

Employee Handbook 2010

Introduction

Dear Employee:

Welcome to Ohio Christian University!

You and Ohio Christian University have made an important decision: The University has decided you can contribute to our success, and you've decided that Ohio Christian University is the organization where you can pursue your career productively and enjoyably.

We each believe we've made the right decision, one that will result in a mutually beneficial at-will relationship. The minute you start working here, you become an integral part of the Ohio Christian University and its future. Every job in the University is important, and you will play a key role in the continued growth of this organization.

As you will quickly discover, our success is based on providing a high quality education and unsurpassed customer service. How do we do it? By working very hard, thinking about our students' needs and doing whatever it takes. We do it by treating each other and our students with respect. We do it by working as a team.

Should you have any questions concerning this handbook, your employment or benefits, please feel free to discuss them with your supervisor or Human Resources.

History and Mission of the University

More than sixty years ago the Council of the Churches of Christ in Christian Union determined to establish a Christian college. After months of preparation, in September 1948, what we now know as Ohio Christian University (OCU) was opened as Circleville Bible College at 469 East Ohio Street in Circleville, Ohio. As the college grew it was becoming increasingly clear that the Ohio Street location would no longer be adequate, so more than forty acres was purchased just three (3) miles east of Circleville on US Route 22.

Ohio Christian University is committed to offering a complete education that develops students intellectually, professionally, and spiritually. OCU offers traditional undergraduate degrees, as well as associate and bachelor's degrees targeted to the adult learner, all designed to equip students to become leaders in their careers, communities, families, and the world. Graduate education at OCU is now being offered as well. Though the main campus is located in Circleville, Ohio, classes for the adult degree programs are also offered online and at satellite campuses in the surrounding region, including Chillicothe, Columbus, Dublin, Lancaster, Nelsonville, and Sugar Creek.

Mission

Ohio Christian University prepares students to serve effectively in the church and society by providing a holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

Core Values

- **Christ Centered:** Our community of interdependent students, faculty, and staff seeks to honor and obey Jesus Christ, who is present in Spirit and speaks in Scripture, and to advance God's purposes in the lives of every member.
- **Biblically Based:** Our academic and student development programs cultivate a deep and enduring faith that affirms the authority of Scripture and embraces Christ as the authentic center of life.
- **Student Oriented:** Our undergraduate and adult curriculum integrates faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence.
- **Ministry Motivated:** Our emphasis on ministry and missions extends beyond the classroom into real-world experiences that prepare students for a lifetime of service in ministry.
- **Leadership Focused:** Our students experience and engage the world in ways that prepare leaders to serve and transform their professions, churches, and communities.

Attendance & Work Schedule

Attendance & Punctuality

Every employee is expected to attend work regularly and report to work on time.

If unable to report to work on time for any reason, employees should telephone their supervisor as far in advance as possible. If an employee does not call in an absence in advance, it will be considered unexcused and unpaid.

Unsatisfactory attendance, including reporting late or quitting early, may be cause for disciplinary action, up to and including discharge.

Breaks

Full-time employees are entitled to a 15-minute paid break for rest twice each day, spaced approximately evenly throughout the work period.

Full-time employees are also entitled to a 60-minute unpaid break for meals during each work period.

Part-time employees are entitled to an unpaid break of at least 30 minutes for meals or rest after they have worked five consecutive hours.

Breaks may be scheduled by management at staggered times to allow department coverage.

Work Hours

Ohio Christian University's standard work weeks are 40 hours a week Monday-Friday. Office hours are 8:00 a.m. - 5:00 p.m. Certain positions will require hours different from 8:00 a.m. - 5:00 p.m.

Federal Family and Medical Leave

In accordance with the Family and Medical Leave Act ("FMLA"), Eligible Employee(s) may qualify for up to twelve (12) or twenty-six (26) work weeks (depending on the reason) of unpaid leave for the reasons specified below.

An "Eligible Employee" is one who: (a) has been employed by the University for at least twelve (12) months;¹ (b) has worked at least 1250 hours in the twelve (12) months immediately preceding the beginning of the first day of the leave; and (c) works at a work site where 50 or more employees work within 75 miles.

Reasons for FMLA Leave

A. Eligible Employees may qualify for up to twelve (12) work weeks of unpaid leave in a year for any of the following reasons:

1. For birth of a Son or Daughter, and to care for the newborn child ("Birth Leave");
2. For placement with the employee of a Son or Daughter for adoption or foster care ("Placement Leave");²
3. To care for the employee's spouse, Son or Daughter who has a Serious Health Condition ("Family Health Leave");
4. To care for the employee's Parent who has a Serious Health Condition ("Parent Health Leave");
5. Because of a Serious Health Condition that makes the employee unable to perform the functions of the employee's job ("Employee Health Leave"); or
6. Because of any Qualifying Exigency arising out of the fact that the employee's spouse, Son, Daughter, or Parent is a covered military member who is on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation ("Exigency Leave").

¹ Time worked for Ohio Christian University prior to a break in service of 7 years or more is not counted.

² Birth Leave and Placement Leave must conclude within twelve (12) months of the birth or placement.

B. Eligible Employees may qualify for up to twenty-six (26) work weeks of unpaid leave in a year for the following reason:

1. In order to care for a covered service member with a serious illness or injury, if the employee is the covered service member's spouse, Son, Daughter, Parent, or Next of Kin ("Covered Service Member Leave").

Definitions

Covered Service Member: means a member of the Armed Forces (including National Guard or Reserves) and who is undergoing medical treatment, recuperation, or therapy; is otherwise in an outpatient status; or is otherwise on the temporary disability retired list, for a covered serious injury or illness incurred by the member in the line of duty on active duty in the Armed Forces. It also includes a veteran of the Armed Forces who is undergoing medical treatment, recuperation, or therapy for a covered serious injury or illness, incurred in the line of duty, which manifested itself after the member became a veteran. The veteran must have been a member of the Armed Forces within the 5 years preceding the medical treatment, recuperation or therapy and must have been honorably discharged or released.

Next of Kin: means nearest blood relative or the relative identified in writing by the service member.

Parent: means the biological, foster, or adoptive parent, a stepparent, or a legal guardian.

Serious Health Condition: A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Son or Daughter: means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. For all leaves except Exigency Leave and Covered Service Member Leave (below), the Son or Daughter must also be either under 18 years old or age 18 or older and incapable of self care because of a disability as determined under the ADA.

Qualifying Exigency: Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Year: Ohio Christian University uses the "rolling" twelve-month period measured backward from the date an employee uses any FMLA leave, except in the case of Covered Service Member Leave, when the University uses a rolling forward twelve-month period.

Rules Applicable When Both Spouses Are Employed By the University

If both spouses are employed by the University and are Eligible Employees, they are entitled to a combined total of twelve weeks of leave, rather than twelve weeks each, for Birth Leave, Placement Leave, or Parental Health Leave.

When both spouses are employed by the University and are Eligible Employees, they are entitled to a combined total of up to 26 weeks of leave, rather than 26 weeks each, for (1) Covered Service Member Leave, or (2) Covered Service Member Leave in combination with Birth Leave, Placement Leave or Parental Health Leave, during the single twelve-month period in which the Covered Service Member Leave is first taken by either spouse.

When the leave taken includes both Covered Service Member Leave and Birth, Placement or Parental Health Leave, the limitation of a combined total of up to 12 weeks leave during any 12-month period applies only to the portion of leave taken as Birth, Placement or Parental Health Leave.

Reduced Schedule or Intermittent Leave

Exigency Leave may be taken on an intermittently (taking leave in blocks of time) or on a reduced leave schedule (reduction of normal weekly or daily work schedule).

Employee Health Leave, Family Health Leave, or Covered Service Member Leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Birth or Placement Leave may only be taken intermittently or on a reduced leave schedule if approved by the University.

Except in the case of Exigency Leave, the University may require an employee taking scheduled leave intermittently or on a reduced leave schedule to transfer temporarily if the position has equivalent pay and benefits and better accommodates the scheduled intermittent or reduced leave schedule than the employee's regular employment position. An employee must make reasonable efforts to schedule intermittent or reduced leave planned medical treatment so as not to unduly disrupt the University's operations.

