



Staff Handbook

Effective May 1, 2013

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1.0 Introduction

1.1 Welcome to Samford University

Welcome to our university. Thank you for joining us! We want you to feel that your association with Samford University will be a mutually beneficial and pleasant one.

This Handbook provides answers to most of the questions you may have about University policies and procedures—our responsibilities to you and your responsibilities to Samford University. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding this Staff Handbook. In addition to clarifying responsibilities, we hope this Staff Handbook also gives you an indication of our management’s interest in the welfare of all that work here.

From time to time, the information included in our Staff Handbook may change. Reasonable efforts will be made to keep you informed through suitable lines of communication, including e-mails, employee meetings and/or notices sent directly to you. But immediate notice may not be possible, and modifications may be made without advance notice.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for work — pleasant relationships and working conditions, career development and promotion opportunities, are just a few. Our management is committed to doing its part to assure you of a satisfying work experience.

1.2 About This Handbook

The Administration of Samford University (hereinafter may also be referred to as “the University” or “Samford”) believes in promoting an atmosphere of open communication and cooperation among our personnel. This Staff Handbook reflects that thinking.

Except as otherwise provided, it supersedes in all respects any prior handbook, policy manual, and practices of Samford University and has been prepared for our employees to provide you with general information about some of your benefits and the highlights of rules and policies under which we operate. There is a separate faculty handbook for employees whose primary designation is faculty.

Obviously, we could not begin to explain every Samford University policy or rule or benefit in this Handbook, and its provisions can be considered as no more than general summaries of the benefits, work rules and policies they address. We do expect your compliance with the rules and policies addressed in this Handbook and must inform you that non-compliance can jeopardize your continued employment with Samford University.

This Handbook is not a contract of employment and may not be construed as a part of any contract of employment or covenant.

While we hope our personnel actions will continue to be positive, from time to time Samford University may unilaterally, in its discretion, amend, supplement, modify, or eliminate one or more of the benefits, work rules or policies described in this Handbook, or any other employment benefits, work rules or policies, with or without prior notice.

This Handbook does not constitute a guarantee or commitment that your employment will continue for any specified period of time or end only under certain conditions. Nothing in the Handbook

constitutes an express or implied contract of employment or warranty of any benefits. Employment at Samford University is a voluntary employment-at-will relationship for no definite period of time. Any contract for employment other than at-will employment at Samford must be in writing, signed by the employee and signed by the President and shall declare that it is intended to be a binding employment agreement.

While we hope to have a long and mutually beneficial working relationship together, regardless of anything which may appear in this Handbook or any other Samford University publication, policy, statement or practice, you have the right to terminate your employment relationship for any reason or no reason with or without cause or notice and at any time, and Samford University reserves the right to do the same.

Due to the nature of Samford University's operations as well as individual situations, the provisions of this Handbook and any related policy, practice or guidelines may not apply to every employee in every situation. Samford University reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, in either individual or university wide situations with or without notice.

1.3 A Summary of Our History

Samford began as Howard College in 1841. It was located about 90 miles southwest of Birmingham, at Marion, in the heart of the rich farmland of central Alabama. It was named for John Howard, a famous British prison reformer of the 18th century. Howard College began as a men's college, across town from Judson, a women's college that was started a few years earlier. Both Howard and Judson were started by concerned Baptists who wanted to provide a college education in an environment of Christian values.

In 1887, Howard College moved to the young boomtown of Birmingham, where it hoped to find better financial support. The college built a modest campus in the bustling East Lake section northeast of town. Soon, it became a co-ed school. The electric streetcars passed nearby, and Howard College became a fixture of 20th-century Birmingham life.

There were more changes during the next few years—Howard added the study of pharmacy and teacher education. Howard even played Auburn and the University of Alabama in football and enjoyed a long sports rivalry with cross-town opponent, Birmingham-Southern College.

In the post-war era, Howard College set its sights on bigger goals. With the campus surrounded on all sides by residential development, it had to look elsewhere for elbowroom. What it found was a spectacular campus between Red Mountain and Shades Mountain on Lakeshore Drive in Homewood. Here, in the 1950s, a dramatic architectural adventure began to build one of the most beautiful college campuses in America. The campus was carefully planned, and it was built to last for all the generations to come. Now, more than 50 years later, the task isn't over yet. In 1961, Howard College acquired the historic Cumberland School of Law and moved it from Tennessee to become Alabama's first accredited private law school. From that small beginning, Cumberland has grown to become one of the leading centers for preparing attorneys in America.

In 1965, Howard College was renamed Samford University, honoring long-time trustee chairman Frank Samford and his family and reflecting the schools' growing mission. In 1973, the Ida V. Moffett School of Nursing at Baptist Medical Centers of Birmingham became part of the University. In 1988, a history-making gift from Birmingham businessman Ralph W. Beeson, made possible the launching of the Beeson School of Divinity.

Today, Samford University is Alabama's leading private educational institution. It offers a privately supported law school, a pharmacy school, the state's only divinity school, plus schools of education, business, arts and nursing. Of course, the original Howard College of Arts and Sciences still grows after more than 170 years of service. In all, these eight schools of Samford enroll more than 4,700 students from around the world.

1.4 Our Equal Employment Policy

Except as specifically exempted by federal law requirements, Samford does not unlawfully discriminate on the basis of race, color, sex, national or ethnic origin, disability, or age in the administration or application of its educational programs and policies, admissions policies, employment policies, scholarship and loan programs. Consistent with its Christian mission and organizations, Samford is exempt from the religious provisions of Title VII pursuant to 42 U.S.C. Sections 2000e-1(a) and 2000e-2(e).

If you observe or feel you have experienced discriminatory treatment you must promptly bring this to the attention of your supervisor, some other member of management or the Director of Human Resources (726-2837). If you are a member of management and receive a report or complaint of discriminatory treatment, you must report it to Human Resources. Any employees, including supervisors and managers, involved in discriminatory practices will be subject to dismissal. Retaliation for the reporting of such behavior will not be tolerated.

1.5 No Harassment

Samford University is committed to Christian purposes and values. The University desires a strong spirit of community among its faculty, staff, administration and students, a spirit characterized by truth, grace, mercy, encouragement, righteousness and brotherly love. Each member of the Samford community should work and act in ways that model these values and promote the full development of each individual's God-given potential. No one should act in ways inconsistent with or harmful to this spirit of community.

Samford University does not and will not tolerate harassment of our employees. The term "harassment" includes, but is not limited to, slurs, jokes, pranks, signs and other verbal, graphic or physical conduct relating to an individual's race, color, sex, national origin, citizenship, age or disability. Although statutory and constitutional laws exempt Samford University from the legal prohibition against discrimination in employment based on religion, this policy prohibits harassing conduct based on an employee's religion. "Harassment" also includes sexual advances, requests for sexual favors, unwelcome or offensive touching or any other unwelcome or offensive verbal, graphic or physical conduct of a sexual nature. Violation of this policy by an employee will subject said employee to disciplinary action up to and including immediate discharge.

The University's management is responsible for taking action against acts of harassment and investigating all complaints. If you believe that you have been harassed in any way by an employee, supervisor or manager, student or vendor, you must promptly report such conduct to your immediate supervisor or your supervisor's immediate supervisor or the Director of Human Resources at 726-2837.

No employee will be subject to retaliation by Samford University because he/she has reported what he/she believes to be an incident of harassment or assists in the investigation of a complaint. The failure to report harassing conduct may subject an employee to disciplinary action.

1.6 Cooperating in Investigations

In compliance with federal law, Samford University will not retaliate against employees who lawfully provide information or assist in investigations of law violations by Federal regulatory or law enforcement agencies, Congress or Samford University personnel with supervisory or investigatory authority. This includes employees who lawfully file, testify, participate in or otherwise assist in proceedings filed or about to be filed involving alleged violations of applicable laws.

1.7 Mission Statement

The mission of Samford University is to nurture persons, offering learning experiences and relationships within a Christian community, so that each participant may develop personal empowerment, academic/career competence, social/civic responsibility, ethical and spiritual strength; and continuously to improve the effectiveness of the community.

2.0 About Your Job

2.1 Employee Categories

Full-time employees are those who are hired to work a standard workweek of at least 30 hours and whose employment is not for a specifically limited period. The more typical workweek for a full-time employee is 37.5 to 40 hours per week. Full-time employees receive benefits when they satisfy the eligibility requirements.

Part-time employees are those hired to work less than the minimum standard 30-hour workweek and are not eligible for insurance benefits or paid vacation, sick leave or holiday pay.

Temporary employees are those hired to work a standard workweek of 37.5 hours but whose employment has an expected termination date of less than one year from the initial date of employment. Temporary employees are not eligible for benefits.

Full-time employees who work less than 12 months per year are those who regularly work a standard workweek for at least nine months but less than 12 months. They are eligible to receive most benefits except vacation, sick leave and paid holidays.

2.2 Introductory Period

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Samford University uses this period to evaluate employee capabilities, work habits, and overall performance.

Either you or Samford University may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees serve an introductory period for the first 90 calendar days after the date of hire or rehire. If Samford University determines that the designated Introductory Period does not allow sufficient time to thoroughly evaluate and document the employee's performance, the Introductory Period may be extended for a specified period.

2.3 Identification Cards/Name Tags

All employees are required to have an employee identification and activity card. You may secure the required ID at the Office of Public Safety. When you leave the University's employment, you must turn in your ID card to your supervisor.

Certain duties may require an employee to wear a name tag provided by the University. If an employee is instructed to wear a name tag, he or she is to wear it all times while at work.

2.4 Working Hours

The University business offices normally are open from 8 a.m. to 4:30 p.m., Monday through Friday. Some employees, because of the nature of their work, may be required to work other schedules. Employees will work the shifts assigned by their supervisors.

