

JACKSONVILLE

U N I V E R S I T Y

EMPLOYEE HANDBOOK

This handbook contains a summary explanation of many of the benefits and University policies in effect at the time of publication. It is not intended to create an employment contract and is subject to change at any time at the discretion of the University.

It is the responsibility of each employee to review the Handbook so the employee is familiar with University policies and procedures.

Revised 09/2018

EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

This is to provide you with information and directions to our Employee Handbook on the Jacksonville University intranet.

Go to: <https://www.ju.edu/humanresources/docs/ju-employee-handbook.pdf>
and click on the Employee Handbook link.

This Employee Handbook supersedes all previous versions that have been issued by the University. This form contains my acknowledgment that I have received directions for accessing the Jacksonville University Employee Handbook and hereby acknowledge that it is my responsibility to review the handbook so that I am familiar with University policies and procedures.

I understand that the Employee Handbook provides general statements of policy and procedures and is not an express or implied contract or promise guaranteeing any term or condition of employment or continued employment with the University for any period. I understand that the Employee Handbook and the policies and procedures on which they may be based, are subject to additions, modifications, deletions and other changes, and that the University may not be able to provide advance notice of the change. Because of this, I further understand that I should contact the Human Resources Office to obtain current information regarding the status of any particular policy, procedure or practice.

I also understand that my employment at the University is on an at-will basis, and that the University or I may terminate my employment relationship at any time, for any reason or no reason, with or without cause or notice. I understand that new employees are hired subject to a 90 calendar day introductory period. I understand that no representative of the University, except the President, has the authority to enter into an agreement with me relating to any term or condition of my employment, including, without limitation, any agreement for employment for any specified period, or to make any promises or commitments contrary to the foregoing. I further understand that any employment agreement entered into by management shall not be valid or enforceable unless it is in writing and signed by both parties.

Signature of Employee

Date

Name of Employee (please print)

WELCOME MESSAGE

Welcome to Jacksonville University, we are very pleased to have you join us! As a new staff member, you will be joining a team of dedicated employees who are committed to the University's mission of preparing students for life-long success in learning, achieving, leading and serving. You will play a vital role in helping JU accomplish this mission.

JU is an open, friendly, and inclusive place to work. We strive to provide each person with meaningful employment, career opportunities, excellent benefits and a superior working environment. Working together and finding creative solutions to problems can only strengthen us, so please feel free to offer new ideas, suggestions or comments.

Remember, the support you lend faculty and students on a daily basis helps maintain the JU tradition of a caring, personal, high-quality university. Recently, U. S. News & World Report ranked JU as one of the top schools in America. This honor, along with others we've received, is the direct result of collaboration and cooperation among staff, faculty and students. We have a lot to be proud of here at JU.

Just as our students grow and progress, we want all of our employees to thrive at JU. You are encouraged to take advantage of self-development activities, educational courses and the various campus events available to you.

For detailed information about the benefits and University policies and procedures, please refer to the Employee Handbook. Our program is based on respect for each individual, and recognizing that every member of the University community is important to achieving our mission and vision.

Again, welcome to our University family. We're proud to have you join us. Challenge yourself to be the best at what you do. And, above all, enjoy your employment at JU.

Sincerely,

Tim Cost
President
Jacksonville University

JACKSONVILLE UNIVERSITY

MISSION

Our mission at Jacksonville University is to prepare each student for life-long success in learning, achieving, leading and serving.

We accomplish this mission in a small, comprehensive, independent university community located within a vibrant metropolitan setting. The University serves an ethnically and geographically diverse, predominantly undergraduate student body, as well as adult learners in selected undergraduate and graduate programs.

The Jacksonville University learning community provides personalized service, close student-faculty interaction and an extensive array of educational and co-curricular programs. Our learning experience emphasizes engaged learning, the integration of thinking with doing, and the combination of professional preparation with a strong liberal arts foundation.

VISION

Jacksonville University will be a nationally and internationally recognized university known for the success of its students, an inviting and supportive campus, innovative signature programs and strategic partnerships with business and industry.

VALUES

The Jacksonville University learning and living community values:

- students and the quality of their learning/living experience as the highest priority.
- faculty and student engagement in teaching, learning and extending knowledge within an environment of excellence and academic freedom.
- service to the University, community and society.
- honesty, integrity and mutual respect.

PROFILE

Jacksonville University is a private, independent institution. The University offers a balanced approach to coeducational higher education, combining the best attributes of the liberal arts and sciences tradition and professional studies. As a result, students are equipped not only to succeed in meaningful careers and advanced study at the graduate level, but also to function as well-educated, well-rounded citizens in society. This balanced educational preparation further enables students to respond confidently to changing and evolving career and personal opportunities. Jacksonville University offers a rigorous curriculum that addresses the diverse interests, curiosities and educational needs of the total person. While its Core Curriculum exposes students to the broad spectrum of human thought and accomplishment, specialization for specific career or life pursuits is provided within the major.

The College of Arts of Sciences, the Davis College of Business, the College of Fine Arts and the Brooks Rehabilitation College of Healthcare Sciences conduct JU's traditional undergraduate and graduate academic programs. Offering more than 40 undergraduate majors – these include newly designed majors in Electrical and Mechanical Engineering, Business Analytics, Business Information Systems and Information Systems – the University confers the Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Science in Nursing, Bachelor of Fine Arts, Bachelor of Music and Bachelor of Music Education. Pre-professional studies are available for students interested in dentistry, law, medicine, pharmacy and veterinary medicine. The Aviation Program is offered in cooperation with Aerosim Flight Academy, owned by Aerosim Technologies and Delta Airlines.

Jacksonville University maintains a legacy of service to the community. It has been an ardent supporter and provider of cultural and educational programs that enhance the quality of life for Jacksonville and Florida's First Coast citizens. Recognizing the educational needs of working adults, JU also created baccalaureate programs offered during evening hours, on weekends, at off-campus locations and in accelerated formats that assist nontraditional students to continue or complete college degrees.

The Accelerated Degree Program administers degree completion options for nontraditional and adult learners. The eight-week accelerated class options offer intensive studies during weekday evenings and on weekends. Students enrolled may earn a Bachelor of Science (B.S.) degree in Social Sciences, a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree in Interdisciplinary Studies, or a Bachelor of Business Administration (B.B.A.) degree with majors in Business Administration, Finance, Marketing and or Management.

Graduate programs in Business, Choreography, Education, Health Informatics, Mathematics, Marine Science, Mental Health Counseling, Nursing, Orthodontics, Speech Pathology and Visual Arts infuse the community with highly skilled professionals who are instrumental in strengthening the local economy, improving the quality of elementary and secondary education, and meeting the health care requirements of our citizens. The College of Arts and Sciences offers a Masters of Arts (M.A.) in Mathematics and the Master of Arts/Master of Science degree in Marine Science, as well as an online Master of Education (M.Ed.) in Reading Education Program, and a Master of Science (M.S.) in Leadership and Learning with concentration in Educational Leadership and Instructional Leadership and Organization Development. The Davis College of Business has a Master of Business Administration (M.B.A.) offered in three formats: the day-time and evening M.B.A. program and the Executive M.B.A. program, as well as a Master of Science in Organization Leadership and a Doctor of Business Administration (D.B.A.) degree program. The College of Fine Arts offers the Master of Fine Arts degree in Choreography and Visual Arts. The Brooks Rehabilitation College of Healthcare Sciences offers a Master of Science in Nursing (M.S.N.) with cognates in Clinical Nurse Educator, Leadership in Healthcare Systems, Family Nurse Practitioner with the option of Emergency Nurse Practitioner Specialization, Psychiatric Mental-Health Nurse Practitioner, Nursing Informatics, and a dual degree program with the Davis College of Business: Master of Science in Nursing & Business Administration, as well as Master of Science degrees in Speech-Language Pathology, Health Informatics and the new Clinical Mental Health Counseling program scheduled to begin in Fall 2015. The Brooks Rehabilitation College of Healthcare Sciences also offers the Doctor of Nursing Practice degree in both a post MSN to DNP program and a BSN to DNP program. The Public Policy Institute offers a unique interdisciplinary Master in Public Policy degree. Two innovative 5 year programs are also offered: a combined Bachelor of Science/Master of Education degree in Elementary Education offered through the College of Arts and Sciences and 4+1 undergraduate degree/Master of Business Administration degree offered through the Davis College of Business.

Special Academic Opportunities

Jacksonville University and the Florida Coastal School of Law (Coastal Law) have entered into an agreement that will allow selected JU students who have met the requirements to enter Coastal Law after completing only three years of undergraduate study at JU. Participants will earn both a baccalaureate degree and a J.D. under the 6-year program.

The strength of our programs is a function of the University's nationally recognized faculty, some of whom have been honored by such organizations as the Carnegie Foundation for the Advancement of Teaching, the Council for the Advancement and Support of Education, the Pew National Fellowship Program, the Fulbright Scholarship Program and the American Council on Education. Each of Jacksonville University's 219 full-time professors is committed to classroom teaching; JU does not use graduate or teaching assistants in its classrooms.

Comfortably sized classes assure students of individual attention and meaningful interaction with professors and classmates. JU's average class size is 16, and the University has a student-to-faculty ratio of 14:1. Although JU faculty place high priority on teaching, they pursue research and writing projects not as ends in themselves, but as means to maintain and enhance the quality of instruction. This concern for students is an incalculable advantage to those who seek an academic environment that is both stimulating and supportive.

Although most students are from Florida and the southeastern and northwestern United States, the University embraces cultural diversity. Included among its student population are persons from an average of 45 states, Puerto Rico, the Virgin Islands and 50 foreign countries.

In the traditional undergraduate program, women comprise 51 percent of JU's student body; men, 49 percent. Approximately 93 percent of JU's traditional undergraduate student body attends full-time and more than half live on campus.

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SECTION A

POSITION AND PAY

INTRODUCTORY PERIOD

All new employees hired are subject to a 90 calendar day introductory period. This time is for the employee and the supervisor, director, or division head, to determine whether this is the right position for the new employee. It gives the employee time to adjust to new responsibilities and it gives the employee's manager time to assess work and job performance.

Employees should discuss any questions or problems with their supervisor. If the employee's performance or attendance does not meet expectations and standards during the new-hire introductory period, the new employee is subject to termination without notice. Jacksonville University reserves the right to terminate employees with or without cause at any time, including the introductory period.

Employees who are transferred to new positions are also subject to the same type of introductory period for the first 90 days of their new assignment. Successful completion of either the new hire or transfer introductory period does not create a contractual commitment to continued employment.

At the end of the introductory period, the employee's performance will be evaluated and a recommendation will be made with one of three options:

1. conversion to regular status;
2. extension of the introductory period, not to exceed another 90 days; or
3. release from University employment.

All written evaluations regarding an employee's probationary status must be filed with the Office of Human Resources.

GENERAL RULES OF CONDUCT

All Jacksonville University employees are expected to treat supervisors, fellow employees, students, and the public in a professional manner—that is, with respect, integrity, courtesy, and a cooperative behavior. As an employee you project the image of the University to the students, their families, and members of the community. The University is largely dependent upon the support of the local community, corporations, parents, and alumni, and each employee is a vital part of the good public relations picture. It is very important, therefore, that a favorable image be reflected by displaying courtesy and a positive personal appearance.

POSITION CLASSIFICATION

The University classifies its employees for purposes of salary administration, overtime compensation and employee benefits. No classification guarantees employment for any specific term. The classifications are:

Regular Full-time Employees

Employees hired to work the University's normal 38.75 hour work week for 12 months per year (2,015 hours minimum). Employees may be "exempt" or "non exempt" as defined below.

Regular Part-time Employees

Employees hired to work fewer than 12 months per year or fewer than 38.75 hours per week, but a maximum of 1,000 hours per year. Employees may be “exempt” or “non-exempt as defined below.

Temporary Employees

Employees engaged to work full-time or part-time for the University with the understanding that their employment will be terminated upon completion of a specific assignment or a period of time. Employees in this category are not eligible for any of the University’s benefit programs but may be considered “exempt” or “non-exempt” as defined below.

Non-exempt Employees

Employees who are not exempt from the Fair Labor Standards Act are required to be paid overtime at the rate of time and one half their regular rate of pay for all hours worked beyond forty (40) hours in a workweek, in accordance with applicable federal wage and hour laws.

Exempt Employees

Employees exempt from the Fair Labor Standards Act are paid a salary for carrying out a particular function, rather than for completing one or more of a series of assigned tasks during a standard workweek. Therefore, the number of hours that are worked in any given week may be variable and there is no overtime compensation or additional compensation for overtime hours worked that were not required.

NOTE: All employees are employed "at will." Employees serve at the pleasure of their department head and the University administration.

JOB DESCRIPTIONS

All classified positions at the University have a job description that provides a broad overview of the functions, duties, and principal accountabilities. At the beginning of employment, the supervisor will give the employee a job description and ask the employee for review and signature, signifying acknowledgment. Job descriptions are meant to describe the general nature and level of work being performed. They are not an exhaustive list of all responsibilities, duties, and skills required for the position. The University reserves the right to amend and change responsibilities to meet organizational needs.

WORK HOURS

At Jacksonville University for employees each working day is 7.75 hours and the weekly total is 38.75 hours. The standard work day begins at 8:30 a.m. and ends at 5:00 p.m. For employees in the Public Safety Department, the working day schedule may vary based on the needs of the University. It is recognized that in various operating areas a more flexible work schedule may be permissible.

Such a schedule is up to the discretion of each Department Manager/Director. If a flexible schedule is allowed employees must:

- Establish a standard alternative schedule
- Work a 7.75 work day
- Be present during core hours of 9:00 a.m. to 3:00 p.m.
- Have the approval of the Department Manager
- Have, where appropriate, a supervising employee present in the workplace.

Management reserves the right to alter, modify or rescind a work schedule as University requirements change from time to time.

LUNCH PERIOD

Each employee at Jacksonville University is allowed forty five minutes for lunch. The time for lunch is scheduled by the Manager/Supervisor.

OVERTIME

All employees are exempt or non-exempt from overtime pay according to standards adopted by the United States Government under the Fair Labor Standards Act.

