal and formal procedures.

#### *Informal Procedures*

Many reports of sexual harassment can be handled informally. If an individual believes he/she has been the victim of sexual harassment, the incident should be reported to a department chair, dean (including dean of students), director, supervisor, team leader or to a sexual harassment mediator. The university requires anyone with supervisory responsibility who receives a report of conduct that, if proven, would constitute sexual harassment, to disclose the report to a sexual harassment mediator. The mediator will investigate the situation, initiate effective action against any harassment and follow up to ensure harassment has stopped. The mediator will discuss and seek agreement with the complainant on remedial action to be taken. For example, the mediator may meet privately with the person whose behavior has been considered harassing to talk about acceptable and unacceptable behavior, without revealing the complainant’s name or

any identifying circumstances. They may, if the complainant desires, speak directly on the complainant's behalf. They may sponsor a sexual harassment workshop for the entire unit in which both parties work. If the harasser is a professor or supervisor, the mediators may make alternative arrangements for the complainant to work without further exposure to the harasser.

#### *Formal Procedures*

Upon receipt of a formal, written complaint that alleges a violation of the university's policy against sexual harassment, the sexual harassment mediator or his/her designee shall begin an investigation of the charge(s). An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the anti-harassment policies and any person designated by either of the principle parties as witnesses to the incident in question. The investigation shall be completed within 30 days of the receipt of the complaint. The matter shall then be presented to the provost in the form of written recommendations. At the provost's discretion, the provost may accept the recommendations, interview the persons involved, direct further investigation by the mediator and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and the provost shall make a final decision on the merits of the complaint within 60 days of receipt of the complaint by the university. The decision of the provost shall be final. Throughout this process, the university will keep the identities of the complaining party and the accused confidential.

### **CHOOSING A RESPONSE TO SEXUAL HARASSMENT**

#### *Informal Response*

- Process is designed to end unwelcome behaviors.
- A written statement of complaint is not necessary.
- A sexual harassment mediator investigates concerns confidentially and acts to end any harassment.
- Offender may voluntarily agree to change behavior or submit to sanctions imposed by mediator in lieu of formal investigation.

#### *Formal Response*

- Process is designed to reach an official determination of whether sexual harassment occurred.
- Written charges are filed.
- Complaint formally investigated by sexual harassment mediator.
- Written report with recommendations made to provost who may hold hearings on the matter.
- If sexual harassment is found, sanctions will be applied.

### **CAMPUS RESOURCES**

#### **Complaints regarding faculty and staff**

Sally McKay (Primary contact), Director of Human Resources, 460-6456  
Susan West, Vice President for Presidential Affairs, 460-5602  
Marcia McDonald, Associate Provost, 460-6400  
Dan McAlexander, Provost, 460-6400

#### **Complaints regarding harassment by students toward faculty and staff**

Andrew Johnston, Dean of Students, 460-6407

#### **Information and Questions about Sexual Harassment**

Jason Rogers, Vice President for Administration and University Counsel, 460-6611

### **SEXUAL HARASSMENT AWARENESS WORKSHOPS**

The university will conduct required half-day workshops for all new faculty and staff managers on an on-going basis to promote awareness. These will be modifiable for use with intact groups, as requested or needed. The university also provides an on-line sexual harassment awareness tutorial located on the Human Resources web site, which is required of adjunct faculty and staff.

### **SEXUAL HARASSMENT AND THE LAW**

Sexual harassment of employees is a form of sexual discrimination prohibited by Title VII of the Civil Rights Act of 1964. Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972. These laws apply to both the university and to individuals. Those who engage in sexual harassment may be subject to legal consequences, including civil and criminal penalties and monetary damages.

Sexual harassment as defined by the U.S. Equal Employment Opportunity Commission and adapted to the academic environment consists of unwelcome sexual advances, request for sexual favors and other verbal or physical conduct or written communication of a sexual nature, regardless of where such conduct might occur, when:

1. submission to the conduct is made either implicitly or explicitly a term or condition of an individual's employment with the university or of an individual's academic status or advancement in a university program, course or activity;
2. submission to or rejection of the conduct by an individual is used as a basis for employment or academic decisions affecting that individual; and/or
3. the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual harassment is distinguished from voluntary sexual relationships in that it introduces such elements as coercion, threat, unwanted sexual attention and/or promises of academic or professional rewards in exchange for sexual favors. Sexual harassment is unwelcome behavior. Behavior that the courts have found to constitute sexual harassment is usually repeated or continues even after the individual makes it clear that it is unwanted.

There are two types of sexual harassment: (1) quid pro quo harassment and (2) harassment resulting from a hostile or abusive environment.