Once intermittent leave or a reduced leave schedule is initially granted, the employee must subsequently specifically reference either the qualifying leave reason or the need for FMLA leave when scheduling leave or calling off work in order to qualify as FMLA leave.

Notice

An employee ordinarily must provide 30 days advance notice when the need for leave is foreseeable. If the need for leave is not foreseeable, the employee must give notice as early as practicable. If the need for leave is because of a Qualifying Exigency and is foreseeable, the employee must give notice as soon as is reasonable and practicable. The University may deny or

delay commencement of the leave period if the eligible employee does not meet the notice requirements.

Required Certifications Based on Health Issues

The University will require that a Family Health Leave, Employee Health Leave, or Covered Service Member Leave be supported by certification from a bona fide health care provider. The certification form required to be completed by the healthcare provider is available from Human Resources and must be completed and returned to Human Resources within 15 calendar days after receipt of the certification paperwork, unless it is not practical to do so and the employee can provide a reasonable explanation for the delay. Unreasonable delay in submitting the required certification after the deadline for submission has passed will result in denial of FMLA leave. Additional medical opinions may be required for Employee Health Leave or Family Health Leave. Periodic reports during the leave regarding the employee's status and intent to return to work will be required. The employee must provide a return to work slip before the employee may return to work from an Employee Health Leave of more than three (3) consecutive days.

Certification Related to “Active Duty” or “Called to Active Duty”

If an employee is requesting Covered Service Member Leave, the leave must be supported by a certification that the service member's serious illness or injury was incurred in the line of duty on active duty in the Armed Forces. If an employee is requesting Exigency Leave, the leave must be supported by a certification that the employee's covered family member is on or has been called to active duty in the Armed Forces in support of a contingency operation. The certification forms are available from Human Resources.

Paid or Unpaid Leave

The University may require an employee to substitute any accrued paid vacation or personal leave for any part of the 12 or 26-week period of leave. Once all paid leave is used, the remainder of the FMLA shall be unpaid. The University may designate as FMLA leave any absence related to injuries for which the employee is receiving workers' compensation or short or long term disability benefits.

Restoration to Position

An Eligible Employee who takes leave shall be entitled upon return from such leave: (a) to be restored to the position of employment held by the employee when the leave commenced; or (b) to be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

If you fail to return to work at the end of the approved leave, the University may terminate your employment.

The FMLA contains specific provisions regarding the exemption of highly compensated Employees from the above restoration provisions.

Maintenance of Health Benefits

Group health insurance will be maintained for the duration of the leave on the same terms as if the employee had not taken the leave, as long as the employee pays the premium amount normally paid by the employee. If possible, you should contact Human Resources concerning premium payments before taking leave. In some circumstances, the University may recover the premium it paid to maintain health coverage for an employee who fails to return to work from the FMLA leave. Additionally, should the employee return to work and the University has paid the employee's share of the health insurance premium during the employee's absence; the University retains the right to recover that sum from the employee.

Requests for FMLA Leave and Questions

If you are considering requesting leave under this policy, or if you have questions about the policy, please contact the Human Resources Director. For more information, see the Employee Rights & Responsibilities attached at Appendix A.

Misrepresenting Reasons for Leave

If you intentionally misrepresent the reasons for requesting family and medical leave, you may be discharged.

Jury Duty

Employees are encouraged to serve on jury duty and fulfill their civic obligations. Employees who are scheduled for jury duty must provide documentation of the jury duty summons to their supervisor immediately.

Ohio Christian University will pay their employees their regular pay for the time they are required to serve on a jury up to two weeks. Upon completion of jury duty, employees must submit monies received from duty to their immediate supervisor for submission to Human Resources, unless otherwise prohibited by state or local law.

If an employee is excused or released from jury duty prior to the end of his scheduled shift, the employee is expected to return to work promptly.

Time Off In Connection With Court Cases

Unless otherwise required by state or local law, you will not be paid for the time you are away from work participating in a court case or arbitration. Exceptions may apply if you are testifying on behalf of the University in connection with your position with the University. You may use available vacation and personal days to cover any unpaid time.

If you are called to serve as a witness, notify your supervisor as soon as possible.

Time Off for Voting

The University encourages every employee to play an active role in the election process. Employees are encouraged to vote before or after scheduled work hours. However, employees will generally be permitted to take unpaid time off from work to vote in the event the employee's work schedule does not allow sufficient time for voting either before or after work. Employees are encouraged to check local poll operation times before requesting time off to vote. Requests for unpaid leave should be made to your supervisor as far in advance of the election date as possible to minimize disruption of work flow and operations. The University reserves the right to demand proof that a vote was cast as a condition for excusing an employee's absence.

Employee Conduct

Ohio Christian University expects every employee to adhere to the highest standards of job performance and of personal conduct, including individual involvement with University personnel and outside business contacts.

The University reserves the right to discipline or discharge any employee for violating any University policy, practice or rule of conduct. The following list is intended to provide examples of our expectations and standards. However, it does not include every type of policy violation or unacceptable behavior that can or will result in disciplinary action. Be aware that Ohio Christian University retains the discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case.

Employees may be disciplined or terminated for poor job performance or misconduct, including but not limited to the following:

- Unsatisfactory quality or quantity of work
- Repeated unapproved absences or lateness
- Failing to follow instructions or University procedures
- Failing to follow established safety regulations
- Falsifying an employment application or any other University records or documents
- Failing to record working time accurately or recording a co-worker's time card
- Insubordination or other refusal to perform assigned tasks
- Gossip, which is destructive to a cohesive working environment
- Using vulgar, profane, or obscene language, including any communication or action that violates our policy against harassment and other unlawful forms of discrimination
- Disorderly conduct, fighting or other acts or threats of violence
- Misusing, destroying or stealing University property or another person's property
- Illegally possessing, entering with or using weapons on University property

- Possessing, selling, using or reporting to work with alcohol or illegal drugs present in the employee's system, on University property or on University time or other illegal possession, sale, distribution or use of drugs
- Violating conflict of interest rules
- Disclosing or using confidential or proprietary information without authorization
- Violating the University's computer or software use policies
- Being convicted of a crime that indicates unfitness for a job or presents a threat to the University or its employees in any way.

Compliance with Employee Conduct Policy

Employees who fail to comply with this policy will be disciplined, which may include a demand for reimbursement of any losses or damages, termination of employment and/or referral for criminal prosecution. Action appropriate to the circumstances will also be taken against supervisors or others who fail to report a violation or withhold relevant information concerning a violation of this policy.

Compliance with Law and Regulations

All our activities are to be conducted in compliance with the letter and spirit of all laws and regulations. You are charged with the responsibility of understanding the applicable laws, recognizing potential dangers and knowing when to seek legal advice.

Dating Amongst Employees

Employees serving in a supervisory capacity and employees under their supervision are prohibited from forming romantic and/or sexual relationships with one another. Such relationships can create the impression of impropriety in terms and conditions of employment and can interfere with productivity and overall work environment.

If you are unsure of the appropriateness of an interaction with another employee of the University, contact Human Resources for guidance. If you are encouraged or pressured to become involved with an employee in a way that makes you feel uncomfortable and is unwelcome, you should also notify Human Resources immediately.

No employee of this University has the right to subject any other employee to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with Ohio Christian University's policy against sexual and other forms of illegal harassment in the workplace.

Action, which may include a transfer or reassignment, leave of absence, suspension or termination, will be taken against those who violate this policy.

Staff-Student Relationships

Introduction

This policy applies to staff (defined below) and full or part-time students enrolled in either the traditional or alternative program. Interactions between the staff and students at Ohio Christian University are guided by mutual trust, confidence, and professional ethics. Professional staff-student relationships have a power differential between staff members and students; personal staff-student relationships carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. Staff have additional obligations to monitor and achieve spiritual formation and compliance with University social policies that are in the student handbook. Therefore, each staff member has an obligation to set an appropriate example for students.

