



# **BELLEVUE**

## UNIVERSITY

### **Employee Handbook**

**Effective Date: This version of the Bellevue University Employee Handbook is effective beginning July 1, 2024 and supersedes all prior versions.**

## Welcome

**Welcome to Bellevue University!** We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Bellevue University's goals.

You are joining an organization that has been nationally recognized as a "Great College to Work For" since 2019. We are described as innovative and entrepreneurial because our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, Bellevue University will continue to achieve its goals. We sincerely hope you will take pride in being an important part of Bellevue University's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your manager or to contact the Human Resources Department.

Again, welcome to Bellevue University. We hope your experience here will be challenging, enjoyable and rewarding.

*Mary Hawkins*  
*Bellevue University President*

## Contents

1.	Employment at Will .....	6
2.	Equal Opportunity, Accommodation, and Commitment to Diversity .....	7
2.1	Equal Opportunity.....	7
2.2	Whistleblowers .....	7
2.3	Americans with Disabilities Act (ADA) and Reasonable Accommodation .....	8
2.4	Commitment to Diversity.....	8
3.	Employee Ethics and Confidentiality .....	9
3.1	Code of Ethics and Conflicts of Interest.....	9
3.2	Employment of Relatives .....	9
3.3	Employee Responsibility for Confidentiality.....	10
3.4	Employee-Student Relationships .....	11
3.5	Manager-Subordinate Relationships .....	11
4.	Employment Relationship.....	12
4.1	Employment Classification.....	12
4.2	Workweek and Hours of Work.....	13
4.3	Time Records: Clocking In and Out .....	13
4.4	Overtime .....	13
4.5	Meal and Rest Breaks.....	14
4.6	Compensation .....	14
4.7	Paychecks.....	17
4.7	Deductions from Pay; Safe Harbor for Exempt Employees .....	17
4.8	Access to Personnel Files .....	19
4.9	Medical File .....	19
4.10	Separation from Employment.....	20
5.	Workplace Safety .....	21
5.1	Drug-Free and Alcohol-Free Workplace .....	21
5.2	Tobacco-Free Workplace .....	21
5.3	Commitment to Safety.....	21
5.4	Workplace Violence Prevention.....	22
5.5	Crime and Security .....	22
5.6	Weapons .....	22
5.7	Emergency Situations.....	23

5.8	Approved Drivers .....	23
6.	Workplace Guidelines .....	25
6.1	Attendance & Reliability .....	25
6.2	Performance Management.....	25
6.3	Remote Work.....	26
6.4	Outside Employment .....	27
6.5	Non-Faculty Teaching/Supplemental Assignments at Bellevue University .....	28
6.6	Faculty Handbook .....	29
6.7	Professionalism (Attitude, Dress, and Grooming) .....	29
6.8	Social Media Acceptable Use .....	30
6.9	University Policies and Training .....	31
6.10	Required Postings .....	32
6.11	Solicitation .....	32
6.12	University Equipment.....	32
6.13	Computers, Internet, Email, and Other Resources .....	33
6.14	Disciplinary Action.....	33
7.	Time Off and Leaves of Absence .....	36
7.1	Holidays.....	36
7.2	Vacation .....	37
7.3	Advanced Vacation Leave .....	37
7.4	Sick Leave .....	38
7.5	Parental Leave.....	39
7.6	Family and Medical Leave (FMLA Leave) .....	40
7.7	Military Duty .....	44
7.8	Nebraska Family Military Leave Act.....	44
7.9	Bereavement Leave .....	45
7.10	Civic Duty Leave .....	45
7.11	Time Off for Voting .....	46
7.12	Unpaid Leave.....	46
8.	Employee Benefits .....	48
8.1	Medical, Dental, and Vision Insurance.....	48
8.2	Basic Group Life Insurance/AD&D .....	48
8.3	Voluntary Supplemental Life/AD&D, Accident, and Critical Illness Insurance .....	48

8.4 Short-Term Disability ..... 48

8.5 Long-Term Disability ..... 49

8.6 Retirement Program ..... 49

8.7 Workers’ Compensation ..... 49

8.8 Wellness Program ..... 50

8.9 Employee Assistance Program (EAP) ..... 50

8.10 Tuition Remission..... 50

8.11 Financial Wellness..... 50

8.12 Other Benefits ..... 51

## 1. Employment at Will

Employment at Bellevue University is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President of the University.

This means that either the employee or the University may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no University representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, benefits, or other terms or conditions of employment. Bellevue University employees have the right to engage in or refrain from such activities.

## 2. Equal Opportunity, Accommodation, and Commitment to Diversity

### 2.1 Equal Opportunity

Bellevue University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from discrimination, harassment, and retaliation based upon race, color, religion, sex, national origin, age, disability, genetic information, military obligations, or status in any other group protected by local, state, or federal law (individually and collectively referred to as a “Protected Category” or “Protected Categories”). Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University.

Bellevue University expressly prohibits any form of unlawful employee discrimination, harassment, and retaliation based on any of the Protected Categories mentioned above. Persons who engage in such conduct are subject to discipline up to and including termination or dismissal. Relevant policy and procedures related to discrimination, harassment, and retaliation are found in University Policy Statement 6, Non-Discrimination Policy; University Policy Statement 4, Title IX Policy, Bellevue University Title IX Grievance Process; and the Workplace Concerns Procedure. (See **Appendix**)

Employees who have job related concerns or complaints relevant to discrimination harassment or retaliation are encouraged to discuss them with their manager or any other management representative with whom they feel comfortable. The discussion should occur as soon as possible after the events causing the employee’s concern. Most complaints can be mutually resolved through frank and open discussions with co-workers and/or managers without utilization of the formal internal concern process. If satisfactory resolution cannot be attained informally, employees are encouraged to submit a Workplace Concern Notification to HR form that can be obtained in ADP or on the BUZZ under Human Resources.

Complaints of discrimination, harassment, or retaliation should be filed according to the appropriate procedure found in the Appendix. Consult with **HREmployeeRelations@bellevue.edu** if you need additional guidance on policy or procedures.

### 2.2 Whistleblowers

Bellevue University will not retaliate against any employee for reporting in good faith that they believe someone, manager or otherwise, has asked them to violate the law. Bellevue University will not retaliate against you for reporting information that you believe evidences a violation of any law by anyone at the University. You can also be assured that the individual(s) identity who reports the issue will be revealed only on a need-to-know basis. See Policy Statement 998, Whistleblower Policy, in **Appendix**.

### 2.3 Americans with Disabilities Act (ADA) and Reasonable Accommodation

To ensure equal employment opportunities to qualified individuals with a disability, Bellevue University will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

Human Resources is responsible for making reasonable accommodation determinations. Managers should immediately refer any employee or applicant request for accommodations to Human Resources for further action. Employees who may require a reasonable accommodation should contact Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu).

Bellevue University has adopted an internal grievance procedure providing for prompt and equitable resolution of any complaint alleging any action prohibited by the ADA or other applicable law. Relevant policy and procedures related to such grievance procedure can be found in University Policy Statement 7, Section 504 and ADA Grievances (See **Appendix**)

All information obtained by Bellevue University concerning the medical condition or history of applicants or employees is maintained confidentially by Human Resources. Disclosure of any medical information will occur only in accordance with the ADA and other applicable state and federal laws.

### 2.4 Commitment to Diversity

Bellevue University is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in University policy and the way we do business at Bellevue University and is an important principle of sound business management.



## 3. Employee Ethics and Confidentiality

### 3.1 Code of Ethics and Conflicts of Interest

Bellevue University expects all employees to conduct themselves and University business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interest.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Bellevue University recognizes and respects the individual employee's right to engage in activities outside of employment, which are private in nature and do not in any way conflict with or reflect poorly on the University.

Bellevue University has adopted a Code of Ethical Conduct in University Policy Statement 22 to ensure that all University business is conducted with the highest standards of integrity and in compliance with all applicable laws and regulations. (See **Appendix**) The Code sets forth the University's policy with respect to our fundamental values, sound business ethics, and potential for conflicts of interest. It is Bellevue University's policy not to tolerate unethical or unlawful behavior by any employee. Violations of the Code or of general principles of business ethics and conflicts of interest may be subject to discipline, up to and including termination.

It is not possible to define all the circumstances and relationships that might create an ethical issue or conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed.

### 3.2 Employment of Relatives

Bellevue University is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives. Due to the potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment, which can be carried into the daily working relationship, Bellevue University will hire relatives of persons currently employed only if: (1) the candidate for employment will not work in a direct supervisory relationship with a relative, and (2) the employment will not result in any prohibited indirect supervisory actions listed below. For the purposes of this policy, "relatives" are defined as spouses, domestic partners, children, grandchildren, siblings, parents, or grandparents, whether established by blood, marriage, or legal action. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

For purposes of this policy, "direct supervisory relationship" means a direct reporting relationship (e.g., a manager responsible for the direct, day-to-day management of an employee) versus an indirect reporting relationship (e.g., a manager/director or other title within the same department or above the employee on the organizational chart who may oversee the department but is not responsible for direct, day-to-day management of the employee). In addition to prohibiting direct supervisory relationships between relatives, this policy also

prohibits employees in an indirect supervisory role from taking part in any employment decisions involving a relative. This includes, but is not limited to, involvement in:

- Direct supervision of a relative;
- Performance or other employment evaluation of a relative;
- Audit or review of a relative's work;
- Investigation or involvement in the resolution of complaints, grievances, or other personnel matters involving a relative;
- Making, participating in, or attempting to influence any decision regarding the employment of a relative (including, but not limited to, decisions on hiring, discipline, termination, wages, promotions, bonuses, or any other aspect of the relative's employment)

For new employee roles starting on or after July 1, 2024 that create an indirect supervisory relationship with a relative, the head of the business unit (e.g., Dean, Director, or above) must devise a management plan to ensure compliance with this policy. Such plan must be approved by the senior leader of Human Resources or his/her designee.

### 3.3 Employee Responsibility for Confidentiality

The protection of confidential business information and trade secrets is vital to the interests and success of Bellevue University. Confidential information is, any and all, information disclosed to or known by you because of employment with the University that is not generally known to people outside the University about its business.

Additionally, as a higher education institution participating in federal financial aid programs, Bellevue University complies with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), which is a federal law protecting the privacy of student education records. Employees also have a responsibility to understand and comply with the University policy on FERPA and to prevent the improper use or disclosure of student education records. (See **Appendix** for University Policy Statement 13, FERPA Policy). The University is also required to comply with numerous other state and national laws protecting the privacy of employee and consumer information.