Quid pro quo harassment involves an explicit or implied exchange; that is, the granting or denial of a benefit or privilege in exchange for sexual considerations. The harasser uses submission to or rejection of the offensive conduct as the basis for decisions such as employment, promotion, transfer, selection for training, performance evaluation or the basis for academic evaluation or recommendations.

Court decisions have established that a hostile or abusive working or learning environment may also constitute sexual harassment. The U.S. Supreme Court has held that, to constitute sexual harassment, the offensive conduct must be sufficiently severe and pervasive that a reasonable person would find the conditions of the working or learning environment to have been adversely affected. The employee or student must also subjectively perceive the environment to be hostile or abusive. However, it is not necessary that an employee's or student's psychological well-being be seriously affected or that she or he suffer injury for a discriminatorily hostile or abusive environment to exist. One utterance of an offensive epithet does not by itself constitute sexual harassment. The Supreme Court has indicated that whether an environment is hostile or abusive can be determined only by looking at all the circumstances, which may include the frequency of the discriminatory conduct; its severity; whether it's physically threatening or humiliating, or a mere offensive utterance; and whether it unreasonably interferes with an employee's work performance or a student's learning.

## **RIGHTS AND RESPONSIBILITIES RELATIVE TO RELATIONSHIPS WITH STUDENTS**

Belmont's faculty and staff have the right and, in many cases, even the responsibility to maintain congenial relationships of a professional nature with students. Such relationships often enhance the educational processes of the university. The university also recognizes that faculty and staff have a right to have personal relationships with their students that are mutually desired. Such relationships can also occur between faculty and staff supervisors and those who report to them.

Romantic relations between faculty members and students or supervisors and those who report to them do not necessarily involve sexual harassment. However, the power faculty members exercise in evaluating students' work, awarding grades, providing recommendations, etc. will generally constrain a student's actual freedom to choose whether to enter into a romantic relationship with a faculty member. Similarly,

the power supervisors exercise over the terms and conditions of their subordinates' employment will constrain the employee's freedom of choice.

## **POWER DIFFERENTIALS AND INAPPROPRIATE EMPLOYEE/STUDENT RELATIONSHIPS**

Where such power differentials exist, it may be exceedingly difficult to defend against a charge of sexual harassment on the grounds that the relationship was consensual. In internal proceedings, the university generally will be unsympathetic to a defense based on consent when the facts establish that the accused had the power to affect the complainant's academic or employment status or future prospects.

Even genuinely consensual relationships between faculty or staff and students and between supervisors and those who report to them may be problematic. For example, they may result in favoritism or perceptions of favoritism that adversely affect the learning or work environment. Consensual relationships involving a power differential, therefore, may violate university policy and equal opportunity law. All university employees are expected to exercise good judgment and avoid such relationships. Failure to exercise good judgment may result in disciplinary action such as formal reprimand or suspension; or depending on the gravity and nature of the incident, it may be cause for discharge.

Likewise, a power differential must be considered for any interactions between members of the faculty and staff and Belmont students that would constitute immoral conduct on the part of the faculty or staff member, that would represent a professional conflict of interest for the employee (e.g., dating a student who is in one's class; dating a person that one supervises) or conduct that would be contrary to Belmont's mission, vision and values (e.g., inappropriate off campus fraternization, underage drinking or any drug and alcohol abuse). For additional information employees may refer to Belmont's Drug and Alcohol policy located in the Safety and Wellness section of this handbook.

## **P. Discriminatory Harassment**

### *Right and Responsibility to Be Free from Discriminatory Harassment*

Belmont University is committed to providing an environment in which all persons are safe from harassment and intimidation based on his or her race, color, religion, gender, national origin, age or disability. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age or disability, or that of his/her relatives, friends or associates, and that (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment and educational opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, student, staff and faculty.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts, that relate to race, color, gender, national origin, age or disability; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability and that is placed on walls, bulletin boards or elsewhere on the employer's premises, or circulated in the workplace.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge, if appropriate. Those who have a complaint regarding harassment should contact the provost or the director of human resources who will conduct an investigation in accordance with the Complaint Procedure for Harassment and Discrimination, which follows.

#### *Complaint Procedure for Harassment and Discrimination*

If an individual suspects that his/her rights under any of the above-stated policies have been violated, that person may register a complaint with the provost or the director of human resources. Upon receipt of a complaint, which alleges a violation of these policies, the provost or the director of human resources, or their designate, shall begin an investigation of the charge(s). An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the nondiscrimination and anti-harassment policies and any person designated by either of the principle parties as witnesses to the incident in question. The investigation shall be completed within 30 days of the receipt of the complaint. The matter shall then be presented to the provost in the form of written recommendations. At the provost's discretion, the provost may accept the recommendations, interview the persons involved, direct further investigation by the university and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. This process shall be completed and the provost shall make a final decision on the merits of the complaint within 60 days of receipt of the complaint by the university. The decision of the provost or director of the Office of Human Resources shall be final. Throughout this process the university will strive to keep the identities of the complaining party and the accused confidential.

