PRESIDENT’S WELCOME

We at Bellevue University would like to extend you a warm welcome. At Bellevue University we focus on the student, producing real learning for real life—an educational experience that builds confidence, develops expertise, creates community and sustains our American vision and values. We selected you because you fit here and you have the talent to help us accomplish our University Goals. You may have selected us for a variety of reasons: Our vision “To be the Premier Open Access University in the United States”, flexibility in our work environment, or our tuition remission program. These are just some of the many things that set Bellevue University apart.

Bellevue University values collaborative achievement, high productivity, and applied critical thinking toward the advancement of student success. Our success depends on our mutual understanding, and for this reason this Handbook has been prepared to provide you with information about your job and the University, as well as answer questions you might have. This Handbook is designed to help you do your job, not to hinder you. If you have questions regarding the contents of this Handbook, contact your manager.

Read the Handbook and refer to it often. Please feel free to give us your ideas and suggestions on how we can improve the practices described in the Handbook. The Handbook will be continually reviewed to ensure necessary updates and corrections are made to keep abreast of changing economic and social conditions. We will keep you informed of any changes to the material.

Mary B. Hawkins
President
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INTRODUCTION AND PURPOSE

There are several things to keep in mind about this Handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, we expect all employees to act in an ethical manner behaving in a way that represents themselves and the university positively. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions with your manager or the Human Resource Department. Neither this Handbook nor any other University document confers any contractual right, either expressed or implied, to remain in the University’s employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice by the University, or you may resign for any reason at any time. No manager or other representative of the University (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will inform you of any changes as they occur but you should check with your manager or human resources if you have questions or concerns regarding the referenced policies and procedures set forth in this Handbook.

Third, this Handbook and the information in it should be treated as confidential. No portion of this Handbook should be disclosed to others, except Bellevue University employees and others affiliated with Bellevue University whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described in the Handbook are covered in more detail in official policy statements. Since this Handbook only briefly summarizes our benefits and policies, you are expected and encouraged to refer to source documents online to obtain specific information. Please note that the terms of the written insurance policies are controlling.

The effective date of this Handbook is July 1, 2016 and it supersedes all other Bellevue University Employee Handbooks.
Institutional Overview Mission:

Bellevue University effectively engages students in earning awards and degrees that prepare them to thrive in a connected, competitive world. We provide students with a powerful foundation for personal value creation, instilling the confidence they need to take control of their lives and to be responsible citizens of the global community. We teach the value of a free market, capitalist economic system and the importance of preserving our American heritage of a democratic and free way of life.

Vision:

The vision of Bellevue University is to be the premier open access university in the United States.

Values:

- Integrity in all we do
- Belief in the transformational value of education
- Student-centric
- Market focused
- Innovative

Accreditation: Bellevue University is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504. [www.hlcommission.org](http://www.hlcommission.org)

Active Learning Emphasis: The University is strongly committed to the life and career success of its students, particularly working students who seek advancement by acquiring broader, deeper knowledge, new skills and academic credentials. A supportive learning environment emphasizes principles of active learning, which expose students to both theoretical knowledge and practical application. Traditional teacher-to-learner lectures are replaced by active involvement in the learning, using applied workplace projects, through library and database research, through interaction with teachers and other students, and supplementary multi-media.
I. EMPLOYMENT

A. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Bellevue University provides equal employment opportunity (EEO) for all persons in employment related actions. The University complies with federal laws that protect employees and job applicants from discrimination on the bases of race, religion, sex, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, or military status. The University also complies with all applicable state and local laws governing nondiscrimination in employment in every location in which the University has employees.

Bellevue University policy also expressly prohibits any form of discrimination or workplace harassment based on race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation.

Employment practices regarding disabled applicants or employees shall not be influenced or affected by the applicant’s and/or employee’s disability(s) if the individuals are otherwise qualified and able to perform the essential job functions, either with or without reasonable accommodations.

B. REASONABLE ACCOMMODATION

Bellevue University adheres to the requirements and principles encompassed by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and state requirements in all circumstances. Managers should immediately refer any employee or applicant request for accommodation to Human Resources for further action. Reasonable accommodations will be made whenever necessary for disabled individuals as defined by the ADAAA and who is otherwise qualified to perform the essential functions of the job, provided the accommodations do not impose an undue hardship on the University or would not create a direct threat to the safety or health of themselves or others.

All information obtained by Bellevue University concerning the medical condition or history of applicants or employees is maintained in a separate confidential medical file. Disclosure of any medical information will be in accordance to the ADAAA and other applicable state and federal laws.

C. STATEMENT OF EMPLOYMENT POLICY

Bellevue University permits the employment of family members in the workplace (see also Policy Statement 22). An immediate family member may not be hired, if it would:

- Create a direct manager/subordinate relationship with a family member.
• Have a potential for creating an adverse impact on work performance, or
• Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy will be considered when hiring, reassigning, or promoting employees. When circumstances arise resulting in a direct supervisory relationship between immediate family or close personal relatives (e.g., marriage, reduction-in-force, reorganization, promotion), one of the relatives may be reassigned to an appropriate vacancy. During the period that a direct supervisory relationship exists between immediate family members or close personal relatives, the supervisory relative will not be involved in any personnel action involving his/her relative. Typical first-level supervisory responsibilities will be referred to the next higher level in the supervisory chain.

For purposes of this policy, your immediate family includes: mother, father, husband, wife, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepchild, stepparent, or grandparent. This policy also applies to close personal relatives such as uncle, aunt, first cousin, nephew, niece or half-sibling.

Questions should be directed to your manager or human resources.

D. APPLICATION

Employment application forms are available online. An application must be completed by all applicants for employment at Bellevue University. Any applicant who provides misleading, false, or willfully deceptive information on the application, during the interview, or submitting false documents establishing qualification for employment, may be considered sufficient cause for the University to eliminate applicants from further consideration for employment or if the information is discovered after employment begins, individuals may be subjected to disciplinary action, up to and including dismissal.

E. REFERENCE AND BACKGROUND CHECKS

Bellevue University conducts reference and criminal background checks. All applicants for employment must submit to background and possibly submit to a reference check. Failure to comply with will eliminate the applicant from employment.

All offers of employment are contingent upon successful completion of the criminal background check.

All federal and state credit reporting laws will be followed during the background check process.
F. IMMIGRATION REFORM AND CONTROL ACT of 1986 (IRCA)

Bellevue University adheres with the requirements of the Immigration Reform and Control Act of 1986 by employing only those persons who are legally authorized to work in the United States. Moreover, the University does not discriminate on the basis of race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. To verify employment eligibility all new/rehired employees must complete and sign Section one of federal Form I-9 on his/her first day of employment. Employees must provide original documents verifying identity and employment eligibility to work in the United States within three business days. When an individual cannot produce the required documentation within the allotted time period then the University must immediately terminate his or her employment.

The Human Resources Department is responsible for tracking employment authorization and retaining records. The University will notify employees in advance of work authorization expiration dates so that the employee can verify his/her work authorization by providing documentation that shows continuing employment eligibility. If employees cannot provide the University with proof of current employment authorization, they are subjected to termination. Employment may be resumed when the required documentation is provided.

Bellevue University is an E-Verify employer.

G. PERSONNEL RECORDS

The Human Resources Department will maintain the official employment files except specific Faculty files kept by the Chief Academic Officer. Bellevue University makes every effort to protect employees’ privacy rights and handles all personal and job-related information about employees in a confidential manner.

H. ORIENTATION PERIOD

The first ninety (90) days of employment at Bellevue University are considered an orientation period. This orientation period will be a time for getting to know your fellow employees, your manager and the tasks involved in your job, as well as becoming familiar with the Bellevue University Mission and Vision. During this period your manager will work closely with you to help you understand the needs and processes of your job. Completion of this period does not change an employee’s status as an employee-at-will, nor does it restrict the University’s right to dismiss such an employee or change the terms or conditions of employment.
I. EMPLOYEE CLASSIFICATION

An accurate and efficient employee classification is important in administering salaries, determining eligibility under Bellevue University’s employee benefits plan, and complying with employment and tax laws. All employees, whether full-time, part-time, or temporary are classified as exempt or nonexempt for overtime and minimum wage requirements. Bellevue University classifies its workers as described below:

Employee Classifications:

1. **Regular full-time employees** are hired to work forty (40) hours per week on a fifty-two (52) week per year basis, or as designated in your contract, and are eligible for benefits. Such employees may be exempt or nonexempt as defined below.