Each employee will be scheduled for work hours and meal breaks by his or her supervisor. Lunch hour is normally scheduled between the hours of 11:00 a.m. and 1:00 p.m. Meal periods and breaks should be scheduled, if workload permits, so that no department is left unattended.

You are expected to be at your job location (dressed in appropriate attire and ready for work) at the time of your shift on your regular workday as it is scheduled to begin.

Samford University's pay practices, procedures and records are the basis for establishing the number of hours worked by each employee, and govern all questions pertaining to hours worked, overtime, and all other pay issues.

Nothing in this Handbook is a guarantee by Samford University of hours of work per day, per week, per year, or on any specific work schedule.

2.5 Overtime

If you are a non-exempt employee, you will be paid 1 ½ times your regular rate for all hours you work in excess of 40 in a work-week.

Samford University establishes the amount of overtime work and employees assigned to work such overtime. Any overtime must be approved prior to the time being worked.

Use of any type of paid time off will not be counted as hours worked for the purposes of determining overtime.

Samford University does not recognize comp-time for exempt employees and comp-time for non-exempt employees must be taken within the payroll workweek in which it is worked.

2.6 Payroll Information

Here are some important things to know about the manner in which you will be paid:

- We do not hold back any pay except as required by law.
- Hourly employees are paid on a biweekly basis, generally every other Friday.
- Exempt, salaried, employees are paid monthly.

Samford University is required by law to make deductions from your paycheck for federal and state withholding taxes and for Social Security taxes. Personal tax reporting and assessment are the responsibility of individuals, to be resolved by individuals. Samford University cannot assume liability for individuals' compliance or non-compliance with tax laws.

You may voluntarily authorize in writing additional deductions from your paycheck for your contribution to benefit plans and other items permitted by Samford University. It is your responsibility to be certain that all such deductions are correct.

All employees must participate in direct payroll deposit. This means that your pay will be transmitted directly to your account at a participating banking institution each payday. Enrollment forms are available in the Payroll Office.

If a payday falls on a holiday, pay will normally be transmitted the business day prior to the holiday. The payroll advice (a statement showing gross pay, itemized deductions and net pay) will be transmitted to your Samford email address.

2.7 Non-exempt Employee Time Sheets

Non-exempt employees must accurately utilize whatever timekeeping method is provided by the university. You must record the time you begin work and the time you end work and also the beginning and ending of your meal break. Any use of paid leave time must also be noted.

Wage-Hour law requires that you record your time exactly as it is worked and that is the expectation of the university as well. In addition, you must approve your time and have your department head or immediate supervisor approve it. Any actual or attempted falsification of time worked may result in termination of employment.

2.8 Exempt Employee Attendance Report Forms

If you are a monthly paid employee who is granted paid leave, you must report on a monthly basis any utilization of paid leave. Contact Payroll for information on how to report the utilization of paid leave. Salaried or exempt employees on nine-month letters of agreement (faculty) must report the utilization of sick leave only.

2.9 Salary Adjustments

Depending on the availability of funds and Board of Trustees action, generally at the beginning of each new fiscal year, salary adjustments may be awarded on the basis of individual merit. You may be recommended for a salary adjustment in accordance with the budget implementation guidelines for the new fiscal year. The Board of Trustees and Samford University do not award across-the-board or cost-of-living increases. Employees who are still in the introductory period at the time the salary adjustments are implemented may not be eligible for a salary increase at that time or the raise may be prorated.

2.10 Key Issuance and Recovery

If you are assigned an office with a door that has a key lock, you will be issued a key to provide access to that office. Employees who are issued University keys may not duplicate them and should abide by the University key policy and surrender keys when transferring departments within the University or when terminating from the University. Lost keys must be reported as soon as possible to the Facilities Office. Depending on the circumstances, you may be required to pay replacement costs for keys and locks.

University keys must be returned to your dean, director or department Head upon request, transfer or when you leave the University.

2.11 Information Technology Policies

Samford University has several information Technology policies in the Policy Manual on the Human Resources web site at: http://www.samford.edu/humanresources/policy_manual.html. Section 6 is dedicated to Information Technology (formerly Computer and Telecommunication Services). Most employees use computing and network services provided by the University. The policies define the expectations and requirements of employees in using these services. Several important points from this policy also warrant inclusion here:

- Employees who accept the computing and technology resources provided by the university agree to abide by the values and policies in this handbook as well as other related Samford University policies which may apply.
- The university may monitor and access computer usage on university computers or a university network and any files created, saved or accessed on any university computer or network.
- Users of computing and information technology should not have an expectation of privacy when using university email.

Employees are expected to treat the data and personal information of others with greater care than they would treat their own. All employees sign a Confidentiality-Security Agreement as a condition of employment and when the statement is updated. The University is regulated by several government, financial and accrediting authorities, and must comply with their requirements. By accepting employment, you agree to adhere to all such requirements and expressly to permit access to any information or data on university computers or any university network. These authorities, in part, identify sensitive data and mandate specific handling and security requirements. Failure to follow these mandates would put the University under threat of loss of use, financial penalty, public embarrassment, and prosecution. Compliance assures continued activities vital to the ongoing operation of the University.

2.12 Medical Examinations

Samford University reserves the right, for the health, safety, productivity and security of persons, property and facilities, in the University's discretion and to the extent permitted by applicable law, to require applicants for employment and employees to consent in writing and submit to medical examinations or drug testing by a physician designated by or approved by Samford University, at Samford University's expense.

2.13 Security Checks

In order to ensure that contraband, drugs, weapons and other unauthorized or illegal substances or materials, or substances or materials to be used for illegal purposes, do not enter our premises, and other facilities, and to further ensure that files, equipment, products, materials, substances and other property of Samford University are not being removed from University premises and other facilities without our authorization, Samford University reserves the right, in the University's discretion, to question, inspect, and search any employee or other person before they enter or leave any of these facilities.

This policy also applies to any employee while on Samford University business, whether or not on our premises and other facilities, along with any packages or other items that the employee may be transporting. All containers, brief cases, handbags, and other parcels and personal belongings of an employee, and all vehicles under the control of or transporting a Samford University employee thus are subject to inspection and search by Samford University or its designated outside investigators at any time.

These procedures are necessary for the safety, health and security of everyone at Samford University and the protection of our property and facilities. Submission to and compliance with these rules is a condition of your continued employment.

2.14 Inclement Weather Plan

Occasionally the Birmingham area experiences bad weather with tornados or snow and ice on the roads, making it difficult for employees to get to work. In the event of bad weather, you should listen to local radio and television stations for announcements regarding the closing of Samford University. Most employees are not required to report to work when the University is closed; however, some departments operate on an around-the-clock, seven-day-per-week schedule providing essential services that cannot be suspended. Employees providing essential services should make every effort to get to work even if the University is closed. If this applies to you, your supervisor will notify you.

The University does not pay for work not performed due to inclement weather. If you are delayed or unable to reach the campus due to weather conditions, you are expected to contact your supervisor and report your situation. Employees should use good judgment, exercise caution and not take unnecessary risks when traveling to work during bad weather conditions.

2.15 Personal Property

Samford University does not accept the responsibility for your personal property.

We urge all employees to leave valuables at home.

2.16 No Solicitation

To prevent disruptions in the operation of our facilities, and to minimize interference with, or inconvenience to all of us, the following rules apply to solicitation and distribution of literature on Samford University property:

Outsiders: Solicitation and distribution of literature by nonemployees on University property is prohibited.

Employees: Solicitation by employees on University property is prohibited when the person soliciting or the person being solicited is on working time. Working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks.

Distribution of literature by employees on University property in nonworking areas during working time, as defined above, is prohibited.

Distribution of literature by employees on University property in working areas is prohibited.

Limited campaigns or fund drives for community or charitable activities approved by a vice president are an exception to this policy.

Active employees of Samford University may use the Classifieds List (email), during non-working time, to create and view classified ads for the sale, rental or donation of property or services. The Classifieds List may never be used to violate any Samford University policy or for any unlawful purpose.

2.17 Employee Files

Employee files are the property of Samford University and are maintained by Human Resources.

You may view your employee file in the presence of a Human Resources representative by appointment only.

Material from your employee file will not be released or photocopied except as required by applicable laws and regulations.

Paperwork documenting matters of a substantive nature must be sent to the employee file.

2.18 Outside Employment

You may hold outside jobs as long as you meet the performance expectations of your job and the outside employment does not reflect adversely on Samford University. You must inform your supervisor as soon as practicable if you accept any fulltime or parttime employment while you are employed at Samford.

You should consider the impact that outside employment may have on your health and physical endurance. All employees will be judged based on their performance and will be subject to Samford University's scheduling demands, regardless of any existing outside work requirements.

If Samford University determines that your outside work interferes with your performance or your ability to meet the requirements of Samford University as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain with Samford University.

Outside employment that constitutes a conflict of interest is prohibited.

2.19 Employment of Relatives

Employees who are members of the same immediate family may not work in the same department or budgetary unit if they have the same supervisor or there is a supervisory relationship between them. Additionally, the above employees may not work in the same department or budgetary unit if their job assignments result in a work relationship at any time.

No family member may interpret policy and procedures or make any work-related decisions regarding hiring, promotion, salary compensation level, job assignment, performance evaluation, discipline or termination affecting another member of his or her immediate family.

Immediate family includes spouse, child (including stepchildren), grandchild, son- or daughter-in law, parent (including stepparent), grandparent, father- or mother-in-law, sibling (including stepbrother or stepsister), or brother- or sister-in-law.

2.20 Use of Personal Audio-Visual Equipment

The use of personal cameras, camera-phones, tape recorders, or any other audio-visual equipment in any university facility will not be allowed without the prior approval of the appropriate manager or Human Resources.