During the course of employment, employees may have access to confidential information. Any confidential information, whether oral, written, or electronic, should be handled and maintained in a manner that ensures its confidentiality. The release of any such confidential information may result in negative financial or competitive action, productive loss, or cause legal or other non-beneficial impacts on Bellevue University. Employees who are authorized to use or disclose confidential information also have the responsibility to safeguard access to such information and to limit access to those that are allowed by permission and/or by law. The access must be appropriate to the employee's job responsibility and their business or educational need to know. Employees are prohibited from accessing, using, transmitting, duplicating, releasing, sharing, showing, selling, changing, recording, or disposing of any University records, internal meetings, or information except as part of the employee's job responsibilities. As part of this policy, employees should remain vigilant in protecting University information and may not make video,

photo, or audio recordings of University information, conversations, phone calls, images, or University meetings without all of the following: (1) a specific business-related reason for the recording; (2) the actual knowledge and consent of all individuals to be subjected to recording; and (3) a plan in place to protect the confidentiality of the recording if it is not permitted to be stored or shared outside of University-administered devices and systems.

The University has guidelines regarding news releases by members of the Bellevue University community. No University-specific news releases of any kind are to be given directly by any employee to any news agency without first obtaining approval of the Strategic Communications Office. Individuals acting in a private capacity may not cite their position/title at Bellevue University when providing news agencies with information, personal opinion, or observations (letters to the editor, appearance on talk shows, etc.) or in any other way which implies that opinions represent those of Bellevue University. All matters related to the media must be referred to the Strategic Communications Office. Additional policy information is found in University Policy Statement 20, Public Relations and Release of Information. (See **Appendix**). Individuals acting in a private capacity may not cite their position/title at Bellevue University when providing media outlets with information, personal opinion, or observations (letters to the editor, appearance on talk shows, etc.) unless they explicitly state that “The opinions expressed herein are personal and do not represent the opinions of Bellevue University.”

An employee who improperly uses or discloses information in violation of this policy may be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

Nothing in this policy is intended to, nor should it be interpreted to, in any way limit employee rights under any applicable federal, state, or local laws, including employee rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

### 3.4 Employee-Student Relationships

Bellevue University has adopted a policy that relationships of an intimate or sexual nature between University employees and University students, consensual or otherwise, are generally deemed unprofessional and are prohibited. An employee whose spouse or partner enrolls as a student will not be charged with a violation under this policy for a consensual relationship with his/her spouse or partner. Full information about this policy is in University Policy Statement 5, Employee-Student Relationships (See **Appendix**). Employees who violate this policy may be subject to disciplinary action, up to and including termination.

### 3.5 Manager-Subordinate Relationships

Bellevue University has adopted a policy that relationships of an intimate or sexual nature between a manager and a subordinate (direct or indirect reporting relationship), even if consensual, are generally deemed unprofessional and are discouraged. If you find yourself in a consensual relationship, please contact Human Resources for additional guidance at **HREmployeeRelations@bellevue.edu**.

## 4. Employment Relationship

### 4.1 Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Bellevue University classifies its employees as shown below. Bellevue University may review or change employee classifications at any time. Employees are classified based on the following categories.

#### **Exemption Category: Exempt vs. Non-exempt Employees**

**Exempt.** Exempt employees are employees who are exempt from the Fair Labor Standards Act. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Non-exempt.** Non-exempt employees are employees who are covered by the Fair Labor Standards Act. Non-exempt employees are paid on an hourly basis and are eligible to receive overtime pay for hours worked over 40 hours per work week.

#### **Employee Type: Regular vs. Temporary**

**Regular.** Regular employees are those who are not in a temporary status and, subject to at-will employment laws and applicable employment policies, are expected to maintain continuous employment. This generally means that the position is intended to last more than 12 months in length.

**Temporary.** Temporary employees are those in short-term positions, which are designated as temporary or time-limited in the job offer. These are typically positions intended to be less than 12 months in length that are designed to temporarily supplement the workforce, act as an interim replacement, assist in the completion of a specific, time-limited project. Employment beyond any initially stated period does not in any way imply a change in employment status.

#### **Time and Benefit Status: Full-Time vs. Part-Time & Benefitted vs. Non-Benefitted**

**Full-Time.** Full-time employees are hired to work a minimum of 40 hours per week. If exceptional circumstances exist, the President may approve an employee to be considered full-time if they work a minimum of 30 hours weekly as defined under the Affordable Care Act. Unless otherwise specified in an applicable written job offer or employment agreement, full-time employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Part-Time.** Part-time employees are hired to work fewer than 30 hours weekly (stricter limitations may apply, see below). Part-time employees are generally not eligible for benefits.

#### Additional limitations on work hours of certain part-time employees:

**Adjunct Faculty** are a subcategory of part-time employees comprised of qualified faculty members who are eligible to receive course-teaching assignments from

Bellevue University. Because the 403b plan limitations contemplate adjunct faculty who on average work less than 1000 hours per year (or generally no more than 9 assigned credit hours at any given time), Bellevue University will ensure compliance by regular internal auditing conducted by the Legal/Compliance department under direction of the President to monitor adjunct work hours in compliance with applicable federal laws. For purposes of the Affordable Care Act, Adjunct Faculty weekly work hour averages are subject to a standard 12-month measurement period aligned to the calendar year. Adjunct Faculty are not eligible for benefits, but can contribute to retirement (without employer match eligibility).

**Student workers** are a subcategory of part-time employees comprised of enrolled students. Student workers are limited to less than 19.5 work hours per week. Because the number of hours may be governed by federal regulation for certain populations (international students, federal work-study students) exceptions to this limitation are permitted only with the approval of Human Resources/Employee Relations after a review of any applicable legal requirements. In no case will an exception be allowed for a student worker to work in excess of 29.5 hours per week. Student workers are not eligible for benefits.

## 4.2 Workweek and Hours of Work

The standard workweek for pay periods is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours for full-time employees. Office hours are typically Monday through Friday, 8:00 a.m. to 5:00 p.m., with a 60-minute unpaid lunch break. Individual work schedules may vary depending on the position and needs of each department. Different work schedules may be required by the job description or by direction of an employee's manager. Employees are compensated for all work hours, which generally means time spent actually performing work-related tasks. Ordinary commutes between work and home and meal breaks during which no work is performed are not considered work hours.

## 4.3 Time Records: Clocking In and Out

All non-exempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. This requires non-exempt employees to clock in to the time management system (ADP) upon each initiation of work hours and clock out when work hours have concluded. Employees are responsible for ensuring their time record entries are complete and accurate, and are required to notify their manager of any errors prior to the end of each pay period. At the end of each pay period, managers must approve the time records in ADP in attesting to their correctness.

## 4.4 Overtime

When required due to the needs of the business, employees may be asked to work overtime. Overtime is defined as actual hours worked in excess of 40 hours in a single workweek. Non-exempt employees will be paid overtime compensation at the rate of 1.5 times their regular rate

of pay for all hours over 40 hours actually worked in a single workweek. Paid leave, such as holiday, PTO, bereavement time, and civic duty leave does not apply toward work time. All overtime work must be approved in advance by the employee's manager. Employees who repeatedly work overtime without prior manager approval may be subject to discipline, up to and including termination of your employment.

#### 4.5 Meal and Rest Breaks

Full-time employees are entitled to an unpaid meal break during each full work day. Non-exempt employees must clock out and must not perform any work during the meal break. If a non-exempt employee is required to work through a meal break, the employee and manager will adjust the time records to ensure the employee is recorded as clocked-in and paid for the break period. Employees are also entitled to two 15-minute rest periods each day. Meal and rest breaks may be scheduled by an employee's manager based upon department needs.

#### 4.6 Compensation

**Wage Determinations.** All non-faculty employee compensation, including starting salaries/wages and subsequent adjustments, must be submitted through senior leadership and Human Resources before submission to the President (or designee) for final approval.

Full-time faculty compensation is as stipulated in individual faculty contracts. All full-time faculty salaries, including new faculty salaries and subsequent adjustments, will be communicated by written contract signed by the President and the individual faculty member. Adjunct faculty compensation is communicated in writing on a per course/assignment basis.

**Discretionary Merit Increases.** From time to time, Bellevue University may, in its sole discretion, approve University-wide merit increases to compensation, which shall be subject to the eligibility criteria listed below. Discretionary merit increases may be approved for the merit-based purposes of recognizing overall University and employee performance and with the objective of maintaining salary equity and job market viability.

Nothing in this Handbook is intended to or creates an employment agreement or guarantee of merit increases. All discretionary merit increases under this section are in the sole discretion of Bellevue University and must be approved by the Board of Directors and the President. Bellevue University reserves the right to amend, reduce, interpret, or discontinue all or part of the discretionary merit increase program at any time with or without reason and with or without notice.

Employees will be considered eligible for Discretionary Merit Increases as follows:

Eligible Employees	Ineligible Employees
<p>Full-time employees, except those listed as ineligible, who were hired on or before the June 30<sup>th</sup> immediately preceding the effective date of the discretionary merit increase. This includes:</p> <ul style="list-style-type: none"> <li>▪ Full-time exempt and non-exempt staff</li> <li>▪ Full-time Faculty*</li> <li>▪ Full-time Athletic Coaches*</li> <li>▪ Full-time employees who are on a tiered compensation plan who have achieved Tier 4</li> </ul>	<p>Full-time employees who separate from employment before the effective date of the discretionary merit increase.</p> <p>Full-time employees who are on a tiered compensation plan who are on Tiers 1-3.</p> <ul style="list-style-type: none"> <li>▪ <i>Such employees who would otherwise be eligible will progress to the next tier level in lieu of the discretionary merit increase, subject to the terms of the tiered compensation plan.</i></li> </ul> <p>Full-time employees who are subject to an active Performance Improvement Plan (PIP) or employment suspension.</p>
<p>Part-time employees, except those listed as ineligible, who were hired on or before the June 30<sup>th</sup> immediately preceding the effective date of the discretionary merit increase</p>	<p>Part-time employees who separate from employment before the effective date of the discretionary merit increase.</p> <p>The following part-time employees:</p> <ul style="list-style-type: none"> <li>▪ Adjunct faculty</li> <li>▪ Student employees, including Federal Work Study</li> <li>▪ Part-time employees who are subject to an active Performance Improvement Plan (PIP) or employment suspension.</li> </ul>
<p><i>*Compensation for employees with an employment contract is always as listed in the applicable contract. Merit-based increases are incorporated into new or updated contracts for such employees when they apply and are not in addition to the salary/wages listed in the employment contract.</i></p>	

**Discretionary Bonuses.** From time to time, Bellevue University may, in its sole discretion, award discretionary bonuses to employees, which shall be subject to the eligibility criteria listed below. Discretionary bonuses may be awarded based on the University’s performance, achievement of financial/business goals, overall employee performance, or other factors as determined and approved by the Board of Directors and the President.

Nothing in this Handbook is intended to or creates an employment agreement or guarantee of employee bonuses. The award, payment, timing, and amount of any discretionary bonuses are in the sole discretion of Bellevue University and must be approved by the Board of Directors and the President. Bellevue University reserves the right to amend, reduce, interpret, or discontinue all or part of the discretionary bonus program at any time with or without reason and with or without notice.



When discretionary bonuses are percentage-based, they will be calculated based on the eligible employee’s base salary. The only exception is that faculty stipends will be included in the calculation.

