MORAVIAN
UNIVERSITY

EMPLOYEE HANDBOOK

July 2021

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INTRODUCTION

This handbook has been prepared for informational purposes only. Neither this handbook, the institution's practices, nor other oral or written communications create an employment contract or term of employment. Your employment with the institution is “at-will,” meaning that both the institution and its employees have the right to terminate the employment relationship at any time. No communication or practice limits the reasons or procedures for termination or modification of the employment relationship.

The handbook describes the provisions of the legal documents and corporate policies that govern the institution's policies, programs, and benefit plans in plain language—so that they are more easily understood. It explains how the plans and programs work, the benefits (if applicable) they provide, and the responsibilities of each employee and the institution. However, the information contained herein does not cover every situation and is not intended to replace plan documents or institutional policies or practices; nor can it be construed to change their meaning*. In the event that the descriptions in this handbook disagree with the documents, policies, or practices, the documents, policies, and practices will govern the administration of the plans and programs.*

The institution is committed to reviewing its policies and benefits continually. Accordingly, the institution expressly reserves the rights to review, change, interpret, or terminate any of these policies, programs, or benefit plans, at any time without prior notice, including the terms of participation, and any coverage offered to its retirees.

The institution’s policies, programs, and employee benefits will be administered without discrimination because of race, gender, age, religion, national origin, disability, sexual orientation, or veteran’s status.

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I. ABOUT MORAVIAN UNIVERSITY

1.1 Plan of Organization and Administration

Moravian University and Moravian Theological Seminary are two divisions of the corporation known as Moravian University, formerly known as Moravian College. Throughout the manual, when reference is to be made to one of the two divisions, that division's name will be used. If both divisions are referenced, the word "institution" will be used.

The University and the Seminary each have their own governing boards with appropriately delegated responsibilities. However, final authority is vested by charter in a corporate Board of Trustees known as the Joint Board, which is composed of the total membership of the University and Seminary governing boards, and which must meet at least every other year. In general, the University and Seminary boards deal with matters pertaining to their respective divisions. The Joint Board must approve all matters affecting the institution as a whole including the refinancing of debt, approval of property purchases and so forth. The Joint Board also hires and, if necessary, terminates the president. Through an Executive Committee of the Joint Board (composed of the officers of the Seminary and University boards and the chairs of each board's standing committees), the president is evaluated each April.

The institution functions through an administrative organization consisting of six major areas. Each is headed by an administrative officer responsible to the president for those administrative functions necessary to the educational programs of an institution of higher education. In some cases, the administrative officer is responsible for both the University and the Seminary, in others for the University or the Seminary alone. Each of these six officers also serves in a staff capacity for the committee of the University and/or Seminary board whose duties parallel the area for which the administrative officer is responsible.

The six areas and their administrative officers are listed below.

1.1.1 University and Seminary

Business and General Administration: vice president for finance and administration
Institutional Advancement: vice president for institutional advancement
Research and Planning: vice president for research and planning
Human Resources: vice president for human resources

1.1.2 University

Office of the Provost: Provost and dean of the faculty
Admission and Financial Aid: vice president for enrollment management
Student Affairs: vice president for student affairs and dean of students

1.1.3 Seminary

Seminary Affairs: vice president and dean of the Seminary

A visual representation of the organizational structure of the institution can be found on the institution's network under P:\pers\Organizational_Charts\Institutional_Organizational_chart.doc.

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II. INSTITUTIONAL MISSION STATEMENTS

2.1 The Moravian College 2015-2020 Strategic Plan

Preamble

The Moravians who founded Moravian College boldly challenged the status quo with a vision of a more humane world rooted in traditional virtues and personal reflection. Moravian College grew out of several Moravian schools that were innovative in their teaching methods and revolutionary in their inclusion of women, the underprivileged, and non-Europeans. Moravian education has always promoted the well-being of students, sought to build healthy local communities, and dared to cross geographical and cultural boundaries. Nurtured by the local community, Moravians have encouraged a global perspective that cherishes mutual respect. Drawing strength from the balance of opposites, Moravian College has also been stimulated by the synergy of contrasting ideas to pursue fresh endeavors rooted in a traditional liberal arts core.