2. **Part-time employees** are hired to work less than twenty (20) hours per week and are not eligible for benefits. Employees are nonexempt as defined below.

3. **Temporary employees** are part-time or full-time employees hired by Bellevue University to work for specific projects or assignments. Temporary assignments generally do not extend beyond a six (6) month period, unless approved by VP of Performance Management.

4. **Student workers** are part-time employees who are enrolled students and hired to work less than (20) hours per week. Exceptions to the hourly limit may be made with approval of the appropriate Vice President, but in no case shall a student worker work in excess of 29.5 hours per week. Student workers are not eligible for benefits.

5. **Adjunct faculty** are considered part-time employees and not eligible for benefits.

6. **Nonexempt employees** are employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) his/her regular rate of pay for all hours worked beyond 40 hours in a workweek, in accordance with wage and hour laws.

7. **Exempt employees** are employees who are not required to be paid overtime, in accordance with applicable wage and hour laws.

Nebraska, and many other states, are an Employment-at-Will State. Simply stated, this means that, in the absence of any agreement, the employer or employee is free to terminate employment at any time without notice.

An exempt or non-exempt job classification is based on the Fair Labor Standards Act (FSLA) and is included on each job description.
J. INTERNAL JOB POSTINGS

The University will try to fill job openings by promoting from within.

To be eligible for a posted position, regular full-time and regular part-time employees must:

- meet the specified minimum requirements of the posted job
- be the best qualified
- apply for open positions posted online

K. OUTSIDE EMPLOYMENT/ADJUNCT TEACHING

Full-time employees may not accept outside employment or teach without the approval of his/her manager, and a member of the executive team.

Each full-time employee seeking outside employment is required to complete the Outside Employment Authorization Form and thereafter resubmit annually at the end of each calendar year. Send the completed forms to HR for filing. Additional information regarding Outside Employment can be found in Policy Statement 3. Employees who wish to teach at Bellevue University must complete the authorization for teaching form as described in Policy Statement 2.
II. PERFORMANCE ACCOUNTABILITY

A. JOB DESCRIPTION

Each position has a job description. The job description explains the primary function, essential duties and responsibilities of the job, and the knowledge, skills, and abilities required to perform the job successfully. Human Resources will maintain current job descriptions in an electronic format on the shared drive.

Job descriptions are used to:
- Explain the employees’ expectations
- determine the relative worth of each position in the organization,
- assist in the recruitment and selection of qualified job candidates,
- basis for evaluating employee performance in relation to job requirements,
- determine the essential and non-essential components of the job in order to comply with the ADAAA and to evaluate work accommodation request, and
- establish career ladders, training and development opportunities
- Identify specific / special physical requirements

B. PERFORMANCE MANAGEMENT

University Performance is dependent on the success of departments and individuals within the departments. Bellevue University understands that ongoing communication and planning must occur between employees and managers to ensure each employee is aware of his/her performance expectations and how his/her job assists in meeting the vision of Bellevue University. Every employee in a regular full-time position will receive an annual performance review for the previous year’s performance. In addition, employees will receive quarterly updates from their manager.

C. PROFESSIONALISM (Attitude, Conduct, and Appearance)

Bellevue University is a place where all individuals are important, whether they are students, stakeholders, or employees. Maintaining an atmosphere of respect, courtesy, and congeniality among individuals is essential for the continued success of the University. Employees are expected to conduct University business with the highest standards of integrity and in compliance with all applicable laws and regulations as stipulated in Policy Statement 22. Employees who act unprofessionally or unethically may be subject to disciplinary actions up to and including termination of employment.

D. ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are important to Bellevue University. It is the policy of the University to require regular attendance and punctuality on the part of all
Employees.

Employees are responsible for contacting human resources when they have been absent from work for more than three full consecutive calendar days. Employees who do not contact human resources and are absent from work for 3 consecutive days, will be assumed, by Bellevue University management, that they are not returning to work and have voluntarily resigned or abandoned their position.

Further information is contained in Policy Statement 515.

E. PROFESSIONAL DEVELOPMENT

Employees are encouraged to develop his/her professional skills through study in academic courses, obtaining certifications/designations as they relate to the employee’s job, memberships in appropriate professional organizations, and attendance at internal/external professional workshops and seminars. The University may pay membership fees in an approved professional organization if requested and approved by the manager and the executive leader.

F. USE OF UNIVERSITY EQUIPMENT (excluding vehicles)

All University equipment should be used primarily for business purposes. The use of Bellevue University computers and the network is covered in Policy Statements 402 and 445.

Upon leaving employment at Bellevue University, an employee must return all company property to include: keys, credit cards, equipment, and materials including proprietary information, etc., issued by the University. Failure to do so will result in further action up to and including legal recourse, as appropriate.

G. MAIL, UPS, FedEx, COPYING

Employees may have personal mail processed through the postage machine or for express delivery if the proper amount is paid in advance.

Employees may use the copy machines for personal copies. The number of copies should be reported to the mailroom staff and should be reimbursed. Copying should be limited and only done when the copiers are not in use or needed for University business.

H. TELEPHONE AND PERSONAL PHONE DEVICES

Employees are required to keep personal calls/texting on University and personal phone devices during working hours to a minimum. Long distance calls and unauthorized calls will be charged to the department or the individual making them.
Abuse of the telephone system or personal phone devices may result in disciplinary action, up to and including termination.

I. CODE OF ETHICAL CONDUCT

All employees have a responsibility to ensure that all University business is conducted with the highest standards of integrity and in compliance with all applicable laws and regulations. The Code of Ethical Conduct (PS 22) sets forth the University’s policy with respect to our fundamental values, sound business ethics, and potential for conflict of interest. Employees must work to preserve the good name of Bellevue University by developing and maintaining ethical relations between the University and its students, suppliers, the communities in which we operate, and all stakeholders. Employees should report to his/her manager any situation which may create a conflict of interest, including other employment in accordance with Policy Statement 3. It is Bellevue University’s policy not to tolerate unethical or unlawful behavior by any employee.
III. DISCIPLINARY POLICIES AND PROCEDURES

A. DISCIPLINARY PROCESS

Discipline or corrective action may be initiated for various reasons including, but not limited to, poor job performance, violation of work rules, attendance, and unprofessionalism. The nature of discipline will depend upon the circumstances surrounding each event, the seriousness of each infraction, its effects upon the University, and the employee’s previous work record. Where verbal warnings, written warnings, and a personal improvement review (PIR) are utilized, the subsequent documentation will be included in the employee’s personnel file. An employee who violates established confidentiality practices such as Confidential Information (Intellectual Property), Health Insurance Portability and Accountability Act (HIPAA), or Student Records Policies and Procedures (FERPA) at the University may be disciplined, up to and including termination.

B. COMPLAINT/GRIEVANCE PROCEDURE

The University wants to ensure that all employees are treated fairly and has established an open door process that encourages employees to openly discuss concerns with his/her management team before they develop into problems. In the event an employee feels he/she has been treated unfairly, the employee is encouraged to discuss his/her concern with his/her manager. If the employee feels his/her concern is not handled properly, or at times his/her manager might be the subject of the employee’s concern, then the employee should report the situation to the next level of management. If resolution is not resolved at that level, employees should identify his/her concerns to Human Resources. The open door process is intended to bring resolution to employee concerns in a quick and confidential manner, and to prevent uncomfortable situations for others that often have a negative impact on moral, productivity, and customer service. Further information is contained in Policy Statement 523.

C. DISCRIMINATION AND HARASSMENT

Bellevue University is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. More information can be found in Policy Statement 04, Anti-Discrimination and Harassment Policy.

All University employees must report information (to Human Resources or the Title IX Coordinator) they have about alleged or possible discrimination or harassment, preferably within 24 hours.
Reports of sex-based discrimination, sexual harassment, and sexual misconduct must be reported to the Title IX Coordinator.