Employees will be considered eligible for Discretionary Bonuses if they meet the following service and status eligibility requirements:

Eligible Employees	Ineligible Employees
<b>Service Requirement:</b>	
<p>To be eligible for the full amount of an approved discretionary bonus, an employee must have been hired on or before the July 1<sup>st</sup> of the calendar year preceding the date the discretionary bonus is paid.</p> <p>Employees hired between July 1<sup>st</sup> and December 31<sup>st</sup> of the calendar year preceding the date the discretionary bonus is paid are eligible for 50% of the bonus for which they would otherwise be eligible.</p>	<p>Employees hired within the calendar year that the discretionary bonus is paid are not eligible.</p> <p>Employees who separate from employment prior to June 30<sup>th</sup> of the calendar year that the discretionary bonus is paid are not eligible.</p>
<b>Employee Status Requirement:</b>	
<p>Full-time employees, except those listed as ineligible, who meet the service requirement. This includes:</p> <ul style="list-style-type: none"> <li>▪ Full-time exempt and non-exempt staff</li> <li>▪ Full-time Faculty</li> <li>▪ Full-time Athletic Coaches</li> </ul> <p>Reduced hour faculty are only eligible for 50% of the bonus percentage.</p>	<p>Full-time employees who do not meet the service requirement.</p> <p>Full-time employees who are subject to an active Performance Improvement Plan (PIP) or employment suspension.</p> <p>Full-time employees who are subject to another bonus plan approved in writing by the University.</p>
<p>Part-time employees who are considered benefits-eligible under an exception approved by the University and who meet the service requirement, except those listed as ineligible, are only eligible for 50% of the bonus percentage.</p>	<p>Part-time benefitted employees who do not meet the service requirement.</p> <p>Part-time non-benefitted employees, including:</p> <ul style="list-style-type: none"> <li>▪ Adjunct faculty</li> <li>▪ Student employees, including Federal Work Study</li> <li>▪ Part-time Athletic Coaches</li> </ul> <p>Part-time employees who are considered benefits-eligible but are subject to an active Performance Improvement Plan (PIP) or employment suspension.</p>



## 4.7 Paychecks

**Non-exempt Employee Pay Period and Pay Day.** Non-exempt employees have biweekly pay period consisting of 14-calendar days or two workweeks as defined above. Bellevue University pays non-exempt employees biweekly, every other Friday for the preceding biweekly pay period. If a pay day falls on a federal or University-observed holiday, the University will occasionally process payroll on the preceding workday.

**Exempt Employee Pay Period and Pay Day.** Exempt employees have a monthly pay period based upon the calendar month. Bellevue University pays exempt employees monthly on the first business day of the month for the preceding monthly pay period.

**Direct Deposit of Paychecks.** Bellevue University employees are expected to participate in the direct deposit program and designate the bank(s) of his/her choice provided at the time of hire.

Employees who are enrolled in direct deposit will receive their wages on pay day, subject to their own financial institution's rules on availability of funds.

For employees who elect to receive a physical paycheck, the paychecks will be mailed to the employee's address on file in ADP on or before the designated pay day. *Actual date of receipt by the employee may vary due to carrier delivery times outside the control of Bellevue University.* A mailed paycheck will not be considered lost for purposes of issuing a stop payment and reissuing a new paycheck until at least five (5) business days past the check issue date.

**Pay Statements.** Bellevue University provides all employees with itemized pay statements for each paycheck. Pay statements are provided electronically and may be accessed by employees at any time through the ADP system (employee login required). Employees retain access to pay statements in ADP for a limited time period following separation from employment.

**Pay Transparency.** Bellevue University complies with the National Labor Relations Act and similar state laws in relation to employee rights and communications permitted by law regarding terms and conditions of their employment. However, employees who have access to the compensation information of other employees or applicants as a part of their job function cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to University compensation information, unless the disclosure is (a) in response to a formal complaint or charge (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the University's legal duty to furnish information.

## 4.7 Deductions from Pay; Safe Harbor for Exempt Employees

**Deductions from Pay – All Employees.** Bellevue University does not make improper deductions from the wages of employees. All deductions will be carried out in accordance with applicable federal, state, and local laws.

Bellevue University is required by law to make certain mandatory deductions for all employees, which includes, but may not be limited to:

- Federal and state income taxes (based on the employee's Form W-4 filing status; W-4 filing status may be changed at any time by submitting a new Form W-4 to Human Resources. A Form W-4 may also be completed electronically through the ADP system.
- Social Security taxes;
- Medicare taxes;
- Unemployment insurance premiums;
- Disability or leave-related premiums/taxes, in states where required by law;

Pre-tax deductions are available for the following benefit programs and employees consent to automatic payroll deductions by enrolling into such programs:

- Group medical, dental, and vision insurance;
- A Bellevue University-sponsored Flexible Spending Account (FSA), Dependent Care FSA, or Health Savings Account (HSA);
- Elective deferrals to the 403b or other defined contribution retirement plan administered by Bellevue University;

After-tax elective deductions are available for the following benefit programs and employees consent to automatic payroll deductions by enrolling into such programs:

- Voluntary life insurance for employees or family members
- Optional accident insurance and/or critical illness insurance premiums
- ROTH IRA contributions
- Garnishments, support orders, and tax levies as required by law
- Other deductions authorized in writing by the employee

**Deductions from Pay – Safe Harbor for Exempt Employees.** This section applies only to exempt employees. Bellevue University does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with Bellevue University's sick leave or disability plans or Family and Medical Leave (FMLA) absences;

- Offset for amounts received as witness or jury fees, or for military pay; or
- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

During the week an exempt employee begins work for the University or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to Human Resources. The report will be promptly investigated and if it is found that an improper deduction has been made, Bellevue University will reimburse the employee for the improper deduction.

#### 4.8 Access to Personnel Files

Employee personnel files are maintained by the Human Resources department and are considered confidential. This includes employee records maintained both in paper form and those only in electronic systems such as ADP. The only exception is that some specific faculty personnel files, contracts and statements of work may be maintained by the Chief Academic Officer and/or the appropriate academic College or within electronic systems such as Campus Solutions, with access provided to Human Resources as necessary to carry out its duties. Examples of faculty personnel records maintained include recruiting, hiring, and onboarding records and comprehensive faculty credential files. Managers, other employees, and other Bellevue University agents outside of Human Resources (or the CAO or academic College, in the case of faculty personnel files) may only have access to personnel file information on a need-to-know basis. Reasonable requests by employees to access their own personnel file may be directed to Human Resources. Personnel files are to be reviewed by appointment in the Human Resources department or by remote arrangements with Human Resources. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information, and other disclosures from personnel files may be made as required by law (for example, in response to a lawfully-issued subpoena or court order).

#### 4.9 Medical File

All information obtained by Bellevue University concerning the medical condition or history of employees or applicants is maintained confidentially by Human Resources and is kept segregated from other personnel files. Employees who have access to such information of other employees or applicants as a part of their job function may not disclose such information to others except in cases of business necessity. External disclosure of any medical information will occur only in accordance with applicable state and federal laws.

#### 4.10 Separation from Employment

**Voluntary Resignation.** In cases of voluntary resignation (one initiated by the employee), employees are requested to provide a written notice to their managers at least two weeks (14 calendar days) in advance of the last day of work (the “notice period”). Bellevue University may honor the requested two weeks, but is not required to honor the employee’s preferred separation date.

Employees who have provided notice of resignation are not eligible to use personal leave during the notice period. Vacation leave during the notice period is permitted only if approved in advance by the senior leader of Human Resources. Employees also may not schedule their final day of employment on a University-designated paid holiday. Employees who provide the requested amount of notice will be considered to have resigned in good standing and will generally be eligible for rehire, absent other documented performance or behavioral issues.

In most cases, Human Resources will send an email on or before the last day of employment and provide direction on how to return Bellevue University property, and information on final pay and benefits information. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee’s home address.

*Note: Employees subject to an employment contract may have contractual limits on their ability to voluntarily terminate their employment prior to the contract expiration date.*

**Involuntary Terminations.** As stated in Section 1 of this Handbook, Employment at Bellevue University is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the President of the University. This means that the University may terminate the employment relationship at any time, for any reason, with or without notice.

Should it become necessary because of business conditions to eliminate specific positions, reduce the number of employees, or work hours, this will be done at the discretion of Bellevue University in compliance with applicable federal, state, and local laws.

**Re-Hire.** Employees who terminate employment with the University in good standing and have applied for reemployment at a later date will be considered as any other applicant and the rehire handled as a new employee, subject to the usual benefit enrollment periods.

## 5. Workplace Safety

### 5.1 Drug-Free and Alcohol-Free Workplace

It is the policy of Bellevue University to create a drug-free workplace in compliance with the Drug-Free Workplace Act of 1988 and other applicable federal and state laws. Bellevue University has established a campus-wide Alcohol and Drugs Policy in University Policy Statement 11 along with a Drug-Free Workplace Policy in University Policy Statement 509. (See Appendix) Employees who violate these policies may be subject to discipline, up to and including termination of their employment.

### 5.2 Tobacco-Free Workplace

Bellevue University is committed to providing students, staff, faculty, and visitors with a respectful environment. Bellevue University also recognizes that the use of tobacco products on campus grounds is detrimental to the health and safety of students, staff, faculty and visitors. Therefore, Bellevue University has a 100% tobacco free campus policy. Legal tobacco products will be permitted in personal vehicles, but discretion must be practiced at all times. Additional information about this policy is found in University Policy Statement 80, Tobacco-Free Policy. (See Appendix) Employees who violate these policies may be subject to discipline, up to and including termination of their employment.

### 5.3 Commitment to Safety

Protecting the safety of our employees, students, and visitors is the most important aspect of running our organization in all phases of operation and administration. It is the policy of Bellevue University that safety and accident prevention shall be considered of primary importance in all phases of operation and administration. The intention of management is to provide a safe and healthy environment for all employees and students. Of equal importance is that all employees and students at the University observe and enforce safety regulations and procedures. It is imperative that unsafe conditions be reported to University authorities as soon as possible and that action be taken to correct the condition(s). Additional information can be found in University Policy Statement 440, Safety Policy and Procedures. (See Appendix)

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying their manager when any health or safety issues are present as well as the senior leader of Human Resources if the issue is not adequately resolved with the manager. All employees are encouraged to collaborate with their manager to ensure maximum safety for all.

In the event of an emergency, notify the appropriate emergency personnel by dialing “9” for an outside line, then dial “911” to activate the medical emergency services. Employees should also notify Campus Security at Ext. 557-5000 as soon as it is safe to do so.

In addition, Bellevue University’s Guide to Emergency Preparedness is posted in conspicuous locations throughout campus. All employees are expected to review and follow this important safety guidance.

## 5.4 Workplace Violence Prevention

Bellevue University is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at University-sponsored functions. Any individual engaging in violence against the University, its employees, or its property may be referred for criminal prosecution. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination of employment.

All Bellevue University employees bear the responsibility of keeping our work environment free from violence or potential violence. Bellevue University has established a policy to assess and respond to specific safety threats, violent behavior, or violent threats to Bellevue University's campus in University Policy Statement 8, Campus Threat Assessment (See **Appendix**). Any employee who witnesses or is the recipient of violent behavior should promptly inform their manager, the senior leader of Human Resources Department, and Campus Security.