The history of Moravian College offers many examples of convictions and achievements that inspire the 2015-2020 strategic plan. In addition to educating women and learning Native American languages, Moravian educators embraced advances in science and technology. Music and visual arts were integrated into instruction. Moravian College has a proud heritage of educating first generation college students and preparing men and women of all ages for productive and meaningful vocations. This strategic plan now directs the undergraduate College, the theological seminary, and the Comenius Center towards a constantly renewing realization of its heritage.

Moravian College 2020

From its early roots as the sixth oldest college in America and the first school to educate women, Moravian College has been a pioneer. Rather than simply following the history of others, Moravian College innovates and provides what students and society need most. This revolutionary spirit finds its way into all aspects of the College and transforms the student. Whether in the undergraduate day program, the Seminary, or the Comenius Center, students will have an experience that will forever change who they are and who they will become.

Moravian College's revolutionary student experience is focused on creating a community of learners where students work closely with professors to develop the skills and habits of mind of the liberal arts and integrate them into professional careers through experiential learning. By focusing on the skills of communication, quantitative and qualitative analysis, teamwork and leadership, ethical reasoning, global awareness, and critical thinking, Moravian College prepares students with the transferable skills they will need for any career. A Moravian education is unique in its use of history, the skill of reflection, and the encouragement to be producers. The Moravian practice of writing a personal statement called the *Lebenslauf*, or course of life, is included in the curriculum so that students will learn to reflect on their own lives and the impact they have on others and in the world. The founders of Moravian College were producers as well as educators, so a Moravian education focuses on the production of new knowledge, music, literature, art, and technology. Students put all these skills into practice through undergraduate research, study abroad, internships, co-ops, certificates, and first professional graduate degrees.

By 2020, Moravian College will be a unified institution focused on three areas of service: undergraduate education, graduate education, and professional adult education. All three areas will embrace the skills of liberal arts, experiential learning, and career preparation to provide students with a revolutionary experience that transforms who they are and who they will become in a world of constant change. The College population will be about 2000 undergraduate day students with 10% from international countries, 500 graduate and adult students, and 120 Seminary students.

There will be a focus on first professional graduate and undergraduate degrees and certificates that will be available in convenient delivery models so that our alumni and community partners can be retrained effectively. The Seminary will continue to be the beacon for the Moravian faith and will expand its service through distance education to remote areas in this country and internationally. The entire student body and the alumni will take ownership and responsibility for the wellbeing of the institution by remaining engaged in the life and health of their alma mater. The College will be recognized in the Lehigh Valley as the partner of choice for educational issues and will work with local schools, businesses, non-profits, religious communities, civic organizations, and governments to provide educational solutions and expertise. The College will further its mission of diversity and service to aspiring students by being the leader of liberal arts colleges in providing a sustainable and entrepreneurial model of education.

Long before the founding of our great country, Moravian College, led by a fifteen-year-old girl, existed to provide an education never before seen to a group a students who had never been served. It is this revolutionary spirit that we advance in the 21st Century.

Mission
Moravian College's liberal arts education prepares each individual for a reflective life, fulfilling careers, and transformative leadership in a world of change.

Vision 2020
Moravian College will challenge each individual, at all stages of life, with a revolutionary professional educational experience embedded within and strengthened by a liberal arts education in the service of self and community.

Vision Success Measures:

- The mean score of Moravian College for each of the following National Survey of Student Engagement (NSSE) items will be significantly ($p < .05$) above the national mean by 2020.
    - *Which of the following have you done or do you plan to do before you graduate?*
        - *Participate in an internship, co-op, field experience, student teaching, or clinical placement*
        - *Participate in a study abroad program*
        - *Work with a faculty member on a research project*
- Increase the percentage of undergraduate alumni who contribute monetarily from 17% to 25% by 2020.
- Increase the percentage of Seminary alumni who contribute monetarily from 25% to 40% by 2020.

- Increase Moravian College's average on the Alumni Engagement Metric from 2.61 to 4 by 2020.

Moravian College's Five Strategic Pillars

Pillar #1: Academic Excellence and Innovation

Outcome:

Using multiple delivery methods, students at Moravian College are offered outstanding professional and academic experiential learning opportunities that are imbued with the liberal arts and constant reflection that allows them to better understand themselves and their impact on society.