A. Policy

Staff members shall not engage in consensual relationships (defined below) with students, as each staff member has a professional position of authority with respect to the students in such matters as monitoring and assisting students in such areas as spiritual formation and compliance with social policies at the University, in addition to the duties a staff member may have with regard to particular students and work in teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. Should a consensual relationship develop, or appear likely to develop, between a staff member and a student, or an existing relationship exists with a prospective student, the staff member and/or the student shall either terminate the relationship or the staff member shall resign. Even when the staff member has no direct professional responsibility for a student, other students may perceive that a student who has a consensual relationship with a staff member may receive preferential treatment from the staff member or the staff member's colleagues.

B. Definitions

1. Staff, for purposes of this policy only, consists of all employees of the University who teach, coach, evaluate, allocate financial aid to, supervise, or guide research by students.
2. A consensual relationship is any dating, romantic, sexual, or marriage relationship, whether pre-existing or arising after a student enrolls.

C. Noncompliance with Policy

Any credible allegation of a staff member's engagement in or failure to avoid or terminate a consensual staff-student relationship obligates the staff member's supervisor, Human Resources Director, or other responsible person to conduct a prompt and thorough inquiry to determine whether the allegation is true. Where it is concluded that a staff-student consensual relationship exists and the staff member and/or the student involved refuse(s) to terminate the relationship or the staff member refuses to resign, the Human Resources Director will determine the appropriate sanction on the parties involved.

D. Sanctions

Persons in violation of this policy shall be subject to sanctions ranging from verbal warnings to dismissal or termination. Persons who knowingly make false allegations that a staff-student consensual relationship exists shall be subject to the same sanctions.

Dress Policy

We wish to put forth an image that will make us all proud to be Ohio Christian University employees. Be guided by common sense and good taste. For special events or guests, specific standards may be required.

Drug and Alcohol Policy

Ohio Christian University is committed to maintaining a safe and healthy workplace free of drugs and alcohol that may adversely affect the workplace and prohibits drug and alcohol abuse by its employees.

As a condition of employment with the University, employees shall not use, manufacture, distribute, sell, purchase, transfer or possess any drug, including a prescription or over-the-counter drug that might adversely impair performance while on University property or engaged in University business, no matter the location.

Prescription or over-the-counter drug use must be within the limits of a valid prescription and/or manufacturer's guidelines. Such use must not adversely impair the individual's ability to function safely and effectively or adversely affect judgment or perception.

Off-the-job possession, sale, use or involvement with drugs (or alcohol) which leads to adverse publicity, or impacts the University's credibility with any outside concern, or has the potential for that publicity or impact, as determined solely by the University, will be dealt with on an individual case basis.

Unauthorized alcohol possession or consumption while conducting University business, on University-owned or controlled property, or in University-owned, controlled, or rented vehicles is prohibited. Additionally, employees are not to be at work while under the influence of alcohol.

Disciplinary Action

Employees who violate this drug and alcohol policy may be disciplined or terminated, even for a first offense. Violations include refusal to consent to and comply with testing and search procedures as described.

Drug Testing

Ohio Christian University may require a blood test, urinalysis, hair test or other drug or alcohol screening of employees reasonably suspected of using or being under the influence of drugs or alcohol in violation of this policy or where other circumstances or workplace conditions justify such testing. The refusal to consent to testing may result in disciplinary action, including termination.

Searches

Ohio Christian University may conduct searches of any and all University facilities, worksites, or other property, including desks, lockers and files, all of which remain the property of the University at all times. Such searches may be conducted at any time and for any reason and without prior notice to employees. Employees are expected to cooperate fully.

Searches of employees and their personal property may be conducted in a reasonable manner and scope when there is reasonable suspicion to believe that the employee has violated this policy or when circumstances or workplace conditions justify such a search. Personal property may include, but is not limited to purses, boxes, briefcases, wallets, and vehicles.

An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Anything uncovered in a search and suspected of being a drug or alcohol may be confiscated until ownership and/or composition is determined. Where warranted, confiscated items may be turned over to appropriate law enforcement authorities.

Ethical and Legal Business Practices

Ohio Christian University expects the highest standard of ethical conduct and fair dealing from each employee, director, volunteer, and all others associated with the University. The OCU reputation is a valuable asset, and we must strive to continually earn and maintain the trust, confidence and respect of our constituents, our students and our community.

This policy provides general guidance on the ethical principles that we must follow, but no guideline can anticipate all situations. You should also be guided by basic honesty and good judgment, and be sensitive to others' perceptions and interpretations.

You are expected to promptly disclose to the management of the University anything that may violate this policy. We will not tolerate retaliation or retribution against anyone who brings violations to the administration's attention.

Giving and Receiving Gifts

You may not give or receive money or any gift to or from a supplier, government official or other organization. Exceptions may be made for gifts that are customary and lawful, are of nominal value, and are authorized in advance.

You may accept meals and refreshments if they are infrequent, are of nominal value and are in connection with business discussions.

If you do receive a gift or other benefit and of more than nominal value, report it promptly to Human Resources and it will be returned.

Investigations

In an effort to safeguard the property of our students, constituents and the University, the University reserves the right to inspect property owned and/or supplied by the University.

University supplied property (including but not limited to offices, desks, file cabinets, computers, and software, University vehicles, lockers and other storage facilities) is University property and; is subject to inspection by supervisors/administrators at any time, with or without notice. Therefore, employees should have no reasonable expectation of privacy in property owned and/or supplied by the University. The University also reserves the right to search outer garments, purses, handbags, knapsacks and the like brought onto University owned or controlled property, when it has a reasonable basis for doing so and the search is reasonable in its scope. An employee's consent to a search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action, including termination.

Employees may be permitted to store personal items in facilities. However, the University is not responsible for loss, damage, or theft of employee's personal belongings. Therefore, employees should exercise care in storing any personal items and should not bring valuable items onto University property.

Open Door

Communication is a two-way street. Ohio Christian University has an open-door policy whereby any employee can speak to any administrator, director or supervisor on any matter, provided the employee does so in a reasonable and respectful manner and in accordance with University policies regarding appropriate employee conduct. Our leaders are dedicated to being available and attentively listening to employees. We cannot implement change(s) if we are unaware of the need for change (s). Please follow appropriate reporting protocols.

Political or Campaign Activities

Ohio Christian University encourages employees to exercise their constitutional right to vote and participate in the political process. However, the federal tax laws prohibit Ohio Christian University, as a charitable institution, from engaging in or permitting its resources to be used for partisan political and campaign activities. In the interest of maintaining a productive and tension-free work environment, Ohio Christian University has adopted the following policy restricting political and campaign-related activities in the workplace. Employees may be subject to disciplinary action, up to termination, for violating this policy.

Employees Running for Public Office

Employees who decide to run for public office are expected to keep politics separate from employment, and should not allow political involvement to interfere with work performance. Ohio Christian University strictly prohibits employees seeking public office from using the University's name in association with any political or campaign activity. Political candidates are strictly prohibited from using any University resources or time to support their campaign.

Employees wishing to run for public office should notify their supervisor and the Human Resources Director in writing of their intentions, specifying the position and venue in which they are seeking election. If the employee is a faculty member, such notification should go to the Vice President for Academic Affairs. Employees running for office are expected to maintain all regular work duties during the campaign and upon election. Employees elected to a full-time office are encouraged to either resign or request a leave of absence without pay. The University does not guarantee that employees will be reinstated to their prior position or any other position upon return from a leave of absence for political service. Employees elected to public office must disclose to a supervisor of the University the existence of any potential or actual conflict of interest affecting the employee's duties or loyalty to the University, and shall cooperate to the extent practicable to resolve such conflicts to the University's satisfaction.

Political Coercion, Harassment and Retaliation

Ohio Christian University embraces diversity and respects each employee's political beliefs and preferences. It is against University policy for anyone to behave in a threatening, harassing, or discriminatory manner toward any other employee or student with respect to his or her political beliefs and activities.

The University does not permit its Administrators or Directors to coerce employees or students into supporting or opposing any political candidate, party, or belief. It is a violation of this University's policy and state law for any Administrator or Director to retaliate, threaten to retaliate, or take any adverse action against an employee or student for his/her support or opposition to any political campaign or party affiliation.