D. CONSENSUAL RELATIONSHIPS

Consensual Relationships are defined as sexual behavior that is welcomed by both parties, physical and/or verbal, willingly and knowingly entered into by mutual consent. Bellevue University prohibits consensual relationships between a University employee and a University student. It is clear that intimate relationships between University employees and University students, consensual or otherwise, are deemed unprofessional and are strictly forbidden. Sexual behavior occurring outside of this definition shall be construed as sexual harassment, and shall be dealt with appropriately. (This policy is not intended to apply to employees or students attending the University through tuition remission benefits.) Sexual relationships that might be appropriate in other circumstances are always inappropriate when they occur between any instructor, officer, or employee of the University and any student. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in a position of authority that in his/her relationships with students there is always an element of power. It is incumbent upon those with authority not to abuse, nor to seemingly abuse, the power with which they are entrusted. Even when both parties have consented to the development of such a relationship; it is the instructor, officer, or other employee who, by virtue of his or her special responsibility, will be held accountable for unprofessional behavior.

Because students who are employed by the University to serve as faculty assistants, tutors, or aides may be less accustomed than other full-time University employees to think of themselves as holding professional responsibilities, they would be wise to exercise special care in their relationships with students whom they instruct or evaluate.

Any University employee with knowledge of a possible consensual relationship between a University employee and a University student must report this information to the Title IX Coordinator. If an investigation substantiates the existence of a consensual relationship, disciplinary action may be taken, including possible termination of employment.

Relationships between employees are not, per se, forbidden as long as one of the employees does not supervise the other employee. Additionally, preexisting relationships that do not pose a problem are not forbidden. However, if a relationship should become a problem at any time, there could be ramifications and potential disciplinary actions for both of the employees.

Further information on this subject is contained in Policy Statement 5.

E. DRUG/ALCOHOL FREE WORKPLACE

The University does not tolerate the use of alcohol or drugs in the workplace, nor do we tolerate employees who are under the effects of alcohol or drugs while on
University business. Our goal and policy is to have a DRUG and ALCOHOL FREE environment.

Employees who violate this policy may be subject to disciplinary action, up to and including termination. Further information is contained in Policy Statement 4 and 5.

The following are specific rules that apply:

A. No controlled substances, illegal drugs, or alcoholic beverages shall be brought onto any University property, without proper authorization.

B. No employee shall perform work for the University while under the influence of alcohol or illegal drugs.

C. No prescription drugs are to be brought onto the University’s premises, except for the use of the person to whom they are prescribed. Such drugs will be used only in the manner, combination and quantity prescribed.

D. An employee may not manufacture, distribute, dispense, or have possession of, or use of controlled substances in the workplace and/or on University property, at University-sponsored activities or while performing any aspect of your job.

E. Employee must notify the Human Resource Department of any criminal drug statute conviction for a violation occurring on or off Bellevue University premises while performing work. As required by the Drug- Free Workplace Act of 1988, notification must occur no later than five (5) days after such conviction.

F. Bellevue University prohibits the use, sale, purchase, transfer or possession of alcohol while on University premises. When there is evidence to suspect that an employee has reported to work, or is working in an alcohol or drug impaired condition, the employee may be required to submit to Drug or Alcohol testing at a laboratory selected by the University under the following circumstances:
   a. Reasonable Suspicion
   b. Post-Accident

Anyone found to be in violation of this policy, including anyone found to be under the influence or in possession of alcohol or controlled substances, other than medically prescribed drugs, while performing duties for the University, will be subject to corrective action, up to and including termination of employment.

Employees should refer to Policy Statement 509 for further information on this subject.
F. DRUG FREE SCHOOLS AND COMMUNITIES ACT

Bellevue University strictly prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as any part of its activities. The University will impose disciplinary sanctions on its students and employees (consistent with local, state and federal law) up to and including dismissal from the University or termination of employment and referral for prosecution, for violations of these standards of conduct. Disciplinary sanctions may include the completion of an appropriate rehabilitation program. Members of the University community who need drug or alcohol abuse counseling may contact the Human Resource Department or Academic Affairs for appropriate referral.

G. SUSPENSIONS

Bellevue University reserves the right to suspend an employee for any violation of established policy or business practice with or without pay.

H. TERMINATION

Voluntary

Employees under contract cannot voluntarily terminate their employment within their contract period, unless approved by the President of the University.

Although Nebraska, and multiple other states, are Employment at Will States, if an employee elects to terminate employment with the University, it is requested that his/her manager would be notified at least two (2) weeks before the effective date of resignation or applicable contract end date. Bellevue University may honor the requested two weeks, but is not required to honor the request. All resignations must be forwarded, upon receipt, to Human Resources. The terminating employee will be scheduled for an exit interview with Human Resources on or prior to the last day of employment. The exit interview will include reviewing the exit questionnaire, turning in University property, and discussion of employee benefits and final pay. Employees who terminate employment with the University in good standing and have applied for re- employment at a later date will be considered as any other applicant and the re- hire handled as a new employee, subject to the usual benefit enrollment periods.

Involuntary

The University, in its sole discretion, may terminate any employee at any time, with or without cause, with or without notice, for any reason. Nothing in this Handbook is intended to create an implied contract for continued employment.
IV. PAY PRACTICES

A. WORKING HOURS AND WORKWEEK DEFINED

Regular operating hours are 8:00 a.m. to 5:00 p.m., Monday through Friday; however, the business of the University occurs Monday through Sunday, 24 hours a day, 365 days a year. Hours may vary to meet business needs for different departments. Your manager will provide you with the specific operation hours for your department. Full time employees are provided a one hour, off the clock, lunch period.

Exempt employees are normally scheduled to work regular operating hours, unless specifically authorized or contracted by his/her manager to work different hours. Full-time, non-exempt employees are provided a scheduled unpaid lunch period where the employee may leave the worksite. In these instances, employees should not perform work or service customers while eating. If requested by an employee, the manager may occasionally allow the employee to schedule his/her lunch period in order to arrive late or leave early. If an employee works from home or another location this must be pre-arranged between the employee and his / her manager.

B. TIME CARD RECORDS

Federal wage laws require that employers maintain an accurate record of hours worked by employees who, by law, are entitled to overtime pay. Therefore, with the exception of employees who are exempt by federal law, all non-exempt employees will use Time and Attendance to clock their work hours.

B. OVERTIME

From time to time, it may be necessary for employees to work overtime. All overtime for non-exempt employees must be approved in advance by the appropriate manager and/or department head. Managers shall ensure funds are available and overtime is kept to a minimum. When overtime is necessary to meet operational requirements, Bellevue University can require any employee to work overtime. Employees are responsible for notifying his/her manager if it appears they will exceed forty (40) hours in a workweek. Scheduled overtime work is normally announced in advance and may involve an entire department. Bellevue University reserves the right to require any employee to work extra hours when the need arises.

The manager may adjust work hours during a workweek to address overtime hours worked in that same week – to effectively manage overtime costs.

Non-exempt employees who work overtime will be paid one and one-half (1 ½) times his/her regular hourly wage for any time worked over forty (40) hours in a workweek, or as defined by federal, state, and local laws. Sick days, holidays,
vacation days, bereavement, personal days, civic duty, and other business closings are not considered to be hours worked for overtime purposes and are not included in the calculation of hours worked for overtime pay.

Exempt employees are paid a salary for work accomplished and do not receive additional compensation.

D. PAY DAY

Exempt employees are paid once a month, on the first business day of the month, for the preceding calendar month. Non-exempt employees are paid bi-weekly, every other Friday for the two (2) weeks ending the previous Friday. If payday for non-exempt employees falls on a holiday, the University will endeavor to deliver all checks on the workday preceding the holiday.

E. DIRECT DEPOSIT OF PAYCHECK

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

In the event of a lost or stolen paycheck, a new check will be issued through the Accounting Department following the completion of required stop payment actions with the bank. All charges associated with issuing a stop payment will be deducted from the replacement check.

Earning statements will be available online.

F. SALARIES AND WAGES

All questions pertaining to salary should be referred to Human Resources. Salary and wages will be garnished in accordance with Title III of The Consumer Credit Protection Act.

All salary and position adjustments go through a process and are approved by the President or designated individual.
V. ABSENCE AND LEAVE BENEFITS AND POLICIES

A. ABSENCE, LEAVE, AND VACATION REPORTING

All absences must be reported and should be approved in advance by the employee’s manager. It is the employee’s responsibility to contact his/her manager in the event of an absence due to emergency. Employees (exempt and non-exempt) are required to record absences.