Predicted impact on "Vision 2020":

Success Measure 1: By 2020**,** embed liberal arts in 100% of programs and ensure that reflection is a central learning outcome.
Success Measure 2: By 2020, at least 80% of students will answer "Done or in progress" to one of the questions, "Which of the following have you done or do you plan to do before you graduate: Participate in an internship, co-op, field experience, student teaching, or clinical placement." or "Participate in a study abroad program." or "Work with a faculty member on a research project."
Success Measure 3: Deliver at least 15 new and continuing educational programs and certificates through online, blended, and face-to-face pedagogies that meet alumni and societal needs by 2020.

Pillar #2: Growth Through Partnership

Outcome:

Through qualified partnerships Moravian College provides the opportunities for service learning, community service, internships, co-ops, and other academic endeavors required for "Vision 2020" success.

Predicted impact on "Vision 2020":
Success Measure: By 2020, at least 80% of students will answer "Done or in progress" to one of the questions, "Which of the following have you done or do you plan to do before you graduate: Participate in an internship, co-op, field experience, student teaching, or clinical placement." or "Participate in a study abroad program." or "Work with a faculty member on a research project."

Pillar #3: A Culture of Community

Outcome:

Moravian College cultivates a sense of community that embraces individual spirit in the service of self and community.

Predicted Impact on "Vision 2020":
Success Measure 1: Increase campus participation in Moravian College community events from 25% to 51%. by 2020.

Success Measure 2: Increase the number of initiatives that celebrate and reward community and individual achievement from 1 to 3 by 2020.
Success Measure 3: Create 3 new programs that educate and instill a sense of responsibility that unites the campus but does not force conformity by 2020.

Pillar #4: Enroll and Retain Students and Engage Alumni
Outcome:
Moravian College identifies, enrolls and retains students who aspire to participate in our revolutionary educational experience and establish lifelong relationships within our community.

Predicted impact on "Vision 2020":

Success Measure 1: Grow total FTE enrollment from 1,739 FTE's to 2,600 FTE's by 2020.

- Grow undergraduate day enrollment from 1,470 FTE's to 2,000 FTE's by 2020.
- Grow Comenius Center non-traditional adult and graduate enrollment from 180 Calculated FTE's to 500 Calculated FTE's by 2020.
- Grow Seminary enrollment from 53 FTE's to 65 FTE's by 2020.

Success Measure 2: Increase the freshman-to-sophomore retention rate from 79% to 90% by 2020.
Success Measure 3: Increase the Alumni Engagement Metric mean from 2.61 to 4.00 by 2020.

Pillar #5: Entrepreneurial Stewardship
Outcome:
Moravian College generates the resources to fund new initiatives that are consistent with the strategic plan while preserving the integrity of the mission and improve the financial strength of the College.

Predicted impact on "Vision 2020":
Success Measure 1: Increase the resources available for strategic initiatives from $0 annually to $1,000,000 annually by 2020.
Success Measure 2: Implement a robust iterative prioritization process that drives the annual allocation of resources from 0 to 100% of departments/programs prioritized by 2020.
Success Measure 3: Improve the University's Standard and Poor's credit rating from A- (Negative Outlook) to A- (Positive Outlook) by 2020.

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III. BEGINNING EMPLOYMENT

3.1 Definition of Support Staff

An employee is classified as s*upport staff* if he or she is a member of the custodial, grounds, or trades staff in Facilities Management, Planning, and Construction (referred to as facilities services in this publication), a police or security officer or dispatcher in Campus Police or a member of the secretarial/clerical staff of the institution. Support staff members are non-exempt as defined by the Fair Labor Standards Act and are eligible for payment of hours worked and for overtime hours when weekly work hours exceed forty (40). Members of the support staff of Moravian University are considered to be an essential part of the community who provide it with services that add significant value and make Moravian not only a fine educational institution, but also a good place to work.