## 5.5 Crime and Security

It is the policy of Bellevue University to provide a secure, safe campus and workplace for its students and employees. Students, faculty, and staff of Bellevue University who observe or are involved in any crime or incident on campus should report the incident to Campus Security as soon as possible as required by University Policy Statement 431, Crime and Security. (See Appendix)

Campus Security personnel are responsible for patrolling and ensuring safety in all campus buildings and parking lots, on the Bellevue University main campus in Bellevue, Nebraska. Full-time, as well as evening and weekend Campus Security personnel, are responsible for making sure all facilities are secure and that visitors to the University are there for a legitimate purpose. There is a security desk in the lobby of the ASB building where visitors can check in. Various parts of campus are only accessible through badge access, which is provided to appropriate employees. Campus buildings are generally open with Campus Security personnel present between 7:00 A.M and 10:00 P.M., although times may vary. Employees should contact Campus Security at 402-557-5000 in case of security needs or concerns on campus.

## 5.6 Weapons

Bellevue University prohibits firearms or weapons of any kind on University property (to include owned, leased, rented, or any establishment procured for University use or under the control of the University). This includes firearms or weapons carried on an individual's person, including concealed weapons. Further, firearms or weapons are not allowed in a University vehicle or in an individual's personal vehicle if the personal vehicle is on University property or being used on

University business. These prohibitions apply to all individuals, even if those legally authorized to possess a firearm or licensed to conceal and carry a firearm, other than on-duty law enforcement personnel. Additional information, including a list of items considered weapons under this policy, can be found in University Policy Statement 441, Weapons Policy. (See Appendix) Any employee violating this policy is subject to discipline up to and including termination for the first offense.

Bellevue University reserves the right to inspect all belongings of employees on its premises and may remove all property and other items that are in violation of Bellevue University rules and policies. Employees who refuse to comply with this policy may be subject to discipline, up to and including termination of employment.

## 5.7 Emergency Situations

**Main Campus.** Bellevue University will always make every attempt to be open for business. In situations in which some employees are concerned about their safety due to inclement weather or other emergency conditions on campus, University leadership may advise managers to notify their departments that campus is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable or unsafe. Non-exempt employees will not be paid for hours missed if they opt to leave work early. University leadership may alternatively or simultaneously advise managers that campus is not officially closed but managers may authorize employees to work remotely.

If the campus is officially closed during the course of the day to permit employees to leave early, employees will be paid for actual hours worked. Non-exempt employees will need to clock out when they leave for the day.

If the campus is officially closed, Bellevue University will post official information about the closure on its website at [www.bellevue.edu](http://www.bellevue.edu). Bellevue University also routinely reports closure information to local radio and television stations for publication and may provide direct notification to employees via email or other electronic systems.

Some essential personnel may be required to work even in the event of a closure, to maintain essential operations and/or to support operational tenants in Bellevue University buildings.

**Lozier and Other Non-Bellevue Campus Locations.** Announcements regarding Lozier Professional Center closure will be addressed separately from the Bellevue main campus. Employees should check with their manager to determine their location operations. Bellevue University employees whose designated work location is on another institution's campus will follow the lead of the host institution. Employees affected by an official closure of their host institution campus will be treated the same as a main campus employee affected by an official closure.

## 5.8 Approved Drivers

Employees are not authorized to operate vehicles (University-owned, rental, or employee-owned) for business purposes unless they have been approved by the University as an approved driver. The approval process requires a motor vehicle record background check and compliance

with the University Policy Statement 525, Safe Driver Policy, and University Policy Statement 415, Official Use of University Vehicles (see **Appendix**).



## 6. Workplace Guidelines

### 6.1 Attendance & Reliability

Punctual and regular attendance is an essential responsibility of each employee. While individual work schedules may vary by position, employees are expected to start on time, ready to work, and complete their full work schedule each day they are scheduled to work. Late start, early departure or other unexpected absences are disruptive and must be avoided. Consult with your manager if you have questions about your assigned work schedule.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as an accommodation under the ADA or other applicable disability law.

**Absences.** An "absence" is defined as the failure of an employee to report for work and/or complete the entire work schedule when scheduled to work.

If an employee is unable to start work on time, or will be absent from work, the employee must inform their manager as soon as possible by telephone or through their Bellevue University email account.

An employee who fails to report to work for a period three (3) consecutive work-days or more without notifying their manager will be considered to have abandoned their job and voluntarily resigned employment.

**Excused vs. Unexcused Absences.** An **excused absence** occurs when all the following conditions are met:

- The employee makes every effort to provide notice to their manager at least 48 hours in advance of the absence to ensure the continuation of business operations.
- The employee submits a leave request through the ADP system, which is approved by the employee's manager in advance of the leave beginning.
- The employee has sufficient accrued leave balances to cover the period of absence and sufficient notice has been given to the manager.

An **unexcused absence** occurs when any of the above conditions are not met in relation to an employee's absence, including instances of tardiness or early departure.

**Excessive Absences.** In general, four (4) unexcused absences within a six (6) month calendar period or a consistent pattern of unexcused absences over a different period will be considered excessive. Excessive absences may result in discipline, up to and including termination of employment.

### 6.2 Performance Management

University success is dependent on the success of departments and individual employees. Bellevue University understands that ongoing communication and planning must occur between employees and managers to ensure each employee is aware of their specific performance expectations and how their job assists in meeting the strategic or operational plans of Bellevue

University. Discussions regarding job performance are ongoing; Human Resources strongly encourages managers to provide informal job performance feedback every quarter. Employees should initiate conversations with their managers if they feel additional ongoing feedback is needed at any time.

Generally, formal performance reviews are conducted for regular employees annually at the end of the fiscal year (Bellevue University fiscal year is July 1 to June 30 of each year). These reviews include a written performance appraisal and discussion between the employee and the manager about job performance and expectations for the coming year.

### 6.3 Remote Work

**Remote Work Considerations.** Remote Work is a work alternative for some jobs that are not student-facing or critical to campus operations. Remote work must be approved in advance by an employee's manager and HR as provided below in this section. No employee is entitled to or guaranteed the opportunity for remote work. Certain categories of positions are ineligible for remote work. Even if jobs are approved for remote work, there will be times when on-campus work may be required by leadership.

In general, remote work may be considered at the University's discretion in the following circumstances:

- **University required** – The University may establish remote work as a condition of employment, based on the University's business needs. Employees will be notified in writing if the University requires them to work remotely. When remote work is required by the University as a condition of employment, Bellevue University will reimburse necessary and pre-approved expenditures, if any, as required by applicable state law.
- **Voluntary/discretionary** – Managers may approve certain job positions to work remotely on a voluntary basis when job duties permit. Whether a particular position or employee may work remotely is a decision made on a case-by-case basis taking into consideration an evaluation of the likelihood of the employee succeeding in a remote work arrangement and an evaluation of the manager's ability to manage remote workers. Bellevue University generally provides equipment needed for employees to perform their jobs. However, employees who voluntarily opt to work from a remote location are responsible for the costs of establishing and maintaining the remote work location.
- **Workplace accommodation** – Remote work may also be considered on a case-by-case basis as a reasonable accommodation for qualified employees with disabilities in accordance with applicable laws and University accommodation processes. Workplace accommodations must be approved in advance by Human Resources. Employees requesting a workplace accommodation should contact Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu).

**Remote Work Approval.** In order to be approved for remote work, an employee must:

- Obtain manager and HR approval for remote work via a signed a BU Remote Work Agreement.
- Agree to comply with this policy and other terms and conditions of remote work stated in the Remote Work Agreement.
- Agree to work remotely only from a specific designated location and not to change remote work locations without prior approval and a new Remote Work Agreement for a new location. Employees should generally not perform work while on paid leave and should seek manager guidance if they believe work performance may become necessary during leave time, especially while traveling away from their designated remote work location.
- Be able to remotely perform essentially the same work from the remote work location that they would in a University-provided work location in accordance with their same performance expectations and other agreed-upon terms, including the following:
  - Be logged into University systems relevant to their job duties;
  - Be accessible to managers, coworkers, and students as appropriate to their job duties;
  - Actively participate on camera during virtual/video meetings;
  - Responsibly perform their job duties during scheduled work hours.

Remote work arrangements may be approved on a full-time basis (i.e., working remotely at all times) or hybrid basis (for example, working remotely 1-2 days per week and working at a University location the remainder of the week) at the University's discretion.

An employee's classification, compensation, and benefits will not change if the employee is approved for remote work.

Bellevue University reserves the right to deny, modify, or revoke approval for remote work at its sole discretion for any reason at any time. Violations of the remote work policy or failure to adhere to the terms of the Remote Work Agreement may result in disciplinary action, up to and including termination.

## 6.4 Outside Employment

Bellevue University employees are encouraged to engage in activities outside the University, which involve their professional development, competence, and recognition in the educational world and the community. Bellevue University recognizes that some employees may need or want to hold additional jobs outside their employment with the University. Bellevue University employees are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Prior to engaging in outside employment:

- Full-time faculty employees must request and receive approval of their Dean and the President.
- Non-faculty employees must request and receive approval of their direct manager and senior department leader (Director-level or above). Those reporting directly to the President must submit all requests directly to the President for approval.

Requests for permission to accept outside employment will not be granted if any of the following are true:

- The outside employment presents a conflict of interest as defined in University Policy Statement 22, Code of Ethical Conduct (See Appendix);
- The outside employment interferes with the employee's assigned job duties (including office hours and/or scheduled meetings), job performance, or ability to fulfill all responsibilities to Bellevue University;
- The outside employment overlaps with the employee's Bellevue University's work schedule, including on-call hours; OR
- Such outside employment requires the utilization or involvement of University facilities, personnel, and/or students, University tools or equipment, or the unauthorized use or application of any confidential information.

Each full-time employee seeking outside employment is required to complete the "Outside Employment Authorization Form." The authorization form must be submitted for approval at least two (2) weeks in advance of the proposed employment.

Employees are not permitted to use any type of paid leave in order to perform work for an outside employer.

## 6.5 Non-Faculty Teaching/Supplemental Assignments at Bellevue University

Bellevue University recognizes that some employees may be qualified and wish to be considered for part-time teaching or other supplemental assignments at the University. Non-faculty employees are to give primary attention to their full-time position at the University. Non-faculty employees may accept teaching or other supplemental assignments for Bellevue University only with the prior approval of their manager, the appropriate Dean (or appropriate manager in case of other supplemental assignments), and their Vice President. Non-faculty employees must understand that their first responsibility is to their full-time job and should their presence be required to fulfill this obligation they may be unavailable to teach or perform supplemental assignments at specific times.