If an employee is classified as non-exempt this individual is entitled to overtime pay at one and one-half times their regular hourly rate of pay for each hour worked in excess of 40 hours during the workweek.

Here are some important points to remember about overtime pay:

- A Manager/Director must give approval before any employee can work overtime.
- An employee working overtime must be supervised and those supervising must be exempt employees.
- Sick time does not count as hours worked when calculating overtime pay.

NOTE: Overtime pay is not included as compensation for benefit purposes such as Group Life and various defined contribution plans.

RECORDING WORK TIME

It is the policy of Jacksonville University to comply with applicable federal and state laws that require records to be maintained of the hours worked by our employees. This is to ensure that accurate records are kept of the hours the employee actually works (including overtime hours where applicable) and of the accrued leave time is taken and to ensure that the employee is paid in a timely manner. Administrative employees will complete a monthly time card and submit it, properly signed by the supervisor, to the Payroll Office by the 10th of the month for the prior month. Time cards should reflect the employee's leave time taken. Staff employees will complete a weekly time card and submit it, properly signed by the supervisor, to the payroll office by 10:00 a.m. each Monday. Time cards should reflect the employee's actual hours worked and leave time taken.

Exceptions to this policy can be authorized by the University President and supported by proper documentation maintained in the Vice President for Finance and Administration Office.

ISSUING PAYCHECKS

Paychecks are issued by the Payroll Office. Employees should regularly review their paychecks for errors. If a mistake is found, or an item is not understood, please report it to the supervisor. Referral may be made to either the Payroll Office or the Human Resource Department. In the event a paycheck is lost or stolen, please advise the Payroll Department immediately.

PROMOTIONS/TRANSFERS

If the employee wishes to be considered for a transfer or promotion, application must be through the Office of Human Resources.

Promotions

It is University policy to consider existing employees for vacant positions whenever possible. An employee is eligible to apply for a vacant position of a higher level within his/her department or within the University provided the employee has completed six (6) months of service and is performing in a satisfactory manner. The employee will be considered, if qualified (along with others in the department, University community, as well as any outside candidates) and the position will be given to the person judged by the manager to be the best choice.

Transfers

Openings which are not filled by intradepartmental promotions are generally posted on the "Human Resources Employment Opportunities page" on the JU web site. If the employee sees a posted job, and is interested, an application may be made for consideration by speaking to the staff of the Office of Human Resources. Employees can apply for a transfer provided they have completed six (6) months of service in their present position and are performing satisfactorily. An employee who accepts either a promotion or transfer will be moved into the new position at a time which is mutually agreeable by the hiring manager and current employee's manager.

LAYOFF

If a full-time or part-time employee's position has been eliminated, the employee upon proper application will be considered for the first available position for which he/she is deemed qualified. If there are no such positions the employee's application will be considered for the first available position for which he/she is deemed qualified.

RESIGNATION

If the employee desires to terminate employment with Jacksonville University a minimum of two weeks notice should be provided. This notice should be provided in writing to the Manager/Supervisor. An Exit Interview must be completed and forwarded to the Office of Human Resources.

TERMINATION

Employees are expected to maintain a high standard of conduct and abide by the rules of the University, department and work unit. When an employee does not observe these standards disciplinary action will result.

The following examples of misconduct could result in disciplinary action up to and including dismissal. The list is not intended to be inclusive of all types of misconduct but rather a sample listing of behavior which could result in dismissal. The employee may also be disciplined or dismissed for conduct that may not be specifically covered by this list if the conduct is harmful to the operation of the University or to the rights, reputation, and safety of University employees or students:

1. Excessive, unauthorized tardiness or absenteeism.
2. Failure to comply with University or departmental policy or regulations.
3. Insubordination - Refusal to follow instructions of the duly assigned supervisor including overt or covert questioning and/or undermining authority of management.
4. Substandard work performance.
5. Use of vile, intemperate, or abusive language or fighting, pushing, or acting in a threatening manner to any University employee, student, or visitor.
6. Negligence resulting in damage or defacement of University property.
7. Falsifying employment records or other University records including "time worked" reports.
8. Conduct on or off campus that is a violation of law or University policy, raises questions of moral turpitude and/or brings unfavorable attention to the University.
9. Dishonesty or stealing including irregularity in handling University assets; acts of theft from the University or co-workers; or actual or threatened destruction of University property.
10. Unprofessional conduct, which may adversely affect the workplace such as: intimidation, bullying and or berating others, harassment, inflammatory communication verbally as well as written (emails, memos, etc.)

11. Unauthorized possession, use, copying, or reading of University records or unauthorized disclosure of information contained in such records.
12. Absence for three consecutive days without properly notifying the University.
13. Obtaining a leave of absence under false pretenses.
14. Failure to report to work upon expiration of an approved leave of absence.
15. Concealing or having possession of any weapons, firearms, or explosives while on University premises.
16. Any willful act, careless act, or conduct detrimental to University operations or the safety and rights of other persons on University premises.
17. Excessive or unauthorized use of University telephones for other than University business.
18. Failure to work the assigned work schedule, which may include overtime assignments.
19. Unauthorized use, possession, or distribution of intoxicants, illegal drugs, designer drugs, controlled substances or use of or possession of other drugs that would adversely affect an employee's performance on University premises.
20. Reporting for work under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession and/or use of a controlled substance as per the Drug Free Work Place Policy.

SECTION B

BENEFITS

The University has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial results of illness, death, employee disability, job-related illness or accidents, as well as help to plan for retirement.

The University reserves the right to amend or terminate any of these programs or to require or increase any contribution level for any of the benefits at its discretion. This reserved right may be exercised in the absence of financial necessity.

This section of the Handbook is meant to highlight some features of the benefit plans. The plans are described in more detail in the summary plan descriptions (SPD's) which were provided upon the employee's enrollment in these programs. Complete descriptions of the master contracts are maintained in the Human Resource Department. In the event of any contradiction or misinterpretation of any information in this Handbook, the master contracts will govern in all instances.

SECTION 125 - "FLEXPLAN"

Currently the University offers Regular Full-time employees a program that permits financial contribution to the majority of the benefit programs to be taken on a pre-tax basis. Utilizing this plan allows employees to pay for medical, dental and some ancillary benefits with pre-tax dollars, thereby reducing overall taxable income. The University must adhere to certain laws (under Section 125 of the Internal Revenue Code) regarding the offerings of this tax savings program. The benefit elections that the employee makes and pays for on a pre-tax basis are intended to remain in force for the entire calendar year (or the remaining portion of that year if recently hired or just became eligible to participate). Once an election has been made, it cannot be changed unless the employee has had a change in family status or the employee or spouse has had a significant change in their employment. Some common examples of family status changes are:

- Marriage or divorce;
- Birth, adoption or legal guardianship;
- Death of a covered family member;
- Loss of outside coverage because spouse's employment ends;
- A change from full-time to part-time employment (or vice versa) by the employee; or
- A significant change in medical coverage because of a change in spouse's employment.

NOTE: The employee is required to give written notice to the Human Resource Department within thirty days of any such changes. Forms for this purpose can be obtained from the Human Resource Department.

MEDICAL INSURANCE

Group medical insurance is available to all Regular Full-time employees. Full-time employees become eligible to enroll in the health insurance plan upon employment. Premium contributions are re-established every year and therefore are subject to change. The employee may select between a Health Maintenance Organization (HMO) and a Preferred Provider Plan (PPO). An employee who enrolls when first eligible is automatically accepted.

If the employee elects not to participate within the first thirty days of employment and decides at a later time to enroll, the employee must wait until the next period of open enrollment.

If a covered employee or dependent should lose benefits due to termination of employment; divorce; or ineligibility of the dependent child (known as “Qualifying Events”), the University will extend the availability of medical insurance coverage through COBRA. The employee is required to provide the Office of Human Resources written notice within 60 days of the qualifying event. Upon written notification, the Office of Human Resources will initiate the application process for the employee’s completion if they wish to continue benefits beyond the termination of coverage of an employee or dependent.

In order for the employee’s benefits to continue during periods of unpaid absences, the employee must make arrangements with the Office of Human Resources for any payments normally taken via payroll deductions. Benefits cease upon termination of employment or retirement.

LIFE INSURANCE

The University provides to all Regular Full-time employees a group term life insurance plan and accidental death and dismemberment (AD&D) plan. The benefits for each plan are equal to one times annual salary, rounded to the nearest thousand, with a maximum coverage of \$150,000. The University provides for the cost of the entire premium for the one time annual salary benefit, therefore, there is no cost to the employee. The employee also has the option to purchase additional group term insurance through the same insurance carrier. The cost of this additional group term is paid for entirely by the employee. Benefits cease upon termination of employment or retirement.

DENTAL INSURANCE

As the University recognizes the need for a dental plan that suits each employee’s particular situation, two dental plans are available to all Regular Full-time employees. Both plans offer comprehensive, affordable coverage. Employees may select the plan that best suits their needs and budget.

The University offers two dental plan options. The Co-Pay Plan offers a strong level of benefits, when you receive treatment from a dentist in the network. The Indemnity Plan (PDO) allows you to receive treatment from any dentist. Both plans provide coverage for preventative check-ups and coverage for both basic and major services.

DISABILITY INSURANCE

Short Term Disability Benefits

The University offers a short term disability plan for all Regular Full-time employees through an insurance carrier which provides a weekly benefit for the partial replacement of income while the employee is disabled due to an illness or accident, unable to work, and under the care of a doctor.

- Benefits begin: On the first (1st) day of an accident or the eighth (8th) day of an illness.
- Duration of benefits: Up to 26 weeks.
- Benefit: 60% of weekly salary, to a maximum benefit of \$500 per week. If an employee is not actively at work on the effective date of insurance, coverage is postponed until return to active full-time work. The employee can purchase this coverage when first employed. The cost is paid for by the employee.

General Limitations and Exclusions

Benefits are not payable for any disability due to an accidental bodily injury arising out of, or in the course of, employment, or due to disease covered by a Worker's Compensation Act or similar legislation. Participation ends upon termination of employment or retirement.

Long Term Disability Benefits

Jacksonville University provides to all Regular Full-time employees Group Long-Term Total Disability Benefits. For Administrative employees coverage is effective the first of the month coinciding with; or next following employment. For Staff employees' coverage is effective the first day of the month following one year of employment. This plan provides the employee with an income, for a certain duration of time, should he or she become totally disabled and unable to earn an income. Benefits begin following a period of six months of continuous total disability. The University contributes the entire premium for each participant; therefore, there is no cost to the employee for this benefit. The amount of disability income benefit will be 60 percent of salary, coordinated with Social Security Disability Income and/or Worker's Compensation Insurance, not to exceed \$10,000 per month. Participation ends upon termination of employment or retirement.

WORKER'S COMPENSATION INSURANCE

All employees of the University, regardless of their work status, are covered under the State of Florida's worker's compensation laws. If an employee is injured while working in an approved capacity for the University, the University will provide prompt medical care and compensation for lost wages if the employee should be unable to work due to injury. The employee is required to report all accidents, regardless of severity, immediately (within one hour) to his or her supervisor. The employee is also required to complete a written report, detailing the injury in the Human Resource Department within 24 hours of the accident in order to receive benefits under the state's worker's compensation laws. The injured employee's supervisor is responsible for the submission of the employee's accident report to the Office of Human Resources within 24 hours of any accident. Failure to follow these procedures may result in disciplinary action.

Absences due to a work-related injury must have the written approval from the University-appointed physician. The University will attempt to provide an injured employee with modified work responsibilities based on the physician's recommendations and employee's limitations. Employees who have been absent due to a work-related injury must also obtain a "return to work" release from the attending physician before the employee may report back to duty.

Although not required by State of Florida worker's compensation laws, the University will pay the first seven days of lost wages for any employee who is required to be absent from work due to a work-related injury that has been reviewed and approved by the University physician. After the first seven days, the University's insurance carrier will make payments to the employee for lost wages based on current state statutes. This payment is not full salary but based on a percentage of the wages in effect at the time of the injury. In order for the employee's benefits to continue during such an absence, the employee must make arrangements with the Human Resource Department office for any payments normally taken via payroll deductions.

TAX-DEFERRED ANNUITY PLAN

Regular full-time and part-time employees working 1,000 hours or more in a twelve (12) month period are eligible to voluntarily contribute a portion of their salary, tax-deferred (as regulated by Section 403(b) of the Internal Revenue Code), into a retirement investment fund of their choice. These plans are known as "defined contribution" plans and as such make no guarantee as to the level of retirement benefits.

Employees are encouraged to begin planning for retirement early in their career in order that the University's retirement plans, social security benefits and the employee's personal savings/investments can grow together to provide for a stable financial future. Eligibility for the 403(b) plan is effective following one year of employment. The one year waiting period is waived if, immediately prior to your employment you were previously employed for a minimum of one year with a higher education institution. Should the employee wish to contribute, the University currently matches the employee rate of contribution as follows:

<u>University Contribution</u>	<u>Employee Contribution</u>
1%	1%
2%	2%
3%	3%
4%	4%
5%	5%
6%	6%

An employee can make changes to the rate of contribution on a quarterly basis (up to four times in a calendar year.)

Note: Providers of retirement plans are not evaluated or endorsed by the University.

EMPLOYEE ASSISTANCE PROGRAM

The University offers free, independent and confidential counseling services for all Regular Full-time and Part-time employees and their dependents. Services are available for those individuals experiencing difficulties with stress, emotional problems, substance abuse, and financial problems. Each eligible employee is provided with EAP information and a telephone number upon employment. Since the University pre-pays for these services, there is no charge to the employee for services nor is there any notification to the University regarding the use of these services, thereby protecting the patient's confidentiality.