B. VACATION (With the exception of contracted Faculty)

Bellevue University provides, as part of the overall compensation package, paid vacation to regular full-time employees. Vacation accruals will begin on the first of the month following his/her date of hire. Vacation allowance with pay shall be computed on a yearly basis from the date the employee becomes eligible for benefits. New employees are not eligible to take vacation during his/her first ninety (90) days of employment (orientation period) unless specifically discussed with and approved by his/her manager.

Vacation will accrue based on length of service and the schedule below. Employees accrue one twelfth of his/her vacation allowance beginning with the first of the month following his/her date of hire. Accruals will continue during employment except during leaves of absence where the employee does not work during the month.

<table>
<thead>
<tr>
<th>Length of Service</th>
<th>Annual Vacation Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>One through three years</td>
<td>10 working days (80 hours)</td>
</tr>
<tr>
<td>Four through six years</td>
<td>12 working days (96 hours)</td>
</tr>
<tr>
<td>Seven through fourteen years</td>
<td>15 working days (120 hours)</td>
</tr>
<tr>
<td>Fifteen or more years</td>
<td>20 working days (160 hours)</td>
</tr>
</tbody>
</table>

All benefited employees must submit a request for vacation to his/her manager for review and approval prior to beginning vacation. All requests for five (5) days or more should be submitted at least two (2) weeks in advance.

If one of the recognized holidays occurs during the employee’s paid vacation period, he or she shall receive an additional day of vacation. The University believes that every employee needs a certain amount of time-off each year to renew his/her energy and interest in the job. An individual may accumulate up to two (2) years vacation allowance. Consistent with the intent of this policy, employees with two (2) years of accrued vacation allowance will not receive additional accruals until the employee’s accruals have fallen below the maximum allowance. Pay, in lieu of earned vacation, for up to two (2) years, will be granted only at termination of employment Policy Statement 515.

Human Resources - Payroll will be accountable for maintaining an up to date accounting of accrued vacation hours for all employees. However, each employee is responsible for ensuring the accuracy of his/her information and immediately
reporting errors to payroll. Records are available upon request. Further information is contained in Policy Statement 515.

The University maintains a separate vacation accrual policy for executive positions. In a situation where an employee is demoted or changes positions, moving from the executive vacation accrual schedule to the employee vacation accrual schedule in this Handbook, the University will pay out the employee’s vacation leave accruals in excess of the two (2) year vacation allowance and the employee will revert to the vacation accrual policies above.

C. PERSONAL HOLIDAYS (With the exception of contracted Faculty)

Regular full-time employees will receive 24 hours of personal holiday time off per fiscal year (July 1 – June 30). Employees who start employment after January 1 but prior to April 1 will receive 12 hours of personal time off. Employees starting after April 1st are not eligible for this benefit until the new fiscal year (July 1). Personal time is not considered an accrued benefit and, therefore, is not carried over from year-to-year or compensated upon termination. An absence request specifically stating personal day off must be submitted to the manager, prior to the requested time off. Personal holiday leave hours can be used in conjunction with the employee’s vacation.

Payroll will be responsible for maintaining an up to date accounting of personal hours for all employees. Records are available upon request. Further information is contained in Policy Statement 515.

D. HOLIDAYS

Regular full-time and part-time employees shall receive paid holidays during the calendar year. The recognized holidays will be distributed to all employees.

All eligible employees will be paid for observed holidays for the hours which they are usually scheduled to work. When a holiday falls on Saturday or Sunday, the President may adjust the day of observance.

E. SICK LEAVE (With the exception of contracted Faculty)

The University recognizes the need for time away from work to recover from personal illness, injury, or disability that prevents performance of usual duties, to attend medical appointments or to care for immediate family members (spouse, parents, or dependent children). Regular full-time and part-time, employees are eligible for sick days immediately upon employment. Eligible employees will begin accruing sick time at the rate of 6.67 hours per month (80 hours annually). Accrual will continue during employment except during leave of absence where the employee does not work during the month.
All employees with benefits are required to record his/her sick leave usages.

Managers of non-exempt employees are responsible for recording the employee’s unscheduled absence. Sick leave time can be pre-approved to accommodate scheduled medical and dental visits during the workday. Sick leave may be used to supplement funeral leave in the event of long distance traveling, to make funeral or other arrangements following the loss of an immediate family member. The employee must pre-coordinate all time away from work with his/her manager ahead of time. All approved exceptions must be sent to the Human Resource Department in writing and will be filed in the employee’s personnel file. An individual may accumulate up to sixty-five (65) days (520 hours) of sick leave if not used within the year or years it is earned. Pay in lieu of earned sick leave will not be given at termination of employment.

When an employee is absent on a given day due to illness, he or she must promptly contact his/her manager before the employee’s normal start time. If the employee is incapacitated and unable to notify his/her manager, he employee should have a friend or relative make the contact.

Abuse of sick leave is grounds for discipline, up to and including discharge.

Human Resources - Payroll will be responsible for maintaining an up to date accounting of accrued sick leave for all employees. Records are available upon request. Further information is contained in Policy Statement 515.

If an employee is sick for three days or more, the employee needs to contact Human Resources.

In order to comply with state laws, Bellevue University may adjust sick leave policies for employees working in states with mandatory sick leave laws.

**F. SHORT TERM DISABILITY**

To provide employees with protection against financial difficulties as a result of a short-term illness, Bellevue University provides paid sick leave to eligible employees. In the event of extended sick leave beyond thirty (30) consecutive calendar days, eligible employees, who have completed six (6) months of benefit eligible employment, will be entitled to the University’s Short Term Disability (STD) Plan. The employee will be paid 66 2/3% of his/her salary, less applicable taxes and other deductions, provided the necessary leave documentation has been approved by the Human Resource Department.

The Short Term Disability Plan is provided to the employee through the ninety (90) day elimination period as defined in the University’s Long Term Disability (LTD) Program. STD may be waived and accrued sick, vacation and personal days may be
used in lieu of STD to receive full pay during this ninety (90) day period. At the end of the ninety (90) day period, the University’s LTD carrier may make payments to the eligible employee upon the carrier’s approval of the employee’s application. Accrual of sick and vacation days will discontinue during a leave of absence where the employee does not work during the month.

G. FAMILY MEDICAL LEAVE ACT (FMLA)

A. BASIC ELIGIBILITY AND LEAVE ENTITLEMENT

The Family and Medical Leave Act of 1993 and as revised effective January 16, 2009 requires employers to provide eligible employees a total of up to twelve (12) workweeks of job protected, unpaid leave during a twelve (12) month period for the birth, adoption or placement of a child(ren), to care for newly born or placed child, or serious health condition affecting the employee or a family member as defined within the Act. The twelve (12) month period for Bellevue University is calculated using a twelve (12) month rolling period measured backward from the first date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the twelve (12) weeks which has not been used during the immediate preceding twelve (12) months. The FMLA provides that it does not supersede any provision of state or local law that provides greater family or medical leave rights than are provided in the FMLA. This includes laws already in effect, as well as ones that states or localities may enact in the future.

Employee Eligibility – The minimum requirements for an employee to be eligible for FMLA are

1. Works at a location in the U.S. where there are fifty (50) or more University employees working within 75-mile radius;
2. Worked for the University for a total of 12 months. Separate employment will be counted if the break in service does not exceed seven years;
3. Worked at least 1250 hours in the 12 months immediately prior to when the leave will commence;
4. Has not used all available FMLA leave in the twelve (12) months looking back from the date the requested leave will begin; and
5. There is a qualifying event.

B. FMLA PROVISIONS

FMLA is available for the following reasons:

• Birth of and care for an employee’s infant child; placement of a child with the employee for adoption or foster care, as long as the leave is taken in the year following the child’s birth or placement.