2.21 Parking

Parking lots and parking spaces are designated by color zones and marked by signs. Between the hours of 7 a.m. and 5 p.m., Monday through Friday, student parking is permitted only in the specific designated parking area of their color-coded decal. If all parking spaces are full in the employee lots near your building, then faculty/staff are encouraged to utilize blue zone parking spaces. Faculty/staff are expected to abide by the parking regulations and pay fines if they receive a citation for illegal parking. Parking on yellow curbs, fire lanes, loading zones, streets, grass and sidewalks is prohibited.

All motor vehicles operated on campus must be registered with the Public Safety Office and the appropriate hang tag must be affixed to the vehicles as prescribed by the Public Safety Office. Temporary permits may be obtained from the Public Safety Office when the anticipated use of the vehicle will not exceed 30 days. Changes in motor vehicles should be reported to the Public Safety Office as soon as possible. Upon termination of employment with the University, you must turn your hang tag in to your dean, director or department Head.

2.22 Leaving Your Job at Samford University

If you are considering leaving Samford University for any reason, you are encouraged to speak with your supervisor or a Human Resources representative.

All employees resigning from Samford University are encouraged to give notice two full weeks (ten business days) before the effective date of resignation. Vacation time may not be taken while working a notice even if the time off has been previously scheduled. Any use of sick leave during this period may require additional documentation.

Where permitted by applicable laws and to the extent possible, Samford University will withhold from your final paycheck the cost of any items that are not returned when you terminate employment. Employees leaving between pay periods will be paid on the next regular payday unless otherwise provided by law.

Remember also that you must continue to protect confidential and proprietary Samford University information, including trade secrets and inventions, if applicable, even after you leave Samford University.

In accordance with applicable laws , Human Resources will send you an Exiting Employee Package that contains information regarding your benefits as well as an exit interview form.

2.23 Employment References

The following applies to exiting or former staff:

- ♦ All employment references must come from Human Resources.
- ♦ All requests for references must be directed to Human Resources.
- ♦ Supervisors and co-workers are not permitted to provide references in any form.

3.0 Your Employee Benefits

In addition to the regular paycheck you receive for working at Samford University, for those eligible employees, we offer numerous benefits, services, and conveniences to help provide protection and assistance for you and your family.

Our insurance and other plan benefits are discussed in more detail in separate booklets and in the formal contracts between the provider and the university, plan documents and summary plan descriptions. In the event there is any question or conflict in language or interpretation between those booklets and documents in relation to the provisions of this Handbook, the terms of the contract or official plan document will control over any summaries.

If you are a benefits eligible employee, you will receive a more comprehensive description of your benefits as a separate document.

3.1 Summary of Benefits

With the exception of the 403(b) Plan, the following benefits are effective as of date of hire. Samford University reserves the right and absolute discretion to alter, amend, reduce, or discontinue any benefit discussed in this Handbook. Coverage and benefits of the plans listed here are subject to certain restrictions, limitations, conditions, maximums and minimums as described in the relevant plan documents:

- Medical, Dental and Vision Insurance
- Medical and Dependent Care Spending Accounts
- Employee Tuition Benefit
- Life Insurance
- Dependent Life Insurance
- Accidental Death and Dismemberment
- Tax deferred annuity – 403(b)
- Business Travel Accident Insurance

In accordance with applicable law the university may withhold and remit to the applicable authorities tax related payments. The University cannot be responsible for current or deferred tax liability of employees.

3.2 Workers' Compensation

If you are injured or become ill as a result of your work, you may be eligible to receive insurance benefits as provided under the state Workers' Compensation laws. Samford University pays all costs of providing this insurance protection provided you use one of the approved medical providers. As a condition of employment you commit to promptly report to your supervisor any accident or injury that occurs on the job or that you believe is job-related.

As a condition of employment, all employees are required to submit to a drug test following an on-the-job-injury. Refusal to submit to the drug test will result in a forfeiture of worker's compensation benefits as well as termination of employment.

No compensation shall be allowed for an injury or death caused by the willful misconduct of the employee, by the employee's intention to bring about the injury or death of himself or herself or of another, his or her willful failure or willful refusal to use safety appliances provided by the employer or by an accident due to the injured employee being intoxicated from the use of alcohol or being impaired by illegal drugs.

No compensation shall be allowed if, at the time of or in the course of entering into employment or at the time of receiving notice of the removal of conditions from a conditional offer of employment, the employee knowingly and falsely misrepresents in writing his or her physical or mental condition and the condition is aggravated or reinjured in an accident arising out of and in the course of his or her employment.

3.3 Unemployment Compensation

Samford University provides insurance that may provide you with income in the event you become laid off and unemployed through no fault of your own. As an employee, you pay no part of the fund that provides you with this benefit. Samford University pays the entire cost for this protection.

3.4 Social Security

Social Security is a benefit to all employees with responsibility of contributions shared as required by law by Samford University and you as an employee. Your share is deducted from your wages each pay period.

Samford University makes an appropriate contribution and sends the total (employer and employee) payment to the district director of Internal Revenue Service. Social Security payments made by Samford University are not subject to federal or state income tax by the employee.

3.5 Medical Insurance Continuation (COBRA)

In accordance with applicable law, if your employment with Samford University is terminated, or if you experience a reduction in hours of employment, you may be eligible to continue your present level of health insurance coverage, if eligible, under Samford University's group health insurance plan. Under COBRA you pay the entire premium plus an administrative fee. This coverage can last for a period of up to eighteen (18) months, or you may be able to convert your group coverage to individual coverage.

If your spouse and any dependent children are covered under Samford University's group health plan at the time of your termination or reduction of hours, they may also have the same right to continue their health insurance coverage. In addition, they may have the right to elect to remain covered under our Plan if they lose coverage because of: (a) your death; (b) your divorce or legal separation; (c) your entitlement to Medicare; or (d) a dependent child's ceasing to be a "dependent child" under the plan. However, if events (b) or (d) above occur, you or your spouse must notify us of the event within 60 days in order for your spouse or child to be eligible to continue coverage.

To be eligible for these continuation or conversion rights for yourself or your spouse and any dependent children, the law requires that certain conditions be met. In addition, the plan booklet you receive contains further details concerning your health insurance coverage and the extension of such benefits coverage that governs in the event of any conflict. Of course, because the law changes and because our health insurance benefits change periodically, the continuation and conversion of benefits described above may also change.

3.6 Other Samford University Services Available to Employees

Athletics Events

Free admission to many home events.

Bookstore

A 10% discount is offered on books and some other items with your current ID.

Cafeteria and Food Court

Food service facilities are located in the University Center for use by employees, students and visitors.

Chapel Facilities

Reid Chapel is available, for a fee, for weddings and other events. Call ext. 2752 for scheduling.

Check Cashing

Personal checks, up to \$50, may be cashed with proper identification in the Bursar's Office (located in Samford Hall) or in the Bookstore (located in the University Center).

Children's Learning Center

The Children's Learning Center, located on South Lakeshore Drive, enrolls children ages six weeks through four years and offers discounts to Samford University faculty, staff and students.

Credit Union

Payroll deductions for checking or savings accounts are available through First Educators Credit Union.

Employee Service Awards

Employees are recognized at our annual service Awards Luncheon for each five years of full-time service.

Libraries

You are welcome to use the University libraries but will first need to have your ID coded by the library. Employees are responsible for the payment of fines when returning overdue books and materials.

Post Office

An official branch of the United States Post Office is located on the ground floor of the University Center.

Recreation Facilities

Weight room, swimming pool, racquetball court and indoor track facilities are available to faculty and staff on a limited basis. For dates and times of availability, please contact Campus Recreation.

Samford After Sundown

Employees receive a 20 percent discount on tuition for Samford After Sundown (noncredit) classes.

Samford University Theatre

Free tickets are available for most productions. Call the Theatre Box Office, ext. 2853, between the hours of 1:30 p.m. and 4:30 p.m.

4.0 Time Off From Work

4.1 Paid Holidays

Holidays observed include:

- ♦ New Year's Day
- ♦ Martin Luther King, Jr. Day
- ♦ Easter Monday
- ♦ Memorial Day
- ♦ Independence Day
- ♦ Labor Day
- ♦ Thanksgiving Day
- ♦ Friday after Thanksgiving
- ♦ Christmas Day

Additional days off at holiday seasons are decided upon by the administration on a year-to-year basis. These days and the conditions under which they are given and observed are announced as each season approaches. It is understood that the declaration of additional holidays on these occasions by the administration does not establish a binding policy or practice for future holidays.

Part-time and temporary employees are not paid for the holidays. A terminated employee shall not be paid for any holidays occurring after the last day actually worked.

To receive payment for a holiday, you must work the scheduled day before and after the holiday, unless management approves time off in advance of the holiday.

The hours of holiday pay you will receive will be determined by the number of hours and the schedule that you normally work.

If you are a non-exempt employee and work the entire holiday, you may choose to take another day off with pay, subject to approval of the department manager. Any such days must be taken within three months of the occurrence.

4.2 Vacation Time

Vacation is granted on a lump sum basis on July 1st of each year to all full time staff members. The vacation grant that you receive is to be used during that fiscal year. Any unused vacation grant will not carry over into the next fiscal year. It is your responsibility to schedule vacation as far in advance as possible with the approval of your supervisor. On occasion your requested date of vacation may not permit the continuous operation of your department and another date may have to be selected. It is your supervisor's responsibility to schedule vacations in a manner that ensures adequate coverage of departmental operations.

When vacation leave is taken it must be recorded on either a biweekly timesheet or a monthly attendance report form. Vacation balances are updated each pay period and maintained by Payroll. Vacation pay may not be used during the two week notice period required when an employee resigns. It is important that the resigning incumbent be available during the notice period to assist in the transition. You will not be paid for any unused vacation leave upon termination from the University.