TUITION BENEFITS AT JACKSONVILLE UNIVERSITY

Jacksonville University encourages employees to continue their education in hopes of improving their knowledge, skills, and abilities. Tuition benefits will be granted to eligible Regular Full-time employees after 90 days of service. The tuition benefits are available to employees and members of their immediate family, except when such family member in his/her own right is eligible or receives cash awards for tuition costs from sources outside the University. Any employee applying for the JU Tuition Benefit for their own use or for their dependent, who would otherwise be eligible to receive a merit scholarship, will be unable to use both the merit scholarship and employee tuition benefits; the merit scholarship will be cancelled in favor of the tuition benefit. In addition, any employee applying for the JU Tuition Benefit for their own use or for their dependent, who would otherwise be eligible to receive FRAG (The Florida Resident Access Grant), **must** file a current year FAFSA (Free Application for Federal Student Aid) to be eligible to receive the JU Tuition Benefit. Failure to file the FAFSA may prevent you from receiving this benefit. Immediate family includes the spouse, domestic partner and unmarried biological dependent children, legally adopted children and step-children. The dependent child must be 25 years of age or under, and residing in the home of the employee. If an application is made for a domestic partner, please see the Office of Human Resources for the required forms.

Benefit Limitations

1. A maximum of three classes, or nine (9) credit hours, whichever is greater, for both fall and spring semesters and three classes, or nine (9) credit hours, whichever is greater, for both summer semesters. There is no semester credit hour limitation for a spouse or dependent children.
2. The tuition benefits are only for attendance at Jacksonville University. Benefits do not include room, board, general fee, or other fees and charges.
3. In the event of termination of employment (voluntary or involuntary with Jacksonville University), the tuition benefit for an eligible dependent or employee when enrolled will continue without penalty until the end of the then current semester.

4. For an employee whose termination is a result of retirement, tuition benefits will be granted to the extent of one academic year for each two years of full-time service when at least ten years of continuous service has been completed immediately prior to retirement.
5. Certain limitations apply to several programs such as the Executive Master of Business Administration and Aviation program. Please contact the Office of Human Resources for further details.
6. Tuition benefits do not apply to any Doctoral programs, the On-Line Nursing Program and the Master Program of Speech Language Pathology.
7. Enrollment in graduate programs is contingent upon enrollment and space availability.
8. Tuition Benefits do apply for the Master of Science in Mental Health Counseling, Master of Science in Kinesiology, Master of Science in Sports Management and Master of Science in Health Informatics. Each program has distinct admission enrollment requirements and caps and admission for those qualifying for tuition benefits will only be considered following the regularly scheduled admission deadline. Admission to these programs are, therefore, based upon both meeting admissions requirements and space availability.
9. Dependent Survivor Provision: In the event of death or total disability of a regular full-time employee, one academic year for each two years of service will be granted for the spouse and unmarried dependent children. For example, if an employee with 10 years of service dies, the surviving spouse and eligible children would be eligible for a total of 5 academic years of tuition benefits.

NOTE: The value of graduate courses may be considered income to the employee. Tuition benefits for graduate programs provided to an employee are tax-free for the first \$5,250 in tuition per year. Tuition benefits for graduate programs provided to a dependent of an employee are taxable at the full tuition rate charged. As the tax provision may change as required by law, please contact your personal tax advisor for additional information. Contact the Office of Human Resources for further details.

Application Process

All recipients of tuition benefits must meet the usual admission and scholastic standards. Once accepted, a standard University tuition benefits application form, available in the Office of Human Resources, must be completed and returned to the Office of Human Resources at least thirty (30) days prior to registration.

Release Time

“Release Time” is the allowance, by the appropriate supervisor, of the employee to attend courses during the normal operating hours while compensation continues on an hourly or salaried basis. Supervisors may release employees a maximum of three (3) hours per week to complete courses that are directly related to the performance of the job of the employee. This is contingent upon the written recommendation of the supervisor and the Dean of the school/college, or head of the administrative organization. The release time provision is designed to support job related personal development. The University encourages participation in the professional development of its staff through the educational opportunities of the Tuition Benefits Plan, but this must be accomplished within the primary goal of the efficient performance of the individual employee’s task within their department.

Work Schedule

Supervisors may rearrange the schedules of employees, without “release time,” to accommodate a class schedule if this does not interfere with the satisfactory performance of the job. Such changes must be recommended, in writing, by the supervisor and by the dean of the college/school, or head of the administrative organization.

SECTION C

TIME OFF

VACATION FOR ADMINISTRATORS (EXEMPT)

The University recognizes the importance of vacation in providing each administrative staff member the opportunity for rest, recreation, and personal activities. The amount of vacation a regular full-time employee accrues is as follows:

<u>Rate per Month (days)</u>	<u>Annual</u>
1.666	20 days

At the beginning of employment, administrative staff will begin to earn 1.666 days per month until the new fiscal year (July 1), at which time the employee will be updated with twenty days of vacation time to use over the next 12 month (annual) basis. In no event is an administrative employee granted more than twenty days of vacation during any 12 month period. Vacation days should be taken in increments of whole days but in no event can vacation be taken in increments smaller than (1/2) one-half days.

The pay rate for vacation time will be based on the employee's normal rate of pay. In the case of those employed on an hourly basis, the vacation pay will be based on the hourly rate and normal hours, excluding any overtime, scheduled to be worked for that position.

All vacation leave must be approved in advance by the appropriate department manager or supervisor. Vacation periods may be changed based on departmental needs. Employees will be paid for any vacation days accrued (at the rate of 1.666 days per month times the number of months worked in the fiscal year) and unused upon their separation from the University. An employee who provides the University with less than two weeks notice or is terminated for cause will not be eligible for payment of unused vacation. If more vacation time has been taken than granted, the employee will need to reimburse the University as a deduction from the final paycheck. Termination payment will be based upon the employee's salary at the time of termination. Administrators may not use vacation time in lieu of notice of intent to separate from the University. Any payment of vacation time following termination of employment does not extend the period of time the employee is considered employed for the purpose of benefits.

Vacation and sick leave days will not be updated during unpaid leave of absence, including leave due to Worker's Compensation injuries, or during breaks in service; however, they will be updated during an approved paid leave of absence, paid vacation, or paid sick leave period. Any balance of vacation granted and not used will be "lost" when new vacation time is earned, unless the manager states the nature of a job prevented the use of all vacation time. Unused vacation balances that are approved for carry-over must be taken within 90 days following vacation update. A memo from the Department Manager requesting vacation carry-over must be forwarded to the Office of Human Resources no later than July 10th. For carry-over of vacation to be approved, the employee's time cards must be current. Vacation carry-over not taken within 90 days will be dropped. Vacation carry-over is not eligible for payment in the event of separation of employment.

Regular part-time employees will accrue vacation time on a pro-rated basis

VACATION FOR STAFF (NON-EXEMPT)

The University recognizes the importance of vacation in providing each staff member the opportunity for rest, recreation, and personal activities.

The amount of vacation a regular full-time employee accrues depends on length of service as follows:

<u>Years of Employment</u>	<u>Rate per Month (days)</u>	<u>Annual</u>
0 through 2 years	.833	10 days
3 through 4 years	1.000	12 days
5 through 9 years	1.250	15 days
10 through 19 years	1.500	18 days
20 + years	1.666	20 days

During the Introductory Period (first 90 days of employment or any extension thereof), employees may not draw upon vacation time. Upon the successful completion of the introductory period, the granted vacation time will be released to the current year's vacation account. Vacation days should be taken in increments of whole days but in no event can vacation be taken in increments smaller than (1/2) one-half days.

The pay rate for vacation time will be based on the employee's normal rate of pay. In the case of those employed on an hourly basis, the vacation pay will be based on the hourly rate and normal hours, excluding any overtime, scheduled to be worked for that position.

All vacation leave must be approved in advance by the appropriate department manager or supervisor. Vacation periods may be changed based on departmental needs. Employees will be paid for any vacation days accrued (at the rate indicated above based upon years of service and the number of months worked in that calendar year) and unused upon their termination from the University. An employee who provides the University with less than two weeks notice or is terminated for cause will not be eligible for payment of unused vacation. If more vacation time has been taken than accrued, the employee will need to reimburse the University as a deduction from the final paycheck. Termination payment will be based upon the employee's salary at the time of termination. Staff members may not use vacation time in lieu of notice of intent to separate from the University. Any payment of vacation time following termination of employment does not extend the period of time the employee is considered employed for the purpose of benefits.

Vacation and sick leave days will not be granted during unpaid leave of absence, including leave due to Worker's Compensation injuries, or during breaks in service; however, they will be granted during an approved paid leave of absence, paid vacation, or paid sick leave period. Any balance of vacation granted and not used during the current anniversary year will be "lost" when new vacation time is earned, unless the manager states the nature of a job prevented the use of all vacation time. Unused vacation balances that are approved for carry-over must be taken within 90 days following vacation update. A memo from the Department Manager requesting vacation carry-over must be forwarded to the Office of Human Resources no later than January 10th. For vacation carry-over to be approved, the employee's time cards must be current. Vacation carry-over not taken within 90 days will be dropped. Vacation carry-over is not eligible for payment in the event of separation of employment.

Regular part-time employees will accrue vacation time on a pro-rated basis

HOLIDAYS

The University designates certain days as holidays during the year. Paid holidays are limited to full-time and part-time employees with Regular status and are paid only if the holiday occurs during a period of time the employee is normally scheduled to work and the employee is in a paid status.

If the employee works a part-time regularly scheduled work week, salary will be paid on a pro-rated basis receiving the number of hours that is normally worked per day. In those University facilities where it is necessary, certain employees may be required to work on holidays. If the employee is a non-exempt staff member and scheduled to work on a holiday compensation will be at double-time for actual hours worked on the holiday.

Employees who are on leave without pay will not be paid for holidays.

The following holidays are generally observed during the academic year:

- Labor Day
- Veterans Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas (specified annually to accommodate calendar variances)
- New Year's Day
- Martin Luther King Day
- Spring Break (specified annually to accommodate calendar variances)
- Memorial Day
- Independence Day

The University reserves the right to alter the holiday schedule from year to year. A University Bulletin will be sent to all employees every year providing the specific holiday schedule.

DEATH IN THE FAMILY

If there is a death in the employee's immediate family, three (3) days time off will be allowed with pay and two (2) additional days paid leave may be charged to accrued sick leave, if available. Immediate family is defined to mean: spouse, child, parents, stepparents, grandparents, brother, sister, stepson or stepdaughter, or in-laws of same.

Time off to attend the funeral of non-immediate family members may be charged to the employee's vacation time or may take time off on a non-paid basis.

JURY DUTY

Jacksonville University views jury duty as a vital part of responsible citizenship and is supportive of its employees when they are called to serve as jurors. Employees, providing a copy of their summons for jury duty at least five (5) days in advance of such service, will receive regular straight time pay for up to four (4) work weeks of jury service, if arrangements can be made to provide for the employee's work responsibilities during that time without incurring unacceptable additional cost to Jacksonville University. If employees serve beyond the period of paid jury duty, if any, they may apply paid vacation or personal time and/or take unpaid jury duty leave.

Employees must use vacation or personal time for court appearances for purposes other than jury service.

MILITARY LEAVE

In accordance with applicable federal and state laws, a leave of absence without pay for military or Reserve duty will be granted to an employee if they are called to active military duty or to Reserve or National Guard training. The employee should submit copies of military orders along with the completed leave of absence form to the supervisor for processing. During the time of military leave, benefits will be continued in the following manner:

Reserve or National Guard Training (summer camp normally two (2) weeks)

The employee's pay and benefits will continue during this time conditioned upon return to active employment.

Call-up

The employee's eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

SICK LEAVE

All Regular Full Time employees will be eligible for sick leave on the first day of employment with the University. Sick leave is intended to be used for personal medical purposes. The University does allow an employee to use up to 4 accrued sick days per calendar year to care for a sick or injured family member as long as these days come from the employees accumulated sick leave days.

The rate at which sick leave will be granted will be as follows:

- One day per month of continuous employment up to a maximum of 30 work days.

Sick Leave is a benefit provided to assist employees with those occasional times when it is necessary to be absent due to illness or for medical/dental appointments. Medical/dental appointments, when possible, should be scheduled and approved in advance by the appropriate supervisor and scheduled in a manner that minimizes disruption of workflow. Each employee should attempt to maintain a balance of at least 30 days of sick leave in preparation for lengthy illness. Excessive use of unscheduled sick time may be cause for disciplinary action.

After an employee has accumulated 30 days of sick leave, he or she will be allowed to convert all days over 30 into Personal Days at the rate of two (2) sick leave days for one (1) Personal Day up to a maximum of 10 Personal Time days. Personal Days may be taken in half day increments (1/2) but no smaller. Employees will not be paid for unused sick leave or Personal Days upon separation from the University.

All sick leave taken by exempt or non-exempt employees must be reported on a timely basis to the Payroll Department on the appropriate forms. If an employee is absent for three (3) days or more, a doctor's certificate/note permitting a return to work must be submitted to the supervisor/manager who will forward the note to Human Resources.

Regular part-time employees will accrue sick leave on a pro-rated basis.

Sick Leave Donation Policy

The employee who is the recipient of sick leave must be employed at least one year; have exhausted all available sick leave, vacation and personal time; and have an extended illness, which requires an extended absence of 5 or more days. The recipient may receive a maximum of 15 days per calendar year from co-workers.

The donor may donate a maximum of 5 days of sick leave per individual recipient per year, providing that the donor has a minimum of 20 days of sick leave remaining for his/her own future use after the donation of time to a co-worker. Request for sick leave donation must be made in writing and sent to the Office of Human Resources for approval.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

ELIGIBLE EMPLOYEES

Employees of the University who have worked for the University for at least 12 months and have worked at least 1,250 hours during that time may request a Family Medical Leave to a total of 12 workweeks of leave during any 12-month period when leave is taken for one or more of the following circumstances.

- (1) The birth of a son or daughter of an employee and to care for the child;
- (2) The placement of a son or daughter with an employee for adoption or foster care;
- (3) To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition; or
- (4) The employee is unable to perform the functions of the position because of the employee's own serious health condition;
- (5) To care for a covered service member with a serious injury or illness;
- (6) A qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves:
(a) inpatient care, meaning an overnight stay at a hospital, hospice, or residential medical care facility; or
(b) involves continuing treatment by a health care provider.