Prohibited Political Activities

Employees are not permitted to participate in any political activity in the workplace in any manner. It is against this University's policy for any employee to:

- Use work time or University resources to accomplish goals which are partisan in nature.
- Solicit or encourage monetary contributions or other support for a political party, campaign, candidate, or political belief during the employee's work hours or using University resources.
- Use University facilities, such as break or eating areas, conference rooms, or offices for any political or campaign activity without express prior approval or as permitted in the Policy describing rental use of the Facilities for any purpose.
- Utilize the University's property or University-issued property, including but not limited to, telephones (both cellular and desk phones), computers, facsimile machines, email systems, interoffice mail or voicemail, photocopiers, postage, paper, envelopes, or other office supplies for any political or campaign activity.
- Use the University's name or affiliation in connection with any political or campaign activity, at any time, without the University's express written approval.

Progressive Discipline

Ohio Christian University retains the discretion to discipline its employees. Verbal and written warnings and progressive discipline up to and including discharge may be administered as appropriate under the circumstances and in the University's sole discretion.

Please note that Ohio Christian University reserves the right to terminate any employee whose conduct merits immediate dismissal without resorting to any aspect of the progressive discipline process.

Smoking and Tobacco Policy

Any use of tobacco products is prohibited by Ohio Christian University employees on University premises and/or during working hours.

Should you have a question, complaint or dispute about smoking in the workplace, contact Human Resources.

Workplace Solicitation

To promote a professional workplace, prevent disruptions in business or interference with work, and avoid personal inconvenience, Ohio Christian University has adopted rules about solicitation and distribution in the workplace.

Solicitation refers to oral communications designed to obtain financial and/or other types of support for an organization, cause, event or issue. Examples include, but are not limited to, soliciting memberships, contributions, or individual enlistment in an outside organization or cause or engaging in solicitation activities for personal or other non-University business purposes.

Distribution refers to the sharing or posting of written or electronic materials designed to obtain financial and/or other types of support for an organization, cause, event, or issue.

Employees are not permitted to use Ohio Christian University communication systems, such as e-mail, voicemail, or bulletin boards, for solicitation or distribution. The posting of materials on bulletin boards is restricted and is subject to approval from the Director of Human Resources.

Non-employees may not make solicitations or distribute material, including literature, on University owned or controlled property, including parking lots, at any time. The only exception(s) to this shall be those authorized in writing by the Director of Human Resources or the Vice President for Student Development. Violators shall be subject to prosecution.

No employee shall engage in solicitation of another employee or engage in distribution of materials if either employee is on working time (defined below).

No employee shall engage in distribution of material at any time in any working area of the University (defined below).

“Working time” is defined as the time assigned for the performance of an employee's job duties and responsibilities, but does not include break periods, meal periods, and other duty free periods when an employee is properly not performing his or her job duties, even if these periods are paid.

“Working area” includes all work areas within the University’s buildings or facilities where employees customarily work, such as offices and the like, other than employee break areas, employee bathrooms and the like.

Ohio Christian University may grant limited exemptions from these rules for charitable purposes at its discretion.

Workplace Violence

Ohio Christian University will not tolerate threats, intimidation or violence of any kind in the workplace either committed by or directed to our employees. All acts or threats of violence by or directed towards a University employee should be reported to the employee’s supervisor or another member of the administration immediately. Employees will not be penalized for reporting legitimate concerns.

Weapons

Employees are not permitted to (a) unlawfully use or carry weapons on the University’s premises or at University functions or (b) bring unlawful weapons onto the University premises or to University functions. Any employee who is suspected of such behavior will be subject to a search at the University's discretion and / or discipline up to and including termination. Such searches may include, but not be limited to, the employee's personal effects, desk and workspace.

Compensation & Benefits

Pay Schedule

Employees will be paid on alternating Fridays. If the regular payday falls on a holiday, payday will be the last regular workday before the holiday.

A few additional facts about pay:

- Employees can receive vacation pay in advance if they have the vacation time available, have received approval from their supervisor to take the vacation, and are taking five consecutive days. That check will be distributed on the last payday preceding vacation. To be paid in advance employees must notify their supervisor of their request for advance pay two weeks before the vacation begins so that a check can be prepared.
- If a problem occurs with the direct deposit of a paycheck, notify the Business Office immediately.

Benefits

Ohio Christian University employees are entitled to a wide range of benefits. A number of the benefits programs -- such as Social Security and worker's compensation -- cover all employees as required by law.

Eligibility for most other benefits depends upon a variety of factors, including employee classification. The information below is merely a summary. You can find the details of many of these programs in the Plan Documents maintained by Human Resources and in the summary plan descriptions (SPD). SPD's are the official documents regarding employee benefits plans and supersede all references to employee benefits in this Handbook.

The University, in the course of business, or as mandated by federal or other government statutes, may choose, or be required to amend or revise benefit plans offered to employees. Such amendments or revisions shall not be applied discriminatorily among similarly situated employees. In providing the employee benefits, the University may, with the consent of the employee, make deductions from the employee's compensation and may determine that the payment for any and all of such employee benefits shall be taken from the pre-tax salary of the employee to the extent permissible under applicable law.

Currently, Ohio Christian University provides the following benefits:

To the extent eligible, full-time employees receive or may elect to receive:

- Flexible Spending Benefits
- Health Savings Account

- Life Insurance
- Medical Insurance
- 8% employer contribution to a retirement program
- Long Term Disability
- One paid meal per day in the university dining hall during the traditional school year and when the dining hall is open.

Flexible Benefits Plan

Ohio Christian University has implemented a flexible benefits plan where employees can elect to pay for certain expenses with wages excluded from taxable income. The flexible benefits plan includes health and dental cost of coverage, out of pocket medical/dental expenses and dependent care expenses.

New employees that are at a full-time or part-time status may enroll in the plan within the first one full calendar month of employment. The coverage is then effective the first of the month following one full calendar month of employment. In the event that an employee signs up for the plan and later needs to make a change in his or her annual election, the change must be consistent with the qualifying event and be made within thirty (30) days of that event.

Details regarding the flexible benefits plan and the annual election forms are available from Human Resources.

Life Insurance

You will receive documents under a separate cover that explain the life insurance program that Ohio Christian University provides. This coverage becomes effective for eligible employees upon election after they have successfully completed any mandatory Introductory Period and is provided at no expense to the employee.

If a covered employee dies, the insured amount will be paid to his or her named beneficiary in accordance with the policy and applicable plan documents. An employee may change his or her beneficiary selection by submitting a written request to Human Resources.

Long Term Disability

Ohio Christian University offers a LTD plan and bears the entire cost of this plan for eligible employees. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact Human Resources.

Medical Insurance

Ohio Christian University offers a medical insurance plan and bears a substantial cost of this plan for eligible employees. Refer to the printed information from the insurance provider for details of eligibility and coverage or contact Human Resources.

COBRA

The right to continuation coverage for group health plan benefits was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the group health plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the group plan under federal law, you should review the plan's Summary Plan Description (SPD) or contact a member of human resources.

If You Have Questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below:

United Healthcare
P.O. Box 30555
Salt Lake City, UT 84130-0555
Customer Service: 1-866-314-0335 or visit myuhc.com

For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPPA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

Retirement Plan

Ohio Christian University currently provides a retirement savings plan for full-time employees after 1 year of service. The plan includes a provision for employee pretax compensation contributions. Employees may currently withhold an additional 4% if they choose. You may request a copy of the plan summary description from Human Resources.

Educational Assistance

Ohio Christian University Undergraduate Programs

Full time employees may qualify for a full tuition benefit in any of Ohio Christian University's undergraduate programs. Employee spouses and dependents may qualify for a 75% tuition discount, as follows:

- Full tuition benefit for employees, 75% tuition discount for spouses and dependent children under 23 years of age.
- Books and all ancillary fees will be the responsibility of the employee.
- All online programs will require a \$10.00 per week surcharge.
- Employee, spouse, or dependent children must submit a FAFSA.
- The employee must have successfully completed his/her Introductory Period.
- Tuition benefit is effective after all available grants and/or scholarships have been awarded and is only available while the employee is a full-time employee of the University.