• Care for his/her spouse, child, or parent, with a serious health condition.
3. SERIOUS HEALTH CONDITION

A serious health condition is defined in the FMLA as an illness, injury, impairment, or physical or medical condition that involves either in-patient care in a hospital, hospice, or residential medical care facility or continuing treatment by a health care provider. It also includes illnesses or conditions that result in:

- Any period of incapacity of more than three (3) full consecutive calendar days, or any subsequent treatment or period of incapacity relating to the same condition, which involves: [1] two or more visits to the health care provider that occur within thirty (30) days of the original incapacity, and the first visit occurs within seven days of the first day of incapacity and subsequent visits were necessary based on the health care provider’s determination; or, [2] at least one visit to the health care provider which occurs within seven (7) days of the first day of incapacity and that results in a regimen of continuing treatment initiated by the health care provider.
- Any period of incapacity due to pregnancy or pre-natal care, chronic health condition that: [1] requires two or more visits per year for treatment by a health care provider; [2] continues over an extended period of time; and [3] might cause episodic, rather than a continuing period of, incapacity—(asthma, diabetes, etc.);
- Any permanent or long-term incapacity caused by a condition for which treatment may not be effective (Alzheimer’s, severe stroke, terminal cancer, etc.)
- Any absence required to receive multiple treatments by a health care provider for restorative surgery or for a condition which would likely result in a period of incapacity if not treated (chemotherapy, radiation treatment for cancer, etc.)

In cases of leave for serious health conditions, leave may be taken intermittently or in accordance with a reduced work schedule, if it is medically necessary. Where employees have control over the timing of his/her leave, they are expected to consult with his/her managers to try to arrange a mutually acceptable time. Employees taking leave to care for a newly born or, newly placed child, do not have a legal right to take intermittent leave and can do so only with his/her manager's consent.

4. LEAVE REQUESTS

- An employee who wants to take a leave of absence because of a potentially FMLA-qualifying health condition must notify Human Resources as soon as it is possible. Employees are required to follow the University’s call-in procedure for unforeseeable circumstances. Human Resources will provide an employee who applies for FMLA leave an eligibility notice and, if eligible, the required FMLA forms within five (5) business days of the employees request. The employee is responsible for providing a complete and sufficient medical certification and anticipated duration of leave within fifteen
(15) days of the request to determine if the leave qualifies for FMLA protection. If the employee does not comply with this request in a timely manner, the absences during the delay may be counted as non-FMLA absences and will apply to the absence policy until required information is received by Human Resources. Once all documentation is submitted, Human Resources will respond to the request within five (5) business days.

- **Employees are responsible for contacting Human Resources when they have been absent for more than three (3) full consecutive calendar days. Managers are responsible for informing his/her employees of this responsibility and for notifying Human Resources when an employee has been absent for more than three consecutive days; or, if they have been notified (officially or unofficially) that the employee or an employee’s immediate family member may have a health situation condition that might qualify them for FMLA.**

- Under circumstances described in the FMLA regulations, Bellevue University may ask for a recertification for the serious health condition of employee or the employee’s family member.

- Please note employees on a FMLA leave of absence cannot work elsewhere for the duration of the leave.

5. EFFECTS ON BENEFITS

- Taking leave under FMLA shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced. For the first thirty (30) calendar days of FMLA leave employees are required to use accrued sick leave if the leave is due to the employee’s illness. Employees using FMLA leave to care for a family member are required to use accrued sick leave. If employees exhaust accrued sick time before becoming eligible for the University’s Short Term Disability Plan (31st calendar day of FMLA leave) employees may choose to use accrued vacation and/or personal time to continue compensation. Otherwise, the time will be without pay. On the 31st calendar day of FMLA leave due to the employee’s illness, if employed for six (6) months, the employee is eligible for the University’s Short Term Disability Plan (STD) benefits at 66 2/3% of regular wages, less applicable taxes and other deductions, for his or her own illness. If the employee has accrued sick leave available then the employee may elect to use sick leave and be compensated 100% until accrued sick leave is exhausted or on the ninetieth (90) day of FMLA leave, whichever occurs first. STD and other paid leave run concurrent with the FMLA. **See Policy Statement 515**

During FMLA leave the University will continue to pay its portion of health, life and other benefit plans. Employees who receive pay during leave will continue to have premiums deducted through payroll deduction. Employees who are not receiving pay must make arrangements to continue to pay his/her share of the premium.
• Premiums are to be sent to Bellevue University, Attention Benefits Specialist, 1000 Galvin Road South, Bellevue, NE 68005. If you need to make arrangements or if you have any questions, contact Human Resources. Payment for exempt employees must be received no later than the 1st of the month following the last pay date. Non-exempt employees’ payment must be received by the first pay date of the month following the last pay date. Failure to pay will result in loss of coverage. Loss of coverage will return back to the final date that the premium was paid up. If an employee does not return to work after the expiration of the leave, he/she must reimburse Bellevue University for the payment of health insurance premiums during the leave, unless he/she does not return because of either a serious health condition that prevents the employee from performing his/her job or circumstances beyond his/her control.

6. RETURN TO WORK

• Employees who return to work from FMLA leave of absence within or on the business day following the expiration of the twelve (12) weeks are entitled to be restored to his/her job or an equivalent position without loss of benefits or pay.
• Employees returning from FMLA leave must bring a fitness-for-duty certificate (release) from the physician prior to being restored to employment. If a release is not received, the employee’s return to work may be delayed until certification is provided. In the case of intermittent or reduced schedule leave, a fitness-for-duty certification can be requested every thirty (30) days, if a reasonable safety concern exists. Employees must promptly notify Human Resources if the employee does not intend to return to work at the expiration of the leave.
• Employees must notify Human Resources if the employee wishes to return to work at the expiration of the leave, but may not be able to do so due to continued medical restrictions.
• Employees must notify Human Resources if the employee’s circumstances described in the original certification have changed significantly and/or an extension of leave (total leave not to exceed twelve (12) workweeks) is needed. Such notification must be presented in writing to Human Resources. Recertification may be required.

7. MILITARY CAREGIVER LEAVE PROVISON

The Military Caregiver Leave provision of the FMLA requires employers to provide eligible employees up to twenty-six (26) workweeks of job protected, unpaid leave during a single twelve (12) month period on a per covered service member, per-injury basis (which may be taken continuously, intermittently, or on a reduced schedule basis). The single twelve (12) month period is measured forward from the date an employee’s leave to care for the covered service member begins. In
addition, during any single twelve (12) month period, the employee’s total leave entitlement is limited to a combined total of twenty-six (26) weeks for all qualifying reasons under both the basic FMLA and military leave provisions.

**Employee Eligibility** – The minimum requirements of the FMLA must be met and the employee must be the spouse, son, daughter, parent, or next of kin (nearest blood relative) of a covered service member of the National Guard, Reserves, or Armed Forces.

**Note:** Spouses who are both employed by the University are limited to twenty-six (26) weeks of caregiver leave combined during the single twelve (12) period, and the amount taken by each reduces the amount of FMLA leave that can be taken for other FMLA reasons during that same twelve (12) month period.

Military Caregiver Leave is available to employees to care for a current service member who:
- has a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces that my render the member medically unfit to perform the duties of the member’s office, grade, rank, or
- is undergoing medical treatment, recuperating, in therapy, otherwise in outpatient status, or on the Department of Defense Temporary Disability Retired List.

LEAVE REQUESTS

Military Caregiver Leave requests can be made by using the basic FMLA leave request procedures beginning on page 31.

8. MILITARY EXIGENCE LEAVE PROVISION

The Military Exigency Leave Provision allows an FMLA eligible employee who has a spouse, son or daughter, or parent in the National Guard or Reserves to take up to twelve (12) workweeks (continuously, intermittently, or on a reduced schedule) of unpaid leave under the FMLA leave during any twelve (12) month period during his/her tenure with Bellevue University due to a qualifying exigency resulting from the covered family member’s active military duty (or call to active duty status) in support of a contingency operation. The employee is limited to twelve (12) weeks of leave, except if qualified; the employee may take an additional fourteen (14) weeks caregiver leave during that same twelve (12) month period.

Qualifying Exigency under Military Leave is a non-medical activity that is directly related to the covered military member’s active duty or call to active duty status. For an activity to qualify as an exigency, it must fall within one of seven categories of activities or be mutually agreed to by the employer and employee. The seven categories of qualifying exigencies are:
• short-notice deployment activities (leave permitted up to seven [7] days if the military member receives seven or less days’ notice of a call to active duty),
• military events and related activities,
• certain temporary childcare arrangements and school activities (but not ongoing childcare),
• financial and legal arrangements,
• counseling by a non-medical counselor (such as a member of the clergy),
• rest and recuperation (leave permitted up to five days when the military member is on temporary rest and recuperation leave), and
• post deployment military activities.