New hires will be granted vacation on a lump sum basis follows:

- If you begin work on or before the 15th of the month, you will receive 1 day of vacation for that month plus one day of vacation for each month remaining in that fiscal year.
- If you begin work after the 15th of the month, you will not receive any vacation grant for the month in which you are hired, but will receive 1 day of vacation for each month remaining in that fiscal year.
- If you begin work during the last quarter of the year (April, May or June) you will not receive any vacation grant for that year, but will receive the full grant on July 1 of the next fiscal year.
- New hires are eligible to take vacation after the completion of 3 months of continuous service.

Vacation benefits for regular full time Staff are granted as follows:

- On the July 1st of your 2nd year of continuous employment, 14 days
- On the July 1st of your 4th year of continuous employment, 16 days
- On the July 1st of your 6th year of continuous employment, 18 days
- On the July 1st of your 11th year of continuous employment, 20 days
- On the July 1st of your 16th year of continuous employment, 24 days

The amount of vacation you will receive will be determined by the number of hours and the schedule that you normally work.

4.3 Sick Leave

Sick leave begins to accrue with your full-time service date and may be used after the completion of three months of full-time employment. All full-time employees accrue 12 days sick leave per year to a maximum of 90 working days. Biweekly paid employees accrue sick leave over 26 pay periods and monthly paid employees accrue at the rate of one day per month.

Sick leave may be used for your personal injury (either on or off the job), personal illness or for the illness of a spouse, dependent child or parent. Sick leave may also be used for visits to the doctor and dentist. You may be required to furnish a doctor's statement when three continuous days or more are missed from work. However, supervisors have the right to require a doctor's statement for any absence regardless of the duration.

You may use sick leave with pay only up to the total amount accrued. Sick leave may not be advanced; neither is it paid out upon termination of Samford University employment.

If you are off work due to personal or family illness, it is your responsibility to maintain regular communications with your supervisor. If you anticipate being off work for an extended period, a letter should be submitted to your supervisor indicating the anticipated duration of leave and the expected date of return to work. For more information regarding short term or long-term personal or family illness, please also refer to the Family and Medical Leave Policy.

Sick leave should be noted appropriately on time sheets for biweekly paid employees and on Attendance Report Forms for monthly paid employees. Sick leave balances are maintained by Payroll and are printed on your paycheck statements.

In the event of a catastrophic illness, under certain circumstances, you may receive from the Samford Sick Leave Bank, accrued sick leave time under a sick leave donation plan (available on the Human Resources web site). This policy applies to Samford employees, including faculty, who are eligible to accrue sick leave time based on their employment category.

4.4 Funeral Leave

Samford University's intent is to lessen the hardships associated with a death in the family. Therefore, absence for the funeral of an immediate family member will be up to three paid days (charged to your Sick Leave). The days paid must fall within the period beginning with the date of death and ending on the day following the funeral. Any days taken that fall outside this period must be charged to vacation.

Immediate family is interpreted to include spouse, children, parents, sibling, grandparents, grandchild, parents-in-law, brother and sister-in-law, daughter and son-in-law, and grandparents-in-law. You may request to use your vacation to attend a funeral if the person is not considered an immediate family member.

You should give your supervisor as much notice as possible when requesting Funeral Leave. If the death in the family is unexpected and no notice can be provided, you should contact your supervisor at the first opportunity. You have the responsibility to notify your supervisor that you are taking funeral leave before the start of the first workday missed. You should also provide the relationship to you of the person whose funeral you will be attending, and the date you will return to work. You should take only time needed to attend the funeral if you are not involved in the arrangements or have travel time.

4.5 Jury Duty

It is your civic duty to report for jury duty whenever called. If you are called for jury duty, Samford University will continue to pay your regular pay, not to exceed eight (8) hours per day for days on which you are regularly scheduled to work during jury duty.

You must notify your manager within forty-eight (48) hours of receipt of the jury summons and provide a copy of the notice to your manager.

You must present a statement of jury service when you return to work. The court issues this document.

You must report for work if you are released from jury duty and have sufficient time to report to work before the end of our workday or if you are temporarily released from jury duty

4.6 Military Leave

Leave for performing military service will be granted, consistent with and subject to the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994, and Alabama Code Section 31-2-13 (as amended June 26, 1995). To the extent that such notice is possible, written or oral notice of the impending military service is to be provided to the employer.

Employees will receive up to fifteen (15) days regular pay per calendar year while on military leave. Accrued vacation time may be used to cover all or part of the remaining leave.

Questions concerning the rights and obligations of both employee and employer under federal and state laws should be directed to the Director of Human Resources.

4.7 Leaves of Absence

Consistent with the requirements of any applicable laws, a full-time staff member may make a written request for a leave of absence without pay for reasons determined by Samford University in its sole discretion to be in the best interest of the University and the employee. The standard reasons and usual maximum allowable time are as follows:

1. Family and Medical Leave – 12 weeks
2. Study or Research – 3 months
3. Personal – 3 months
4. Military Leave – as required

The University may grant a leave of absence without pay if, in the sole discretion of the University, such a leave would serve the best interests of the University and the employee. All leaves of absence without pay must be approved by the immediate supervisor. The maximum times established for leaves of absence may not be extended by the use of vacation or sick leave, at the beginning or at the end of a leave of absence. If accrued time is used, the length of the leave without pay is reduced so that the time away from the job does not exceed the maximum leave time. A supervisor must require that an employee use all accrued vacation before going on leave without pay. In the case of medical leave, all accrued sick leave and vacation should be used before beginning leave without pay.

If you are requesting a leave of absence, you should contact Human Resources for information regarding the status of your benefits during the leave. Health, dental and life insurance may be continued, with the total cost to the employee depending on whether the employee is on leave with or without pay. Disability coverage cannot be carried while on leave without pay, and other fringe benefits may be subject to suspension.

Vacation and sick leave do not accrue during leave without pay, but the time already accrued is carried forward. Time spent on a leave of absence does not count toward completion of the introductory period and may not be credited toward service under various benefit plans.

A department granting a leave of absence agrees to reinstate the employee on the date accepted as the termination of leave into a position comparable in salary and requirements to that previously held. Employees taking leave, however, should realize that they have no greater right to continued employment than other employees within their departments who remain on active employment and the grant of a leave will not protect an employee whose employment would otherwise be terminated or altered.

Employees must notify their supervisor in advance of the expected date of return. Overstaying a leave of absence without approval constitutes an automatic resignation and the loss of the opportunity of reinstatement.

4.8 Family and Medical Leave

Purpose

To outline the conditions under which faculty and staff may request time off for family or medical reasons, for a limited time period, usually with job protection and with no loss of previously accumulated service provided the employee returns to work after the leave.

Eligibility

You are eligible for leave under the federal Family and Medical Leave Act (FMLA) if you have been employed by Samford University for at least 12 months and worked at least 1250 hours during the 12 months preceding the beginning of the leave.

If you are eligible for FMLA leave, you may take up to twelve (12) work weeks of leave in a rolling 12-month period, measured backward from the date leave begins, for any of the following reasons:

- Incapacity due to pregnancy, prenatal medical care, or child birth;
- Birth and care of a newborn child during the first 12 months following the child's birth.
- Care of an adopted or foster child during the first 12 months following the child's placement with the employee.
- Serious health condition of the employee that makes the employee unable to perform the functions of his or her job.
- Serious health condition of the employee's spouse; parent; or child, adopted or foster child, or legal ward who is either under the age of 18 or who is over the age of 18 but is incapable of self-care because of a mental or physical disability.

To respond to a "qualifying exigency" arising from the active duty service (or call up to active duty) of a son, daughter, spouse, or parent in the National Guard or Reserves, when that service is in support of an operation designated by the U.S. Department of Defense as a contingency operation. (A "qualifying exigency" may include attending certain military events; arranging for childcare; addressing financial and legal arrangements; attending certain counseling sessions; and attending post-deployment reintegration briefings.)

In addition, eligible employees may take additional unpaid leave to care for a spouse, son, daughter, parent, or next of kin who is a current member of the uniformed services of the United States (including the regular armed forces, as well as the National Guard and reserves) and sustains a serious injury or illness in the line of duty that renders the service member medically unfit to perform his or her duties and for which the service member is undergoing medical treatment, recuperation or therapy, or is placed by the Uniformed Services on the temporary disability retired list. In such cases the employee is entitled to take an aggregate total of 26 weeks of leave during a 12 month period.

If you and your spouse are both employees of Samford University, the two of you will be limited to a combined total of 12 weeks of FML for the birth or placement of a child. You may use any unused portion of the 12 weeks for your own serious health condition, to care for a seriously ill child, or to care for your seriously ill spouse or parent.

For 9-month faculty and full time staff who work less than 12 months, the weeks not regularly scheduled to work do not count towards the 12 weeks of leave.

Serious Health Condition

A serious health condition is defined as a physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility.
- Incapacity due to pregnancy or for prenatal care.

- Incapacity requiring absence from work, school, or other regular daily activities for more than three calendar days that also requires continuing treatment or supervision of a health care provider.
- A chronic or long-term condition that requires periodic visits to a health-care provider, continues over an extended period of time, and may cause episodic periods of incapacity.
- Incapacity due to a permanent or long-term condition for which treatment may not be effective but for which the employee is under the supervision of a health care provider.

Continuing treatment generally means those circumstances in which an employee or family member requires a visit to a healthcare provider within seven (7) days of the onset of the condition, coupled with a second visit within 30 days of the onset of the condition, or a regimen of continuing treatment.

Medically unnecessary treatments (such as voluntary or cosmetic) are not considered serious health conditions unless hospitalization is required. Routine preventive examinations are excluded.