Requests by qualified non-faculty employees for teaching or other supplemental assignments at Bellevue University will not be approved if any of the following are true:

- Approval of such a request could present a conflict of interest as defined in University Policy Statement 22, Code of Ethical Conduct (See Appendix);

- Approval of such a request would violate the Bellevue University policy on employment of relatives (See Section 3.2 of this Handbook);
- Approval of such a request would unreasonably interfere with the employee’s ability to fulfill their full-time job duties on an ongoing basis (*For example, an employee responsible for investigating student complaints creates a potential for impartiality with respect to any future investigations involving students taught by the employee. Because the potential for actual or perceived impartiality would require the employee to be screened out of any future investigations involving students taught by the employee, it unreasonably interferes with the employee’s ability to fulfill their full-time job duties on an ongoing basis*);
- The class schedule or other time commitments of the teaching assignment overlaps with the employee’s normal work schedule, including on-call hours; OR
- The employee is currently subject to a performance improvement plan (PIP) or other disciplinary action.

Each non-faculty employee seeking approval for a teaching or other supplemental assignment is required to complete the “Employee Authorization for Teaching or Contract Services Form.” The authorization form must be submitted for approval at least two weeks in advance of the proposed teaching or other supplemental assignment. A separate form is required for each separate teaching or other supplemental assignment. Non-faculty employees are paid for teaching assignments at the same rates offered to adjunct faculty. Non-faculty employees are paid for other supplemental assignments as negotiated between the employee and the appropriate Dean or manager. Such supplemental assignments must be documented in writing. Managers should consult with Human Resources for specific documentation requirements.

## 6.6 Faculty Handbook

In addition to this Employee Handbook, Bellevue University also maintains a separate Faculty Handbook with additional expectations and guidelines specific to faculty whose job duties include teaching students on behalf of the University. All Bellevue University faculty, including both full-time faculty and adjunct faculty, are expected to perform their work in alignment with the current Faculty Handbook (see **Appendix**).

## 6.7 Professionalism (Attitude, Dress, and Grooming)

Bellevue University is a place where all individuals are important, whether they are students, employees, clients, partners, or campus guests. Maintaining an atmosphere of respect, courtesy, and congeniality among individuals is essential for the continued success of the University. Employees are expected to conduct University business with the highest standards of professionalism.

Bellevue University provides a casual yet professional work environment for its employees, depending on job duties. Even though the dress code may vary by department, it is important for all employees to project a professional image to students, employees, clients, partners, or

campus guests. All employees are expected to dress in a professional manner appropriate to their job positions. Managers will advise their employees when a specific dress code is required for their department or job position. All employees are expected to dress, groom, and present themselves in a manner consistent with good hygiene, safety, and good taste. Please use common sense and consult with the senior leader of Human Resources for additional guidance.

Employees who fail to meet professionalism standards may be subject to disciplinary action, up to and including termination of employment.

## 6.8 Social Media Acceptable Use

Bellevue University recognizes that many of our employees are actively posting and sharing information in web-based social media venues and that communications through these channels can provide a variety of benefits for the individuals who participate on a personal basis. Social media may provide inexpensive, informal, and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, Bellevue University has established the following guidelines for employee participation in social media. This policy is not intended to apply to official Bellevue University social media accounts maintained by University staff or contractors as part of their official job duties.

*Note:* As used in this policy, “social media” refers to personal blogs, websites, forums, and personal accounts on social networking websites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, SnapChat, and TikTok, and others not listed here.

**Off-duty use of social media.** Employees must ensure that their social media activity does not interfere with their work. In general, Bellevue University considers social media activities to be personal endeavors, and employees are expected to carry out such activities on their own time using their own facilities and equipment. In general, employees should not use personal social media accounts to conduct University business. Employees acting in a private capacity on social media where their relationship with Bellevue University could be identified, should be careful not to post things that violate Bellevue University policies or codes of conduct.

**Confidentiality.** Bellevue University employees must not disclose confidential information and should not identify or reference University students, clients, partners, or vendors on social media without express permission from Bellevue University. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**Respect.** Bellevue University employees are expected to demonstrate respect for the dignity of the University, its officers, its students, its clients/partners, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments that may result in actual or perceived disrespect to those populations. Even if a message is posted anonymously, it may be possible to trace it back to the employee. Similarly, employees should not engage in harassing, discriminatory, or other behavior on social media that would be prohibited by another Bellevue University policy.

**Required Disclaimers.** Employees may not make statements on social media that would give the impression that the views are expressed on behalf of Bellevue University. If an employee identifies himself or herself as a Bellevue University employee or discusses matters related to the University on social media, the employee must include a conspicuous disclaimer on the webpage or social media account stating that the page/account does not express the views of Bellevue University and that the employee is expressing only his or her personal views. For example, “The views expressed on this account/website/blog are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to Bellevue University or the University’s business. Employees must keep in mind that such a disclaimer will not shield them from disciplinary action, if they post information on a social media site that is in violation of Bellevue University policy and/or federal, state, or local law.

**Trademarks and copyrights.** Employees may not use the University’s or others’ trademarks or copyrights on a social media site, or reproduce the University’s or others’ intellectual property without proper permission. Employee use of Bellevue University’s name, logos, and photos on social media to promote the University or its events and accomplishments is allowed in compliance with the social media policies above.

Employees who are found violating any of the above guidelines may be subject to appropriate corrective action or disciplinary action, up to and including termination of employment.

Nothing in this policy is intended to, nor should it be interpreted to, in any way limit employee rights under any applicable federal, state, or local laws, including employee rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

## 6.9 University Policies and Training

Bellevue University maintains University and departmental-level policies and procedures on different subject matters that apply to employees, students, guests and others. University-level policies are published on Bellevue University’s website at <https://www.bellevue.edu/student-support/policies/>. Department-level policy and procedures are maintained by department leaders. All employees are expected to follow University and department-level policies and procedures and may be subject to disciplinary action for violating such policies and procedures, up to and including termination.

Bellevue University also requires employees to complete mandatory training on a regular basis. Some trainings are required annually, while others are required less frequently as directed by the University. Examples of training topics include, but are not limited to: Title IX/discrimination/harassment, FERPA, misrepresentation, cybersecurity, and information security. Employees who are notified of mandatory training requirements are expected to



complete such trainings as directed. Failure to complete mandatory employee training as directed may result in disciplinary action, up to and including termination.

#### 6.10 Required Postings

All required governmental postings are posted on the boards located in common areas and break rooms throughout campus. These boards may also contain general announcements.

#### 6.11 Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is prohibited while either the employee being solicited or the employee doing the soliciting is on work time.

Bellevue University has adopted a general policy on solicitation, vending, and sales of good and services on campus in University Policy Statement 414, Vending and Sales of Goods and Services. (See **Appendix**)

Employees who violate this policy may be subject to appropriate corrective action or disciplinary action, up to and including termination of employment.

#### 6.12 University Equipment

Bellevue University provides a wide variety of equipment to employees as necessary to carry out University business. This may include but is not limited to the following: computers and related accessories, telephones, keys, credit cards, furnishings, vehicles, and other supplies/equipment.

Bellevue University provides such equipment to employees for University business purposes. While Bellevue University recognizes that some limited personal uses (such as using a Bellevue University telephone to make a brief, local call during an employee's rest break) may be acceptable when they do not interfere with job duties or result in additional costs to Bellevue University, these should be kept as brief as possible and to a minimum. Occasional limited personal use should: result in little or no cost to Bellevue University; be brief; occur infrequently; not interfere with the employee's job duties; and not compromise the security or integrity of Bellevue University property, information, or equipment. Abuse of these privileges is subject to corrective action and/or disciplinary action, up to and including termination of employment.

Employees are expected to exercise reasonable care to maintain Bellevue University property in their care and custody in the best possible working condition and to protect such equipment from theft, loss, or damage. Employees must also not leave Bellevue University equipment unsecured and unattended such that it opens access to confidential University information. If an employee is negligent in the care and custody of University equipment, the employee may be financially responsible for any resulting losses and may be subject to corrective action or disciplinary action, up to and including termination of employment.



### 6.13 Computers, Internet, Email, and Other Resources

Bellevue University provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, fax, scanner, Internet, intranet, e-mail, videoconferencing, instant messaging, text messaging, or any other Bellevue University-provided technology, use should be reserved for University-related matters during work hours. All communication using these tools should be handled in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of such Bellevue University-provided communication tools. All communications made using Bellevue University-provided communication tools are subject to inspection by Bellevue University. Employees should keep in mind that even if they delete an email, voicemail, videoconference recording, or other communication, a copy might be archived on the University's systems. Internal and external communications are considered business records and may be subject to federal and state record keeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when using these communication tools within and outside the University.

All use of Bellevue University-provided communications systems, including e-mail and internet, should conform to our University policies. For example, employees may not use such systems to engage in harassing or discriminatory behavior, or to improperly disclose confidential information.

Employees are expected to understand and comply with relevant Information Technology policies regarding IT resources:

- University Policy Statement 401, Management and Use of Email (See **Appendix**)
- University Policy Statement 402, Computer and Network Use (See **Appendix**)
- University Policy Statement 445, Information Security (See **Appendix**)

Human Resources reserves the right to access employee communications on Bellevue University-provided communications systems without further notice to the employee in order to ensure compliance with this or other Bellevue University policies or applicable laws or to monitor.

Nothing in this policy is intended to, nor should it be interpreted to, in any way limit employee rights under any applicable federal, state, or local laws, including employee rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

### 6.14 Disciplinary Action

Bellevue University expects employees to comply with the organization's standards of behavior and performance and to correct any noncompliance with these standards. Disciplinary action may be initiated for various reasons including but not limited to deficiencies in job performance,

insubordination, or violation of any applicable Bellevue University policy. All written disciplinary actions will be documented in the employee's personnel file.

In most circumstances, Bellevue University endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. However, Human Resources reserves the right to determine the nature and extent of disciplinary action, if any, that may be appropriate in any given circumstance and reserves the right to take any disciplinary action deemed appropriate in the University's sole discretion, up to and including termination. This policy does not modify the status of employees as employees-at-will or in any way restrict Bellevue University's right to choose to bypass a progressive disciplinary process. In cases involving serious misconduct or any time Bellevue University determines it is necessary or proper in Bellevue University's sole discretion, the preference for progressive discipline may be disregarded. Disciplinary actions will be administered in a fair and equitable manner.

Types of disciplinary actions may include, but are not limited to the following:

**Verbal Warning.** A verbal warning is intended to be used by a manager to notify an employee that an improvement is needed in the employee's work performance and/or behavior and when previous informal conversations with the employee have not been successful in solving the problem. Documentation of verbal warnings is typically retained by the manager and is generally not placed in the employee's personnel file unless it becomes relevant to a subsequent disciplinary action.

**Written Warning.** A written warning provides formal notice to an employee regarding work performance issues, inappropriate workplace behavior, and/or policy or ethical violations. A written warning may be used as a second step of performance or workplace behavior issues following a verbal warning or can be used as a first step in cases of more serious first offenses for which a verbal warning is insufficient. A written warning may also be utilized for issues related to policy or ethical violations, attitude, or integrity that are not appropriate for a PIP because they require immediate correction and accountability. The original written warning will be placed in the employee's personnel file and a copy provided to the employee.