Graduate Programs

Depending upon the position and other employment factors, employees may qualify for certain tuition benefits in select graduate programs at other Colleges or Universities as follows:

- Tuition benefit to faculty and staff for graduate education as approved according to the following criteria:
 1. The University must determine in its discretion that the graduate degree adds value to the employee's service to the University.
 2. The employee must have successfully completed his/her Introductory Period.
 3. Applications are available in the Human Resource Office, and formal application for the graduate degree loan/grant must be submitted to the employee's respective Vice President.
 4. That Vice President must gain the signed approval of the President.
 5. The completed, signature approved application will be submitted to Human Resources.
 6. In the event an application is denied, the employee will be notified by his or her Vice President.
- OCU will reimburse employees for tuition rates not to exceed \$350.00 per credit hour and \$10,000 per year under the following circumstances:
 1. Employees must earn a minimum 3.0 GPA in any given class in order to be reimbursed.
 2. Employees must submit a paid invoice and a grade card in order to be reimbursed.
 3. Books and all ancillary fees will not be reimbursed.
 4. Reimbursements are not to exceed 18 credit hours per year without prior approval.
- This is a loan / grant program, in that:
 1. The employee will receive this benefit as a loan.
 2. For faculty members using the loan for a master's degree program, one-half of the amount of the loan will be forgiven upon conclusion of each 12-month period the faculty member continues his or her employment with the University after completing the degree.

3. For faculty members using the loan for doctoral degree programs, one-third of the amount of the loan will be forgiven upon conclusion of each 12-month period the faculty member continues his or her employment with the University after completing the degree.
4. For non-faculty employees, 25% of the amount of the loan will be forgiven upon conclusion of each 12-month period the employee continues his or her employment with the University after completing the degree.
5. In the event an employee leaves the university before the grant period expires, the employee is responsible to repay the balance of the loan plus interest.
6. A contract and promissory note signed by the employee and a representative of the university is required.

Eligibility

Full-time employees must be employed for a minimum of one year and must not have received written corrective warning within the past 90 days to be eligible for educational assistance. Employees who have received a verbal warning may also be prohibited from applying.

Taxation of Educational Assistance Benefits

Employees should consult with their tax advisor regarding the tax implications, if any, of the employee's receipt of educational assistance benefits.

Funeral Leave, Non-Faculty Employees

Ohio Christian University allows employees the following days of leave for bereavement.

After successful completion of the Introductory Period, employees may take up to three days with full pay for a death of the following: spouse, parent, child, son-in-law, daughter-in-law, parent-in-law, grandparent, grandchild, brother or sister. One day will be permitted in most other family-related deaths. Supervisors will have latitude in determination of time off for deaths other than those designated.

Holidays

Ohio Christian University observes the following paid holidays:

- New Year's Day
- Good Friday
- Spring Break (one day)
- Memorial Day
- Independence Day (two days)
- Labor Day

- The Pumpkin Show (Thursday and Friday)
- Thanksgiving (two days)
- Christmas (two days)

You may be paid for these holidays if you:

- are a full-time employee who has worked at least 60 days at the University, and
- have worked the full scheduled work day before and the full scheduled work day after the holiday, unless time off has been approved in advance as vacation or personal days or the employee's absence is due to an excused illness.

Holidays that fall on a weekend will be observed either on a Friday or Monday. To avoid confusion, all holidays will be announced in advance.

Due to business needs, some employees may be required to work on University holidays. Your supervisor will notify you if this applies to you and will work with you to secure a substitute date for your lost paid holiday.

Membership in Professional and Civic Organizations

Membership in a professional organization is valuable to our employees as well as to our organization. In its sole discretion, Ohio Christian University may pay 100% of the annual membership fee required for an employee to belong to one job-related professional organization. Ohio Christian University may also pay 100% of the fee required for employees to maintain one professional designation that is directly related to their jobs. In cases where extenuating business circumstances exist, there may be a reason to make an exception to this policy and pay for more than one membership or professional designation. The respective supervisor must approve in writing all exceptions to these provisions.

An employee may request that his or her dues be paid for by Ohio Christian University where membership in a professional or civic organization or a professional designation is not job related but is beneficial to an employee or the University. The employee should make a written request to the respective supervisor. The employee will be advised in writing whether any or all of the dues will be paid by Ohio Christian University.

Personal Days

Ohio Christian University provides full-time employees who have completed any mandatory Introductory Period up to 5 paid personal days per school year (July 1 to June 30), which can be used for church conferences, personal business, family sickness, family bereavement, etc. Ohio Christian University discourages using Personal Days for vacation.

All personal days need to be approved by and scheduled with your supervisor as far in advance as possible.

You may use personal days by June 30 of each year, as unused personal days may not be carried over to the next school year. Employees will not be paid for accrued unused personal days on termination or any other time.

Seminar Attendance

At its sole discretion, Ohio Christian University may pay 100% of the expenses associated with attending periodic meetings and seminars sponsored by professional organizations that are job-related. The employee must make a written request to the respective supervisor to request approval for seminar attendance. The request must include the employee's name, seminar title, date/location of seminar, and expenses related to the seminar. The respective supervisor will approve/disapprove of the request in writing.

Sick Days, Non-Faculty Employees

Full-time employees who have completed the mandatory introductory period are eligible to earn one paid sick day per month not to exceed 12 paid sick days per the employment year (July 1st – June 30th), and may carry over unused sick days into succeeding years, not to exceed a maximum of 120 days. Employees will not be paid for accrued but unused paid sick days upon termination of employment for any reason.

Accrued sick days may not be used for vacation.

To be eligible for a paid sick day, you must notify your supervisor (in person or by telephone) of the need for paid time off as far in advance as practicable, but no later than 15 minutes after your usual start time for work. You must provide notice to your supervisor for each day from scheduled work for which you are absent in order to be eligible for a paid sick day. If you do not provide the requisite notice, you will not be paid the absence and it may be considered unexcused absent exceptional circumstances.

Ohio Christian University reserves the right to request a medical certification for any sick days requested. If such certification is requested and you cannot produce it, you will not be paid for the absence and it may be considered unexcused.

In cases of catastrophic illness and in the University's sole discretion, employees may offer to donate up to 2 sick days or vacation days in any given year to another employee to help ease the financial burden incurred by such an illness. No employee may accept or use more than 30 days of donated leave in a year.

Travel & Expenses

Employees will be reimbursed for all reasonable and necessary expenses they incur while traveling on Ohio Christian University business. Use your discretion, but try to keep costs low.

When it is necessary to travel for Ohio Christian University, written pre-approval from your immediate supervisor is mandatory.

You must record all travel and business activities on an Expense Report Form and submit it to the Business Office. If business travel requires you to be out of the office for an extended period (one week or more), each Expense Report Form must cover no less than one week and no more than one month of expenses.

All Expense Report Forms should be submitted to the Business Office no later than five business days after the event.

Unemployment Compensation

Ohio Christian University is a not-for-profit, religious organization and as such is not required to contribute to Ohio's State Unemployment Fund. State unemployment benefits are not available to employees in the event of a termination.

Vacation

Ohio Christian University provides paid vacation days for eligible full-time employees after successful completion of their Introductory Period as follows:

- For new employees hired after the beginning of the fiscal year (July 1st through June 30th) vacation days are given on a prorated basis to the nearest whole day up to the beginning of the next fiscal year.
- At the beginning of their first full fiscal year, employees are given 10 days vacation.
- An additional vacation day is earned each additional fiscal year of service up to a maximum of 20 days as follows: 2 years = 11 days, 3 years = 12 days, etc.
- Available vacation days must be taken prior to the beginning of the fiscal year (June 30th).
- Employees working part-time, less than 10 months in a fiscal year or only during the academic year are not eligible for paid vacation days.
- Vacations are provided for rest and relaxation and may not be worked for additional pay.
- Ohio Christian University reserves the right not to approve a vacation request if it interferes with university operations or adversely affects coverage of job and staffing requirements.
- Vacation days may not be carried over to subsequent fiscal years.
- Upon termination of employment, employees will be paid for a prorated amount of available unused vacation, if any, for that fiscal year.

Worker's Compensation

Ohio Christian University employees may be eligible for workers compensation benefits for an illness or injury incurred in the course and scope of employment. If you become ill or injured, please seek medical attention at once.

You must also report the details to your supervisor immediately or in the case of a life-threatening injury as soon as possible. You must complete a report for every injury, no matter how small. Failure to report a work-related illness or injury may result in loss of coverage and discipline up to and including termination. Forms may be obtained in the Human Resource Office.