For purposes of exigency leave, the term —active duty or a call to active duty status means duty under a federal call or order to active duty (not a State call to active duty unless by order of the President of the United States) in support of a contingency operation. Such active duty or call/order to active duty is only made to members of the National Guard or Reserve components or a retired member of the Regular Armed Forces or Reserve. Therefore, an employee may not take exigency leave if the service member is a member of the Regular Armed Forces.

LEAVE REQUESTS

An employee who wants to take a Military Exigency Leave under FMLA must provide his/her manager and/or Human Resources as much notice as is reasonable and practical if leave is foreseeable. Just as the basic FMLA, the employee is responsible for providing sufficient information to determine if the leave qualifies for FMLA protection.

H. ABSENCE WITHOUT PAY

Employees who do not have accrued sick leave or vacation time and who need time off due to an emergency or unique circumstance may request a leave of absence without pay following the approval of his/her manager and department head. In all cases, his/her manager must be notified, prior to departure, of the nature of the emergency, the expected length of the absence, and the phone number where the employee may be reached. The employee will forward the request to his/ her immediate manager and department head; who will approve or disapprove the request based on operational requirements and forward it to the Human Resource Department. Absence without approval may be cause for further disciplinary action, up to and including termination. Sick and vacation time will not accrue during a leave of absence where the employee does not work during the month.

I. MILITARY DUTY

Commitments by employees for military training and/or active duty will be without pay unless the employee requests permission to use accrued vacation time. An
employee requesting military leave must contact Human Resources and provide a copy of his/her signed military orders. The employee must also request time off in HR Online e-services, prior to taking leave. Bellevue University will comply with all federal and state laws regarding granting military leave and duty.

J. NEBRASKA FAMILY MILITARY LEAVE ACT

The Nebraska Family Military Leave Act provides eligible employees a maximum of thirty (30) days of unpaid leave to spouses or parents of individuals called to military services lasting 179 days or longer.

*Employee Eligibility* – the minimum requirements for an employee to be eligible for the Leave Act are

- works at a location in Nebraska, where there is fifteen (15) or more employees working;
- worked for the University for at least twelve (12) months;
- worked at least 1250 hours in the twelve (12) months prior to when the commencement of leave; and
- there are federal or state deployment orders that are in effect for the employee’s spouse or child.

**LEAVE REQUESTS**

- An employee who wants to take family military leave shall provide a copy of the signed military orders to Human Resources at least fourteen (14) days prior to the intended date upon which the family military leave will commence if the leave will consist of five (5) or more consecutive workdays. Where able, the employee shall consult with the University to schedule the leave so as to not unduly disrupt the operations of the University. Employees taking family military leave for less than five (5) consecutive days shall give the University advanced notice as is practicable.

- The family military leave is without pay unless the employee chooses to use accrued vacation time. The employee must also request the time off on ADP’s Time and Attendance Module, prior to taking leave.

**EFFECTS ON BENEFITS AND REINSTATEMENT**

- Taking leave under family military leave shall not result in the loss of any benefits accrued prior to the date on which the leave commenced. During a military leave the University will continue to pay its portion of health, life and other benefit plans. Employees who receive pay during leave will continue to have premiums deducted through payroll deduction. Employees who are not receiving pay must make arrangements prior to the leave with Human Resources to continue their share of the premiums. If an employee fails to make premium payments, it will result in loss of coverage. Loss of coverage will return back to the final date that the premium was paid.
• Employees who exercise their right to leave under the Nebraska Family Military Leave Act, and who return to work within or on the business day following the expiration of such leave, are entitled to be restored to their job or an equivalent position without loss of benefits or pay.

K. CIVIC DUTY (Jury / Election)

Employees are required to notify their manager immediately upon notification of Jury Duty. Once Jury Duty has been served, employees must record the dates in Time and Attendance and send a copy of the summons to Human Resources. The University will compensate the employee in full for said date(s), however, when the employee receives pay through the court, they must sign over the check to Bellevue University. If the employee fails to submit the compensation for Jury Duty to the University, the University will deduct the compensation for Jury Duty from the next paycheck.

Bellevue University believes that employees have a right to fulfill his/her civic duty by voting in local, state and national elections. Under this policy, employees are given paid time off to vote if his/her regularly scheduled work hours’ conflict with voting hours where the employee would not have two consecutive non-work hours while polls are open.

Employees whose schedules conflict with regular voting hours may request time off to vote by giving his/her manager a reasonable amount of time to plan (normally 2 days). The University grants up to two (2) hours of time off for this purpose. Managers may grant the employee time at the beginning of his/her shift, allowing the employee to report to work at a later time; or they may grant time at the end of the shift, allowing the employee to leave at an earlier time.

The University will comply with state and local mandates governing employees exercising his/her right to vote.

L. BEREAVEMENT LEAVE

To support an employee who has lost an immediate family member, Bellevue University offers regular full-time employees a leave of absence not to exceed three (3) consecutive days without loss of pay, to attend the funeral and conduct related business. Members of the immediate family are defined as follows: mother, father, husband, wife, son, daughter, brother, sister, grandparents, or in-laws of the same degree. Eligible employees should record funeral leave in Time and Attendance. Sick leave may also be used to supplement bereavement leave in the event of long distance traveling, to make funeral or other arrangements following the loss of an immediate family member. Time off must be pre-coordinated with Management for approval. An approved exception request must be sent to the Human Resource Department for file.
VI. EMPLOYEE BENEFITS

A. DISCLOSURE OF EMPLOYEE BENEFITS

The University reserves the right to modify, amend, or terminate its employee benefits as they apply to all current and former employees. The Administrator of each employee benefit plan, as defined in the Summary Plan Description, has the discretionary authority to determine eligibility for benefits and to construe the plan’s terms.

B. BENEFITS COMMITTEE

The University Benefits Committee is a standing committee and meets regularly to discuss University benefits. The purpose of the Committee is to review and evaluate employee benefit programs to assure programs are competitive, equitable, provide high value at a reasonable cost, and align with Bellevue University’s mission, vision, and strategies. The Committee will consider suggestions for new programs and revisions to current programs. This Committee has the authority to make decisions that impact the day-to-day operations of the benefits programs, benefits changes that will not have a substantial financial impact to the University or disruption to its employees, and employee’s appeals. The Committee will forward recommendations to the Executive Committee for a final decision on matters of significance related to providers, premiums, and plan designs.

C. HEALTH INSURANCE

A comprehensive group health insurance plan is provided to regular full-time and eligible dependents. Please go to the employee website for additional information, or contact Human Resources.

D. BELLEVUE UNIVERSITY REDUCED WORK HOURS AND RETIREMENT BENEFIT PROGRAM

Bellevue University offers a Reduced Work Hours and Retirement Benefit Program for eligible employees. This program will allow certain eligible employees to reduce his/her work hours and/or retire while still being able to retain medical insurance through a Reduced Work Hours and Retirement Benefit Program. Employees interested in information or participating in the Program should contact Human Resources or review the summary plan description online.

E. DENTAL BENEFITS

A preventive and maintenance dental plan is available for regular full-time employees and eligible dependents.
F. VISION INSURANCE

Regular full-time and part-time employees can elect vision insurance for themselves, his/her spouse and dependent children.

G. FLEXIBLE BENEFIT PLAN

Regular full-time employees are eligible to participate in Bellevue University’s Flexible Benefit Plans. Premiums for eligible insurance programs are deducted on pre-tax basis, unless requested otherwise by the employee.

H. LONG TERM DISABILITY

Regular full-time employees participate in Bellevue University’s Long Term Disability Insurance. The University pays the total premium for this insurance. After a ninety (90) day qualification period and upon approval of the employee’s application by the vendor, this insurance will pay 66 2/3% of the employee’s salary up to a maximum monthly benefit, less applicable taxes. However, Social Security and other benefits may off-set portions of this payment. Accrual of sick and vacation days will discontinue while on long-term disability. For additional information, please go to the employee website (ADP’s Workforce Now Portal) for additional information, or contact Human Resources.

I. GROUP LIFE & AD&D INSURANCE

Regular full-time employees are eligible. For additional information contact Human Resources.