#### **Q. Grievance Policy**

It is the intent of Belmont University to be fair and reasonable with all employees at all times. However, in the relationship of employee-to-employee or employee-to-employer, problems may occur. Belmont University recognizes the right of its staff (non-student) employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices and/or differences of interpretation of policy that might arise. Therefore, an employee may present a grievance in the manner described below. This grievance procedure is available to all full-time and part-time staff employees.

- Employees who pursue grievances (grievants) under this procedure will not be subjected to retaliation or reprisals by anyone associated with the university. If an employee who has pursued a grievance under this procedure is of the opinion that he/she has been retaliated against for exercising his/her rights under this procedure, the employee should report the actions to the director of the Office of Human Resources. An employee who has engaged in a retaliatory act is subject to disciplinary action up to and including discharge. Additionally, an employee found to have made false accusations in exercising his/her rights under this procedure, or in filing a false charge of retaliation, is subject to disciplinary action up to and including discharge.

Except as noted below, grievances may not be filed under this procedure if the grievance involves any of the following actions:

1. Terminations, reduction in force or job elimination due to financial necessity of the university, job elimination due to the expiration of a temporarily funded position.
  2. Salaries and wages including raises or bonuses.
  3. Performance evaluations.
  4. Promotions and transfers.
- In the event the employee filing a grievance alleges that one of the above actions was taken based upon his/her race, color, sex, national or ethnic origin, age, disability or veteran status, he/she may file a grievance under this procedure. Employees may contact the Office of Human Resources for additional information concerning complaint procedures for discrimination and harassment.
  - A grievant's failure to exercise his/her rights to proceed to a subsequent step within the defined time limits shall result in the termination of the proceedings. In such cases, the response most recently issued will be considered the resolution of the grievance.

#### *Step One*

The university encourages, but does not require, the resolution of grievances on an informal basis whenever possible. Therefore, as a general rule, the employee should discuss the problem with his/her supervisor and give the supervisor an opportunity to correct the situation or mediate a resolution if the grievance involves another. If an employee is unable to resolve the grievance with the immediate supervisor, the employee should go to the next level of supervision to discuss the problem. An employee may request assistance from the Office of Human Resources at any step in the grievance resolution process. If appropriate, efforts should be made to make use of the resources provided by Belmont's Employee Assistance Program (EAP). If the employee is not comfortable pursuing this method of resolution or when a problem cannot be resolved on an informal basis, the university provides for a formal review which will seek a fair and timely resolution.

### *Step Two*

Any formal grievance must be in writing, signed by the employee and submitted to the Office of Human Resources and the employee's supervisor in the case of a grievance against a co-worker, or to the supervisor's superior if the complaint is against the employee's supervisor. This must be submitted as soon as possible but in no case more than 30 calendar days of the date of the action giving rise to the grievance or from the date the employee first became aware of the action or actions. If the supervisor's superior is the president of the university or if the supervisor's superior is the subject of the grievance, the formal grievance shall be submitted to the director of the Office of Human Resources. The written grievance shall: state the facts which form the basis of the employee's complaint, charting actions that have taken place in attempting to resolve the problem; identify relevant persons with knowledge of the situation; and state the remedy sought by the employee. As soon as it is received, the Office of Human Resources will forward a copy of the written grievance to the vice president responsible for the area in which the employee works or to the provost.

Within five working days from receipt of the written grievance, the supervisor's superior or a representative from the Office of Human Resources will schedule separate meetings with the grievant and the employee accused of the actions leading to the grievance. The purpose of the meetings is to gather information about the nature of the grievance and to identify any other persons who have personal knowledge of the situation. The person being accused of the actions leading to the grievance has the right to have any other employee of the university accompany him/her to this meeting. The meeting shall be held within ten working days from receipt of the written grievance. Legal counsel shall represent neither party.

The supervisor's superior, the director of the Office of Human Resources or his/her designated representative shall attend the meetings and shall investigate the matter and render a decision in writing to both the employee who initiated the grievance and the employee charged in the grievance within 30 days of receipt of the written grievance. Copies of the decision shall be forwarded to the employee's supervisor and the vice president responsible for the area in which the employee works or the provost. The decision shall state findings of fact and conclusions as to the employee's allegations. The decision shall grant or deny the remedy requested or present some modified remedy. This decision shall be final unless appealed to the Grievance Committee by the employee who initiated the grievance.