Overtime

Because of the nature of the University's business, employees may be asked to work overtime on weekends or holidays or additional hours during the regular workday and are expected to comply with such requests.

Overtime compensation is paid to all nonexempt employees at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per work week.

Nonexempt employees must receive authorization from their manager before working overtime.

Overtime pay is based on actual hours worked. Time not worked for lunch or dinner is not included for purposes of computing overtime. Time off for holidays, sick leave, vacation leave, personal leave, or leave of absence will not be factored in as hours worked when calculating overtime.

Payroll Deductions

Deductions

Certain customary pay deductions will be made in accordance with federal and state laws.

In addition, the University makes available certain voluntary deductions as part of the University's benefits program. If an employee elects supplemental coverage under one of the University's benefits plans, which requires employee contributions, the employee's share of the cost will be deducted from his or her check. If the employee is not receiving a pay check due to illness, injury or leave of absence, he or she will be required to pay the monthly cost directly to the University.

Circumstances in Which the Employer May Make Deductions from An Exempt Employee's Pay

If you are classified as an exempt employee, you receive a salary which is intended to compensate you for all hours you may work for the University. While your salary may be modified from time to time, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform, except as provided by applicable law.

Full-day deductions from an exempt employee's pay are permissible: for absences from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Full or partial-day deductions from an exempt employee's pay are permissible: for penalties imposed in good faith for infractions of safety rules of major significance; for weeks in which the exempt employee takes unpaid leave under the Family and Medical Leave Act; to offset amounts employees receive as jury or witness fees or for military pay; or for less than a full week worked during the initial or terminal week of employment.

FLSA Policy

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Therefore, OCU prohibits all University administrators from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the University does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

To ensure that you are paid properly for all time worked and that no improper deductions are made, you are encouraged to review your paychecks promptly. If an improper deduction has been made to your salary, report this information immediately to your direct supervisor or the Director of Human Resources as soon as possible.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Timekeeping Rules for Non-Exempt Employees

Ohio Christian University strives to maintain strict compliance with the Fair Labor Standards Act (FLSA) as well as applicable state law. The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees payment of minimum wage and

overtime. The rules below are designated to help Ohio Christian University comply with the FLSA and to ensure that all employees are paid in accordance with applicable law. Failure to follow these rules may subject you to discipline up to termination. These rules apply to non-exempt employees only. If you are unsure of your status as exempt vs. non-exempt, please inquire at Human Resources.

- You must keep an accurate record of all of your work hours in the manner designated by Ohio Christian University (e.g., handwritten time card, time clock, timekeeping computer program, etc.)
- Review the accuracy of your time records before submitting them to your supervisor for processing. When you sign and submit your time records, you are certifying that they are complete and that they accurately reflect all hours that you worked.
- Employees are responsible for maintaining their own time records. Do not allow another employee to sign in/out for you, and do not sign in/out for any other employees. Do not tamper with timekeeping equipment.
- Enter the time that you begin and end working on your time records. Record all breaks during which you are completely relieved from work duties if they exceed 20 minutes, including meal breaks. You should not be performing any work during recorded breaks, as these entries may be deducted from your total work hours as non-compensable time off.
- You must obtain your supervisor's written approval before working over and above your regularly scheduled work hours. This includes time incurred before or after your regular shift, during unpaid meal breaks, or after hours at your home or another off-site location. If you do perform any work outside your regularly scheduled hours, you should record the time accurately on your time records.
- Your time records should include entries for time spent at mandatory, job-related training programs, lectures, or meetings.
- Do not carry over hours of work from one day to the next, or from one week to the next. Your time records should reflect the exact hours worked for each day indicated.

Personnel Policies

Anti-Discrimination & Harassment

Equal Opportunity Policy

Ohio Christian University provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, gender, national origin, ancestry, age, disability, military status, genetic information, or any other category protected by applicable federal, state or local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training, and social and recreational programs. All such employment decisions will be made without unlawfully discriminating on any prohibited basis.

If you believe that you are a person with a disability and you believe you need a reasonable accommodation to enable you to perform the essential functions of your job, please contact Human Resources to begin our accommodation process.

Policy Prohibiting Harassment and Discrimination

Ohio Christian University strives to maintain an environment free from discrimination and harassment, where employees treat each other, students and visitors with respect and dignity and courtesy.

This policy applies to all phases of employment, including but not limited to recruiting, testing, hiring, promoting, demoting, transferring, laying off, terminating, paying, granting benefits and training.

Prohibited Behavior

Ohio Christian University does not and will not tolerate any type of harassment of our employees, applicants for employment, or our students. Discriminatory conduct or conduct characterized as harassment as defined below is prohibited.

The term harassment includes, but is not limited to, slurs, jokes, and other verbal or physical conduct relating to a person's gender (including pregnancy), race, color, religion, national origin, age, disability, military status, ancestry, genetic information, or any other protected category under applicable federal, state or local law that unreasonably interferes with a person's work performance or creates an intimidating, hostile work environment.

Sexual harassing behavior includes unwelcome conduct such as: sexual advances, requests for sexual favors, offensive touching, or other verbal or physical conduct of a sexual nature. Such conduct may constitute sexual harassment when it:

- is made an explicit or implicit condition of employment;
- is used as a basis for employment decisions;
- unreasonably interferes with an individual's work performance; or
- creates an intimidating, hostile or offensive working environment.

Examples of conduct covered by this policy may include:

- demands or subtle pressure for sexual favors accompanied by a promise of favorable job treatment or a threat concerning employment;
- repeated sexual flirtations, advances or propositions;
- sexually related comments about an employee's appearance or displaying sexually suggestive objects or pictures including cartoons or vulgar e-mail messages;
- any uninvited physical contact or touching, such as patting, pinching or repeated brushing against another's body.
- verbal abuse directed at someone because of their gender, race, English language skills, age, etc.

- displaying pictures or objects that are inflammatory and/or objectively offensive based on race, national origin, ancestry, religion, etc.

Such conduct may constitute harassment regardless of whether the conduct is between members of management, between management and staff employees, between staff employees, between members of the same gender, race, etc., or directed at employees by non-employees conducting business with the University.

Harassment by Non-employees

Ohio Christian University will also endeavor to protect employees, to the extent possible, from reported harassment by non-employees in the workplace, including constituents, students and suppliers.

Complaint Procedure and Investigation

Any employee who believes he or she was subject or a witness to harassment as described above is required to promptly report the matter to his or her supervisor. If that person is not available, or it would be inappropriate to contact that person, contact your Vice President or the Director of Human Resources. Any supervisor who receives a report of harassment or is otherwise aware of unlawful harassment in the workplace must immediately report the matter to his/her Vice President or, if not appropriate, Human Resources.

Ohio Christian University will conduct a prompt investigation as confidentially as possible under the circumstances. Employees who raise concerns and make reports in good faith can do so without fear of reprisal; at the same time, employees have an obligation to cooperate with Ohio Christian University in enforcing this policy and investigating and remedying complaints.

Anyone found to have engaged conduct in violation of this policy will be subject to appropriate discipline, which may include termination.

Retaliation

Any employee who files a complaint of harassment or other discrimination in good faith will not be adversely affected in terms and conditions of employment or otherwise retaliated against or discharged because of the complaint.

In addition, OCU will not tolerate retaliation against any employee who, in good faith, cooperates in the investigation of a complaint. Anyone who engages in such retaliatory behavior will be subject to appropriate discipline, up to and including termination.

Confidential Information & Conflict of Interest

General Confidentiality Obligations

Information that pertains to Ohio Christian University's business, including all nonpublic information concerning the University, its employees, vendors and students, is strictly confidential and must not be given to people who are not employed by Ohio Christian University or to employees without a business need for the information.

Employees are required to protect confidential information -- which may include, for example, trade secrets, constituent lists, employee personnel and medical information, and University financial information -- by taking the following precautionary measures:

- Discuss confidential work matters only with other Ohio Christian University employees who have a specific business reason to know or have access to such information.
- Do not discuss confidential work matters in public places.
- Monitor and supervise visitors to Ohio Christian University to ensure that they do not have access to confidential information.
- Securely file or archive hard copies of documents containing confidential information and destroy extra copies that the University is not otherwise required by applicable law or policy to maintain.
- Secure confidential information in desk drawers and cabinets at the end of every business day.