J. VOLUNTARY LIFE & AD&D INSURANCE

Regular full-time employees can elect voluntary supplemental life and accidental death and dismemberment (AD&D) insurance for themselves. For additional information contact Human Resources.

K. LONG TERM CARE INSURANCE

Long term care insurance is available for regular full-time employees. For additional information contact Human Resources.

L. RETIREMENT PROGRAM

Regular full-time employees may participate in the University’s retirement plan. Employees who satisfy service requirements and have reached the age of twenty-one (21) are eligible to participate in the plan. The retirement program is a voluntary plan.
A contribution match by the University is not guaranteed and will be given to regular full-time employees.

VII. INSURED BENEFITS - STATUTORY

A. SOCIAL SECURITY

Bellevue University matches each personal contribution under the Federal Insurance Contributions Act (FICA) to provide Social Security for old age, disability and survivor’s insurance, and under certain circumstances, for surviving dependents. Details may be obtained from the local Social Security Office.

B. UNEMPLOYMENT COMPENSATION

Employees who qualify under the laws of this State may be eligible to receive unemployment compensation after termination from Bellevue University. These benefits are paid entirely by the University. Benefits are determined and payments are made by the Nebraska Department of Labor. Further information may be obtained from his/her local office.

C. WORKERS’ COMPENSATION & REPORTING INJURIES & ILLNESSES

Bellevue University provides Workers’ Compensation Insurance on all employees under statutory state workers’ compensation laws. Each employee is covered during a workday for on-the-job work related illnesses, injury, or occupational disease exposures. Employees are expected to perform his/her job duties in a safe manner. If an on-the-job injury does occur, no matter how minor it may seem, it must be reported immediately, to the Human Resource Department through the department head by completing an online Incident Report (BRUIN). Should medical treatment be warranted, the employee will be referred to a medical clinic for treatment. In case of emergency or if transportation to a medical facility is required, call 911 immediately. Reportable incidents are filed with the University’s workers’ compensation insurer. The entire cost of this benefit is borne by the University. Time off for workers’ compensation will run concurrently with FMLA (see above). Bellevue University will comply with all federal and state laws regarding Workers’ Compensation.

D. CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

In accordance with the Consolidated Omnibus Budget Reconciliation ACT (COBRA) of 1985, Bellevue University may extend medical, dental, vision, and flexible spending account benefits upon termination of coverage.
VIII. TUITION REMISSION

Bellevue University has created a Tuition Remission Program designed to encourage and assist employees in his/her development and self-improvement.

Note: Tuition remission received by an employee (or eligible spouse) for graduate-level education in excess of $5,250 will be added to the employee’s taxable income and all applicable employment taxes will be withheld as required by Section 127 of the Internal Revenue Code. Further information is contained in Policy Statements 500 & 503.

IX. OTHER BENEFITS

A. DISCOUNTS FOR EVENTS AND MEMBERSHIPS

Limited quantities of tickets or memberships to Omaha community organizations and cultural events are available to all employees at a discounted cost. They vary from year to year but have included YMCA Corporate Wellness, Henry Doorly Zoo, Joslyn Art Museum, Fontenelle Forest, College World Series, Worlds of Fun, Omaha Symphony, and Opera Omaha. AAA Nebraska serves the needs of motorists and travelers and a group membership plan is available to employees at a discounted rate. Home and auto insurance with payroll deduction are available through Travelers.

X. EMERGENCY PROCEDURES

A. HEALTH AND SAFETY

Bellevue University considers safety and accident prevention of primary importance in all phases of operation and administration. Our intention is to provide safe and healthy working conditions for all employees and ensure employees observe and enforce safety regulations and procedures. It is imperative that unsafe conditions, injuries and/or illnesses be reported immediately so that corrective action can be initiated. Further information is contained in Policy Statement 440.

A complete description of the University’s Injury Prevention Program is posted on bulletin boards.

B. CRIME AWARENESS AND CAMPUS SECURITY

Bellevue University will provide a secure, safe campus and workplace for its students and employees. University facilities are for the use of employees and student populations of the school. Prospective students, alumni and personnel having business with the University may also have escorted access to these facilities. Unauthorized persons loitering in or using University facilities should be reported
immediately. Further information is contained in Policy Statements 431 & 441.

C. WEAPONS IN THE WORKPLACE

Firearms or weapons of any kind are prohibited on Bellevue University property or within an employee’s possession while on campus. Further, firearms or weapons are not allowed in a University vehicle or in an employee’s personal vehicle if the personal vehicle is on University property or being used on University business. These prohibitions are not affected by legislation regarding the right to carry a weapon either concealed or not concealed. Anyone who violates this policy should be reported immediately to a member of the Management Team, the VP of Administration, or Human Resources so that appropriate agencies can be contacted. Further information is contained in Policy Statement 441.

D. SAFETY OFFICER

SAFETY OFFICERS are on duty at the main campus from 8:00 a.m. to 11:30 p.m. Monday through Friday. The safety officer is also on duty from 7:00 a.m. to 5:00 p.m. on Saturday, and 9:30 a.m. to 7:30 p.m. on Sundays. They are to serve as a focal point to assist employees and students and to answer questions, conduct building checks, and, generally ensure the campus is functioning smoothly during evening and weekend hours. Since job duties require the safety officer to be out on the campus, they are best reached through a cell phone (402.968.4678). Employees and students should contact the safety officer if they have any concerns or questions about anything they see on campus.

E. EVACUATION PROCEDURES AND TORNADO WARNINGS

Designated Building Supervisors/Monitors will take charge of his/her group (students, office staff, etc.) during an emergency and direct them to evacuate the building or go to his/her Tornado Shelters. In the event of an evacuation, employees and guest will be directed to a Rally Point. The Rally Point is a location where all personnel will be accounted for to ensure that no employees are left behind. All employees should know the location of the Rally Point for his/her building. Maps are posted in each building showing the Rally Point.

There are five (5) Rally Points on the main campus:

- **Blue Rally Point** for the Administration Building, Library, Gym and Humanities Building is the SE corner of the Admin Building Parking Lot.
- **Green Rally Point** for the Learning Center, Student Center, Bookstore and Maintenance Building is the SW Corner of the Student Center Parking Lot.
- **Red Rally Point 1** for the Educational Services Building is the southwest corner of the parking lot. (Top floor to this Rally Point).
- **Red Rally Point 2** for the Educational Services Building and the Riley
Technology Center is behind the Learning Center between the two large pine trees. (Bottom two floors of ESB to this Rally Point).

- **Purple Rally Point** for Educational Technology and Rotert office Buildings is located south of the site and near the entrance to the access road.

In the event of a Tornado Warning, all personnel should proceed immediately to a Tornado Shelter. Tornado Shelters are designated in each building with a prominent sign on the door of the room; restrooms are a common shelter. You should stay there until you are notified that the all clear has sounded.

**F. INCLEMENT WEATHER/SCHOOL CLOSINGS**

If inclement weather or another emergency situation causes the closing of the University, announcements will be made on the following radio and television stations in addition to our website (www.bellevue.edu):

<table>
<thead>
<tr>
<th>Radio</th>
<th>Television</th>
</tr>
</thead>
<tbody>
<tr>
<td>KBLR – 97.3 FM</td>
<td>KKCD – 105.9 FM</td>
</tr>
<tr>
<td>KTNP – 93.3 FM</td>
<td>KGOR – 99.9 FM</td>
</tr>
<tr>
<td>KLTQ – 101.9 FM</td>
<td>KSRZ – 104.5 FM</td>
</tr>
<tr>
<td>KBBX – 97.7 FM</td>
<td>KFAB – 1110 AM</td>
</tr>
<tr>
<td>KQKQ – 98.5 FM</td>
<td>KQSP – 590 AM</td>
</tr>
<tr>
<td>KXKT – 103.7 FM</td>
<td>KKAR – 1290 AM</td>
</tr>
<tr>
<td>KBRW – 96.1 FM</td>
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</tbody>
</table>

Inclement Weather Off Campus: Lozier Professional Center will follow the lead of the Bellevue campus. If the Bellevue campus closes, it will close. All other satellite operations will follow the lead of the host institution.