### *Step Three*

Appeals to the Grievance Committee must be made within 10 working days following the date the employee is notified of the decision.

The Grievance Committee shall consist of five non-faculty employees of the university appointed by the president. Appointments are for a period of two years. These appointees shall be a representative mix of supervisory/nonsupervisory employees of the university and of major operating areas of the university. No member(s) of the Grievance Committee who has been involved in the case of the grievant shall be allowed to hear the appeal. In such cases, the president shall appoint a temporary substitute to fill the vacant seat on the committee.

The Grievance Committee shall hold a hearing which shall include: an opening statement; presentation of evidence; an opportunity for questions by members of the committee; and a closing statement. The employee shall represent him/herself. The university shall be represented by the person rendering the decision being appealed. The committee shall arrange for the proceedings to be tape-recorded. The Grievance Committee may consider, among other things:

1. Whether there was compliance with relevant Belmont University policies, rules and regulations
2. Whether, in cases of disciplinary action, there existed a reasonable basis for the action.

The Grievance Committee shall submit a written report to the president in a timely manner. Copies of the report shall be made available to the grievant, the employee accused of the action leading to the grievance and the university's representative. The report shall contain findings of facts and recommendations.

### *Step Four*

The president shall adopt, reject or modify the recommendations submitted by the Grievance Committee. The decision of the president is final.

Employees are expected to exhaust the remedies available to them in this grievance procedure prior to instituting any action in a local, state or federal court or agency. If an employee files an action in such a court or agency prior to completion of these grievance procedures, the university reserves the right to discontinue the grievance proceedings if in its judgment it determines that continuation of the proceedings either will not conclude the case or will be unnecessarily duplicative.

## R. Affirmative Action Policy

In addition to the policy of non-discrimination, the university has established an Affirmative Action Plan using the guidelines set forth by the Office of Federal Contract Compliance Programs. The purpose of the affirmative action plan follows its regulation 41 CFR 60-2.10:

*An affirmative action plan is a set of specific and results-oriented procedures to which a contractor commits him/herself to apply every good faith effort. The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless, and effort, undirected by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women and, further, goals and timetables to which the contractor's good-faith efforts must be directed to correct the deficiencies and thus to achieve prompt and full utilization of minorities and women at all levels and in all segments of its workforce where deficiencies exist.*

The university recognizes that the presence of a diverse faculty and staff is educationally desirable. It further acknowledges that past practices of admission and employment tended to have an adverse effect on the employment opportunities of members of previously excluded groups, or groups whose employment or promotional opportunities have been artificially limited. In order to overcome the lack of adequate representation of minority faculty and staff, Belmont has adopted a policy of affirmative action.

The university therefore has and will continue to identify and work to eliminate any institutional employment practices which are not directly related to qualifications and/or job performance. These practices shall include an ongoing review of the initial application and interview process, the contents of job descriptions, pre-employment questions and tests, job qualifications and procedures and programs which bear upon opportunities for advancement within the university.

### Recruitment

The university will generally pursue a program of open recruitment to avoid the possible discriminatory effects of a closed system. Belmont will conduct ongoing evaluations of the means by which candidates for employment are sought, to the end that the pool of candidates will include qualified persons including qualified minorities and women.

Similarly, the university's academic program is available to students without regard to race, sex, color, national or ethnic origin, age, disability or military service. The university is committed to a policy of enrollment which encourages a diverse student body as a desirable educational goal. Belmont will conduct ongoing evaluations of the

means by which it creates pools of prospective students and every aspect of university life which might result in inadvertent discrimination.

This policy shall be made clear to all persons in the university community and to those who come into contact with Belmont. The policy shall be included in the staff handbook, faculty handbook and will be included in orientation for new faculty and staff.

## S. Dress Code Policy

All Belmont University employees should project a professional and welcoming image to the students, parents and customers with whom they interact. The use of appropriate discretion in the choice of clothing and in personal appearance is essential to maintaining the safe and efficient operation of the university. Staff members are expected to dress in a manner appropriate to their working environment and to the type of work performed and to maintain personal cleanliness and hygiene, avoiding excessive use of perfume and cologne. Employees, in conjunction with their managers and/or an appropriate member of senior leadership, may use their judgment regarding the days that they wear "business casual" dress. The schedule of activities should determine work attire.