Your cooperation is particularly important because of our obligation to protect the security of our constituents' and our own confidential information. Use your own sound judgment and good common sense, but if at any time you are uncertain as to whether you can properly divulge information or answer questions, please consult an Ohio Christian University administrator.

Conflict of Interest

Employees must avoid any interest, influence or relationship which conflicts or appear to conflict with the best interests of Ohio Christian University. You must avoid any situation in which your loyalty may be divided and promptly disclose any situation where an actual or potential conflict may exist.

Examples of potential conflict situations include:

- Having a financial interest in any business transaction with Ohio Christian University.
- Owning or having a significant financial interest in, or other relationship with, an Ohio Christian University competitor, constituent or supplier.

- Accepting gifts, entertainment or other benefits of more than a nominal value from an Ohio Christian University competitor, constituent or supplier.

Anyone with a conflict of interest must disclose it to the Vice President for Finance and remove him or herself from negotiations, deliberations or votes, involving the conflict. One may, however, state his or her position and answer questions when such knowledge may be of assistance but he or she may not partake in the decision-making process.

Employee Classifications

- **Full-time:** An employee who is hired and regularly scheduled to work at least 35 hours or more per week for an indefinite duration. Positions working full-time are eligible for benefits.
- **Part-time:** An employee who is hired and regularly scheduled to work between 28 and 35 hours per week for an indefinite duration. Employees working less than 35 hours per week are not eligible for benefits.
- **Temporary:** An employee who works part time or full time hours for a period not to exceed 6 months. Temporary positions are not eligible for benefits.
- **Exempt:** Executive, professional and administrative employees who are paid on a salary basis, and who are not eligible for overtime pay, in accordance with the Fair Labor Standards Act (“FLSA”) and applicable state law.
- **Non-Exempt or Hourly:** Generally includes those positions that are not executive, professional or administrative position and that are paid on an hourly basis. Employees in these positions are eligible for overtime compensation, in accordance with the FLSA and applicable state law.
- **Faculty Status:** A designation given to administrative positions that exist for the primary purpose of administering or leading an academic program or student service for the university, and /or supervising faculty members. Administrative employees with faculty status may attend, vote and/or participate fully in all faculty meetings, retreats and other functions. The Administrative Council shall have final authority over the granting of faculty status.
- **Faculty rank:** Faculty rank is determined by criteria listed in the Faculty Handbook and should not be presumed by those with faculty status.

The title of a position does not determine eligibility for exempt status. Only the duties and requirements of a position determine the FLSA status. Questions regarding employment status may be addressed to the Human Resource Office.

Employment at Will

Unless expressly proscribed by statute or contract, employment with the University is "at will", which means the employee may be terminated at any time and for any lawful reason, with or without advance notice. Likewise, at-will employees are also free to quit at any time and for any

reason. Any employment relationship other than at will must be set out in writing specific to the employee and signed by Ohio Christian University's President.

Employee Records

An employee's personnel file generally consists of the employee's employment application, withholding forms, reference checks, emergency information, any disciplinary records, any performance appraisals, benefits data and/or other appropriate employment-related documents. Confidential medical information is maintained in a separate file.

It is the employee's responsibility to notify the Human Resource Office of any changes in name, address, telephone number, marital status, number of dependents, military service status, beneficiaries or person to notify in case of an emergency.

You may be dismissed for misrepresenting any fact on your application or in your personnel file or any other University record.

Personnel records are considered University property and are not available for review by employees.

Employee Privacy and Confidentiality

Ohio Christian University collects only personal information about employees that relates to their employment. Only people with a business-related need to know are given access to this information, and the Director of Human Resources must authorize any release of the information to others. Personal information, other than that required to verify employment or to satisfy legitimate investigatory or legal requirements, will be released outside the University only with employee's prior written approval.

If you have access to any confidential information, including private employee information, you are responsible for acting with integrity. Unauthorized disclosure or inappropriate use of confidential information will not be tolerated and may result in discipline up to and including termination.

Identity Theft Protection

Ohio Christian University respects the privacy of personal data and is committed to ensuring that it will only be accessed and utilized as necessary, in a professional and confidential capacity. OCU will take reasonable steps to:

- Give you clear notice when we are requesting confidential information from you, the types of information we request from you, the general purposes for which that

information will be used or disclosed, and the categories of users to whom we provide the information; and

- Use safe and secure systems, physical and electronic, to safeguard your non-public personal information, including your social security number.

If at any time you feel as if your personal data has been misused or improperly accessed, please report your concerns to Human Resources for further investigation.

References & Background Checks

Ohio Christian University may conduct reference and background checks on all prospective and new employees. Employees who have falsified information on their employment applications will be disciplined, which could include termination. Applicants who have provided false information may be eliminated from further consideration for employment.

Work Eligibility Records

The federal government requires that within three business days of your first day of work, you must complete an employment eligibility verification form (I-9 Form), and present documentation proving your identity and your eligibility to work in the United States.

If you have worked for this University previously, you need only provide this information if it has been more than three years since you last completed an I-9 Form, or if your current I-9 Form is no longer valid.

I-9 Forms are maintained separately from other personnel records and are treated as confidential to the extent possible. If you need additional information about the I-9 Form, please contact Human Resources.

Introductory Period

The first 60 work days of employment are an Introductory Period for both the employee and the University. However, during and after this period, the work relationship will remain at will.

This time period allows you to determine if you have made the right career decision and for Ohio Christian University to determine whether your initial work performance meets our expectations. Your supervisor will monitor your work performance, attitude, and attendance during this time, and be available to answer any questions or concerns you may have about your new job.

Certain benefits, such as paid time off for holidays, vacation, personal days, sick days or bereavement leave, do not accrue and may not be used during this period.

Job Posting & Promotions

Ohio Christian University will generally inform employees of available staff positions. Ohio Christian University will fill job vacancies whenever possible by promoting qualified employees from within the University

To apply for a posted position, an employee must:

- Have completed any mandatory Introductory Period at a satisfactory performance level,
- Meet the minimum requirements for the position, and
- Not have received written correction counseling within the past 180 days.

Employees interested in applying for a posted position should submit an email with an updated resume to the Human Resource Office indicating interest in the position. Qualified employees must also inform their supervisors that they have applied for the job. Candidates will be judged on individual performance, conduct, experience and potential. Length of service, although considered, shall not be the sole determining factor in selecting candidates for open positions.

Ohio Christian University has the discretion to fill job vacancies from outside if it determines, in its sole discretion, that circumstances call for outside recruitment.

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals informally any time.

Additional formal performance reviews may be conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. These formal reviews are generally conducted annually.

Unpaid Suspension as a Disciplinary Measure

Ohio Christian University expects the highest standards of professional conduct at all times.

Ohio Christian University reserves the right to discipline or discharge any employee for violation of University rules, policies and expectations pertaining to employee performance and/or behavior.

Any employee may be subject to an unpaid disciplinary suspension for infractions of workplace conduct rules and/or policy violations.

Employee Suggestions

The Employee Suggestion program has been established to supply all employees with an opportunity to express their own creative and original ideas on methods and procedures that ultimately will:

- Improve efficiency
- Improve attitudes and working conditions
- Improve the University's competitive position
- Improve productivity

We consider the ideas and suggestions of our employees to be one of our best sources for making Ohio Christian University the best University possible. It is the desire of management to encourage ongoing efforts in creative thinking and originality so that we can maximize our potential.

You may submit your ideas to your supervisor or Vice President. These ideas may be presented to the Administrative Council for consideration.

Property, Information, & Usage Policies

Accounting and Financial Report

Ohio Christian University's financial statements and all books and records on which they are based must accurately reflect the University's transactions. All disbursements and receipts must be properly authorized and recorded.

You must record and report financial information accurately. Reimbursable business expenses must be reasonable, accurately reported, and supported by receipts.

Those responsible for handling or disbursing funds must assure that all transactions are executed as authorized and recorded to permit financial statements in accord with Generally Accepted Accounting Principles.