In the case of the birth or placement of a child for adoption or foster care, employees who wish to take leave must do so within 12 months of the date of the birth or placement of the child.

Where both spouses work for the University, their total leave in any 12-month period is limited to 12 weeks, if leave is taken (1) for the birth or adoption of a child; or (2) to care for a sick parent.

The "12-month period" during which Family Medical Leave may be taken, is the period beginning 12 months from the start date of the requested leave.

INTERMITTENT OR REDUCED SCHEDULE LEAVE

When medically necessary, intermittent or reduced schedule leave can be taken in cases of a serious health condition, either an employee's own, to care for a parent, son, or daughter with a serious health condition, or to care for a covered service member with a serious injury or illness. Intermittent or reduced leave schedule is not available for the birth or placement of a son or daughter.

Employees seeking intermittent or reduced schedule leave based on planned medical treatment are required to produce medical certification outlining the dates on which treatment is expected and the duration of the treatment. Employees are expected to make a reasonable effort, subject to the health care provider's approval, to schedule treatment so as to not unduly disrupt the University's operations. Employees are also required to give the University, through the Office of Human Resources, thirty (30) days notice or as much notice as is practicable of their intentions.

In the event an employee requests intermittent or reduced schedule leave that is foreseeable and due to a family member's or the employee's own serious health condition, the employee may be transferred by the University to a temporary alternative job for which the employee is qualified and which better accommodates the University's needs and that of the employee.

HIGHLIGHTS OF THE 2009 MILITARY FAMILY LEAVE:

Military Caregiver Leave: The first of these new military family leave entitlements, eligible employees who are family members of covered service members will be able to take up to 26 workweeks of leave in a "single 12-month period" to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty. Eligible employees include the spouse, son, daughter, parent, or next of kin of a covered service member.

Qualifying Exigency Leave: The second new military leave entitlement provides eligible employees who are family members of any current member of the Armed Forces, including member of the National Guard or Reserves, or a member of the Armed Forces, National Guard, or Reserves who is on the temporary disability retired list up to 12 workweeks of leave during any 12 month period for one or more qualifying exigencies. Qualifying exigencies include such things as: (a) short-notice deployment; (b) military events and related activities; (c) childcare and school activities; (d) financial and legal arrangements; (e) counseling; (f) rest and recuperation; (g) post-deployment activities; and (h) additional activities not encompassed in the other categories but agreed to by the employer and employee.

NOTICE

When leave is foreseeable, employees must follow the University's usual and customary call-in procedures for reporting an absence, absent unusual circumstances. Supervisors need to report these leaves to the Office of Human Resources as soon as possible. The following is the current, expected notice:

A minimum of thirty (30) days advance notice of an employee's intent to take leave is required when it is foreseeable because of:

1. The expected birth of a baby;
2. The expected placement of a child for adoption or foster care;
3. Planned medical treatment for a son, daughter, spouse, or parent with a serious health condition; or
4. Planned medical treatment in case of the employee's own serious health condition;
5. Planned medical treatment for a serious injury or illness of a covered service member.

If leave has to begin in less than thirty (30) days as a result of one of the above-referenced circumstances, the employee still must provide the University, through the Office of Human Resources, with as much advance notice as is practicable. Such notice should be in writing, but may be given orally when circumstances so require. Employees are requested to confirm oral notice in writing. Notice must be provided in writing to the Office of Human Resources of the University. When notice is not given in these circumstances, the employee will be considered to have taken "unauthorized leave" and subjected to appropriate disciplinary action.

Within five days of the time the University learns of the request for FMLA leave, it will provide the employee with an eligibility notice, which will inform the employee as to whether the general FMLA eligibility requirements have been met. Once the University has enough information to determine whether a particular leave qualifies for FMLA leave, the University will, within five business days, provide the employee with a designation notice, which will state that the FMLA leave has been granted and will identify the number of hours, days, or weeks that will count against the FMLA entitlement.

CERTIFICATION

When leave is requested based on a family member's or employee's own serious health condition, the employee must provide, in writing, a medical certification of the condition and the need for leave from the employee's health care provider within fifteen (15) days of the written request for leave. "Health care provider" includes physician's assistant. The certification must contain:

The name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;

The approximate date on which the serious health condition began;

A statement or description of appropriate medical facts regarding the patient's health condition for

which FMLA leave is requested. The medical facts must be sufficient to support the need for leave. If the employee is the patient, information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions, and the likely duration of such inability;

If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care and an estimate of the frequency and duration of the leave required to care for the family member;

If an employee requests leave on an intermittent or reduced schedule basis for planned medical treatment of the employee's or a covered family member's serious health condition, information to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery;

If an employee requests leave on an intermittent or reduced schedule basis for the employee's serious health condition, including pregnancy, that may result in unforeseeable episodes of incapacity, information sufficient to establish medical necessity for such intermittent or reduced schedule leave and an estimate of the frequency and duration of the episodes of incapacity; and

If an employee requests leave on an intermittent or reduced schedule basis to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member and an estimate of the frequency and duration of the required leave.

After an employee submits a complete and sufficient medical certification, the University may contact the employee's health care provider for purposes of clarification and authentication of the medical certification. Pursuant to HIPAA privacy rules, such contacts may only be initiated by a health care provider, human resources professional, leave administrator, or management official, but not by the employee's direct supervisor.

This certification will be treated as a confidential medical record and information will be disclosed only on a strictly need-to-know basis.

The University may, at its expense, require second and third medical opinions regarding a serious health condition.

USE OF PAID LEAVE

Paid leave can be elected as follows: 1) The University requires that available paid leave be used for all or a portion of FMLA leave; 2) Employees must advise the University of the purpose of any paid leave request so that an FMLA designation may be made in a timely fashion in the appropriate case.

RECERTIFICATION

An employee who has taken leave because of a serious health condition or that of a family member is required by the University to obtain subsequent written recertification of the medical condition every thirty (30) days unless the original certification stated that the condition would last longer than thirty (30) days in which case the recertification is required at the time the stated duration has expired. The University also requires employees on leave under this provision to report periodically, in writing, every thirty (30) days on his or her status and the intention of the employee return to work.

RESTORED EMPLOYMENT

Eligible employees who comply with all provisions of this Policy and who return from FMLA leave have the right to return to the position that they held when they went on leave, or they may be placed, at the discretion of the University, in an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. While on leave, eligible employees will retain all eligible benefits.

Restored employees, eligible employees returning from FMLA leave, are not entitled to accrue employment other than any to which they would have been entitled had they not taken the leave.

As a condition to restoring an employee whose leave was based on the employee's own serious health condition, each returning employee is required to provide, in writing, to the Office of Human Resources a certification from the employee's health provider stating that the employee is able to perform the essential functions of the employee's job. Where reasonable job safety concerns exist, the University may also require a fitness-for-duty certification before an employee may return to work when the employee takes intermittent leave.

MAINTENANCE OF BENEFITS

The University will maintain group health plan coverage for employees on FMLA leave for the duration of the eligible employee's leave. Coverage will be provided on the same level and under the same conditions that coverage would have been provided if no leave had been taken.

In the event an employee fails to return to work after the period of leave expires, the University may recover any premiums the University paid for coverage during the leave period. Such recovery can be taken from any benefits or wages owed by the University to the employee.

In the event, however, that the employee fails to return to work due to the continuation, recurrence or onset of a serious health condition of a family member or that would otherwise entitle the employee to take leave, or due to other circumstances beyond the control of the employee, the University will not attempt to recover such premiums. In this circumstance, the employee is required to provide, in writing to the Office of Human Resources, a certification from the employee's health care provider to that effect.

OTHER UNPAID LEAVES OF ABSENCE

Scope

In general, unpaid leaves of absence other than for those regulated by the Family and Medical Leave Act, are considered a privilege and in no instance are leaves not governed by these regulations granted automatically. All requests for unpaid leaves of absence other than those governed by state or federal regulations are granted entirely at the discretion of the responsible department head and the University.

NOTE: Leave without pay for periods exceeding thirty (30) days will affect the benefits of the employee and must be coordinated with the Office of Human Resources.

Unpaid leaves of absence may be granted for any of the following reasons:

1. Education (must be of mutual benefit to the employee and the University and not covered by tuition benefits);
2. Military obligation;
3. Personal business;
4. Other purposes necessary to the well-being of the employee and/or otherwise deemed beneficial to the University, or,
5. Medical leave (other than those regulated by the FMLA).

Terms and Conditions of Leave

1. The employee is required to submit a written request to their department head, 30 days in advance, for any unpaid leave of absence, with a copy of the request to the Director of Human Resources.
2. A personal leave of absence is available only to regular employees who have been on the University's payroll for the previous 12 months.
3. The service requirement does not apply in the case of unpaid leave for military duty or an emergency leave of less than five (5) working days.

4. The University requires that available paid leave be used before an unpaid leave of absence begins.

Reinstatement

An employee returning within the agreed-upon leave period from an approved, unpaid leave may be reinstated to their same or similar position. An employee on medical leave must submit certification that he or she is fit for duty and able to perform the essential functions of his or her position prior to being restored to employment.

Termination

1. An employee who does not return from work when the leave expires will be considered to have voluntarily resigned, absent extenuating circumstances acceptable to the University.
2. The purpose of allowing unpaid leave is not to allow an employee to work for another employer. Doing so without prior approval may subject the employee to termination.
3. Refusal of an offer of reinstatement will be treated as a voluntary resignation.

SECTION D

UNIVERSITY POLICIES

CALLING IN-ABSENCE FROM WORK

If an employee calls in to report any problem with attendance he or she must speak with the manager or, in his or her absence, the immediate supervisor within thirty (30) minutes of the scheduled report time.

A call directed to another employee of the department will not be recognized as an acceptable report of absence. If an employee is absent for three (3) days or more, a doctor's certificate/note permitting a return to work must be submitted to the supervisor/manager who will forward the note to Human Resources.

CONFLICTS OF INTEREST

No employee or their immediate relatives (spouse, parents, brothers, sisters, or children, and their spouses) should engage in outside interests conflicting in fact or appearance with the interest of the University which may influence the judgment or action of the employee in the conduct of the University's business. These interests include serving or selection as an officer, employee, consultant, or sharing in profits or other results, or receiving payment, gifts, service, entertainment, or other substantial benefits or promises from any University supplier, customer, or their agent.

Any person having a question concerning a possible conflict of interest should contact the Office of Human Resources.

CONTACTS WITH THE NEWS MEDIA

No employee should discuss University positions or University business with members of the news media without first clearing their remarks with the University Marketing Communications Office.

CONTINUOUS SERVICE

Employee benefits are based upon the period of "Continuous Service." The following rules have been established:

- "Continuous Service" shall include an approved Leave of Absence provided that at the termination of the Leave of Absence the employee returns directly to work. In the event the employee does not return to work at the end of the Leave of Absence, the "Continuous Service" will terminate on the last day of the approved Leave of Absence.
- "Continuous Service" shall include periods of Military Leave for employees who enter Reserved service directly from the employment of the University and provided they return directly to work at the termination of the Military Leave.
- "Continuous Service" shall include credit for prior service in the event an employee is laid off due to a reduction in force and later returns to a full-time position with the University. The period of time the employee is gone will be subtracted from the prior service to determine the net credit.

For example, if an employee with two years service returns to work following a layoff after a period of six months, the employee will be credited with 1 1/2 years service.

In all other cases when an employee terminates employment and later returns to work at Jacksonville University, all benefits and service credit will be based upon the most recent employment date.

Drug-Free Workplace/Abuse Policy

(See also Drug Free Schools and Campus Policy, distributed separately)

In compliance with Federal law, it is the policy of Jacksonville University to maintain a drug-free workplace in order to promote the health and safety of our employees, our students, and the general public.

1. Policy Statement

Jacksonville University prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances on University owned or controlled property. Further, no employee may report to work while under the influence of drugs or alcohol.

2. Sanctions

Violation of this policy will result in referral to a substance abuse assistance or rehabilitation program and/or disciplinary action which may include suspension or termination. Violators will also be subject to referral for prosecution. Violations of Federal or State law concerning controlled substances can result in incarceration and/or fines. Any employee convicted of a violation in the workplace of any criminal drug statute is required to notify Jacksonville University within five (5) days of the conviction.

In order to comply with Federal law, Jacksonville University will then notify any Federal contracting agency within ten (10) days of a notice of conviction when said employee is engaged in the performance of a Federal contract or grant.

3. Condition of Employment

All Jacksonville University employees will, as a condition of their employment, abide by the terms of the foregoing statements.

4. Awareness Program

In support of its Federal Compliance Policy, Jacksonville University is implementing a drug awareness program to acquaint employees with the serious health risks associated with the abuse of drugs and alcohol; the dangers of drug abuse in the workplace; the availability of the counseling, rehabilitation and employee assistance programs; and the penalties imposed on employees for drug abuse violations.

EQUAL EMPLOYMENT OPPORTUNITY

Recognizing the value of using all available human resources, Jacksonville University affords equal opportunity in employment without regard to race, color, age, veteran status, gender, national origin, religion, marital status, sexual orientation, gender identity or presence of a disability. This non-discrimination policy applies to all aspects of educational and employment decisions, including recruitment, admission, hiring as well as retention, compensation, transfer and opportunities for advancement.

EMERGENCY CONTACT

Emergency contact information on each employee is maintained in the Office of Human Resources. All employees should keep the information current by completing a form available in the Office of Human Resources.

EMPLOYMENT OF RELATIVES

The University subscribes to the philosophy that all employment decisions should be based solely on the merits of the individual candidate.

However, it is considered inappropriate for staff to be in a working relationship (same department/division) with immediate family or household members. Staff should neither initiate nor participate in, directly or indirectly, decisions involving a direct benefit (including employment or appointment, retention, promotion, salary, work assignments, leaves of absence or any other employment condition) to members of their immediate family or household.

Immediate family for the purpose of this policy includes: spouse, children (including stepchildren), parents, grandparents, grandchildren, brothers, and sisters (including stepbrothers and stepsisters), aunts and uncles, and in-laws of all the above. Household members include individuals regularly sharing the staff member's residence.