Requesting Leave

If you are aware of the need for FML in advance (such as birth, adoption, planned medical treatment), you must apply in advance and should give your supervisor and the Human Resources Department 30 calendar days notice, or as much notice as practicable under the circumstances. Faculty should provide notice to their chair or dean, and staff to their immediate supervisor.

If your leave is for a planned medical treatment, we expect that you will plan the treatment so that it does not unduly disrupt operations or cause an undue hardship to other employees.

If you are absent from work for more than three (3) consecutive business days, you must contact the Human Resources Department to discuss FML. If you are a supervisor, you are also required to notify the Human Resources Department if any Employee in your department is absent for more than 3 days.

If you are eligible for and wish to take FML, you must submit a Family and Medical Leave Absence Request Form, and you must provide sufficient information for the University to determine if the leave may qualify for FMLA protection, along with the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health-care provider, or circumstances supporting the need for military family leave. You also must inform the University if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Certification

You may be required to provide written certification of the qualifying circumstance, using the appropriate certification form provided by the University, when leave is taken because of: (1) your own serious health condition; (2) the serious health condition of a non-military family member; (3) the serious injury or illness of a family member who is a covered service member; or (4) because of a qualifying exigency arising from the call to duty of a family member.

The applicable certification paperwork must be completed and returned to Human Resources no later than 15 days after your request for leave. Failure to provide a completed Certification of Health Care Provider within 15 days or failure to provide a 30 day advance notice may result in the delay of leave.

For leave to care for a seriously ill dependent child, spouse, or parent, the certification must include an estimate of the amount of time the employee is needed to provide care.

When leave is taken because of your own serious health condition or the serious health condition of a non-military family member, the University reserves the right to require, at its own expense, a 2nd medical opinion. If the 1st and 2nd opinions differ, the University, at its own expense, may require the binding opinion of a 3rd health care provider jointly chosen by you and the University. You may also be required to submit a re-certification every 30 days, consistent with applicable law.

Notice of Eligibility and Designation of FMLA Leave

Upon your request for FMLA leave, the University will notify you whether you meet the minimum time-in-service standards to be eligible to take FMLA leave. If you have not met those minimum time-in-service standards, you will be notified that you are not eligible to take FMLA leave.

If you have met those standards, you will be notified of any additional information that is required in order to determine whether your request for FMLA leave will be approved. Once you have provided the requested information, you will be notified whether your leave is designated as FMLA leave, and you will be notified of the amount of leave that will be counted against your leave entitlement.

While on FML, you are required to stay in contact with the Human Resources Department and your manager every 30 days regarding your status and intent to return to work.

Pay While Out on Leave

For eligible **employees who have at least two years of continuous full time employment at Samford:**

- The first six (6) weeks of the leave period will be leave with pay. (For intermittent leave please see Intermittent FML section)
- Time taken beyond the six (6) paid weeks will be paid utilizing any accrued sick, vacation, and in accordance with sick and vacation leave policies.
- In the event that accruals have been exhausted, you may be eligible for sick leave donation, or the remainder of the leave may be without pay.

For eligible **employees who have at least 12 months employment at Samford but less than 2 years of continuous full time employment:**

- The entire portion of the 12 weeks of leave will be paid by utilizing any accrued sick or vacation leave in accordance with sick and vacation leave policies.
- In the event that accruals have been exhausted, the employee may be eligible for sick leave donation, or the remainder of the leave may be without pay.
- In the event that an employee reaches their two-year employment anniversary while out on FML, there will be no prorated amount of leave with pay granted.

Intermittent FML

You may take FML intermittently or on a reduced work schedule due to a serious health condition of the employee or his or her spouse, dependent child or parent. Intermittent FML cannot be taken for the birth of a child.

You should work with your supervisor or try to arrange a mutually acceptable time for absences whenever possible. While on intermittent leave, you must follow departmental guidelines when reporting your time worked.

Samford may require you to temporarily transfer to an alternative position which better accommodates recurring periods of absence, provided that the position has equivalent pay and benefits.

Samford reserves the right to verify that the intermittent leave must be taken at the specific time(s) the employee requests.

If you take intermittent leave due to the serious health condition of a spouse, dependent child, or parent, you must exhaust sick leave before using the paid family medical leave.

Benefits While out on Leave

During FMLA leave, you are entitled to group health insurance coverage, including family coverage, on the same terms as if you continued to work. During any paid FMLA leave, Samford will continue to make payroll deductions for health insurance premiums as if you were at work. You must contact the Human Resources Department as far in advance as possible to make arrangements for any required monthly premium contributions during any period of unpaid leave. If your arranged payments are more than 30 days late, your insurance coverage will be cancelled and cannot be reinstated until the next open enrollment period.

The premiums for group insurances which are normally paid completely by the University will continue to be paid in full while the employee is on leave. However, if you do not return to work after your leave ends, you may be required to reimburse Samford for any premiums paid on your behalf, unless the failure to return to work is due to the serious health condition of you or a family member or other circumstances beyond your control. Samford reserves the right to recover its share of the premiums through deductions from any sum due to the employee including, but not limited to, unpaid wages and vacation pay.

Taking a leave will not result in the loss of any employment benefits accrued before the date the leave started. "Employment Benefits" means all benefits provided or made available to employees, including group insurances, sick and vacation leave, pension and educational benefits. Accrual of benefits while on leave is subject to the individual circumstances of the leave and whether or not the employee is in a paid status during the leave.

Your length of service for pension purposes remains unaffected by the leave.

Tenure-track faculty with absences of six weeks or more during any 12 month period covered by the FML policy may be granted, upon application to the provost, an additional year to be considered for tenure with a maximum two year extension.

Return to Work

If you are able to work earlier than anticipated, you must provide the Human Resources Department two (2) business days notice where feasible, or as much notice as is feasible.

When you return from FMLA leave, you will be returned to the same position held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless you would have been reassigned, laid off, or terminated had you not gone on leave.

If your leave was occasioned by your own serious health condition that rendered you unable to perform the job, you are required to obtain and present certification from your health care provider that you are able to resume work upon return from leave. Your restoration to employment may be delayed until you submit the required fitness-for-duty certification.

Employees who fail to return to work after the completion of a family or medical leave shall be treated as having voluntarily resigned.

If additional time beyond the 12-week Family and Medical Leave is required, unpaid leave may be requested in advance. The University may extend leave for a reasonable, definite period if the extension is anticipated to allow you to become able to perform the essential functions of the job, unless such extension would present an undue hardship to Samford. Faculty requests for leave without pay must be in accordance with section 8.3.3, Leaves of Absence Without Pay in the Faculty Handbook. Approval must be obtained prior to taking unpaid leave.

Employee Rights

It is Samford's policy to fully comply with the requirements of the Family and Medical leave Act. The FMLA prohibits an employer from interfering with, restraining, or denying any right provided for under the FMLA. It also prohibits an employer from discharging or discriminating against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA. If for any reason you believe that your request for leave has not been handled appropriately, or if you have any other concern, please immediately report your concern to your supervisor or to the Human Resources Department, so that we may take appropriate action.

Employees are entitled to file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer. The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or Local law or collective bargaining agreement which provides greater family or medical leave rights.

Exceptions

Exceptions to this policy require the approval of the President and must be submitted in writing through the Provost or appropriate Vice President.

This policy is subject to revision as determined necessary or desirable in view of experience or changes in the law.

4.9 Unpaid Leave of Absence

A leave of absence not covered by the FMLA will be considered on a case-by-case basis but may not exceed eight (8) weeks in duration.

There are no job protection or reinstatement rights for an unpaid leave of absence not covered by the FMLA.

While on this type of leave, you must arrange to pay the employee portion of any insurance premiums that are due. Samford University will continue to pay the employer portion for the first four (4) weeks.

If you are out for more than 26 weeks, cannot return to work and are not approved for long-term disability benefit coverage, your employment with Samford will be terminated. This termination is not disciplinary and you may reapply when conditions permit.

5.0 Your Career

Your training and development in your job can be beneficial both to you and Samford University. However, you must show the initiative and desire to move ahead in your career; your career is your responsibility.

5.1 Performance Reviews

Your supervisor on a periodic basis will formally review your work performance with you.

Performance reviews, whether informal or formal, may be a factor during salary determination. However, receiving a performance review does not mean that a salary increase will follow.

Performance reviews may occur more frequently or less frequently, in Samford University's discretion.

5.2 Job Posting

To fill a new or existing job vacancy, the job may be posted internally. Jobs that are posted are listed on the Samford University Human Resources website.

Samford University may, at its discretion, elect not to post a job if it is determined that it is in the best interest of the university to not post the job.

To apply for a posted job, you:

- ♦ Must have no written warnings in the previous 12 months.
- ♦ Must meet at least the minimum job qualifications.
- ♦ Must have been in your current job for six (6) months.

There is risk inherent in a promotion or transfer if you cannot perform satisfactorily in the new position. Based upon the sole judgment of management, if you are not successful in the new position, you may be removed from that position at any time. If this occurs, you may be allowed to return to your former job or to a comparable job for which you are qualified depending on the availability of such a job and the needs of Samford University; however, this is solely within management's discretion.

External and internal applicants may be considered concurrently to minimize time required to fill a job vacancy.

5.3 Employee Tuition Benefit

The Employee Tuition Benefit [ETB] is available to employees and to their spouses and dependent children when they meet the University's admission requirements. Qualified recipients of this benefit are: 1) full-time employees, 2) legal spouses of full-time employees, 3) sons and daughters of full-time employees who may be claimed as legal dependents for the current calendar year for federal income tax purposes. To receive the ETB, you should obtain an application and an Alabama Student Grant form from the Human Resources Department.