**Performance Improvement Plan (PIP).** A PIP is a formal written corrective action plan used by the manager as a final attempt to resolve a serious performance issue that has not been addressed by an employee after coaching and/or warnings or when a more serious first offense requires a formal corrective action plan for resolution as determined by management and/or HR. PIPs are appropriate when an issue is related to job performance, behavior, skills, knowledge, or motivation and can be improved within a reasonable time period with the guidance and support of a specific corrective action plan. Employees with an active PIP are not eligible for discretionary bonuses, merit-based wage increases, tuition remission benefits, or to apply for open Bellevue University internal positions. The original PIP will be placed in the employee's personnel file and a copy provided to the employee.

**Suspension.** Human Resources has the authority to temporarily suspend and remove employees from the workplace, with or without pay, in response to employee violations of Bellevue University policy, allegations of legal violations, performance or behavioral issues, or as an interim measure pending investigation of such allegations. Employees under suspension are not eligible for discretionary bonuses, merit-based wage increases, tuition remission benefits, to accrue paid leave while on an unpaid suspension, or to apply for open Bellevue University internal positions, and may be subject to other terms and conditions of the suspension (for example, a requirement to not come to campus or attend University events). Records of suspension will be placed in the employee's personnel file.

**Termination.** Bellevue University reserves the right to terminate the employment of any employee at any time, for any reason, with or without notice. Termination for disciplinary reasons will be determined in Bellevue University's sole discretion. Records of termination for disciplinary reasons will be maintained by Human Resources and placed in the employee's personnel file.

## 7. Time Off and Leaves of Absence

*Important Note: Many states and municipalities have laws related to leaves of absence and paid time off that include family and medical leave, paid sick leave, small necessities leave, leave for victims of domestic violence, etc. The provisions below only address federal law and internal policies of general applicability to eligible Bellevue University employees. Where greater requirements exist for certain employees due to state law obligations, Bellevue University will comply with such legal requirements for applicable employees.*

Use of paid leave in contradiction of these policies and/or the submission of false or fraudulent information in order to utilize paid leave is considered a violation of policy and may be subject to discipline, up to and including termination.

Other than for University-observed holidays and unpaid leave, employees are responsible for submitting accurate requests for absences/use of paid leave time in the ADP system in accordance with the leave policies below. Employees should generally not perform work while on paid leave and should seek manager guidance if they believe work performance may become necessary during leave time.

### 7.1 Holidays

**University-Observed Holidays.** The University closes for designated holidays as determined by Bellevue University leadership. The holiday schedule will follow the academic year and will be announced prior to the start of each calendar year. Specific days of observance (when holidays fall on a weekend) will be designated by the University.

**Holiday pay.** Employees who are eligible to accrue paid leave time are also eligible for holiday pay. Part-time non-benefitted employees (including student workers and adjunct faculty) and temporary employees are not eligible for holiday pay.

Holiday pay shall be at the employee's regular base rate multiplied by the employee's number of regularly scheduled hours.

Employees on unpaid leave on the work day immediately preceding or following the holiday are not eligible for holiday pay. An employee who is separating from employment who will not return to work on the work day following the holiday are not eligible for holiday pay.

**Personal Holidays.** Regular full-time employees will receive 40 hours of personal holiday leave per fiscal year (July 1-June 30). Personal holiday leave is intended as floating holidays, which may be used for holidays not observed for holiday pay by the University; for example, for religious observances, employee birthdays, or for other personal reasons. Personal holiday leave is not considered an accrued benefit and, therefore, is not carried over from year-to-year or compensated upon termination. An absence request for personal holiday leave must be submitted to the manager, prior to the requested time off.

Employees must submit requests to use personal holiday leave through the ADP system and receive manager approval prior to the start of such leave. Leave requests should be submitted at least 48 hours prior to the start of the leave in order to be considered an excused absence.

## 7.2 Vacation

Bellevue University recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The University provides paid vacation time to regular full-time employees for this purpose and employees are encouraged to take vacation during the year.

Full-time regular employees will accrue paid vacation according to the accrual schedule published in the **Appendix**.

Employees may accrue vacation leave up to two times his/her annual accrual amount. Once an employee reaches this maximum accrual allowance, the employee will no longer accrue additional vacation leave. Accrued vacation leave may be carried over from one calendar year to the next, subject to the maximum accrual allowance. (*EXAMPLE: Employee A has an annual vacation accrual of 80 hours per year. Employee A's maximum accrual amount is 160 hours. Employee A will stop accruing vacation leave once his/her accrual balance reaches 160 hours*).

Employees whose employment terminates will be paid for any accrued, unused vacation leave balances remaining as of the date of separation based upon the employee's then-current rate of pay.

The University maintains a separate vacation accrual policy for executive positions. In a situation where an employee is demoted or changes positions, moving from the executive vacation accrual schedule to the employee vacation accrual schedule in this Handbook, the University will pay out the employee's vacation leave accruals in excess of the maximum accrual allowance and the employee will revert to the vacation accrual policies above.

Employees must submit requests to use vacation leave through the ADP system and receive manager approval prior to the start of such leave. Employees are strongly encouraged to provide as much notice as possible in order to allow leaders to plan for the absence, and should review Section 6.1 of this Handbook for information on excused versus unexcused absences. Bellevue University reserves the right to disapprove leave requests or to designate when some or all of vacation leave must be taken for legitimate business reasons.

## 7.3 Advanced Vacation Leave

Bellevue University may advance vacation leave to an employee in an amount not to exceed the employee's annual accrual amount. Advanced vacation leave may only be used if the employee's vacation leave balance is exhausted and the employee is reasonably expected to return to duty. An employee must receive prior approval for advanced vacation leave from their manager and HR.

Employees who are not eligible for vacation leave are not eligible for advanced vacation leave.

**Repayment; Written Agreement.** When an employee uses advanced vacation leave, the employee is "borrowing" from their future vacation leave accruals. A negative leave balance will result for the employee, creating an obligation to liquidate (or repay) the advanced vacation leave. Advanced vacation leave is typically repaid automatically by applying subsequently accrued vacation leave to the negative leave balance until the balance is restored to zero.

Any negative leave balances remaining on an employee's account upon separation from employment must be repaid by the employee. The repayment amount shall be calculated by multiplying the number of negative hours on the employee's leave balance by the employee's hourly rate of pay at the time the advanced vacation leave was taken.

Prior to using advanced vacation leave, an employee is required to sign an agreement containing the following provisions:

- Authorization for Bellevue University to repay advanced vacation leave as described in this policy;
- Authorization for Bellevue University to deduct any advanced vacation leave repayment owed at the time of separation from employment from the employee's final payroll (including any bonuses); and
- Employee's agreement to repay any outstanding balance not covered by payroll deduction from personal funds within 30 days of separation from employment.

#### 7.4 Sick Leave

Bellevue University provides regular, full-time employees with paid sick leave. Eligible full-time employees accrue sick leave at a rate of 6.67 hours per month (80 hours annually).

Employees may use accrued sick leave for absences from work for the following purposes:

- Due to the employee's own personal health, illness, injury, disability, physical or mental condition, or recovery from the same that prevents the employee's performance of usual work duties;
- For the employee to attend medical appointments or medical procedures;
- To care for an immediate family member (spouse, parent/stepparent or dependent child/stepchild) experiencing personal illness, injury, disability, or recovery from the same;
- To run concurrently with qualifying FMLA leave in order to provide paid leave to the employee;
- To attend to the employee's own personal needs due to suffering domestic violence, sexual abuse, stalking, or criminal harassment; or caring for an immediate family member (spouse, parent, or dependent child) with such conditions or needs.

Employees may accrue sick leave up to a maximum accrual allowance total of 520 hours. Once an employee reaches this maximum accrual allowance, the employee will no longer accrue additional sick leave. Accrued sick leave may be carried over from one calendar year to the next, subject to the maximum accrual allowance.

Employees must submit requests to use sick leave through the ADP system and receive manager approval. If the need for sick leave is foreseeable, employees should provide advance notice (e.g., a planned medical treatment or doctor's appointment) whenever possible. If the need for sick

leave is not foreseeable, employees are asked to notify their manager as soon as is practical, generally prior to the employee’s normal start time.

Subject to the Americans with Disabilities Act, any absence attributed to illness or injury that continues more than three (3) consecutive business days are required to contact Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu) and provide written medical documentation. Verification may also be requested to allow an employee to resume his/her duties or if management feels the employee’s physical or psychological state may affect the employee’s performance or threaten the productivity or safety of others.

Except as required by state law, unused sick days are forfeited when an employee’s employment ends, regardless of the reason for separation. Violation or abuse of sick leave policies may be grounds for discipline, up to and including termination of employment.

## 7.5 Parental Leave

Bellevue University recognizes the importance of balance in work and family life and in creating an atmosphere where employees can thrive professionally without sacrificing essential family obligations. This parental leave policy is intended to give eligible employees who are new parents additional flexibility and time to bond with a new child and adjust to their new family situation. Employees should contact Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu) in advance to discuss options and make arrangements for parental leave.

**Eligibility for Parental Leave.** Employees who are eligible to accrue paid leave time are eligible for parental leave for bonding and care of a new child as outlined in this section in connection with the birth of a child of the employee or adoption of a minor child by the employee that takes place on or after July 1, 2023. The adoption of a stepchild by a stepparent and/or the adoption of an adult individual is specifically excluded from this policy. Sufficient documentation of the family relationship and the date of birth/adoption must be submitted to and approved by Human Resources prior to approval of paid parental leave. Sufficient documentation generally includes a state- or hospital-issued birth certificate, official acknowledgment/declaration of paternity under state law, adoption decree, or similar documentation approved by Human Resources. In exigent circumstances, an employee attestation in the form prescribed by Human Resources may be accepted.

**Parental Leave Provisions.** Eligible employees will receive paid parental leave as follows, which may be used within the 12-month period following the birth or adoption of the child:

Length of BU employment	Paid Parental Leave
37 months or more	6 weeks paid parental leave (240 hours)
12 months – 36 months	4 weeks paid parental leave (160 hours)
Less than 12 months	2 weeks paid parental leave (80 hours)

Eligible employees may also supplement the paid parental leave provided in this policy with other types of paid leave available to them and are required to exhaust all available paid leave prior to requesting or being approved for unpaid leave. Once an eligible employee has exhausted all

available paid parental leave and all other available paid leave, additional unpaid parental leave will be approved at the employee's request, to allow a total of up to 12 weeks of parental leave (including both paid and unpaid portions of parental leave). Refer to Section 7.12, "Unpaid Leave," of this Handbook in the subsection entitled, "Effect on Benefits," for important information that applies to unpaid portions of parental leave.

Note: New parents of multiple children (e.g., twins, triplets, a group of siblings adopted at the same time, etc.) will be awarded only one single allotment of paid parental leave and are not entitled to separate paid parental leave allotments for each individual child (for example, a new parent of twins who has been employed for 61 months will receive six weeks total of paid parental leave; they are not entitled to six weeks for each twin). Additionally, only one allotment of paid parental leave is permitted in any 12-month period.