Personal Mail

All mail delivered to the University is presumed to be related to University business. Mail sent to you at the University may be opened by the office and routed to your department. Your personal mail should be delivered to your home or private post office box.

Return of University Property Upon Separation

When an employee's employment with Ohio Christian University terminates, for whatever reason, the employee is required to immediately return all University property in the employee's possession, including but not limited to all documents, disks, and other material containing proprietary or confidential information belonging to the University. This includes without limitation, keys, credit cards, computers, vehicles, communication devices, uniforms, identification cards or badges, and any other equipment, materials, or items purchased, leased, owned, or otherwise belonging to Ohio Christian University.

Upon separation, employees must return any originals or duplicates of any written or other tangible items, whether maintained in hard copy, film, or electronic medium, belonging to the University, its subsidiaries, affiliates, successors, or assigns, including without limitation, correspondence, reports, memoranda, records, data, charts, notes, devices, specifications, drawings, student lists, and any other items containing trade secret information or confidential information relating to Ohio Christian University products, services, designs, formulas, developmental or experimental work, computer programs, databases, student/alumni marketing, strategies, business plans, financial information, and employees information. These items are property of Ohio Christian University.

Software Policy

Ohio Christian University regulates employees' use of its computer software.

You may not duplicate any licensed software or related documentation for use, either on University premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. You may not provide licensed software to anyone outside the University. Employees should be aware that the illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both the employee and the University to liability.

All software that Ohio Christian University acquires must be purchased, registered, and installed by the IT Department. You may not load personal software on Ohio Christian University computers.

Telephone Usage

The telephone system (including voicemail) at Ohio Christian University is the property of the University and is provided for business purposes. Incidental personal use of the University's telephone system is permitted, but shall not interfere with the employee's job duties, the job performance of other employees, or the University's operations. Ohio Christian University may

periodically monitor the usage of the telephone systems to ensure compliance with this policy. Therefore, employees should not consider their conversations on the University's telephone system to be private and should otherwise have no expectation of privacy in their use of the University's telephone system.

University Electronic Communication Systems

The University offers access to its computers, computer network, email, and internet systems (the "Electronic Systems") for business purposes. If you are unsure whether an activity constitutes appropriate business use, you should contact your respective Vice President. Incidental personal use of the Electronic Systems is permitted, but shall not interfere with the employee's job duties, the job performance of other employees, the University's operations, or the integrity of the Electronic Systems.

NO EXPECTATION OF PRIVACY

The University reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the Electronic Systems, as well as any and all materials, files, information, software, communications, and other content transmitted, received, or stored in connection with this usage.

All such information, content, and files are the property of the University. You should have no expectation of privacy regarding them. The University may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with this Policy.

PROHIBITED ACTIVITY

Except in the course of an employee's duties or with the express written permission of the University, the following activities are prohibited:

- Posting any message or information to any Internet forum (e.g., blogs, Facebook, MySpace, etc.) using University Electronic Systems resources.
- Transmitting, downloading, viewing or searching for obscene, pornographic, or other illegal materials.
- Using, transmitting, receiving, or seeking inappropriate, offensive, vulgar, suggestive, abusive, harassing, belligerent, threatening, defamatory or misleading language or materials.
- Encouraging others to view, download, or search for materials, files, information, software, or other content that may be offensive, defamatory, misleading, infringing, or illegal.
- Using electronic resources to make slurs or jokes based on ethnic, sexual-preference, gender, race, color, age, religion, national origin, or ancestry.
- Engaging in illegal activities.

- Accessing, transmitting, receiving or seeking unauthorized, confidential information about students or coworkers.
- Accessing or attempting to access others' folders, files, work, networks, computers or intercepting communications intended for others.
- Downloading or transmitting the University's confidential information or trade secrets.
- Conducting unauthorized business.
- Downloading or transmitting copyrighted materials without permission from the copyright holder. Even when materials on the Network or the Internet are not marked with the copyright symbol, ©, you should assume all materials are protected under copyright laws unless explicit permission to use the materials is granted.
- Causing harm or damaging others' property. Examples:
 - Jeopardizing security of the University's network, or other networks on the Internet by disclosing or sharing passwords and/or impersonating others.
 - Uploading a virus, harmful component, or corrupted data.
 - Vandalizing the network.
- Downloading and/or storing music, video, pictures or any other media files from the Internet, CDs, DVDs, cell phones, cameras, iPods, thumb drives, or any other device onto University computers or any network drive, except for business related activity.
- Engaging in commercial activity. Employees may not sell anything over the Internet using an online sales venue such as eBay or any other such Internet site. Users may not solicit or advertise the sale of any goods or services internally.
- Permitting another person to use your account or password to access the University's network or the Internet.

A violation of this Policy may also be a violation of the law and subject the user to investigation and criminal or civil prosecution and discipline up to and including termination.

University Property

When using Ohio Christian University property, including vehicles, computer equipment and hardware, exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Notify your supervisor if any equipment or machines appear to be damaged, defective or in need of repair. This prompt reporting could prevent the equipment's deterioration and could also help prevent injury to you or others. Should you have questions about the maintenance and care of any workplace equipment, ask your supervisor.

If you use or operate equipment improperly, carelessly, negligently or unsafely, you may be disciplined or even discharged. In addition, you may be held financially responsible for any loss to Ohio Christian University because of such mistreatment.

Please keep your work area neat and clean.

You may not use any University property for personal purposes or remove any University property from the premises without prior written permission from the Vice President for Finance.

Anyone who is issued keys or assigned responsibility for files, records or working areas must maintain the security and integrity of the assigned area; and, upon termination of employment, must return the keys to the Vice President for Finance. Unauthorized duplication of keys is prohibited.

Safety & Emergencies

Emergency Measures

We realize that bad weather or hazardous commuting conditions may occasionally make it difficult for employees to report to work on time. We expect employees to exercise good judgment and make a diligent effort to report to work on time as scheduled, when you can do so safely and in accordance with applicable public emergency weather advisories. If you determine that you are unable to timely report to work because of weather conditions, inform your supervisor as soon as possible.

If it becomes necessary to shut down the office due to weather or other emergency, every effort will be made to notify employees. If there is a question as to whether the office will be open, call your supervisor.

Fire Safety

Every employee is responsible for recognizing potential fire dangers and taking an active role in preventing fires.

Employees are required to observe all OSHA safety requirements and regulations. Flammable materials are to be stored in covered metal containers. Employees should not block any fire doors, fire exits, fire extinguishers, windows or doorways. Review the fire escape routes posted in each work area.

First Aid

First aid kits are located in York Hall, Moats Hall, Moore Hall, and Moore Hall II, and a defibrillator is available in the coffee shop for medical emergencies.

Reporting Injuries or Illnesses

Ohio Christian University is committed to maintaining a safe and healthy environment for all employees. Report all accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues immediately to your supervisor.

If you or another employee is injured, contact your supervisor immediately. Seek help from outside emergency response agencies, if needed.

You must complete an Employee's Claim for Worker's Compensation Benefits Form if you are injured on the job and require medical attention. If your inquiry does not require medical attention, you must still complete a Supervisor and Employee Report of Accident Form in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. You can obtain the required forms from Human Resources.

A federal law, the Occupational Safety and Health Act, requires that we keep records of all illnesses and accidents that occur on the job. OSHA also provides for your right to know about any health hazards which might be present on the job.

In addition, the state Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits.

You can get the required reporting paperwork from Human Resources.

ACKNOWLEDGMENT AND RECEIPT FORM

I acknowledge that I have received, reviewed and understand the contents of the Ohio Christian University Employee Handbook 2010. I have been given an opportunity to ask questions regarding the handbook's contents. I understand that the contents of this handbook may be changed by the University from time to time, and that this handbook is not an employment contract. I also understand this handbook supersedes any previous handbook.

Further, I agree to conform to the rules and regulations of the University. I understand that the University is an at-will employer, and that my employment is for no set terms or period of time unless expressly proscribed by statute or written contract. Consequently, my employment with the University may be terminated either by myself or by the University at any time, with or without cause and with or without notice.

Finally, I understand that no supervisor or representative of the University, other than the President in a writing specific to me, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Employee Signature

Date: _____

[Original to employee's personnel file]