The ETB is available beginning with the next academic term following the date of your full-time employment. If, upon employment, you are currently enrolled at Samford University, the ETB will become effective at the beginning of the next academic term. This benefit applies to full-time and

part-time undergraduate studies through the attainment of one bachelor's degree, utilizing the University's Employee Tuition Benefit, and part-time graduate studies deemed beneficial to the employee's job at Samford, through the attainment of one master's degree, utilizing the University's Employee Tuition Benefit at Samford. It does not apply to charges for room, meals, books, special course fees, or any charges other than tuition as established by the Board of Trustees.

Full-time employees are permitted to audit, or take for credit, up to two undergraduate courses or two graduate courses at a time as long as there are sufficient non-employee students in the class which meet the criteria for the minimum number of students necessary to teach the class, and as long as no paying student will be denied access to the class. An employee may not take more than one course at a time during one's normal working hours. If you are given permission by your vice president/provost to take a course during normal work hours, you must make up the lost work time during the same workweek and on the University work premises.

Employee Tuition Benefits are also available to retirees with 15 years or more of service. The full text of this policy is available in the Office of Human Resources or may be viewed at the Samford Human Resources website.

5.4 Employee Tuition Benefit for Spouse and Dependent Children

The ETB is available to the spouse and dependent children beginning with the next academic term following the date of the employee's full-time employment. If, upon employment, the spouse or dependent children are currently enrolled at Samford University, the ETB will become effective at the beginning of the next academic term. This benefit applies to full-time and part-time undergraduate studies through the attainment of one bachelor's degree utilizing the University's Employee Tuition Benefit. It does not apply to charges for room, meals, books, special course fees, or any charges other than tuition as established by the Board of Trustees, nor does it apply to graduate studies or to courses in any degree program beyond those normally designated as undergraduate level courses.

During the first two years of the employees' full-time employment, spouses and dependent children shall receive tuition remission equal to 50% of the cost of tuition. Beginning with the third year of the employees' full-time employment, spouses and dependent children shall receive tuition remission equal to 75% of the cost of tuition. Beginning with the employees' fourth year of full-time employment (following three consecutive years of full-time employment), spouses and dependent children shall receive tuition remission equal to 100% of the cost of tuition.

Should an employee leave the employment of the University before the end of the term during which he or his spouse or dependent received the ETB, the student will be billed pro rata for the remaining value of the ETB for that term.

The ETB is available to the dependent children of an employee with 10 or more years of benefit eligible service, who is eligible for the benefit and who dies while employed by the University. The full text of this policy is available in the Office of Human Resources or may be viewed online at the Samford Human Resources website.

5.5 Tuition Exchange Program

Samford University is a member institution of The Tuition Exchange, Inc., a reciprocal scholarship program for dependent children of full-time faculty and staff at more than 480 U.S. colleges and universities. Institutions participating in this program have agreed to remit tuition for participants from other member institutions.

The primary obligation of each member institution is to maintain a balanced exchange of students going to other schools (exports) and students coming to Samford from other schools (imports). For more information, contact the Office of Financial Aid.

The full text of this policy may be viewed online at the Samford Human Resources Website.

6.0 What We Expect From You

6.1 Take Advantage of Constructive Counseling

Whenever a group of people works together, there must be standards of conduct and attendance for common guidance and efficiency. It is impossible to both define in detail every standard for every circumstance and for Samford University to keep rules to a necessary minimum. We hope that your common sense will guide you as to the proper thing to do in most cases, so we have listed below only a few specifics regarding what we expect from you. This should not be regarded as an all-inclusive list of our expectations or standards.

If you have any questions about these standards of conduct and attendance, or about what to do or not to do in a situation, please contact your Supervisor.

Obviously, when there is an occurrence of employee misconduct or performance problems, measures must be undertaken to correct the situation and to curtail further occurrences, for the good of us all. The approach we take to discipline may vary depending in our discretion on, among other things, the gravity of the offense, the circumstances under which it occurred, your duties, your length of service with Samford University, and your overall work record, including any prior misconduct. In order of severity, discipline may take one of the following forms:

- Verbal COUNSELING
- A written WARNING or REPRIMAND
- SUSPENSION from work without pay
(Non-exempt employees only)
- SUSPENSION, subject to DISCHARGE
- DISCHARGE

Keep in mind that Samford University has no obligation to use any one or more of these forms of discipline prior to discharging an employee. Any or all of these steps can be omitted, as Samford University deems appropriate, in its sole discretion. Moreover, by establishing this disciplinary procedure Samford University is not relinquishing or limiting its managerial right to discharge for any or no reason at all, at any time, with or without notice. The use of progressive discipline as a pre-condition to termination thus is discretionary, in Samford University's judgment.

Samford University's decision in every case is final and binding on all concerned, including the disciplined employee and all other persons or entities involved in any way, directly or indirectly.

If you do receive the benefit of any of these methods of constructive counseling, however, be sure to take advantage of the opportunity to learn from your mistakes and improve.

Some of the standards of conduct and attendance that we expect from you include, but are not limited to, the following:

6.2 Give Us Quality Work

Samford University prides itself on being a leader in education. One principle is enforced without exception: top quality performance. This philosophy has motivated the growth and success of Samford University. Your continued employment is dependent upon living up to this high standard in your job. This standard is met by adhering to the following initiatives:

- ♦ Focus on the student (or your internal customer) – ensure that students’ expectations are exceeded.
- ♦ Prevent errors – all work should be built around preventing any errors from ever reaching the student or your internal customers.
- ♦ Reduce cycle time – at Samford University we want to always work to have the shortest possible amount of time between a request and the delivery of the service or product.
- ♦ Own complaints – if you receive a complaint, own it, and stay with it until you are sure it is resolved to the student’s satisfaction.
- ♦ Share the vision – do all that you can to make Samford University the university that we envision.

6.3 Be Health and Safety Conscious

Samford University is vitally interested in the health and safety of each employee. But this is your concern as well. Observe and obey our safety rules. Report promptly to your Supervisor any condition that you believe is unsafe or unhealthy, and any on-the-job or work-related injury.

Safety practices that Samford University expects you to follow include, but are not limited to the following:

- Learn how to lift properly. Bend your knees and keep your back erect. Get help when needed.
- Follow the hazard communication guidelines for handling any hazardous substances in the workplace.
- Keep walkways and work areas free of obstacles that might cause a fall.

6.4 Be Alert to Security

Our premises and other facilities contain valuable equipment, furnishings, merchandise, and other property. It is important that all employees pay close attention to the security of our facilities as well as all other property of Samford University.

Notify your Supervisor immediately if you see any suspicious or illegal activity of any kind.

6.5 Observe Our Rules on Workplace Smoking

In keeping with Samford University’s intent to provide a safe and healthy environment, smoking in the workplace is prohibited. Smoke breaks must be approved by your supervisor and taken outside in an approved area.

6.6 Keep Us Up to Date

Up-to-date, personal information is necessary for a number of reasons, including ensuring the administration of your employee benefits. It is your responsibility to notify Samford University promptly of any change in your address, telephone number, marital status, the number of dependents, beneficiary designation, or anything else that would affect your employee benefits or our ability to contact you quickly.

6.7 Remember to Use Courtesy

We view service to our students and business family as one of our most important responsibilities. You are expected to help us carry out this policy by extending every courtesy and all assistance necessary, not only to students and your fellow employees, but also to any callers or business visitors to Samford University. If someone asks you for assistance that you are unable to give, refer him or her to your supervisor or another member of management.

6.8 Be Aware of Your Personal Appearance

Individual appearances are an important aspect of Samford University's overall image, and you have a responsibility to look your best at all times. Your common sense should lead you to practice good personal hygiene and to wear clean, neat and appropriate clothing.

Because dress codes may vary depending on department, time of year, and type of work, your manager has the authority to set the standard for dress and appearance in your department.

We must all ensure that our appearance imparts to our students the impression that their education is being administered by mature, competent, and professional individuals. Therefore, Samford University reserves the right to send you home to change clothes if it is determined that your appearance does not meet this standard.

If there is any question regarding the interpretation of the above, Human Resources and the administration of Samford University will decide what is appropriate.

6.9 Respect Confidential Information

In some offices confidential information regarding faculty, staff, students, salaries, etc., is handled by employees. This information should only be discussed with individuals on a need to know basis.

If you have access to educational records of students, you must comply with the requirements of the federal Family Educational Rights and Privacy Act ("FERPA"). Generally, you must have written permission from the parent or eligible student in order to release any information from a student's education record, except to the extent FERPA authorizes disclosure without consent.

The University can disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or

grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

For more information about FERPA and educational records, contact the Office of Student Records.

6.10 Limit Personal Visitors

If you have a personal visitor at work, the visit should be as brief as possible and interfere with your work and the work of others around you as little as possible. While we want to have a cordial and friendly work environment, we do have students and work that require our full attention.

While we do want to have a family friendly environment, the children of faculty or staff are not allowed on campus for more than a brief visit. In other words, in the absence of child care, children may not stay at work with their parent.

6.11 Monitor Your Telephone Usage

When you answer your Samford business phone, remember that the caller's impression of how the telephone is answered leaves a lasting impression. To ensure that every caller is treated with the highest level of courtesy the following standards are to be followed:

- ♦ Answer the telephone promptly – by the third ring.
- ♦ Answer with a warm welcome, state your name and ask, "How may I help you?"
- ♦ Be prepared to take a message. Listen and repeat to the caller information taken to ensure accuracy.
- ♦ If the call is for someone else, let that person know immediately and be sure the call is answered. Do not ask "May I say who is calling?"
- ♦ Never talk to someone other than the caller without first asking permission to put the caller on hold, "May I place you on hold?" (Then wait for an answer.)
- ♦ Never tell the caller to hold "one moment". Things almost always take more than a moment.
- ♦ In terminating the call, ensure that the callers needs have been met, thank the caller and hang up carefully.
- ♦ Refrain from referring to callers as "honey" or "darling".