GRIEVANCE PROCEDURES

The University recognizes that problems involving employer-employee relations will arise from time to time. We believe that it is in the best interest of both the University and the employee to resolve these matters as soon as possible and at the lowest possible level. In order that employees may be assured fair consideration of their problem(s), a means of review and appeal, without prejudice, to higher levels of authority has been established.

PROCEDURE TO FILE GRIEVANCE

A grievance is a complaint by an employee regarding the interpretation or application of University rules and regulations, working conditions, or alleged improper treatment, which has not been resolved satisfactorily in an informal manner between the employee and his or her immediate supervisor.

A grievance complaint must set forth a clear indication of unfairness resulting in harm or damage to the aggrieved person, arising out of management failures, working conditions, or employment relationships. The complaint must be concerning a matter within the control of the department head, and must state the relief sought. This relief must also be within the authority of the department head to grant in whole, or in part.

Complaints or grievances, except those relating to the termination of employment, should be taken up in the following manner:

Step 1: The employee should first attempt to address the complaint or grievance informally by discussing it with his or her immediate supervisor.

NOTE: Although the University encourages the resolution of problems by information discussion between employee and supervisor, the employee is free to discuss the complaint with the University Grievance Officer or Director of Human Resources in an attempt to resolve the issue(s) in an informal manner. However, any informal discussions must be held before a formal complaint is filed.

Step 2: If the matter is not resolved to the employee's satisfaction through the informal discussion, the employee may proceed to the first stage in the formal grievance procedure by presenting the grievance in writing to the immediate supervisor, clearly identifying this action as a formal complaint, describing the first step in the grievance procedure, and the resolution desired. The written grievance must be presented to the immediate supervisor within fifteen working days of the last informal meeting to resolve the grievance with that immediate supervisor. Upon receipt of this written grievance, the immediate supervisor shall have fifteen working days in which to provide the employee a written answer to his/her grievance.

Step 3: If the employee is not satisfied with the answer from the immediate supervisor, such employee may, within fifteen working days of receiving a reply from the immediate supervisor, present the grievance in writing to his/her immediate supervisor's superior, the department director, or administrator, with a copy forwarded to the University Grievance Officer and Director of Human Resources. Upon the receipt of this written grievance, the administrator shall have fifteen working days in which to provide the employee an answer in writing, with copies forwarded to the Grievance Officer and Director of Human Resources.

Step 4: If upon receipt of the answer from the administrator, the employee remains unsatisfied; such employee may take the grievance to the final level of review by the Grievance Officer. To do so, the employee must provide written notification of such dissatisfaction to the Grievance Officer, with a copy to the Director of Human Resources within five days after receiving the answer from the supervisor's superior, or the department head. The Grievance Officer shall promptly investigate and, if necessary, conduct a hearing upon the grievance. The Grievance Officer shall render a written decision concerning the matter within 30 calendar days and furnish copies thereof to the parties involved, including the Director of Human Resources.

The decision of the Grievance Officer will be final unless the employee appeals to the President within five days of the decision in Step 4 and the President of the University exercises the right to review the decision and modify or reverse it.

Employee Rights and Responsibilities Associated With The Grievance Procedure

If a University employee engaged in the grievance procedure requires time away from the department for counseling or discussion of the grievance with University official(s) or Grievance Officer, the employee will be required to provide adequate advance notice to the supervisor. This is to insure his or her absence will not unduly interfere with departmental operations. An employee will be given what is deemed by the Director of Human Resources a reasonable amount of University time to present the grievance to management. In scheduling the time, place and duration of any grievance meeting, both the employee and the administration will give due consideration to the duties each has in the essential operations of the department. No employee shall lose their rights because of the administration's imposed limitations in scheduling meetings.

A University employee engaged in the grievance procedure and still on the job will be expected to maintain acceptable performance levels in the discharge of their duties and departmental responsibilities. Employees who utilize the grievance procedure are assured freedom from reprisal as a result of the airing of their grievance.

NOTE: Any employee who fails to follow the grievance procedure shall lose any right in pursuing the grievance and the grievance will be subject to dismissal.

HIV/AIDS POLICY

Jacksonville University recognizes that significant developments have occurred during the past several years in the care of persons with HIV/AIDS. What has not changed, however, is the University's commitment to treat persons who have this life-threatening illness with the same dignity and concern which it affords to everyone with a serious illness, e.g., heart disease, cancer, diabetes, etc.

Consequently, it will not discriminate in the matter of hiring, retention, and continued employment. It will expect a person with HIV/AIDS to meet the same performance and attendance standards that are required of all employees. It will allow a person to remain in his/her position unless medical evidence indicates that his/her actions or condition pose a threat to the health and safety of themselves or others. It will provide the degree of confidentiality concerning the person's condition that it affords to others and is required by current law.

Through the Office of Human Resources the University will provide:

- Referral to agencies and organizations which offer support services for HIV/AIDS
- Benefit consultation to assist employees in the effective management of health, leave and other benefits.

Finally, the University will continue a vigorous education program about the disease for all employees in the hope that the type of misinformation and prejudice that have often accompanied a diagnosis of HIV/AIDS does not take place within the University community.

NAME CHANGES

When the employee has a name change, he or she should first change the records at the Social Security Office, then bring the corrected Social Security card to the Office of Human Resources and complete a new W-4 form changing name and status if necessary.

PARKING

Free parking is available for all employees in designated areas. The Office of Campus Safety and Security is responsible for the regulations and enforcement of traffic and parking at Jacksonville University. All vehicles driven on campus by University employees must be registered with the Campus Security Office and have a current parking decal.

RETIREMENT

Employees will be eligible for retirement provided they retire after reaching age 55 with a minimum of ten years service at the University.

NON-HARASSMENT POLICY

Jacksonville University believes that all employees should be able to enjoy a workplace atmosphere free from all forms of discrimination and harassment. Harassment on any basis, including sex, religion, race, national origin, disability, age, veteran status, or marital status is prohibited. A detailed policy on Sexual Harassment follows. Harassment is a form of misconduct that undermines the integrity of the employment relationship and includes such behaviors as jokes, insults, epithets, threats, and derogatory comments. If you believe you are a victim of harassment, you should promptly report the incident(s) to your supervisor; or, if you are not comfortable doing so, to another supervisor or the Director of Human Resources. Any supervisor or manager who becomes aware of possible unlawful harassment should promptly advise the Director of Human Resources. Jacksonville University will promptly investigate all such charges; maintaining confidentiality, to the extent possible.

The University reserves the right to continue or suspend all proceedings if the complainant or defendant files a charge with the EEOC (Equal Employment Opportunity Commission) through the courts, or a state agency.

TITLE IX: SEXUAL MISCONDUCT AND HARASSMENT POLICY

Introduction

Jacksonville University is committed to creating and maintaining an educational and employment environment free of sex and gender-based discrimination and harassment, in accordance with Title IX of the Higher Education Amendments of 1972. Jacksonville University prohibits all forms of sex and gender-based discrimination and harassment, and such behavior will not be tolerated. Sexual misconduct is a form of sex discrimination prohibited by Jacksonville University and Title IX. Jacksonville University will take timely action in response to all allegations of sexual misconduct and harassment to ensure the safety of Jacksonville University and provide an environment free from discrimination.

Jacksonville University strives to establish and maintain a work and academic environment in which the dignity and worth of all members of the University Community are respected; an environment characterized by equal employment, academic opportunity, academic freedom, (freedom of inquiry and expression) and the absence of harassment and intimidation. Sexual harassment and/or sexual misconduct of students, staff, administrators and faculty at Jacksonville University is inconsistent with these objectives and is unacceptable conduct that will not be tolerated. This policy is intended to prohibit sexual misconduct and sex and gender-based harassment, and to establish procedures providing due process, for both the reporting party and responding party. This policy applies to both on-campus conduct and relevant off-campus conduct that affects students and faculty and staff of Jacksonville University. Vendors, independent contractors, visitors, and others who do business with Jacksonville University or on Jacksonville University property are also expected to comply with this policy.

Purpose of Policy

- Define sexual harassment and the forms of sexual misconduct that violate our Code of Conduct;
- Identify resources and support for all members of the Jacksonville University community;
- Identify the Title IX coordinator and the scope of his/her role;
- Provide information as to where a member of the JU community can obtain support or access resources confidentially;
- Provide information on how a member of the JU community can make a report on campus or off campus;
- Provide information on how a report against a member of the JU community will be investigated, evaluated and adjudicated.

When used in this policy, **reporting party** refers to the person(s) who reports to the University that he/she has been the subject of sexual misconduct or harassment. **Responding party** refers to the person(s) who is reported to have committed acts of sexual misconduct or harassment. A **third party** refers to any other participant in the process, including a witness to the misconduct or an individual who makes a report on behalf of someone else.

Notice of Non-Discrimination

Recognizing the value of using all available human resources, Jacksonville University affords equal opportunity for students and in employment without regard to race, color, age, veteran status, gender,

National origin, religion, marital status, sexual orientation, gender identity or presence of a disability. This non-discrimination policy applies to all aspects of educational and employment decisions, including recruitment, admission, hiring as well as retention, compensation, transfer and opportunities for advancement.

Reporting Options

Jacksonville University encourages individuals affected by sexual misconduct to report the incident as soon as possible. Jacksonville University is committed to protecting the privacy of all persons involved in a report of sexual misconduct or harassment. However, Jacksonville University's ability to maintain complete confidentiality may be affected by its responsibility to protect the safety of its campus and its obligation to keep an environment free from sex and gender-based discrimination and harassment. Outlined below are the reporting options for individuals and the confidentiality that applies to each.

Confidential Reporting Options

Professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the Jacksonville University community are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Students who wish to discuss a situation in complete confidence should notify only the Student Counseling Center or off-campus confidential resources, such as the Women's Center of Jacksonville. Faculty and staff who wish to discuss a situation in complete confidence should seek off-campus confidential resources or utilize the Employee Assistance Program (EAP). More information about the EAP can be found at www.ju.edu/humanresources.

Responsible Faculty and Staff Reporting Options

With the exception of the confidential resources identified in this policy, all other University staff and faculty who receive a report of sexual misconduct or harassment are required to elevate the report to the Title IX Coordinator or a Deputy Title IX Coordinator for investigation and response. Please be aware that all JU employees, including professional staff, faculty, coaches, and certain student staff, such as Resident Advisors, are considered responsible faculty and staff and must report cases of sexual misconduct to the Title IX Coordinator or a Deputy Title IX Coordinator. The Title IX Coordinator and/or a Deputy Title IX Coordinator will ensure that the University responds to all reports in a timely, effective and consistent manner.

The privacy of all parties involved will be respected. Information related to a report of sexual misconduct or harassment will be shared only with those University employees who "need to know" to assist in the investigation and/or resolution of the complaint. All University employees who are involved in the review, investigation or resolution of a report have specific training regarding the safeguarding of private information.

Where the University has received a report of sexual misconduct or harassment but the reporting party requests that he or she remain confidential and/or requests that the University not pursue an investigation, the University must balance this request with its responsibility to provide a safe and non-discriminatory environment for all members of the Jacksonville University community. The University is required to take all reasonable steps to investigate and respond to a complaint, but its ability to do so may be limited by the reporting party's request. However, under compelling circumstances including: evidence of a pattern of repetitive behavior, the use of force or threat of force, or the use of a weapon by the responding party, the University may conduct further investigation, or take other appropriate measures without the reporting party's consent. The reporting party will be informed whenever possible of any action the University takes to resolve the complaint, including further investigation and corrective or disciplinary steps.

If a report of misconduct poses an immediate threat to the University community, when timely notice must be given to protect the health or safety of the community, the University may not be able to maintain the same level of privacy.

Immediate threatening circumstances include, but are not limited to: reported incidents of misconduct that include the use of force, a weapon, or other circumstances that represent a serious and ongoing threat to the University community. Under Florida law, the University is mandated to report any abuse of a minor (under the age of 18) to the Florida Abuse Hotline (1-800-962-2873). The reporting party will be informed whenever possible of any action the University takes to resolve the complaint, including further investigation and corrective action.

Ways to file a report:

Campus Security: The opportunity to file a report with the University is available 24 hours a day, 7 days a week by calling Campus Security at 904-256-7585. A reporting party or third party can request a Campus Security Officer to respond and take a report.

Title IX Coordinator/Deputy Title IX Coordinator: Both the Title IX Coordinator and Deputy Title IX Coordinators are available to receive a report of sexual misconduct or harassment. **Residential Life Staff members and Resident Advisors (RA):** A report can also be filed with a Residential Life staff member or Resident Advisor (RA). Please note that RAs are required to report the to the Title IX Coordinator.

Local Law Enforcement: A reporting party may file a report with the Jacksonville Sheriff's Office or other law enforcement agency (depending on location of incident).

Because the goals and objectives of the University's Sexual Misconduct and Harassment Policy differ from those of the civil and criminal justice systems, proceedings under the University's Sexual Misconduct and Harassment Policy are independent of civil and criminal processes and may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. On-campus investigation and response does not preclude, limit or require a student's or employee's access to the state and federal justice system.

Notifying the Jacksonville Sheriff's Office (JSO) will generally result in the reporting party and, in some cases the responding party, being contacted by a police officer. The police department determines if a criminal investigation will occur and if the case will be referred for prosecution. A case not referred for criminal prosecution will still receive a University response.

Under Florida state law, sexual misconduct (as described in the definitions section) may constitute a criminal act. However, the University conducts investigations and renders resolutions in an educational, non-criminal context. An act not criminally prosecuted may still violate University policy. To the extent permitted or required by law, the University will cooperate with outside investigators. However, outside law enforcement agencies do not respond to Title IX violations, and respond only to allegations of criminal behavior. As a result, the University encourages reporting to both the JU and to local law enforcement, if the alleged sexual misconduct may also be a crime.

The University process and the criminal justice process are two separate and independent courses of action. If a reporting party wishes to file a report with JSO, a JU staff member is available to assist. The University will not file a police report about the incident on the reporting party's behalf unless compelling circumstances exist. The University's response to a report is not impacted by the reporting party's decision to file a criminal complaint or the outcome of the criminal investigation.