**Use of Parental Leave.** The parental leave described in this policy will be available to an eligible employee for a 12-month period following the birth or adoption of the child and may be used at any time during this 12-month period, including on an intermittent basis. After eligibility of parental leave has been approved by Human Resources, employees must submit requests to use parental leave through the ADP system and receive manager approval. If the use of parental leave is foreseeable, employees must request approval at least 48 hours prior to the start of such leave in order for it to be considered an excused absence. If the use of parental leave is not foreseeable, employees are asked to notify their manager as soon as is practical, generally prior to the employee's normal start time. Paid parental leave is not considered an accrued benefit and unused paid parental leave will be forfeited if not used within the 12-month period or if an eligible employee's employment ends, regardless of the reason for separation.

**Relationship to FMLA and Other Policies.** Parental leave, whether paid or unpaid, will run concurrently with any qualifying FMLA leave or similar unpaid leave entitlement under state law. In the event an employee has given birth and elects/is approved for short-term disability leave/benefits through BU for the employee's own medical recovery following childbirth or if an employee elects to receive eligible paid family leave, paid disability leave, or similar wage replacement benefits through a state-administered or other program, the paid parental leave under this policy will commence at the conclusion of such benefits with no change to the 12-month utilization period.

## 7.6 Family and Medical Leave (FMLA Leave)

Bellevue University complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. Bellevue University also abides by any state and local leave laws. The



more generous of the laws will apply to the employee if the employee is eligible under both federal and state laws.

Please note there are many requirements, qualifications, precise definitions, and exceptions under these laws, and each employee's situation must be assessed under the law on a case-by-case basis. Contact Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu) to discuss options for leave.

The 12-month period is a rolling period measured backward from the date an employee uses any FMLA leave, except for leaves to care for a covered service member with a serious illness or injury. For those leaves, the leave entitlement is 26 weeks in a single 12-month period, measured forward from the date an employee first takes that type of leave.

**Basic Leave Entitlement.** The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons: (1) for incapacity due to pregnancy, prenatal medical care, or child birth; (2) to care for the employee's child after birth or placement for adoption or foster care; (3) to care for the employee's spouse, son or daughter, or parent who has a serious health condition; or (4) for a serious health condition that makes the employee unable to work.

**Military Family Leave Entitlements.** Eligible employees with a spouse, son, daughter, or parent (as defined in the FMLA) on covered active duty in the regular armed forces or called to covered active duty status in the National Guard or Reserves may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include addressing issues that arise from (1) short notice of deployment (limited to up to seven days of leave); (2) attending certain military events and related activity; (3) arranging childcare and school activities; (4) addressing certain financial and legal arrangements; (5) attending certain counseling sessions; (6) spending time with covered military family members on short-term temporary rest and recuperation leave (limited to up to five days of leave); (7) attending post-deployment reintegration briefings; (8) arranging care for or providing care to a parent who is incapable of self-care; and (9) any additional activities agreed upon by the employer and employee that arise out of the military member's active duty or call to active duty.

The FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current servicemember of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render 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 in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections During FMLA Leave.** During FMLA leave, Bellevue University will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees will be restored to their original or equivalent positions with equivalent pay, benefits, and other

employment terms. However, an employee on FMLA leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the FMLA leave period.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

**Employee Eligibility.** The FMLA defines eligible employees as employees who: (1) have worked for the University for at least 12 months; (2) have worked for the University for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of University worksites that taken together have a total of 50 or more employees.

**Definition of Serious Health Condition.** A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school, work, or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

**Use of FMLA Leave.** An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies also may be taken on an intermittent or reduced work schedule basis.

**Substitution of Paid Leave for Unpaid Leave.** While FMLA leave is unpaid, employers may require the use of accrued paid leave while taking FMLA leave. Accordingly, Bellevue University requires employees to use any accrued paid sick and vacation leave during an unpaid FMLA leave taken because of the employee's own serious health condition or the serious health condition of a family member or to care for a seriously ill or injured family member in the military. In order to use paid leave for FMLA leave, employees must comply with the University's normal paid leave procedures found in this Handbook.

**Employee Responsibilities.** Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the University's normal call-in procedures. Bellevue University may delay leave to employees who do not provide

proper advance notice of the foreseeable need for leave, absent unusual circumstances preventing the notice.

Employees must provide sufficient information for Bellevue University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is 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. Employees also must inform Bellevue University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also are required to provide a certification and periodic recertification supporting the need for leave. Bellevue University also may require a second, and if necessary, a third opinion (at Bellevue University's expense) and, when the leave is a result of the employee's own serious health condition, a fitness for duty report to return to work. Bellevue University also may delay or deny approval of leave for lack of proper medical certification.

**Bellevue University Responsibilities.** Human Resources will inform employees requesting leave whether they are eligible under the FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If employees are not eligible, Bellevue University will provide a reason for the ineligibility.

Bellevue University will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's FMLA leave entitlement. If Bellevue University determines that the leave is not FMLA-protected, Human Resources will notify the employee.

**Other Provisions.** Under an exception to the Fair Labor Standards Act (FLSA) in the FMLA regulations, hourly amounts may be deducted for unpaid leave from the salary of executive, administrative, and professional employees; outside sales representatives; certain highly-skilled computer professionals; and certain highly compensated employees who are exempt from the minimum wage and overtime requirements of the FLSA, without affecting the employee's exempt status. This special exception to the "salary basis" requirements for the FLSA's exemptions extends only to eligible employees' use of FMLA leave.

Employees may not perform work for self-employment or for any other employer during an approved leave of absence, except when the leave is for military or public service or when Bellevue University has approved the employment under its Outside Employment policy and the employee's reason for FMLA leave does not preclude the outside employment.

**Unlawful Acts by Employers.** The FMLA makes it unlawful for any employer (1) to interfere with, restrain, or deny the exercise of any right provided under the FMLA; or (2) to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

**Enforcement.** An employee may file a complaint with the U.S. Department of Labor or may 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.

## 7.7 Military Duty

Bellevue University supports the military obligations of all employees and grants leaves for employees in the regular or reserved Armed Forces who are called or deployed to active duty in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify Human Resources and their manager, and provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify Bellevue University as soon as possible.

An employee requesting military leave must provide a copy of signed military orders reflecting the time period of the leave. Military leave will be unpaid unless the employee requests to use accrued vacation leave concurrent with military leave.

## 7.8 Nebraska Family Military Leave Act

Bellevue University complies with the Nebraska Family Military Leave Act (NFMLA), which requires Nebraska employers to grant unpaid leaves of absence to qualified Nebraska workers who are the spouses or parents of an individual called to military service lasting 179 days or longer.

Please note there are many requirements, qualifications, precise definitions, and exceptions under these laws, and each employee's situation must be assessed under the law on a case-by-case basis. Contact Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu) to discuss options for family military leave.

**Employee Eligibility.** The NFMLA defines eligible employees as employees who: (1) have worked for the University for at least 12 months; (2) have worked for the University for at least 1,250 hours in the previous 12 months; and (3) work at or report to a worksite which has 50 or more employees or is within 75 miles of University worksites that taken together have a total of 50 or more employees. An employee requesting military leave must provide a copy of signed military orders reflecting the time period of the leave.

**Family Military Leave Entitlements.** Eligible employees may take up to 30 days of unpaid family military leave, subject to the additional terms and conditions of this policy. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced work schedule as needed. Employees must make reasonable efforts to schedule leave so as not to unduly disrupt the University's operations. Requests for leave of five (5) or more consecutive work days must be submitted at least two weeks in advance.

**Benefits and Protections During Family Military Leave.** During family military leave, Bellevue University will maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work, so long as the employee continues to pay the employee portion of premiums. Employees who continue to receive sufficient pay during the leave period will continue to pay premiums through payroll deductions. Employees who do not receive sufficient pay must make arrangements with Human Resources for timely payment of the employee’s premium prior to the start of the leave period. If the employee fails to make timely premium payment at any point, a loss of coverage may result.

Upon return from family military leave, the employee will be restored to their original or equivalent position with equivalent pay, benefits, and other employment terms. However, an employee on family military leave does not have any greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave period.

**Substitution of Paid Leave for Unpaid Leave.** While family military leave is unpaid, employees may use accrued vacation leave during an unpaid family military leave period. In order to use vacation leave, employees must comply with the University’s normal paid leave procedures found in this Handbook.

## 7.9 Bereavement Leave

Full-time employees may take up to three (3) work days of paid bereavement leave upon the death of a member of their immediate family to make arrangements, settle family affairs, bereavement, and/or to attend funeral or memorial services. “Immediate family members” are defined as an employee’s spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.

Bereavement leave may be used on nonconsecutive days but must be utilized within a reasonable timeframe of the family member’s death unless the funeral or services are delayed.

In the event there is suspicion or allegations of abuse of bereavement leave, the senior leader Human Resources reserves the right to review and request additional information from the employee.

## 7.10 Civic Duty Leave

**Jury Duty.** Bellevue University supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their manager as soon as possible after receiving the notice to allow advance planning for an employee’s absence. An employee who provides Bellevue University with reasonable notice of jury duty summons will not be subject to

discharge from employment, loss of pay, loss of sick or vacation leave, or any other form of penalty as a result of absence from employment due to such jury duty.

If an employee is released from jury duty on any given day with 4 hours or more of the work day remaining, the employee is expected to report to work for the remainder of that work day or use accrued vacation leave for the remainder of the work day.

**Court Appearances.** Time for appearances in court for personal matters or other purposes other than jury duty (for example, personal legal matters or in compliance with a subpoena that is unrelated to the employee's job) will be the individual employee's responsibility. An employee may use accrued vacation leave time for such purposes. For employees directed by BU to appear in court as part of the employee's job duties, such time will be considered work time.

**Election Workers.** Bellevue University supports employees in their civic duty to serve as election workers. Employees must provide reasonable notice of their appointment as an election worker, or as soon as possible when appointed on election day to fill a vacancy. Employees will receive paid civic duty leave for the actual work hours missed due to election worker service at the employee's regular base rate. Employees must provide sufficient documentation proving service as an election worker in order to be approved for civic duty leave.

### 7.11 Time Off for Voting

Bellevue University recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, Bellevue University employees will have sufficient time outside of working hours to vote. If for any reason an employee believes this will not be the case, the employee should contact their manager to discuss scheduling accommodations.

Employees whose work schedules do not allow them at least two hours of non-work time during polling hours on an election day may be eligible for up to two (2) hours of paid civic duty leave time for purposes of voting. Human Resources must approve all requests for paid civic duty leave for voting. Employees are responsible for requesting such leave in advance.

### 7.12 Unpaid Leave

**Voluntary/Employee-Requested.** Bellevue University recognizes that employees may occasionally require additional time off work beyond what is provided in paid leave opportunities. An employee who has exhausted all accrued personal holiday, sick leave, vacation leave, or any other type of paid leave that may apply to an employee's proposed absence, may request approval for leave without pay. Such requests must be submitted to the employee's manager and Human Resources in advance of the leave period and must specify: (1) the nature of the exigency requiring the employee's absence from work; (2) the expected dates and duration

of the need for leave from work; and information about how the employee may be contacted by Bellevue University while on leave.