While personal phone calls are permitted, they must be kept to a minimum. Personal calls should be made or received only when necessary, and be as brief as possible. Personal long distance calls are not to be charged to Samford University.

In the interest of quality control and the safety and security of the campus and its constituents, Samford University reserves the right to monitor business telephone calls.

Personal cell phones should be silenced while working and calls should be kept to a minimum so that there is no interference with your ability to do your job.

6.12 Comply With Our Standards of Attendance

If you must be absent from work or late for work, you will be expected to notify your supervisor as soon as possible. Any use of sick leave may require medical verification, at the University's discretion.

Samford University will not tolerate excessive absence from work or excessive tardiness. Chronic absenteeism and/or tardiness may adversely affect your salary progression and eligibility for promotion.

You may receive disciplinary action up to and including termination for excessive absence or tardiness. What constitutes excessive absence will be determined by the management of Samford University based on, but not limited to, the number of absences, the position held by the employee, and length of service of the employee.

Absences due to an on the job injury, an FMLA-covered condition, jury duty or military Leave are not to be counted against the employee. Samford will attempt to provide reasonable accommodation to allow the employee to perform essential functions of the job, except to the extent it would present an undue hardship or create a direct threat to safety or health.

6.13 Come to Work or Call In

You must call in each day prior to the beginning of your scheduled work time if you are going to be absent or late. You must comply with your department's process for calling in. You must follow the University policy and your department's procedures for calling in even if your absence is covered by leave provided by law or a University policy. You do not have to call in every day during your leave if you are absent because of a previously scheduled vacation leave, or if you are absent during a continuous leave which has been approved or designated as FMLA leave. If you are absent or late due to unscheduled or intermittent FMLA leave, you must call in to the Human Resources department. Failure to call in if you are late or absent after the scheduled expiration of any leave could result in disciplinary action.

If you fail to report to work without calling in as outlined in the above policy you may have seriously jeopardized your continued employment. If you do not report or call in for three (3) consecutive days, you are considered to have abandoned your job and you are not eligible for rehire. If you fail to call in or to report two times in a 12-month period, your employment may be terminated.

6.14 Follow Our Policy on Drugs and Alcohol

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug-and alcohol-free campus. To this end, Samford University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students.

Any individual who conducts business for Samford University, is applying for a position or is conducting business on Samford University's property is covered by our drug and alcohol policy. Our policy is intended to apply whenever anyone is representing or conducting business for Samford University.

To further the objective of providing a safe and healthy workplace, Samford University sets forth the following:

- A. The distribution, sale, purchase, use, possession, or reporting to work under the influence of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances while on Samford University property or during work hours or while representing or conducting business for Samford University is prohibited.

- B. The distribution, sale, purchase, use or possession of equipment, products and materials which are used, intended for use, or designed for use with non-prescribed controlled substances while on Samford University property or during work hours or while representing or conducting business for Samford University is prohibited.
- C. Reporting to work or being on University property or representing or conducting business for Samford University with a measurable quantity of intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana or other non-prescribed controlled substances in blood or urine is prohibited.
- D. Employees who use alcoholic beverages on the job, or report or return to work under the influence of alcohol will be subject to immediate discharge.
- E. Reporting to or being at work or representing or conducting business for Samford University with a measurable quantity of prescribed or over-the-counter narcotics or drugs in blood or urine or use of prescribed or over-the-counter narcotics or drugs where in the reasonable opinion of authorized representatives of Samford University, such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property is prohibited. Any employee taking a prescribed or over-the-counter narcotic or drug that affects job performance or impacts the safety of the employee or others must advise his or her supervisor of its use. The employee may remain on his or her job or may be required to take a leave of absence or other appropriate action as determined by management.
- F. Adherence to Samford University's policy on drugs and alcohol is a condition of employment for all employees. All employees will be required to sign an acknowledgment form and to consent to this policy.
- G. All employees must notify the Director of Human Resources of Samford University of any criminal drug statute conviction for a violation arising out of conduct in the workplace within five (5) days of such conviction. Federal contracting agencies will be notified when appropriate.
- H. Deans, Department Chairpersons, Directors and other supervisory employees are responsible for enforcing Samford University policies. The possession, distribution or use of illegal drugs or unauthorized controlled substances whether on or off duty impacts their ability to enforce these policies and may result in disciplinary action up to and including termination.

1. Drug/Alcohol Testing

Under the Samford University Drug and Alcohol Policy, an employee may be requested to undergo a urinalysis, blood test or other diagnostic test. Samford University reserves the right to test on the following occasions:

- A. As a condition of the employment application after a conditional offer of employment has been made.
- B. After the occurrence of any work-related injury while on Samford University property or during work hours which requires off-premises medical treatment.
- C. When there is reason to believe in the opinion of authorized representatives of Samford University that an employee has reported to work or is on University property with a measurable quantity of intoxicants, drugs or narcotics in blood or urine.
- D. On a random basis.
- E. As part of any periodic medical examination provided or required by Samford University.
- F. Return to duty testing.

2. Testing Procedure

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

Testing for the presence of alcohol will be conducted by analysis of breath, saliva and/or blood.

Testing for the presence of the metabolites of drugs will be conducted by the analysis of urine, blood, hair, and/or saliva.

All drug-testing information will be maintained in separate confidential records.

3. Searches

When there is a reason to believe in the opinion of authorized representatives of Samford University that an employee is under the influence of prohibited intoxicants, drugs or narcotics, or is in possession of any prohibited intoxicants, drugs, narcotics or equipment, products or materials which are used, intended for use or designated for use with non-prescribed controlled substances, Samford University may require that the employee submit to a search by Samford University representatives of his/her person and/or property (including clothing, pockets, offices, lockers, desks, cabinets, closets and vehicles brought onto University premises).

4. Drug-Free Awareness Education Program

Samford University will provide information to inform employees about the dangers of drug and alcohol abuse, the indicators of drug and alcohol abuse, the Samford University's policy of maintaining a drug-free workplace, the availability of community drug counseling and rehabilitation resources, and the penalties that may be imposed for violation of the policy.

Supervisory personnel will receive periodic training on the conduct, behavior and indicators of drug and alcohol abuse.

5. Discipline

An employee who refuses to submit immediately upon request to a search of his or her person or property or to a drug or alcohol test, or who adulterates a specimen, or otherwise interferes with the testing process, or who otherwise is in violation of this policy is subject to disciplinary action up to and including immediate termination. If an applicant test positive or engages in the above-referenced behavior, the offer will be withdrawn.

Workers who are injured at work or in the course of employment may be tested for drugs and alcohol and if impaired, may not be paid benefits under the Alabama Workers' Compensation Law if the injury is a result of an accident caused by drug and/or alcohol impairment. An employee who refuses to submit to or cooperate with a blood or urine test after an accident forfeits his or her right to recover Worker's Compensation benefits under § 25-5-51 of the Code of Alabama, as amended, and is subject to disciplinary action up to and including termination.

6. Interpretations

The Samford University property covered by this policy includes property of any nature owned, controlled or used by Samford University including parking lots, offices, desks, lockers and vehicles.

Nothing in this policy alters the fact that employees are employed for an indefinite period and that either the employee or Samford University may terminate such employment with or without cause at any time for any reason. Neither this policy nor any related policies, practices or guidelines are employment contracts or parts of any employment contract.

Due to the nature of the Samford University's operations and the possible need to accommodate the tenure policy as well as individual situations, the provisions of this policy or of any related policies, practices or guidelines may not apply to every employee in every situation. Samford University reserves the right to rescind, modify or deviate from this or any other policy, practice or guideline as it considers necessary in its sole discretion, in either individual or University-wide situations with or without notice.

6.15 Follow Our Policy on Workplace Violence

It is Samford University's policy to promote a safe environment for our employees.

Samford University is committed to working with employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. Violence, threats, harassment, coercion and intimidation in our workplace will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, up to and including discharge.

We need your cooperation to implement this policy effectively and to maintain a safe working environment. Any incidents involving suspected criminal activity or violations of University rules and regulations related to the safety or security of people or property should be reported to the Public Safety Department.

If you are in contact with someone who appears to be an immediate threat to his or her own safety or that of others (an extreme risk, emergency situation), please contact:

- 2020 from a campus phone;
- 205-726-2020 from a cellular or off-campus phone;
- 911 from any phone

Examples of extreme risk, emergency situations include, but are not limited to the following:

- Possession of unauthorized weapons (guns, knives, etc.) on campus;
- Possession of bombs or bomb-making materials;
- Physical assault or attempted assault, with or without weapons;
- Specific threats to inflict harm to self and/or others (including threats made via social media)

If you observe or experience violent, threatening, harassing, coercing or intimidating behavior by anyone on the Samford University premises, whether he or she is a Samford University employee or not, you should also report it immediately to your supervisor.

If you have any questions about this policy, please contact Human Resources (726-2837).

6.16 Follow Our Policy on Firearms and Weapons

Samford University prohibits possession or use of firearms, ammunition, bowie knives, instruments of like kind, bows and arrow, and other potentially dangerous weapons including firecrackers or other explosive devices, in all University buildings, facilities and properties. This policy applies to all faculty, staff, students, and visitors of the University. The only exception to this policy is Public Safety Officers who are authorized by the Director of Public Safety to be armed and have a weapon on campus while performing job related duties. Violations of this policy may result in discipline up to and including ejection from campus and immediate termination.