University and Community Resources

Immediate Assistance

If you are the victim of sexual misconduct, your first priority is to get to a safe place and obtain necessary medical attention. University support services are available regardless of whether or not the victim chooses to report the incident to law enforcement/JSO. A victim of sexual misconduct is strongly encouraged to report the incident to one of the following University resources:

- Campus Security Office, 904-256-7585, available 24 hours per day/7 days per week Student Affairs, 904-256-7067

- Residential Life/RA, 904-256-7538 Human Resources (faculty/staff), 904-256-7025
- Student Counseling Center (confidential), 904-256-7180
- It is important to seek prompt medical treatment after an incident of sexual assault or violence in order to receive preventative treatment for sexually transmitted diseases and to preserve evidence. The City of Jacksonville Victims Services, phone number – (904) 630-6300
- Sexual Assault Response Center, phone number – (904) 630-6330
- Women’s Center of Jacksonville/Rape Recovery Team, address is 5644 Colcord Ave., Jacksonville, FL 32211, phone number – (904) 722-3000 or hotline is (904) 721-7273. www.womenscenterofjax.org.
- Green Dot Coordinator/Facilitator, (904) 722-3000 x214

Legal Options

As a victim, you have the right to ask the State Attorney to file a criminal complaint, and you have the right to go to court and file a petition requesting an injunction for protection against domestic violence, repeat violence, dating violence, or stalking. Jacksonville University will take all steps necessary to comply with orders of protection, “no-contact” orders, restraining orders, or similar lawful orders issued by a criminal or civil court.

Counseling, Advocacy, and Support

The following counseling and support resources are available for victims of sexual misconduct, whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process.

- The University's Student Counseling Center offers short-term counseling and referrals for victims of sexual assault.
- The City of Jacksonville Victims Services, phone number – (904) 630-6300
- Sexual Assault Response Center, phone number – (904) 630-6330
- Sheriff’s Office Victim Services Counselor, phone number – (904) 630-1764
- State Attorney’s Office Victim-Witness Services, phone number – (904) 630-2502
- Women’s Center of Jacksonville/Rape Recovery Team, the address is 5644 Colcord Ave., Jacksonville, FL 32211, phone number – (904) 722-3000 or hotline is (904) 721-7273. www.womenscenterofjax.org.
- Florida Council Against Sexual Violence, phone number – 1-888-956-7273
- Florida Department of Law Enforcement Sexual Offender/Predator Unit – 1-888-357-7332. Any member of the Jacksonville University community who wishes to obtain further information regarding sexual offender/predators in our area may refer to the FDLE website at: FDLE's Searchable Database or by calling 1-888-FL-PREDATOR / 1-888-357-7332).
- State Attorney’s Office – (904) 630-2400
- Local Domestic Violence center, HUBBARD HOUSE. Contact 24 hours a day at (904) 354-3114 or 1-800-500-119. Website is hubbardhouse.org.

Academic Accommodations and Interim Measures

You have the right to request that JU provides reasonable accommodations or protective measures, regardless if you choose to report the incident to campus authorities or local law enforcement or file a formal complaint. Reasonable accommodations and protective measures include changes to academic, living, transportation, and working situations, and no-contact orders. Every effort will be made to reduce the burden on the person filing the report when deciding what accommodations and protective measures are appropriate.

Jacksonville University will provide an individual with written notice about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures following a report of sexual misconduct.

The range of interim measures includes:

- 1) No contact order: The reporting party or responding party may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction.
- 2) Academic, Employment or Living Arrangements: The reporting party or responding party may request a change in academic, employment or living arrangements. Upon request, the University will inform the reporting party or responding party of the options and will accommodate the request if those changes are reasonably available. These may include, but are not limited to:
 - Changing class or work schedule, including the ability to withdrawal from a course without penalty
 - Limiting access to certain University facilities or activities pending resolution of the matter
 - Providing an escort to ensure safe movement between classes and activities
 - Providing academic support services
- 3) Emotional Support: The University will provide counseling services through the Student Counseling Center or Employee Assistance Program or assist in providing a referral to off campus agencies.

Prohibited Conduct and Definitions

This policy addresses a broad spectrum of behavior, all of which falls under the broad definition of sexual harassment.

Sexual Harassment: Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;
- Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment

A single isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of incidents for a hostile environment, particularly if the harassment is physical.

Sexual harassment also includes gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Examples include, but are not limited, to:

- Making demeaning sexist statements, humor or jokes about sex or gender-specific traits, crude sexual remarks, offensive stories, remarks of a sexual nature about a person's clothing or body, remarks about sexual activity or experiences, sexual innuendo or other suggestive comments, offensive notes, sexual propositions, or insults and threats that an individual communicates are unwanted and unwelcome.

- Displaying or circulating of written materials or pictures degrading to an individual(s) or gender group.
- Engaging in inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing or brushing against an individual's body.
- Giving undue and unwelcome attention, such as repeated inappropriate flirting, compliments about clothing or physical attributes, staring or making sexually oriented gestures.
- Making a student's work or an employee's job more difficult because of that person's sex, gender identity, or sexual orientation.
- Using a position of power and authority to: 1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, refusing to submit to sexual activity, or for reporting harassment; 2) promise rewards in return for sexual favors.
- Engaging in demeaning verbal and other expressive behavior of a sexual or gendered nature in instructional settings.

2. Sexual Assault: Having or attempting to have sexual intercourse or sexual contact with another individual without consent. This includes sexual intercourse or sexual contact achieved by the use or threat of force or coercion, where an individual does not consent to the sexual act, or where an individual is incapacitated. Sexual assault may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Sexual assault includes the following acts:

- **Related to Non-consensual Sexual Intercourse:** Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
- **Related to Non-consensual Sexual Contact:** Having or attempting to have sexual contact with another individual without consent. Sexual contact includes kissing, touching the intimate parts of another, causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.

3. Sexual-based Communication: Speaking to, or directing any kind of communication, words or images of a sexual nature at another person that is not welcomed by the receiving party. If the communication is unwelcome; that is, if it occurs without the other person's consent or participation, it may create a hostile learning and living environment. Sexual-based communication can include interactions in person, by phone, electronic messages and photos, written words or images such as graffiti and social media postings.

4. Sexual Exploitation: When an individual takes non-consensual or abusive sexual advantage of another, for his/her own benefit; or to benefit anyone other than the one being exploited; and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person (i.e. personally gaining money, privilege, or power from the sexual activities of another person)
- Non-consensual video, photography, audiotaping, or any other form of recording, of sexual activity;
- Allowing others to observe a personal act of consensual sex without knowledge or consent of the partner;

- Engaging in voyeurism (being a “peeping tom”)
- Knowingly or recklessly transmitting an STD or HIV to another person;

5. **Stalking:** A course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of physical, emotional or psychological harm or injury. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, GPS or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

6. **Intimate Partner Violence:** A situation in which one partner is physically, emotionally or sexually abused by the other partner. Intimate partner violence can occur between individuals who are dating, married, hooking up, or who reside together. Intimate partner violence can occur between individuals of the same or opposite sex. This is often commonly referred to as domestic or dating violence.

7. **Retaliation:** Acts or attempts to retaliate or seek retribution against the reporting party, responding party, or any individual or group of individuals involved in the investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a responding party or reporting party. Retaliation may include continued abuse or violence, other forms of harassment, and slander and libel.

Definitions of Consent, Coercion, and Incapacitation

Consent: Consent to engage in sexual activity must be informed, knowing and voluntary. Consent exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to freely participate in mutual sexual activity.

The following further clarifies the definition of consent:

- Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity. Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity.
- If at any time it is reasonably apparent that either party is hesitant, confused or unsure, both parties should stop and obtain mutual verbal consent before continuing such activity.
- Consent may be withdrawn by either party at any time. Withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity is not necessarily giving consent.
- Individuals with a previous or current intimate relationship do not automatically give either initial or continued consent to sexual activity. Even in the context of a relationship, there must be mutually understandable communication that clearly indicates a willingness to engage in sexual activity.
- An individual who is physically incapacitated from alcohol or other drug consumption (voluntarily or involuntarily), or is unconscious, unaware or otherwise physically helpless is considered unable to give consent. For example, one who is asleep or passed out cannot give consent.

Coercion: Consent cannot be given if it results from the use or threat of physical force, intimidation, or any other factor that would eliminate an individual's ability to exercise his/her own free will to choose whether or not to have sexual contact. Coercion includes the use of pressure and/or oppressive behavior, including express or implied threats of harm, severe and/or pervasive emotional intimidation, which places an individual in fear of immediate or future harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct amount to coercion if they wrongfully impair the other's freedom of will and ability to choose whether or not to engage in sexual activity.

Coercion also includes administering a drug, intoxicant or similar substance that impairs the person's ability to give consent.

Incapacitation: An individual who is incapacitated is not able to make rational, reasonable judgments and therefore is incapable of giving consent. Incapacitation is the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he/she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, being unaware of circumstances or surroundings, or being unable to communicate for any reason.

An individual in a blackout state may or may not meet the definition of incapacitation. Such an individual may appear to act normally but may not have later recall of the events in question. The extent to which a person in this state affirmatively gives words or actions indicating a willingness to engage in sexual activity and the other person is unaware – or reasonably could not have known – of the alcohol consumption or blackout, must be evaluated in determining whether consent could be considered as having been given.

Reporting Policies and Investigation Procedures

Jacksonville University encourages all students and faculty and staff to report information about any type of sexual misconduct or harassment involving a student, faculty and staff, or third party. All complaints will be given a full, impartial, and timely investigation. Jacksonville University will typically complete the investigation within 60 days unless extended for good cause. If the investigation is extended for good cause, written notice will be provided to the complainant and the accused of the delay and the reason for the delay.

Jacksonville University prohibits retaliation against any person for filing or participating in a complaint. Jacksonville University will discipline any individual who retaliates against any person who reports alleged sexual misconduct or who retaliates against any person who testifies, assists, or participates in an investigation, a proceeding or a hearing relating to a sexual misconduct complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

False accusations of sexual misconduct can seriously injure innocent people. Where the preponderance of the evidence shows that a member of the University community intentionally made a false and malicious charge of sexual harassment, that person will be subject to disciplinary action. Charges made in good faith, which are erroneous or unproven, are not subject to discipline.

Amnesty

Individuals have the right to amnesty for drug or alcohol use related to the complaint. Individuals reporting an incident of sexual misconduct will not be subject to disciplinary action under the University's Code of Conduct for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not place the health or safety of any other person at risk.

Conduct Procedures for Complaints of Alleged Sexual Misconduct or Harassment:

The following procedures will apply to any incident of alleged sexual misconduct or harassment, for students, faculty, and staff.

1. The investigation will be conducted by the Title IX Coordinator or designee, who receives annual training on these issues and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
2. The preponderance of the evidence (more likely than not) standard will be used to determine responsibility.
3. Both the reporting party and responding party will be provided the same opportunities to be accompanied by an advisor of their choice to any related meeting or proceeding. Advisors may assist a party with understanding the investigation process and preparing for interviews and meetings; attend interviews and meetings with the party; review any written appeals or other statements prepared by the party; provide emotional support; and otherwise assist and support the party as the party moves through the process. Advisors may not speak on behalf of the party at any interviews or meetings or through any written documents.
4. The reporting party and responding party will be provided timely notice of meetings and conduct hearings.
5. The reporting party and responding party will be provided timely and equal access to any information that will be used during conduct hearings.
6. During the investigation process, the Title IX Investigator will determine whether information concerning the prior sexual history of either party is relevant. In general, in a case where the responding party raises consent as a defense, any prior consensual relationship between the parties may be relevant. Any other prior sexual history of the reporting party is typically not relevant and may not be permitted. Prior sexual history of the responding party may be relevant where there is evidence of a pattern of misconduct that may be relevant in the determination of responsibility assigning of corrective action.
7. Pattern evidence by the responding party: Where there is evidence of a pattern or conduct similar in nature by the responding party, either prior to or subsequent to the conduct in question, regardless of whether there has been a finding of responsibility, this information may be deemed relevant and probative to the determination of responsibility and/or assigning of a sanction. The determination of relevance will be based on an assessment of whether the previous incident was substantially similar to the present allegation or information and indicates a pattern of behavior and substantial conformity with that pattern by the accused.

If the responding party is a student:

Both parties will be simultaneously informed in writing of:

- a. The result of the proceeding, including any sanctions imposed;
- b. The procedures for the reporting party and the responding party to appeal the result;
- c. Any changes to the result; and
- d. When such results become final.

If the responding party is a faculty/staff member:

The investigator(s) will relay the findings to the faculty's/staff's supervisor and Human Resources Office for the determination of corrective action. Possible actions are included in the Sanctions/Corrective Actions section of the policy.

Once the supervisor/Human Resources Office has made a corrective action determination, both parties will be informed in writing of:

- a. The result of the proceeding, including any corrective actions imposed;
- b. The procedures for the reporting party and the responding party to appeal the result;
- c. Based on the appeal, any changes to the result; and
- d. When such results become final.

Sanctions/Corrective Actions The purpose of disciplinary sanctions or corrective actions is to redirect faculty, staff and/or student behaviors toward patterns more acceptable to the University community, if such redirection is feasible; and/or to protect the University community from possible harm or injury. This information is promulgated to assure that faculty, staff, and students are aware of the potential consequences of their misconduct. Sanctions/corrective action for misconduct will be determined on a case to case basis, utilizing three main criteria:

1. The nature of the offense;
2. The precedent, if any, established at the University for similar offenses; and
3. The previous conduct history of the faculty or staff and/or student, if any, and the faculty or staff and student's attitude and behavior throughout the investigative process.