The following guidelines apply to "business casual" attire:

- Appropriate business casual attire includes slacks, skirts, ladies tops and blouses, and shirts with collars.
- Appropriate business casual attire does not generally include casual athletic attire such as sweatshirts, sweatpants, low cut shirts, spandex, flip flops, cropped shirts and gym shorts or cut offs, unless it is appropriate for the department or specific activity – for example, Athletics. T-shirts and sweatshirts with Belmont logos are acceptable. Dirty or torn clothes and t-shirts with inappropriate language are never appropriate attire.
- Employees who are required to wear uniforms are expected to wear them in their entirety.

Staff members must abide by the safety policies and procedures of their departments and wear required protective clothing and safety equipment. Some departments may have their own policies or dress codes appropriate to the nature of the work done within those departments. Employees should consult with their supervisor regarding any dress code requirement specific to their department.

## T. Anniversary Date

The date an employee begins his or her current term of continuous full-time employment at Belmont is the employee's "anniversary date." This date is important for many reasons, especially because it is used in determining eligibility for certain employee benefits such as vacation leave accrual rate and eligibility for employer matching contributions in the annuity program.

## **U. Authorization to Use Photograph or Video**

From time to time, university personnel will photograph or videotape campus events for the instructional, documentary, promotional, public relations, and/or advertising purposes of Belmont University. Staff employees agree that such photographs or video may be used for these purposes by Belmont University. If an employee objects to this provision of employment, he/she should provide written notice of this objection to the Office of Communications.

## **V. Privacy Policy**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict Belmont's ability to use and disclose protected health information (PHI). PHI means information that is created or received by our group welfare benefits plan (the Plan) and relates to the past, present or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. PHI includes information of persons living or deceased. All members of Belmont's workforce who have access to PHI must comply with the HIPAA regulations.

For more information, see the complete HIPAA Privacy Policy available on the Human Resources Web site at <http://www.belmont.edu/hr/> or contact the Office of Human Resources.

Belmont University has appointed an Information Security Policy Coordinator in compliance with the Gramm Leach Bliley (GLB) requirements. The Coordinator's role is to help the relevant offices of the university minimize potential and actual risks to security and privacy breaches of information. Each college or school will conduct an annual data security review with guidance from the Information Security Policy Coordinator.

## **W. Mission Trips**

Staff employees are allowed to lead a Belmont University mission trip organized through University Ministries with the permission of their supervisor. Because staff members will be working with Belmont students for the entire time in fulfillment of the university's mission, up to five days per year will not be counted as vacation time. However, such trip leadership must not interfere with the normal operations of the staff member's work area.

# VI. Safety and Wellness Policies and Programs

## **A. Policy on Safety and Health**

It is the policy of Belmont University to create and maintain an environment conducive to the safety of all students, faculty, staff and visitors while on university premises or participating in university-sponsored activities. Commitment at every level of faculty, staff and administration is necessary for the realization of such an environment. Risk management and loss control are the responsibilities of each employee of Belmont University. Success in this area is to be planned for and considered with the same emphasis as any other aspect of the university's operation.

The university will provide general health and safety standards to the campus. Specific operational procedures will be established and implemented by each office or department as required. Each unit will develop an identifiable plan for a safety and health program that will be used in the prevention of personal injury and property damage.

Belmont University will adhere to all laws of the State of Tennessee and to local and federal codes, ordinances and regulations.

## **B. Employee Drug and Alcohol Policy and Drug-Free Workplace Policy**

### *Standard of Conduct*

Recent federal legislation requires that the following policy and accompanying penalties be enforced with regard to all Belmont employees.

The manufacture, possession, sale, use or distribution of any alcoholic beverage on campus or at any university-sponsored activity (including off-campus events funded by Belmont University) is prohibited. In addition, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the campus of Belmont University. A violation of these standards of conduct by an employee will

result in one or more of the following disciplinary sanctions: formal reprimand, required participation in a rehabilitation program, suspension or termination. Further, an employee who is convicted of a violation of any criminal drug statute must notify his immediate supervisor no later than five days after such conviction. Failure to report shall be grounds for immediate termination. If reported and depending upon the facts as they appear to the appropriate university officials, the convicted employee will be subject to personnel action up to and including termination, or be required, at the university's discretion, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement or other appropriate agency.

### FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual  Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.  Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.  2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999 mgs	
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

**FEDERAL TRAFFICKING PENALTIES - MARIJUANA**

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life If death or serious injury, not less than 20 years, not more than life Fine not more than \$4 million if an individual, \$10 million if other than an individual	Not less than 20 years, not more than life If death or serious injury, mandatory life Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years If death or serious injury, not less than 20 years, not more than life Fine not more than \$2 million if an individual, \$5 million if other than an individual	Not less than 10 years, not more than life If death or serious injury, mandatory life Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture  more than 1 kg of hashish oil; 50 to 99 plants	Not more than 20 years If death or serious injury, not less than 20 years, not more than life Fine \$1 million if an individual, \$5 million if other than an individual	Not more than 30 years If death or serious injury, mandatory life Fine \$2 million if an individual, \$10 million if other than an individual

Marijuana	1 to 49 plants; less than 50 kg mixture	Not more than 5 years Fine not more than \$250,000, \$1 million other than individual	Not more than 10 years Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

**PENALTIES**

Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.  Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual
Flunitrazepam (Schedule IV)	1 gm or more	
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. 5 ptSecond Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual
Flunitrazepam (Schedule IV)	30 to 999 mgs	

### *Disciplinary Sanctions*

Any employee found to be in violation of this drug and alcohol policy may be subject to one or more of the following disciplinary sanctions. Belmont University reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

- The use or possession of alcoholic beverages on campus or at any university-sponsored activity may result in required participation in a drug or alcohol treatment or rehabilitation program and/or suspension without pay for an appropriate period of time.
- The use or possession of illicit drugs on campus or at any university-sponsored activity may result in participation in a treatment program and suspension without pay or immediate termination.
- The distribution of alcoholic beverages on campus or at any university-sponsored activity may result in participation in a treatment program, suspension without pay or immediate termination.
- The distribution of illicit drugs on campus or at any university-sponsored activity may result in participation in a treatment program, immediate termination and/or referral of the matter for criminal prosecution.

### *Treatment, Rehabilitation and Re-Entry Programs Available to Employees*

Belmont University provides no treatment, rehabilitation or re-entry programs for employees with substance-abuse problems. The university does provide to employees and their family members Employee Assistance Program services that are offered by United Healthcare's Care24 program. The EAP, which provides services for clinical, emotional and work-life issues, is voluntary and confidential. Privacy is guaranteed under the law when an employee self-refers. Employees can access EAP services 24 hours a day, 365 days a year, by calling the Care24 direct toll free number at (888) 887-4114 or by calling the customer service number on the employee's membership card.

The following agencies provide treatment and rehabilitation services in the Nashville area. Belmont in no way endorses or affirms the competency or effectiveness of the services offered by these agencies:

- Alcoholics Anonymous - 831-1050
- Center for Alcohol and Drug Treatment - 1-800-284-2216
- Cocaine Anonymous - 747-5483
- Narcotics Anonymous - 251-7462
- Skyline (Madison Campus) - 860-0426

The Metropolitan Government of Nashville/Davidson County prohibits the following acts and prescribes the corresponding penalties:

1. It is unlawful to possess a hypodermic needle, syringe or other item used with any illicit drug or controlled substance that has traces of a controlled substance upon it.

2. It is illegal to sell certain types of glue or plastic cement to anyone under 21 years of age. Being under the influence of one of these substances in public is also prohibited.
3. It is unlawful for any person under the age of 19; a) To be present in an automobile on any public street when alcohol beverages are being consumed in the automobile; and b) To be present in any public park and be a companion of or otherwise associated with any person who is consuming alcoholic beverages who is not his or her parent or guardian or who has not secured written consent from the parent or guardian for the child to be present.
4. It shall be a violation for any person, while on a public street or in a place generally open to the public (and not licensed for the on-premises consumption of alcoholic beverages) to have in their possession any alcoholic beverage for the purpose of consumption in a container unless the container is commercially sealed.
5. A pedestrian is prohibited from being under the influence of alcohol or drugs if it is hazardous for him or her to walk along a roadway as a result of such intoxication.
6. Each of these offenses is punishable by a \$50 fine. Failure to pay the fine can result in a three-month jail term.

The State of Tennessee prohibits the following acts and prescribes the corresponding penalties:

1. Persuading, enticing or sending a person under 21 years of age to purchase alcoholic beverages or buying an alcoholic beverage for one under the age of 21 is punishable by up to 11 months and 29 days in prison and a \$2,500 fine.
2. It is illegal to be intoxicated in public. Such behavior can result in up to 30 days in jail and/or a \$50 fine.
3. Consuming or possessing alcohol on the premises of an elementary, junior high or high school is punishable by up to 30 days in jail and/or a \$50 fine.
4. Driving under the influence of an alcoholic beverage or drug is punishable by a jail term of up to 11 months 29 days, a \$1,500 fine and loss of driving privileges for one year for the first offense to a \$10,000 fine and the loss of driving privileges for up to 10 years for the third offense. In addition, a court may order inpatient treatment at a drug and alcohol rehabilitation center.
5. Killing another person while driving a vehicle under the influence of alcohol or drugs can result in a three- to 15-year sentence, a fine of up to \$10,000 and the loss of one's license to drive for up to 10 years.
6. Being intoxicated and, as a result of intoxication, recklessly causing serious bodily injury to another while operating a motor vehicle is punishable by two to 12 years in prison and/or a fine of up to \$5,000.
7. Consuming or possessing in an open container any alcoholic beverage or beer while operating a motor vehicle may result in up to 30 days in jail and/or a fine of up to \$50.