Bellevue University will evaluate such requests on a case-by-case basis considering: any accrued leave balances of the employee that may apply; the nature of the circumstances; the employee's length of service and job performance; the impact on department and University business needs.

Requests for unpaid leave will not be approved when the employee has accrued leave balances eligible to be used for the proposed absence.

The President may also approve unpaid sabbaticals for full-time employees as outlined in University Policy Statement 516, Unpaid Sabbatical Leave of Absence Policy (see **Appendix**)

**Involuntary.** Bellevue University reserves the right to place any employee on unpaid leave at any time for any reason, including but not limited to a suspension or other disciplinary action or as an interim measure while an allegation of a violation of law or policy is investigated.

**Effect on Benefits.** During approved unpaid leave, Bellevue University will maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work, so long as the employee continues to pay the employee portion of premiums. Employees must make arrangements with Human Resources for timely payment of the employee's premium prior to the start of the leave period. If the employee fails to make timely premium payment at any point, a loss of coverage may result.

Sick and vacation time do not accrue during any month in which an employee does not perform actual paid work.

## 8. Employee Benefits

Bellevue University recognizes the value of benefits to employees and their families. Bellevue University supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to the company Summary Plan Descriptions (SPD), which are found on the ADP portal (employee login required), or contact the Human Resources department. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control. The Administrator of each employee benefit plan, as defined in the SPD, has the discretionary authority to determine eligibility for benefits and to construe the plan's terms.

Human Resources annually publishes a Benefit Summary Resource Guide, which provides a general description of the benefit plans and programs for the upcoming calendar year, as a guide for employees' informational purposes.

Bellevue University reserves the right to modify, amend, or terminate its employee benefits as they apply to all current and former employees.

### 8.1 Medical, Dental, and Vision Insurance

Full-time employees working 30 hours or more per week are eligible for medical, dental, and vision insurance upon hire. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

### 8.2 Basic Group Life Insurance/AD&D

Bellevue University provides basic life and accidental death and dismemberment (AD&D) insurance for full-time regular employees. Employees are eligible for this benefit upon hire. The basic life insurance benefit is \$50,000. The cost of this coverage is paid for in full by Bellevue University.

### 8.3 Voluntary Supplemental Life/AD&D, Accident, and Critical Illness Insurance

Employees also have the opportunity to enroll in supplemental Voluntary Life Insurance/AD&D, Voluntary Accident coverage, and/or Voluntary Critical Illness coverage for themselves and/or eligible family members at their own expense for supplemental coverage beyond the basic benefits.

### 8.4 Short-Term Disability

Short-term disability is offered to full-time employees who have completed at least six (6) months of benefit-eligible employment at Bellevue University. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee.

In the event of extended sick leave beyond seven (7) calendar days, eligible employees will be entitled to the University's Short-Term Disability (STD) Plan. The employee will be paid 66 2/3% of his/her salary, less applicable taxes and other deductions, provided the necessary leave documentation has been approved by the Human Resource Department.



STD may be waived and accrued sick, vacation and personal days may be used in lieu of STD to receive full pay during this ninety (90) day period.

Accrual of sick and vacation days will discontinue during a leave of absence where the employee does not work during the month.

Short-term disability benefits will run concurrently with FMLA leave and/or any similar state law leave entitlement when permitted by law.

Some states have a mandatory disability program where you may be charged a premium in the form of a payroll tax. Employees utilizing a state disability program are not eligible to receive STD or other paid leave concurrent with receipt of disability benefits.

## 8.5 Long-Term Disability

Long-term disability benefits are offered to regular, full-time employees. If an eligible employee becomes totally disabled and cannot work for an extended period of time and following a required 90-day qualification period, this coverage pays 66 2/3% percent of the employee's salary, up to the policy limits and less applicable taxes. The cost of this coverage is paid for in full by Bellevue University.

Long-term disability benefits will run concurrently with FMLA leave and/or any similar state law leave entitlement when permitted by law.

## 8.6 Retirement Program

Bellevue University recognizes the importance of saving for retirement and offers eligible full-time and part-time employees the opportunity to participate in a 403b retirement plan. Student employees and certain non-resident aliens are excluded from 403b participation. Adjunct faculty are eligible for employee contributions, but are not eligible for matching contributions. Eligible employees are auto-enrolled upon hire with a 2% contribution rate. Employees may change their contribution percentage or opt out of 403b plan contributions after registering and logging into their account with Principal. Contact Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu) for more information.

Eligibility, matching, vesting, and all other matters relating to these plans are explained in plan documents that can be obtained from Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu).

## 8.7 Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment.

Bellevue University pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The company abides by all applicable state workers' compensation laws and regulations.

If an employee sustains a job-related injury or illness, no matter how minor it may seem, the employee is expected to notify their manager and Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu) immediately. If the employee is unable to report the incident, the manager is responsible for reporting to Human Resources at [askbenefits@bellevue.edu](mailto:askbenefits@bellevue.edu).

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave or other leave, if applicable, where permitted by state and federal law. Employees receiving replacement wages from the workers' compensation program are not eligible to receive STD or other paid leave concurrent with receipt of workers' compensation benefits.

## 8.8 Wellness Program

Bellevue University believes in wellness and wants our employees to be well and happy. To help accomplish employee wellness goals, Bellevue University has partnered with an outside wellness program vendor.

Employees who elect to have our health insurance will have access to the wellness portal in which they will document their wellness achievements. Employee wellness achievements at University-designated levels will qualify for discounted health insurance premiums for the following year, which are published each year during annual benefits enrollments.

## 8.9 Employee Assistance Program (EAP)

Bellevue University has partnered with an outside vendor for this program. There is no charge to benefit eligible employees. EAP provides confidential short-term counseling for employees and eligible dependents. More information and access instructions can be found in ADP.

## 8.10 Tuition Remission

Bellevue University believes in furthering the education of their employees and offers two options including Undergraduate and Graduate Courses and Programs. Refer to University Policy Statements 500 and 503 in the **Appendix**.

## 8.11 Financial Wellness

Bellevue University recognizes the importance of building a sturdy financial foundation and the overall impact of financial wellness on quality of life and the ability to thrive personally and professionally. In addition to the retirement benefits provided for eligible employees, Bellevue University employees have access to the following financial wellness resources:

**The Work Number** – [www.theworknumber.com](http://www.theworknumber.com) – Streamline income and employment verifications for home financing, renting, auto purchases, credit/loan applications, or government benefit programs. Log into ADP for more information.

**Principal** – <https://www.principal.com/> – Principal administers Bellevue University's retirement plans. Employees can register and manage retirement accounts online via Principal's website. Employees also have access to Principal's library of financial education resources and webinars on various financial wellness topics.

**Future Plan** – The contact number is 855-711-5283. Future Plan provides 3(16) fiduciary services to the 403b Retirement Plan. Future Plan is a great resource for 403b plan participants on distribution options along with providing all required participant notices.

**TIAA** – The former retirement plan administrator for Bellevue University. Some faculty and employees still have investments in TIAA funds and the TIAA representatives are fully licensed and available to discuss the retirement-based topics or transfer to other departments if needed. Additional information can be found on the TIAA website, including: Education, Portfolio Building Tools, Calculators, Webinar Access and more.

## 8.12 Other Benefits

**Graduation Incentive.** Bellevue University offers a Graduation Incentive Program for eligible full-time employees. Refer to University Policy Statement 14 in the **Appendix** for full details.

**Relocation Reimbursement.** Bellevue University may reimburse certain relocation expenses for newly hired or transferred employees. Reimbursement is authorized only with prior approval of the appropriate senior manager and the University President and subject to the requirements and limitations of University Policy Statement 411, Relocation Expenses (see **Appendix**).

**Business Travel Reimbursement.** Bellevue University maintains a uniform policy for reimbursement of reasonable, necessary, and approved expenses incurred by employees in performance of University business and business travel. Refer to University Policy Statement 416, Travel Policy, in the **Appendix** for details on allowable expenses, documentation requirements, and approval processes.

## Appendix to the Bellevue University Employee Handbook

### Appendix Documents:

<a href="#"><u>Workplace Concern Notification to Human Resources</u></a>
<a href="#"><u>Bellevue University Vacation Leave Accrual Schedule</u></a>
<a href="#"><u>Bellevue University Faculty Handbook</u></a>
<a href="#"><u>University Policy Statement 4, Title IX Policy</u></a>
<a href="#"><u>Title IX Grievance Process</u></a>
<a href="#"><u>University Policy Statement 5, Employee-Student Relationships</u></a>
<a href="#"><u>University Policy Statement 6, Non-Discrimination Policy</u></a>
<a href="#"><u>University Policy Statement 7, Section 504 and ADA Grievances</u></a>
<a href="#"><u>University Policy Statement 8, Campus Threat Assessment</u></a>
<a href="#"><u>University Policy Statement 11, Alcohol and Drugs Policy</u></a>
<a href="#"><u>University Policy Statement 13, FERPA</u></a>
<a href="#"><u>University Policy Statement 14, Graduation Incentive Program</u></a>
<a href="#"><u>University Policy Statement 20, Public Relations and Release of Information</u></a>
<a href="#"><u>University Policy Statement 22, Code of Ethics</u></a>
<a href="#"><u>University Policy Statement 80, Tobacco-Free Policy</u></a>
<a href="#"><u>University Policy Statement 401, Management and Use of Email</u></a>
<a href="#"><u>University Policy Statement 402, Computer and Network Use</u></a>
<a href="#"><u>University Policy Statement 411, Relocation Expenses</u></a>
<a href="#"><u>University Policy Statement 414, Vending and Sales of Goods and Services</u></a>
<a href="#"><u>University Policy Statement 415, Official Use of University Vehicles</u></a>
<a href="#"><u>University Policy Statement 416, Travel Policy</u></a>
<a href="#"><u>University Policy Statement 431, Crime and Security</u></a>
<a href="#"><u>University Policy Statement 440, Safety Policy and Procedures</u></a>
<a href="#"><u>University Policy Statement 441, Weapons Policy</u></a>
<a href="#"><u>University Policy Statement 445, Information Security</u></a>
<a href="#"><u>University Policy Statement 509, Drug-Free Workplace Policy</u></a>
<a href="#"><u>University Policy Statement 500, Tuition Remission: Undergraduate Courses/Programs</u></a>
<a href="#"><u>University Policy Statement 503, Tuition Remission: Graduate Courses/Programs</u></a>
<a href="#"><u>University Policy Statement 516, Unpaid Sabbatical Leave Policy</u></a>
<a href="#"><u>University Policy Statement 525, Safe Driver Policy</u></a>
<a href="#"><u>University Policy Statement 998, Whistleblower Policy</u></a>

If you are viewing this Handbook in electronic format, you can click the links above to quickly access Appendix documents.

If you are viewing this Handbook in paper format, you can access the electronic version with links to Appendix documents by logging into ADP. Employees may also request copies of Appendix documents by contacting Human Resources at [HREmployeeRelations@bellevue.edu](mailto:HREmployeeRelations@bellevue.edu).