Possible sanctions/corrective actions may include, but are not limited to:

- No contact orders
- Written letter of warning or reprimand
- Mandatory participation in an educational program
- Mandatory referral for psychological assessment and compliance with any resulting treatment plan
- Adjustment of living arrangements
- Adjustment of academic schedule
- Restricted participation in extracurricular activities
- Removal or suspension from athletic team
- Restricted attendance at University-sponsored activities or events
- Revocation of admission
- Revocation of degree
- Postponement of degree conferral
- Restricted access to campus
- Probation for students or employment
- Suspension or dismissal for students
- Termination of student employment
- Employee suspension with or without pay
- Modification of employee benefits such as tuition assistance
- Termination of faculty or staff from the University

Faculty and staff Faculty and staff are required to participate in an investigation of alleged sexual misconduct or harassment. Failure to participate may result in immediate termination. If a faculty or staff member resigns, the University has the option to move forward with an investigation and sanctions. If a person resigns during an investigation, he/she will not be permitted to return to the University as a student or faculty or staff.

If found not responsible, the person may follow up with the Title IX Coordinator, prior to returning to the institution. Depending on the nature and severity of the violation, the University reserves the right to impose sanctions including, but not limited to termination of faculty or staff.

Third Party Vendors/Others The University's Chief Financial Officer, in conjunction with Human Resources, will determine the sanction for third party vendors and others.

Appeals

Specific to this policy, both parties have the opportunity to appeal the written decision. Appeals may be made in writing, and shall be made within three business days of the date the party receives the summary of the decision. Appeals must be based on at least one of the following grounds:

- The procedures described in this policy were not followed, and the failure to follow procedure may have affected the outcome of the final decision;
- The sanction(s) imposed are disproportionate for the facts of the case and/or the violation of the policy that was found;
- Substantive new information that was not reasonably available at the time of the investigation has now become available and may change the outcome of the final decision.
- When a party requests an appeal, the Title IX coordinator shall advise the other party, who will be permitted to respond to the appeal within a timeframe established by the Title IX coordinator.
- Appeals will be determined in a timely fashion, but generally within ten calendar days after receipt of the appeal. The selected adjudicators shall review the written decision and any responses made by the parties. At its discretion, the adjudicators may seek further information from the parties, the investigators, or the decision panel and will then issue a written appeal decision that either accepts or amends the decision of the decision panel, or directs the investigators to re-open the investigation to address specific concerns raised by the appeals panel.

Prevention and Awareness Programs

The University offers on-going prevention and awareness programs to all incoming students, returning students, and faculty and staff.

The ongoing program of choice offered by Jacksonville University is the Green Dot College Strategy and consists of components that deal with power-based personal violence. This includes dating/domestic violence, sexual violence, and stalking. Green Dot provides the opportunity to create the momentum necessary for true and lasting culture change. It expands the traditional approach to bystander intervention in two ways: *Who* a bystander is and *what* a bystander does. We can take small actions each day to establish norms so that if a new student, classmate, friend, parent, or employee steps onto JU's campus, they know that violence will not be tolerated and everyone is expected to do their part. No one has to do everything, but everyone has to do something.

This program is sponsored by the Women's Center of Jacksonville. For more information, call (904) 722-3000 x210.

Additional educational programming includes:

- EduRisk "**Workplace Harassment Prevention 110**" and "**Protecting our Campus from Sexual Assault.**" One Love Educational program, designed to raise awareness about relationship violence
- 3rd Millennium Consent and Respect program
- One Love Education program, designed to educate about healthy relationships and signs of relationship violence

Title IX Coordinator and Deputy Coordinators

Jacksonville University has a designated Title IX Coordinator and Deputy Title IX Coordinators to oversee its response to all reports of sexual misconduct and harassment, conduct training, and coordinate compliance with the mandates of Title IX. Any questions about Jacksonville University's Title IX policies and any reports of sexual misconduct or harassment should be directed to the Title IX Coordinator or Deputy Title IX Coordinators.

Title IX Coordinator
Kristie Gover, Ed.D.
VP for Student Affairs and Dean of Students
Jacksonville University
2800 University Blvd. N.
Jacksonville, FL 32211
Phone: (904) 256-7067
Email: kgover1@ju.edu

Deputy Title IX Coordinators:

James Williams
Director of Human Resources
Jacksonville University
2800 University Blvd. N.
Jacksonville, FL 32211
Phone: (904) 256-7025
Email: jwillia@ju.edu

Dr. Lynnette Kennison
Professor
Jacksonville University
2800 University Blvd. N.
Jacksonville, FL 32211
Phone: (904) 256-7622
Email: lkennis@ju.edu

Kevin Bennett
Director of Campus Security
Jacksonville University
2800 University Blvd. N.
Jacksonville, FL 32211
Phone: (904) 256-7585
Email: kbennet1@ju.edu

Luke Morrill Associate Dean of Students
Jacksonville University
2800 University Blvd. N.
Jacksonville, FL 32211
Phone: (904) 256-7585
Email: lmorrill@ju.edu

DaVina Hamilton Assistant Dean of Students
Jacksonville University
2800 University Blvd. N.
Jacksonville, FL 32211
Phone: (904) 256-7585
Email: dhamilt3@ju.edu

Lauren Cevis
Associate Athletic Director
*Designee specifically for Athletic Compliance
Jacksonville University Athletics
2800 University Blvd. N.
Jacksonville, FL 32211
Phone: (904) 256-7794
Email: lcevis@ju.edu

SEXUAL ABUSE POLICY AND PROCEDURES

Jacksonville University will not tolerate and will seek to eradicate any behavior by its employees and students which constitutes Sexual Abuse. "Sexual Abuse" means any actual or attempted criminal sexual conduct of a person by another person, or persons acting in concert, regardless if criminal charges or proceedings are brought, which causes physical and/or mental injuries. Sexual Abuse does not include "Sexual Harassment".

REPORTING PROCEDURES

All employees are required to report any known or suspected incidents of sexual abuse to the Sexual Harassment Officer who will handle further proceedings in accordance with state law and report as needed to the appropriate University administrator. *See Jacksonville University Policy and Procedures Regarding Sexual Harassment. This policy can be found in both the Student and Employee Handbook or obtained in the Office of Human Resources.*

Each year, students shall be advised of the contents of this Sexual Abuse Policy and Procedures and be instructed to report any incident of known or suspected sexual abuse.

INVESTIGATION & CONFIDENTIALITY

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

DISCIPLINE

Any employee or student who is determined, after an investigation, to have engaged in sexual abuse in violation of this policy will be subject to disciplinary action up to and including termination and or expulsion.

False accusations regarding sexual abuse will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including termination, with regard to employees and expulsion with regard to students.

Jacksonville University will discipline any individual who retaliates against any person who reports alleged sexual abuse or who retaliates against any person who testifies assists or participates in an investigation, a proceeding or a hearing relating to sexual abuse complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

SEXUAL ABUSE INCIDENT REPORTING AND FOLLOW-UP

Any case of known or suspected sexual abuse will be reported immediately in compliance with the state law reporting requirements to a police officer or the State's Attorney's Office.

CHILD ABUSE, ABANDONMENT, OR NEGLECT POLICY AND PROCEDURES

The Florida Legislature enacted a new statute that indicates school officials have a mandatory obligation to report child abuse, abandonment, or neglect as defined in Section 39.01, Florida Statutes. This means that any faculty member, staff employee or administrator at Jacksonville University who knows about child abuse on campus or during a University sponsored event or function is required to immediately report such abuse to the hotline established by the State of Florida. This requirement includes minors coming onto the University's campus for any reason, including summer camps, athletic events and recruiting events. It also includes abuse of minors off campus if the abuse is part of a University program or event.

REPORTING PROCEDURES

Employees are advised of the contents of this Child Abuse, Abandonment, or Neglect Policy and Procedures and are required to report any known or suspected incidents of child abuse, abandonment, or neglect to the Florida Abuse Hotline at (800) 962-2873 or TDD (800) 453-5145.

INVESTIGATION & CONFIDENTIALITY

All reported incidents will be given a full, impartial and timely investigation by the appropriate officials. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

DISCIPLINE

Any employee that knowingly and willfully fail to report known suspected child abuse, abandonment, or neglect committed on the property of Jacksonville University or during an event or function sponsored by the University, or that knowingly and willfully prevent another person from doing so, is subject to disciplinary action up to and including termination and fines imposed by state statute.

False accusations regarding child abuse, abandonment or neglect will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including termination, with regard to employees and expulsion with regard to students. In addition, a person who knowingly and willfully makes a false report of child abuse, abandonment, or neglect, or who advises another to make a false report, is guilty of a felony of the third degree. Any person who makes a report in good faith is immune from civil or criminal liability under Section 39.203, Florida Statutes.

Jacksonville University prohibits retaliation against any individual because of a good faith report of child abuse, abandonment, or neglect. Any individual who retaliates against any person who reports alleged child abuse, abandonment, or neglect; or, any individual who retaliates against any person who testifies assists or participates in an investigation, a proceeding or a hearing relating to a child abuse complaint will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CHILD ABUSE INCIDENT REPORTING

Any case of known or suspected child abuse, abandonment, or neglect will be reported immediately in compliance with the state law reporting requirements indicated above. In addition to reporting any incidents to the State of Florida Hotline, please immediately contact JU Campus Security at (904) 256-7585.

Any employee involved in a reported incident of sexual abuse may be immediately relieved of responsibilities that involve interaction with students or may be suspended, as determined by Jacksonville University. The reinstatement of an employee involved in a reported incident of sexual abuse shall occur only after all allegations of sexual abuse have been cleared by Jacksonville University.

SMOKING POLICY

In compliance with the Florida Clean Indoor Air Act and to provide a healthful working environment, the University has designated all “public places” in University academic and administrative buildings as “Smoke Free.” Employees are prohibited from smoking in all University buildings. The University has designated smoking areas and anyone choosing to smoke must use those designated areas.

SOLICITATION POLICY

The University views solicitation as falling into two distinct categories. The first is solicitation by or on behalf of recognized local and national charitable organizations. The University encourages its employees to participate in national and local charitable and civic organizations. Examples of the types of organizations that fall into this category include the United Way, the American Cancer Society, and the Heart Fund. However, employees are not permitted to solicit for, or distribute materials on behalf of, any organization or individual during the employee’s working time or the working time of an employee being solicited without the permission of the Department Manager and the Office of Human Resources.

The second is solicitation of a business nature by outside interests unrelated to a national or local charitable organization. The University prohibits any individual or employee from soliciting on behalf of any business enterprise or any other organization which is not a recognized charity or organization offering educational opportunities to our employees for job improvement or a professional association related to the employee’s job or profession.

TELEPHONE CALLS

We ask that employees limit personal calls during business hours. If the telephone is used for personal calls please limit their frequency. Please remember that excessive or unauthorized use of University telephones for other than University business can be cause for disciplinary action.

ELECTRONIC MAIL

Electronic mail (e-mail) is for University purposes only. Consequently, the University reserves the right to access e-mail for business and operational reasons, as it deems necessary. Employees should not expect privacy for e-mail, and must keep the University advised of all passwords necessary for access. In addition, employees in deciding whether to use the e-mail for sensitive University business should be aware that e-mail may be seen:

- 1) by the staff of the Office of Information Technology when addressing errors have been made, or as part of the routine maintenance of the system; and
- 2) by unknown others when using BITNET and the Internet as these systems cannot guarantee privacy.

SECTION E

PERFORMANCE APPRAISAL AND SALARY ADMINISTRATION PROGRAM

It is the policy of Jacksonville University to enhance motivation and communication through a written evaluation of employee performance for each Regular Full and Part-time employee on a no less than annual basis. Salary advancements are based primarily on merit, as recommended by the findings of the performance review. Normally, merit increases become effective in January of each year, provided the employee has been employed for a minimum of 90 days as of January 1. Salary increases are not automatic and are contingent upon performance and the availability of University funds.

Most people have a natural curiosity about how they are paid, why they are paid at a particular salary range, and how their work performance relates to their pay.

At the University, you have a Salary Administration and Performance Appraisal Program that works to:

- Pay what a job is worth.
- Explain how salaries are determined.
- Recognize and reward individual effort and job-related performance.

Through our Salary Administration Program, we can measure each job, give it a value and compare that value with the values assigned to other jobs within our organization. This process helps us determine a ranking order for all jobs and assists us in determining the range of pay opportunity we want to make available for each position.

Because so many organizations use the same job evaluation system we use, we can compare our pay policy (the pay opportunity we make available to you) with the way other organizations pay their employees. We do this to make certain that we maintain competitive salaries.

The Performance Appraisal Program is designed to review your performance, provide guidance and direction for personal development within the University and to ensure a fair basis for awarding pay increases based on merit.

As you read about the Programs, remember that your salary is only a part of your total compensation, which also includes your benefits. Your benefit options include Group Life Insurance, Accidental Death and Dismemberment, Group Health Care, Sick Pay, Long Term Disability Insurance, Retirement, Vacation, Holidays, Workers Compensation, and a Tuition Benefit Plan.

OBJECTIVES OF THE SALARY ADMINISTRATION AND PERFORMANCE APPRAISAL PROGRAM

In line with our pay for performance philosophy, we designed our salary program to meet certain key objectives:

Internally Equitable

Our program provides a salary range for each job that fairly reflects the value of the job and relates that to every other job in the organization.

Externally Competitive

In order to continue to attract and keep the most qualified people available, our pay practice (the way we pay salaries) is frequently compared with the pay programs of other organizations like ours. We do this to make sure our Salary Administration Program remains competitive.

Personally Motivating

The program provides opportunities to recognize and reward individuals through salary increases.

Continuing and Flexible

As jobs change or new jobs develop, the program is adjusted so that all jobs continue to be paid on a fair and equitable basis. Salary ranges are adjusted periodically to account for changes in jobs and changes in the competitive job market.

Meeting Equal Opportunity Goal

The program helps us to ensure that employees are hired, evaluated, promoted and paid solely on their job qualifications and job performance.

HOW THE SALARY ADMINISTRATION PROGRAM WORKS

The Salary Administration Program meets its objectives of providing internally fair ranking of jobs, based on a systematic evaluation of job content, and an externally competitive rate of pay by:

- Documenting each position and its function at the University.
- Evaluating each position.
- Comparing all positions internally.
- Comparing the University's pay practices with competitors.
- Assigning salary ranges to each position.