8. It is illegal to possess with the intent to manufacture, deliver or sell an illicit drug or controlled substance with the intent to sell or deliver it to another. Depending on the type of substance and its quantity, such an act is punishable by up to life in prison and a \$500,000 fine.
9. The simple possession or casual exchange of an illicit drug or controlled substance is subject to a jail term of up to 11 months and 29 days and a \$2,500 fine. If two or more prior convictions are present, the possible sentence increases to six years in prison and a \$3,000 fine. In addition, a court may order enrollment in a drug offender school and/or community service at a drug treatment facility.
10. The casual exchange of even small amounts of an illicit drug or controlled substance with a minor can result in a penalty of up to life in prison and a \$500,000 fine.
11. Inhaling, selling, giving or possessing glue, paint, gas aerosol or gas for an unlawful purpose is punishable by a jail term of 11 months 29 days to six years and a fine of up to \$3,000.
12. It is illegal to sell or buy any item that is represented to be an illicit drug or controlled substance. Such an act is punishable by up to six years in prison and a \$3,000 fine.
13. It is illegal to sell, deliver or possess the seed of jimsonweed on the premises of any elementary, junior high or high school. The penalty for such an act is 11 months and 29 days in jail and/or a fine of up to \$2,500.
14. It is unlawful to possess with the intent to manufacture or deliver an anabolic steroid. This act is punishable by two to twelve years in prison and a fine of up to \$50,000.

#### *Health Risks Associated with Drug or Alcohol Use*

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory failure, depression, constricted pupils and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsion, coma and possible death. Persons experiencing withdrawal from addition to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in a shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions and possible death.

Withdrawal symptoms include apathy, long period of sleep, irritability, depression and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

#### **C. Children on Campus**

The university has developed policies and benefits that are supportive of healthy families. Belmont recognizes that when it comes to child care, parents of young children face unique challenges in meeting the responsibilities of family life and a career. However, the work place is not an appropriate place for minor children on a frequent or continuing basis, for the following reasons:

- Children are best situated in environments that are specifically designed and staffed to meet their needs;
- The work place is primarily designed as an adult-oriented environment;
- Children in the work place create a potential liability for their parents and the university;

- Children disrupt the work place both for the employee with the child and for others in the work area, and
- Children in the work place create an atmosphere that may not be conducive to achievement of the department's specific goals and objectives.

Regular, repeated visits by children are not permitted. Children may be brought to work places by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a dental or well-visit to a physician's appointment, for example) provided the parent secures the immediate supervisor's prior approval. It is not appropriate for children of any age to be in the work place on a regular basis, such as after school each school day or on regularly scheduled school holidays or during summer vacations.

In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the work place for brief periods of time, provided the parent secures the immediate supervisor's prior approval. Such arrangements are only to be temporary in nature and may be granted only in circumstances where safety issues (such as stairs and stairwells, open windows, office machines, etc.) have been satisfactorily addressed.

Whenever children are on campus, they must be supervised at all times by their parent. Supervision means being in the physical presence of the child(ren) at all times. Parent employees may not leave their children in the custody of another university employee, even for brief periods of time.

#### **D. No Smoking Policy**

Smoking is not allowed inside any building on Belmont's campus. Outdoor smoking is permitted only in designated smoking areas. These areas are marked by signs and include seating, ash urns and some protection from the elements.

#### **E. Belmont Vehicle Policies**

To see the complete Belmont University Vehicle Policies, go to <http://campus.belmont.edu/plantops/VehiclePolicies.html>

##### *Personal Vehicles*

Before a personal vehicle can be used for Belmont business, the driver of the vehicle must be 21, provide proof of insurance and be approved through Plant Operations by obtaining an acceptable Motor Vehicle Record (MVR). No other person is allowed to drive except those approved and assigned for the event scheduled. All employees using a personal vehicle on Belmont business must obtain approval from his/her supervisor.

Employees using a personal vehicle must provide a copy of his/her driver's license to a supervisor to be kept on record with a signed copy of the Personal Vehicle Policy. For

one-way trips not exceeding 25 miles, MVR approval is not necessary. For all other trips, an MVR must be run at least one week prior to the scheduled trip.