3.2 Definition of Administrative Staff

Most administrative staff members are considered exempt as defined by federal law. This means that compensation is paid for the responsibilities of each position and not for hours worked. Therefore, most administrative staff are not entitled to overtime. However, some administrative positions are considered non-exempt and eligible for overtime payment when weekly hours exceed forty (40). These positions are non-exempt because they do not meet the weekly earnings requirement as established by the Fair Labor standards Act

3.3 Definition of Faculty

Faculty are responsible for conducting the academic programs of an institution. The term "faculty" shall be limited to regular, full-time personnel at institutions whose regular assignments include instruction, research, and/or public service as a principal activity, and who hold academic rank as professor, associate professor, assistant professor or instructor at Moravian University. Faculty are exempt employees. Policies specific to faculty responsibility are not part of this handbook.

3.4 Employment Classifications

Employees of the University (faculty, administrative and support staff) are classified in the following manner:

- Benefits-eligible – employees who work a minimum of 30 hours per week are eligible for full benefits.
- Pension-eligible – employees who work at least 1000 hours but more than 30 hours per week are eligible for the University's pension plan, certain time off benefits, and a limited, employee paid group term life insurance benefit.
- Part-time – employees who work less than 1000 hours are eligible for certain time off benefits and a limited, employee paid group term life insurance benefit.
- Temporary - employees hired on a casual or intermittent basis for a short duration to provide a limited service or for a specific function receive only those benefits mandated by law.
- Interns – employees hired into a temporary position usually not for more than 2 years in a role that provides for professional experience receive housing, a meal plan, access to a student health plan and limited tuition benefits.

3.5 Administrative Staff Appointments

After consultation with appropriate supervision, Human Resources, and in some cases the president, offers of employment are extended. Offers of employment are not made for a specified length of time, unless so noted in the original letter of agreement. Changes in the conditions of employment, such as salary increases or promotions, are announced in writing whenever appropriate, usually during the fall. Generally, formal evaluations are conducted annually by each supervisor.

3.6 Full-Time Faculty Appointments

Full time faculty appointments are made by the Vice President for Academic Affairs and Dean of the Faculty, or in his/her absence the Dean of Curriculum & Academic Programs or the Chief Human Resources Officer for the University. Offers of employment are not made for a specified length of time, unless so noted in the original letter of agreement. Changes in the conditions of employment, such as salary increases or promotions, are announced in writing whenever appropriate, usually during the spring.

3.7 Appointment under Call

Some members of the faculty and administration serve the University or Theological Seminary under a call from the Moravian Church in America. Employment of those under call are made through the normal processes of the institution with the approval, however, of the Moravian Church in America. The call is extended subsequent to the letter of employment.

3.8 Conditional Period (not applicable to faculty)

The first ninety (90) calendar days of employment are considered the conditional period; (one hundred and eighty (180) days for Campus Police or Security Officers, employees director-level and above, and all School for Professional Studies and Innovation (SPSI) staff). During this time the employee is asked to seriously consider his or her satisfaction with the working style, environment, work ethic, co-workers, benefits, and policies and procedures of the institution. Likewise, supervisory personnel will evaluate the employee's performance during this period, considering factors such as quantity of work performed, relationships with others, initiative and self-reliance, and dependability/attendance. Under special circumstances, an employee's conditional period may be extended for a specified length of time upon recommendation of supervision and with the concurrence of Human Resources. Note that successful completion of the conditional period should not be taken as a guarantee of future employment, and that the employment relationship with the institution will continue to be at-will, meaning that either the employee or the institution may terminate the employment relationship at any time, for any reason, with or without prior notice.

A ninety (90) calendar day conditional period is also applicable for employees moving to new positions.

3.9 Supervision (not applicable to faculty)

Supervisory personnel will give guidance as to the quality and quantity of each employee's work and information about work procedures. The supervisor will see to the specific job training and

the coordination of work within the department. He or she will also determine related work schedules and evaluate employee work contributions once a year. This evaluation will include assessments of job knowledge and comments concerning job performance. Employee questions or problems with work or with institutional policies should be directed to departmental supervision.

3.10 Keys

Some employees may be issued institutional keys in the course of their employment. It is the employee's responsibility to safeguard these keys in order to maintain adequate security at the institution. The duplication of keys is strictly prohibited. If a job requires an employee to have a key, the department head/chair will arrange to obtain one from Facilities Services. Upon the termination of employment or upon transfer to another department, each employee ***must*** return the keys issued by the institution to direct supervision or to Human Resources.