POSITION DESCRIPTIONS

The starting point for the salary program is obtaining a clear understanding of what each job is expected to accomplish. We do this by developing a written description of each job.

The job description list the qualification (preparation, experience and the like) required to obtain the job, as well as the responsibilities involved in its performance (what the employee is expected to do). Each job is expected to accomplish some end result. The job description provides a record of the most important facts about the job.

Because of their importance, job descriptions are updated as needed. In this way, you can be sure that the description, as well as the evaluation and salary range developed from it, are current and accurately reflect the worth of your job.

Once the position descriptions are written, we are ready to evaluate our jobs based upon:

- The value of each job
- The relationship of one job to another

It is important to remember that, in this stage of the program, no attempt is made to evaluate the person in the position or that person's performance. The University considers only the job itself, as defined by its description.

Of course, we recognize that not all jobs are the same. For example, an Administrative Associate and a Data Entry Clerk have different job requirements that call for different types of individualized training and experience.

In order to ensure a competitive level of pay for each job, the University looks to the marketplace. By looking at the marketplace, the University finds out what other similar organizations are paying for similar jobs. This external evaluation is achieved by participating in a variety of salary surveys. The salary survey information is used annually to establish our pay policy. We test this data against other similar organizations to further ensure that the University's pay policy remains competitive.

Salary survey results also help the University identify and analyze trends and changes in the job market. This allows us to determine adjustments in salary ranges which might be needed to maintain a competitive market position.

ASSIGNING SALARY RANGES

After jobs are evaluated, and the University's desired competitive position in the marketplace is determined, each job is assigned to a salary range that reflects the job's overall value to the University. Each job type thus has its own individual salary range.

Each salary range has a minimum and a maximum pay amount established around a midpoint.

Sample Job Salary Range

Minimum	Midpoint	Maximum
\$18,150	\$22,688	\$27,225

For Example: If the midpoint of a range is \$22,688 the minimum is \$18,150 and the maximum is \$27,225.

A newly hired employee is typically brought in at the minimum of the salary range.

New employees being paid at the entering level of their salary ranges then have an opportunity to increase their salary to the midpoint or maximum over a period of time. Thus, the salary range provides sufficient room for merit increases based on differences in individual performance.

Salary ranges are reviewed annually. They are adjusted as needed to reflect changes in the marketplace. These adjustments aim to reflect a composite of changes ranging from the rate of inflation to the present financial condition of the University.

PROMOTIONS, DEMOTIONS, AND LATERAL JOB CHANGES

Promotion

A promotion is the reclassification of an employee upward into a higher grade position. The amount of the salary increase will be based upon the greater of:

1. The amount required to bring the employee up to the new minimum or;
2. The promotional percentage chart below

First, we look at the employee's current salary in relation to the new salary midpoint. For example: An employee is being promoted as follows:

	Minimum	Midpoint	Maximum
Current Salary Range	\$18,150	\$22,688	\$27,225
New Salary Range	\$24,158	\$30,198	\$36,237

The employee's current salary is \$24,000. We calculate the compa-ratio by dividing the current salary by the midpoint of the new salary range (\$24,000 divided by \$30,198). This means that the current salary is 79% of the new salary midpoint. The following guideline is used for promotional increases.

Compa-Ratio % to the New Grade Midpoint	Promotional Increase
70 % & Under	12 %
71 - 79 %	10 %
80 - 89 %	8 %
90 - 99 %	6 %
100 - 109 %	4 %
110 % & above	2 %

In the above example, this employee would receive a 10% promotional increase, which would bring the new salary to \$26,400. In no event will a promotional increase provide a salary increase which will exceed the maximum of the new salary range.

If an employee's current salary is below the new salary minimum the employee would receive the greater of the amount required to bring the individual to the minimum or the amount provided by the promotional chart.

Promotional salary increases, if any, will be effective at the beginning of the next pay period.

Demotion

A demotion is the reclassification of an employee into a lower grade position. The salary of the demoted employee will be examined in relation to the salary range of the new position. If the salary exceeds the maximum of the new position, the individual's pay will be reduced to bring the individual to the maximum of the new salary grade. In other cases where the employee's rate of pay does not exceed the maximum of the new grade the employee's current salary will be reduced so that the compa-ratio is held constant.

Example:

First, we look at the employee's current salary in relation to the new salary midpoint. For example, an employee is being demoted as follows:

	Minimum	Midpoint	Maximum
Current Salary Range	\$ 24,158	\$ 30,198	\$ 36,237
New Salary Range	\$ 18,150	\$ 22,688	\$ 27,225

The employee's current salary is \$25,000. We calculate the compa-ratio by dividing the current salary by the midpoint of the current salary range (\$25,000 divided by \$30,198). The compa-ratio is 83%. To hold the compa-ratio constant we multiply the midpoint of the new position by the 83% (\$22,688 X 83%). This means the new salary will be \$18,331.

The salary decrease as a result of a demotion is effective at the beginning of the next pay period.

Lateral

A lateral change is an employee moving to a new position which has an identical salary grade as the prior position. In this event there are no adjustments made to the salary (i.e. upward or downward) at the time of the job classification.

HOW THE PERFORMANCE APPRAISAL PROGRAM WORKS

Jacksonville University's Performance Appraisal Program provides a rational basis for assessing individual performance, rewarding achievement, and motivating individual effort. One of the best ways for the University to show it values your contribution is to reward you with an equitable salary and salary increase opportunities. Evaluations are completed at least annually. A new employee or newly promoted employee will be evaluated at the end of the introductory period as well as annually.

Since the University believes in pay for performance, the program means that the University does not grant across the board or automatic annual salary increases. Your compensation is earned through your record of performance on the job.

PERFORMANCE RATINGS

As part of the Program, your performance is rated within one of the five following categories:

- **Far Exceeds All Goals and Expectations**
A rare rating given to those few individuals whose performance is obvious to all who are familiar with the position requirements.
- **Often Exceeds All Goals and Expectations**
Performance is clearly above what is normally expected.
- **Meets All Goals and Expectations**
Employee consistently fulfills all goals and expectations.
- **Meets Most Goals and Expectations**
However, improvement is needed to meet all goals and expectations of the position
- **Does Not Meet Goals and Expectations**
This level of performance is unacceptable. Termination will result if improvement is not made before a specific date.

Responsibility for conducting the performance review is lodged with supervisors.

Some employees may achieve a higher level of success in meeting job standards than others.

It is expected that all employees will be rated fairly based upon their performance, attendance and cooperation; however, annual performance evaluations with a rating of Far Exceeds must be discussed and approved by the senior officer of the specific area before the evaluation conference is held with the employee.

Any employee rated as Does Not Meet on their annual review will be terminated. Under special circumstances approval may be given to extend employment for a brief period to allow the employee time to meet all the expectations of the position. In such cases, significant improvement must be immediately noted or the employee will be terminated at the end of the time period provided by the supervisor. The University does not wish to tolerate poor performers.

DETERMINING YOUR SALARY INCREASE

The Performance Review Program recognizes that different people perform at different levels in the same job. The Program rewards the good performer both now and in the long run.

You and your supervisor should discuss your performance at least once a year. Newly hired employees may be reviewed more frequently during the first year of employment to provide greater understanding of what is expected of them.

The purpose of the performance review is to focus on your job performance how you are doing and what you can do to perform even better. While your supervisor will assign a performance rating based on your performance, there will be no salary increase at the time of the performance review.

If you are promoted, a performance review will be conducted as a part of the promotion review, and a promotional salary increase will be granted if warranted at the time of the promotion . Promotions do not affect or change your regular annual performance review date.

The performance rating you receive depends on how well you meet the requirements of your job. It is your supervisor's responsibility to communicate to you what these requirements are.

The size of any salary increase you may receive following your annual review will be determined by your performance rating and availability of University funds.

The range for each job may be adjusted on a regular basis to account for inflation and other factors so that as your range moves up, your pay opportunity increases as well.

Remember, a top performance rating does not mean that you automatically go to the top of the range. What it does mean is that you will receive a bigger percentage increase in pay than a less competent performer will receive.

If you continue to turn in an outstanding performance year after year you may eventually move up to the maximum, provided you are not promoted in the meantime. On the other hand, a poor performer will nearly always be below the midpoint in the salary range.

EFFECTIVE DATE OF APPROVED INCREASES

Increases resulting from the annual performance evaluation for both non-exempt and exempt employees are effective September 1, provided the employee has been employed a minimum of 90 days as of September 1. Salary increases are not automatic and are contingent upon performance and the availability of University funds.

SECTION F

ACTIVITIES, FACILITIES AND SERVICES

BASKETBALL TICKETS

All employees are eligible to receive free general admission tickets to basketball games for themselves and their dependents who presently reside in their household. An employee who wishes to upgrade to reserved seating may do so by paying an additional fee. Additional information can be obtained by calling the Athletic Office.

BOOKSTORE

University employees receive a 20% discount for department charges and a 25% discount on gifts, clothes, and most other merchandise sold in the Bookstore. Please show employee I.D. card at the time of purchase.

CREDIT UNION

University employees are eligible for membership in the Community First Credit Union. The credit union offers various financial services. Additional information may be obtained by contacting the Community First Credit Union directly.

EMPLOYEE IDENTIFICATION CARDS

Employee I.D. cards are issued without charge to all employees. These cards should be carried as a convenience to both the employee and to University personnel when utilizing the card for benefit purposes. The card may be used, for example, to make purchases at the Bookstore, to borrow books from the library and to be admitted to certain University functions. Authorization for I.D. cards must be issued by the Office of Human Resources.

Please note that cards must not be used by anyone other than the person to whom issued. All I.D. cards, including those issued to family members, must be returned when employment terminates.

FLORIDA TOURIST ATTRACTIONS

All employees are eligible for discount cards for many of Florida's main tourist attractions including: Disney World, Busch Gardens, Sea World, Silver Springs, Wild Waters, Weeki Wachee, and Cypress Gardens. In addition, the University offers discount cards at some of Florida's finest hotel facilities. Discount cards are available in the Office of Human Resources.

LIBRARY PRIVILEGES

All employees have full use of the Swisher Library facilities. Further information regarding the services available can be obtained by seeing a staff member at the Circulation Desk.

PARKING/VEHICLE REGISTRATION

To legally park on campus, all employees must register their vehicles with Campus Safety and Security. Free parking is available for all employees in designated areas. Parking decals may be obtained Monday-Friday, 8:30 a.m. to 5 p.m. from Campus Security. Decals must be renewed periodically as required. All employees are expected to obey all campus traffic and parking regulations. Please refer to the Parking and Traffic Regulations brochure for current policies and information.

UNIVERSITY RECREATIONAL FACILITIES

University recreational facilities are available to employees and their eligible dependents. These facilities include: pool, nine-hole golf course, outdoor racquetball courts, and tennis courts. Please show employee I.D. card when utilizing such facilities.

UNIVERSITY-SPONSORED EVENTS

The University sponsors certain special events such as plays, lectures, concerts, etc. Free attendance is offered to employees. The department which sponsors these events will publish announcements concerning the availability of tickets for such events.

SECTION G

EMPLOYEE RECOGNITION PROGRAMS

The Jacksonville University Employee Recognition program was created to recognize excellence in the areas of quality service, process improvement, and teamwork and to acknowledge longstanding commitment to the University. The program comprises several aspects including JU Employee of the Month Program, Service Awards, Dolphin Cheer and Ideas Programs.

EMPLOYEE OF THE MONTH PROGRAM

All full or part-time staff/administrative employees working for Jacksonville University (including those individuals in Food Services and Physical Plant). Any employee or student of the University can make nominations by completing an Employee of the Month Nomination form. Nominations must be submitted by the 20th of a month for award consideration for the following month. An individual can win the award once in any calendar year. Recipients will receive the following recognition: a \$50.00 cash award, designated parking space for the month, certificate signed by the President, an extra day off, and recognition at the University-wide Fall cookout. Employee of the Month criteria:

- Exhibited commitment to service and to serving the Jacksonville University community
- Sustained high level of productivity and consistent quality of work
- Demonstrated high degree of initiative in the performance of responsibilities
- Displayed exceptional dependability
- Maintains, demonstrates and exhibits effective relationships with others

If someone you know portrays these kinds of qualities or has done something above and beyond normal duties, nominate them for the Employee of the Month Award.

SERVICE AWARDS

All full-time and part-time staff/administrative employees will receive recognition for continuous service to the University at five-year increments. Individuals can select award material from a service award vendor, which has a variety of awards from which to select. The value of the award increases with the years of completed service. The selection will be made approximately six weeks prior to the date of the Fall cookout and Employee Recognition Day. These individuals will receive recognition in JU Today as well as at the University-wide Fall cookout.

DOLPHIN CHEER

Know or work with a JU employee who deserves some credit? JU's Dolphin Cheer website allows you to send them an electronic "Thank You" or "Congratulations" card to acknowledge the excellent work they have done. After you enter their name and e-mail address, you can select an appropriate card and message.

IDEAS PROGRAM

Jacksonville University recognizes that its employees play a significant role in determining the success of the University. They understand best the day-to-day work of the University and are in a good position to offer suggestions that might lead to improvements in institutional quality, operations, and/or services. Therefore the University encourages its employees to submit their IDEAS and suggestions for consideration. All full-time staff/administrative employees who submit a significant suggestion, which is adopted, to the President's Ideas Program will receive recognition. The Superior Ideas Awards will be recognized at the University-wide Spring cookout. Ideas, which fall in to the following, are eligible for consideration:

- Significantly improve current methods, procedures, or systems
- Significantly improve public relations, employee relations, or student service
- Significantly increase productivity or efficiency
- Significantly reduce or eliminate cost, time, space, materials or supplies
- Significantly improve working conditions with respect to safety, health, or sanitation
- Significantly improve internal or external communication
- Significantly improve environmental and energy savings

Employees must complete the IDEAS Program form providing a detailed description of the current situation, a description of the IDEA, and how it would benefit the University. Submission of IDEAS by a group is also encouraged. IDEAS will be reviewed on a monthly basis. Those employees submitting ideas, which are implemented by the University, will be considered for recognition.