##### *Belmont-Owned Vehicles, Rental Vehicles and Belmont Vans*

Belmont requires responsible assignment and operation of all Belmont-owned vehicles in order to assure compliance with traffic regulations, reduce the risk of accidents, decrease repair costs, assure the safety of all persons and demonstrate conscientious stewardship of all Belmont-owned property.

All drivers of Belmont-owned vehicles must submit an acceptable MVR annually before being assigned a vehicle. All employees who operate a vehicle rented by Belmont University will follow the same approval process as that of Belmont-owned vehicles.

Belmont owns several vans that may be checked out by employees for Belmont-sponsored activities. For information about the complete process of renting a van, go to <http://campus.belmont.edu/plantops/VehiclePolicies.html>.

##### *Golf Cart Policies*

Operators of golf carts must: possess a valid driver's license; obey all traffic rules and regulations; never overload the golf cart; always lock and secure the golf cart when unattended; keep hands, arms feet and legs inside the golf cart when moving; use golf carts on campus streets whenever possible; never drive on sidewalks; never exceed 15 mph; and never drive a golf cart while under the influence of alcohol, illegal drugs or medication that causes drowsiness.

#### **F. Emergency Management Plan (EMP)**

During an emergency situation, immediate and appropriate action is required of every member of the Belmont community. To ensure that an effective response occurs, each employee should be familiar with the emergency guidelines contained in the Emergency Management Plan.

Being familiar with the EMP guidelines before an emergency occurs will enhance the safety of all employees during a crisis by ensuring appropriate and rapid response and allowing emergency personnel to respond directly to the crisis. The EMP is accessible through BIC. For those with no computer access, a hard copy can be obtained by calling the Office of Safety Programs at 460-6023.

#### **G. Fire Prevention Policy**

The Belmont campus is graced by many beautiful historic buildings as well as densely populated newer buildings. A fire in any of these structures can result in significant harm to people and to property. The fire prevention policy is intended to protect persons from harm and Belmont University property from damage. Even a small fire can have devastating effect on individual lives and/or the continued functioning of one or more

Belmont offices/departments. It is the responsibility of every employee to comply with these regulations in order to prevent fires on campus. Failure to comply with this policy will result in disciplinary action at the discretion of the violator's immediate supervisor.

In order to prevent fires in work and/or break areas, the following regulations must be followed at all times.

1. The burning of candles is prohibited.
2. The use of additional space heaters on campus is prohibited. Persons who currently use space heaters will be permitted to continue their use subject to the approval of the Office of Plant Operations.
3. Plant Operations employees are the only persons authorized to reset breakers. Do not overload circuits. If office equipment is overloading the electrical system (signified by tripping the breaker), the employee should call Plant Operations for help in solving the problem.
4. No items may be stored in machine rooms.
5. Plant Operations must approve all office/building modifications prior to their initiation. This includes electrical changes and lighting installation.
6. Items may not be stored or placed so that they obstruct doorways, hallways, stairwells, exits or pathways.
7. Malfunctioning or damaged electrical equipment must not be used.
8. Flammable materials may not be placed on or around electrical equipment.
9. Extension cords may not be placed where they will be stepped on or pinched in any way.
10. Fire suppression sprinkler heads will be maintained with a three-foot area free from obstruction in all directions at all times.

## **H. Workers' Compensation – Reporting an Accident**

The Workers' Compensation Laws of Tennessee protect all employees in the event of an occupational injury or disease. When an occupational injury or disease occurs, the appropriate procedure is:

- If the injury or illness requires emergency medical treatment, call x6911 (Campus Security) to get an ambulance en route.
- If the injury or illness does not require emergency treatment or after the injured person has received such treatment, the ill or injured employee's supervisor must be notified.
- The supervisor should report the incident to the Office of Safety Programs at 460-6023 within 24 hours in order to complete a First Report of Injury Form.
- The supervisor should complete an incident investigation form as soon as possible after the injury or illness occurs.
- The Office of Safety Programs will file the claim with the Workers' Compensation office.

Some important points to remember are:

- The injury or illness should be reported whether or not medical treatment is sought.
- The employee should retain all paperwork from the medical treatment received and give a copy to the Office of Safety Programs.
- In seeking medical treatment, the employee should tell the physician's office that the injury or illness is work-related.
- Participation in voluntary recreational activities is not considered to be within the course of employment and will not be covered by Workers' Compensation Insurance.

## **I. Campus Security Disclosure**

In compliance with its duties under state and federal law, the university, through the Office of Campus Security, completes an annual disclosure of campus crime statistics. Federal law requires these disclosures be made to current students and employees and prospective students and employees. Disclosures mandated under state law are available upon request.

**Notes:**



OFFICE of HUMAN RESOURCES

**BELMONT**  
UNIVERSITY

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August 1, 2007