6.17 Follow Our Guidelines for Political Activity

Under Federal law, the University may not participate in, or intervene in any political campaign on behalf of any candidate for public office; however, members of the University community are encouraged to fulfill their civic responsibilities as private citizens. There are no restraints upon an employee's personal political activity, provided the employee is acting as a private citizen and not representing the University.

For additional information consult the University's policy on political activity.

6.18 Follow Our Guidelines for Social Networking

The main thing that Samford University needs you to remember about blogs and social networking sites is that the same Samford University policies applicable to your work life also apply to your activities online, regardless of whether those online activities occur at work, during work hours, or on computers or other electronic devices provided by Samford University. The purpose of these guidelines is to help you understand how Samford's policies apply to your use of these newer technologies for communication so that you can participate with confidence.

- Follow all applicable Samford University policies. Samford University's Guidelines on Social Networking incorporate and complement the other policies found within this Staff Handbook. Thus, inappropriate postings that violate any of Samford's policies (for example, postings that include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct) will not be tolerated and may subject you to discipline up to and including termination.
- Maintain the confidentiality of and do not post online Samford's trade secrets and related confidential information. Trade secrets and related confidential information may include information regarding the development of systems, processes, products, know-how and technology, as well as attorney-client privileged communications. Do not post internal reports, policies, procedures or other internal business-related or attorney-client privileged confidential communications.
- Maintain the confidentiality of and do not post online, any education records (other than information that Samford University has designated as "directory information"), or other private or confidential information regarding any of Samford's employees or students, such as grades, private medical information or any disciplinary action.
- Respect all copyright and other intellectual property laws. For Samford's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use

of copyrighted material owned by others, trademarks and other intellectual property, including Samford's own copyrights, trademarks and brands.

- Write in the first person. Where your connection to Samford is apparent, make it clear that you are speaking for yourself and not on behalf of Samford. In those instances you may want to include this disclaimer, "The views expressed on this [blog, twitter, etc.] are my own and do not reflect the views of my employer." Consider adding this language in an "About Me" section of your blog or social networking profile.
- If you communicate in the public Internet about Samford, or Samford related matters, disclose your connection with Samford and your role at Samford. Use good judgment and strive for accuracy in your communications; errors and omissions reflect poorly on Samford and may result in liability for you or Samford. Never post any information or rumors that you know to be false about your co-employees, Samford, its students, business partners, competitors, served communities or anyone working on behalf of such entities. Also, do not communicate to the media on Samford's behalf without first contacting the Office of Marketing and Communication and obtaining Samford's permission to do so. All media inquiries should be directed to Samford's Office of Marketing and Communication.
- Your "samford.edu" e-mail address should only be used in connection with business-related social networking sites, *e.g.*, LinkedIn. Use a personal email address as your primary means of identification when engaging in the personal use of social networking sites. Just as you would not use Samford University stationery for a letter to the editor with your personal views, do not use your Samford email address for personal views.
- Be respectful and professional to fellow employees, business partners, competitors and students. Avoid using unprofessional online personas. Also, keep in mind that you may be more likely to resolve work-related complaints by communicating directly with your co-employees or by utilizing Samford's Conflict Resolution Policy than by posting complaints to a social networking site. Nevertheless, should you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, discriminatory, slanderous, threatening, intimidating, harassing, bullying, or otherwise unlawful towards any of Samford's employees, students, business partners, or the communities we serve. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation, or posts that could contribute to a hostile work environment on the basis of race, color, religion, sex, age, marital status, national origin, citizenship status, disability, veteran status, or any other status protected by law or Samford policy. Harassment, bullying, discrimination or retaliation that would not be permissible in the workplace is not permissible between co-employees online, even if it is done after hours, from home and on home computers.
- Ensure that your blogging and social networking activity does not interfere with your work commitments. The use of external websites for work-related purposes (*e.g.*, photo sharing) must be first approved by the Office of Marketing and Communication and must also be approved by your manager.
- Ask the Office of Marketing and Communication if you have questions about what is appropriate to include in your blog or social networking. Samford trusts – and expects you to exercise personal responsibility whenever you participate in social networking sites or other online activities. Remember that there can be consequences to your social networking actions, both internally, if your comments violate Samford's policies, and externally with outside

individuals and/or entities. If you are about to publish, respond or engage in something that makes you even the slightest bit uncomfortable, don't do it.

Guidelines for Official Samford University Participation

If you are interested in engaging in Internet conversations for work-related purposes, or are asked by supervisors or leadership to participate in support of Samford's organizational objectives, such engagement on behalf of Samford including establishment of official external sites representing Samford University or any Samford organization, must be approved and coordinated through the Office of Marketing and Communication. The Office of Marketing and Communication will provide oversight and assistance to guide development of new social media platforms, sharing knowledge and instituting best practices for successful implementation.

Questions or Complaints

Should you have any questions about these Guidelines on Social Networking or the application of any of these guidelines to particular circumstances, please contact the Director of Human Resources.

If you become aware of any violation of these Guidelines on Social Networking, report that violation to the Director of Human Resources. Such reports will be promptly investigated. After appropriate investigation, any employee found to have violated these Guidelines on Social Networking maybe disciplined, up to and including termination.

Samford prohibits negative action against any employee for reporting a possible deviation from these Guidelines on Social Networking or for cooperating in a related investigation. Any such retaliation by an employee will subject him or her to disciplinary action, up to and including termination.

6.19 Follow Our Guidelines for Ethical Behavior

- ♦ You must manage your personal and business affairs in a manner that will avoid situations that lead to a conflict of interest or even the appearance of such a conflict. You should not solicit, receive or accept any item or any advantage with the intent of being influenced in connection with Samford University business.
- ♦ You must avoid a conflict of interest or even the appearance of a conflict of interest by completing a Conflict of Interest Disclosure form with proper approvals before you or a member of your immediate family receives personal financial benefit as a result of you or your immediate family member doing business with Samford University.
- ♦ Conduct your personal financial affairs in a manner that does not reflect negatively on Samford University.
- ♦ You are encouraged to take part in community, charitable, church, civic, educational, and fraternal activities to the extent that it does not significantly affect time spent on Samford University business. Prior to seeking election or appointment to a political office, you must discuss the situation with your department head or vice president and, where appropriate, gain his/her approval.
- ♦ You cannot commit Samford University as a sponsor of any organization or function without prior written consent of a Vice President.
- ♦ You are prohibited from using confidential information obtained through your employment for your own benefit or for the benefit of your family, friends or others. Confidential information is to be used solely in the appropriate performance of your job. Upon the termination of your employment, all information and documents must be promptly returned to Samford University. This information remains the property of Samford University.

- ♦ If you are known or are suspected to have committed a dishonest or fraudulent act in dealing with University financial resources, Samford University is required to report the act to Federal law enforcement agencies.
- ♦ If you become aware, or reasonably suspect that another employee has committed a dishonest act in the course of his/her employment, you must report the facts to a member of management. If you prefer not to report the facts to a member of management, you may call The EthicsPoint program at 1-800-677-5620 or use the EthicsPoint link at the Human Resources website. You may call this number 24 hours a day 7 days a week and you are not required to give your name.

6.20 Remember Our Complaint Resolution Procedure

An employee complaint resolution procedure is available to employees as a fair and effective means to resolve work-related complaints and problems. By using the procedure, employees can call upon their supervisors and University executives to evaluate their cases and decide whether or not they have been treated fairly.

Employees can use the procedure when they feel a work-related decision is not consistent with established University policies and practices, including those outlined in this Staff Handbook.

Employees cannot use the procedure to appeal decisions related to the University's responsibility to determine corporate direction or strategy, or operating decisions such as the number and assignment of employees, establishment of rules or conduct, determination of the hours and days of work, starting and quitting times, wages and benefits, etc.

The procedure is as follows:

- ♦ You should discuss your complaint with your immediate supervisor within a reasonable time after the incident.
- ♦ If your complaint is not resolved, you should take your complaint to the next level of management, if one exists in your department.
- ♦ If your complaint is still not resolved, you should take your complaint to Human Resources.
- ♦ Human Resources will review the complaint and supporting information and recommend a resolution to Executive Management for final approval. This approved resolution will be final.
- ♦ If you believe that it would be inappropriate to discuss your complaint with your immediate supervisor, you may bypass your supervisor and seek assistance from your next level of management or from Human Resources.

Samford University will not allow any supervisor, manager, or employee to engage in any form of retaliation against any employee for using this complaint resolution procedure.

If you have a complaint that you do not feel comfortable using the above process you can call The EthicsPoint line at 1-800-677-5620 or use the EthicsPoint link at the Human Resources website. You may call this number 24 hours a day seven (7) days a week. You may report your complaint anonymously or you may give your name.

7.0 Samford University Responsibilities

Notwithstanding any other provision of this Handbook, all managerial and administrative functions and prerogatives entrusted to and conferred upon employers inherently, expressly, and by law, are retained and vested exclusively with Samford University and its trustees, including but not limited to the right to exercise our judgment and discretion to take whatever action is necessary to operate Samford University's business, protect its health, property, security, and general welfare; to reduce, contract out, sell, close down, or relocate Samford University's operations or any part thereof; to hire, layoff, direct, discipline, discharge, or increase the efficiency of the workforce in the manner and to the degree Samford University deems appropriate; to set the standards of productivity, maintenance, services, security, research and development; and, in general, to take whatever other actions are necessary in Samford University's judgment and discretion to administer Samford University's operations and direct its work force.

Although Samford University from time to time expects to expand the wages, benefits, work rules, services, and policies summarized in this Handbook, we reserve the right to alter, amend, reduce or discontinue any wage schedule, policy, work rule or benefit included in this Handbook. The failure of Samford University to exercise any prerogative or function in a particular way shall not be considered a waiver of Samford University's right to exercise such prerogative or function or preclude it from exercising that prerogative or function in some other way.