**G. REPORTING INAPPROPRIATE STUDENT BEHAVIOR OR ACTIVITIES**

If you witness or receive a complaint regarding a student's conduct that is inappropriate and/or may be considered a potential harm to self or others, directly (via phone or in person) contact the Dean of Students. Please document as much information as possible, including names of all parties, contact information, times, dates, and details of the conduct or situation. If you are unable to contact the Dean of Students via phone or in person, contact the Chief Academic Officer and then the President's Office respectively. Please do not communicate student conduct issues via email, as response time may not be immediate. See the Student Handbook, the Bellevue University Catalog and/or

**Policy Statement 1905** (available in the Dean of Students Office for review) for more information. Please note that it is very important to document inappropriate behavior. Incidents that require further action better serve all involved when solid information is available.
XI. GENERAL POLICIES AND PROCEDURES

A. EMPLOYMENT REFERENCE CALLS

All employment reference calls must be formally handled by the Human Resource Department. Employees who receive calls inquiring about another employee (past or present), should transfer the caller to Human Resources. Human Resources will release only dates of employment, position held, and full time or part time status. Salary information can be provided with the employee’s signed authorization.

B. NEWS RELEASES

The University has guidelines regarding news releases by members of the Bellevue University Community. In essence, no University specific news releases of any kind are to be given directly by any employee to any news agency without first obtaining approval of the Public Relations Office. Individuals acting in a private capacity may not cite his/her position/title at Bellevue University when providing news agencies with information, personal opinion, or observations (letters to the editor, appearance on talk shows, etc.) or in any other way which implies that opinions represent those of Bellevue University. Further information is contained in Policy Statement 20.

C. STUDENT INFORMATION (FERPA)

Bellevue University is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Employees are not to provide information about students to individuals per the guidelines established by FERPA. All employees are responsible for FERPA compliance. Any employee who violates FERPA or other established confidentiality practices may be disciplined, up to and including termination of employment. Employees may not remove student education records from campus, except as required for legitimate work purposes when the employee has been approved to work remotely. In this event, it is the employee’s responsibility to safeguard the information from inadvertent disclosure (e.g., not leaving information in vehicles or other places where it may be accessed or stolen by unauthorized parties) and ensure it is returned to campus when no longer required.

*Family Educational Rights and Privacy Act (FERPA)*

Family Educational Rights and Privacy Act Annual Notification to Students (FERPA) Section 99.7 of the Family Education Rights and Privacy Act (FERPA) require that students be informed of his/her rights under the FERPA regulations.

Students have the following guarantees under this regulation:

- The right to inspect and review his/her education records.
- The right to seek to amend his/her education records.
• The right to have some control over the disclosure of personally identifiable information from his/her education records except to the extent that the regulations authorize disclosure without consent (specifically directory information and releases allowed under special federal exceptions).

• The right to file a complaint with the Department of Education against the institution for alleged violation of his/her FERPA rights.

Bellevue University allows students to request information, consent to disclosure, or authorize disclosures by means of a letter, completion of release forms, by electronic mail or facsimile. Bellevue University will take appropriate measures to verify the requester’s identity and ensure the release of information or access to information is given only to authorized users. Requests may be denied if the University cannot verify it is an authorized release of information or access to information. If you are uncertain as to whether you should release information about a student, please contact the Registrar’s Office or the Assistant Vice President Student Engagement/Dean of Students for counsel.

Personally identifiable information includes, but is not limited to, the following: student's name, parent's name, and address of the student or student's family, a personal identifier (such as social security number or student ID number), a list of characteristics or other information that would make the student's identity easily traceable.

The following are —non-directoryl information that should never be passed on to a third party without the student's written consent: social security number, student ID number, race, ethnicity, nationality, gender, grades, specific class location or any other information that is generally considered harmful or an invasion of privacy.

Bellevue University, as a post-secondary institution of higher education, protects information and personal records in compliance with the regulations of the Family Educational Rights and Privacy Act of 1974, sometimes referred to as the Buckley Amendment, a part of Public Law 93-380, effective November 19, 1974.

D. VOICE MAIL, ELECTRONIC MAIL (E-MAIL SYSTEM) AND INTERNET

The University’s voice mail system and electronic mail system are modern, instantaneous business communication devices. They save time and paper. They are intended to make daily business communications easier and more convenient.

All the messages are confidential as long as the system’s safeguards are used properly. This means an employee’s password is not known by others, each employee knows how to delete messages, and knows the proper way to print messages.

Even though employees use passwords to protect Voice Mail and E-Mail, the University has the right to search the contents of both these systems because they are
the property of the University. All information entered into the computer is considered University property and is subject to management review.

Even though passwords are used, these systems are not fool-proof and, on occasion, messages that are business related and not business related are read by persons for whom they were not originally intended. Please be cautioned: The Voice Mail and E-mail systems and the internet are primarily for business communications. Further information is contained in Policy Statements 402.

E. SOCIAL MEDIA SITES

Bellevue University recognizes that many of our employees are actively posting and sharing information in web-based social media venues and that communications through these channels can provide a variety of benefits for the individuals who participate on a personal basis. These venues are also important in shaping public thinking about the University and our current and potential products, employees, students, partners, and customers.

Employees should exercise responsible judgment when communicating in social media sites outside the scope of his/her employment responsibilities, including an online forum, such as a blog, employees may not include any client or Bellevue University trade secret or confidential information and may not make any statements that would give the impression that the views they have expressed are the opinions of Bellevue University. Employees should refrain from posting derogatory information about Bellevue University, current and former students or employees on any such sites. Employees may not utilize any of Bellevue University’s logos, drawings, trademarks, copyrights or other images or photographs of Bellevue University or typically associated with Bellevue University in conjunction with such activities without permission from your manager and appropriate University official.

Employees who are found violating any of the above rules will be subject to appropriate corrective action and/or termination of employment and any appropriate legal action.

F. COMPUTER SOFTWARE (Unauthorized Copying and use)

No software shall be purchased or installed on University computers unless previously approved and authorized by the Information Technology Services Department. All software must be properly licensed and used in accordance with its software licensing agreement.

At no time is it acceptable to load or use peer-to-peer file sharing applications for the purpose of downloading music, video or any other copyrighted media type.

Downloading software from the internet is strictly forbidden without previous approval from Information Technology Services. Proof of purchase and license documentation must be turned in to Information Technology Services for any
software that is approved for download from the internet.

Software may only be loaded on a University owned computer by Information Technology Services or an authorized appointee.

All software should be registered with the manufacturer to ensure proper support and proof of ownership, in case of loss of original disks or documentation.

Original software must be turned over to Information Technology Services for license recording and safe storage.

Network Operations is responsible for conducting periodic PC audits to ensure compliance with software licensing regulations. Employees who are found to be pirating software or violating any of the above rules will be subject to legal action as well as appropriate disciplinary action up to and including termination of employment.

G. SAFE DRIVER POLICY

The safety and wellbeing of our employees are of critical importance to Bellevue University. Employees who are required to operate vehicles for business purposes will be expected to consistently apply and follow all the guidelines contained within Policy Statement 425. For individuals not required to operate vehicles on university business, it is strongly encouraged that all employees follow these guidelines as safety is our primary concern. For this program to be successful, we need each employee to champion safe driving habits.

H. UNIVERSITY-SPONSORED ACTIVITIES, COMMUNITY AFFAIRS

Every employee is encouraged to participate in all University-sponsored activities. Most University-sponsored activities located both on and off campus are available to all staff members at no cost. Admission is authorized upon the presentation of an employee identification card.

Participation in the graduation ceremony is welcome, and all employees are encouraged to participate. Graduates of the University should know we care about them, as best evidenced by our participation in the graduation ceremony. Participating administrative staff must wear appropriate academic regalia. The University will pay for appropriate academic regalia if it is ordered at the scheduled ordering times. Regalia ordered at other times will be the responsibility of the employee. If an employee owns his or her own regalia, the University will pay for the cleaning of the regalia.

All employees are encouraged to contribute to the welfare of the community by participating in area service and social projects.
I. UNIVERSITY FACILITIES

Facilities may be used by individual/groups for non-University functions when such use does not present any conflict of interest, risk or conflict with the needs of the University. Further information is contained in Policy Statement 430.

J. NON-SMOKING ON CAMPUS

Bellevue University is committed to providing its employees with a smoke free environment. Further information is contained in Policy Statement 80.