During any prolonged absence and for security purposes, it will be expected that the employee returns any institutional keys.

3.11 Reporting Personal Data Changes

It is important that each employee keep his or her personal record data up to date. For example, if an employee moves, changes marital status, or experiences a change in dependents, ***it is each employee's responsibility to*** notify Human Resources or complete a Personal Data Information Change Form found on the public drive of the network under forms/personal data change form.

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IV. WORK SCHEDULES, PAY, AND PAY DISTRIBUTION

4.1 Compensation Policy (not applicable to faculty)

The institution provides compensation for each position in accordance with prescribed pay rates that are compared to appropriate markets. Support positions are classified under the institution's wage and salary system, a system that provides an organized and systematic method of deciding starting rates, administering pay increases and deciding promotions. Pay increases usually occur in September (pay increases for Facilities Services employees are anniversary-date-based). Increases are distributed solely on the basis of merit and performance and the ability of the institution to pay. Increases in pay are not guaranteed each year. An employee who has any questions concerning rates of pay should contact his or her supervisor or Human Resources.

4.2 Working Hours (not applicable to faculty)

During the academic year, administrative offices are open from 8:00 a.m. to 4:30 p.m. Consequently the normal work schedule for most staff members is from 8:00 a.m. to 4:30 p.m. with an unpaid hour for lunch. During the summer, working hours for most staff members end at 4:00 p.m. (This schedule may be modified in some departments.) Therefore, full-time secretarial/clerical members work 37.5 hours a week during the academic year and 35 hours a week during the summer. Full-time Facilities Services and Campus Police employees typically work 40 hours a week and are hired for specific shifts. The workweek begins on Saturday at 12:01 a.m. (midnight) and ends on Friday at midnight. Administrators are not paid on an hourly basis; their working hours may exceed the regular office hours to ensure that the duties and responsibilities of the position are performed.

Upon hire, each employee is notified of his or her individual regular work schedule. If there are any questions about individual schedules or there is a need to make changes, these issues should be discussed with supervisory personnel. Work hours may vary according to location and/or job function and will be set by supervision. Employees will be notified promptly whenever a change in work hours is necessary. The institution reserves the right either to alter work schedules or require overtime work. Questions concerning an individual employee's work schedule should be directed to his or her supervisor.

4.3 Overtime (not applicable to faculty)

Support staff (and certain administrative positions) employees are considered non-exempt as defined under federal law. This means these employees are entitled to compensation for hours worked beyond normal work schedule. These employees are paid straight time for hours worked in excess of their normal hours up to 40 hours per week. Hours worked in excess of 40 hours per week are compensated at the rate of one-and-one-half times the regular hourly rate; the compensation will be included as additional pay in the next paycheck. As an alternative, and with supervisory approval, employees may opt to receive the compensation as time off (compensatory time). Compensatory time must be taken in the same pay period in which it is worked. The law does not permit private-sector employees to accrue compensatory time.

Support staff members are required to comply with departmental work schedules and avoid performing work that is unscheduled or outside their normal work schedule except on an emergency basis as defined by supervisory personnel. To work extra hours, each employee

must have advance permission from his or her supervisor.

4.4 Rest/Coffee Break (not applicable to faculty)

All Facilities Services staff members will receive, during any work period lasting four hours or more, a paid ***15-minute*** rest/coffee break at 9:30 a.m. or at a time agreed upon with their supervisor if working an alternate shift. All full-time secretarial/clerical staff members are entitled to a ***15-minute*** paid coffee break scheduled to coordinate with office work flow. Each supervisor will advise support staff of the specified break time. Police, security officers, and dispatchers have no formal break. Occasionally, due to workload, it may not be possible to take a break. Since breaks are for rest and relaxation, they may not be accumulated for compensatory time nor may they be used to cover late or early departures.

4.5 Lunch Break (not applicable to faculty)

The lunch break is 60 minutes in length for Secretarial/Clerical staff and 30 minutes in length for Facilities Services staff. Lunch breaks are unpaid periods unless an employee is required to be at work while eating. Police, security officers, and dispatchers have no formal lunch break.

4.6 Payroll Classification

For definition purposes the payroll week begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m.

All employees are paid on a biweekly payroll schedule. Administrators and Faculty are paid current with a biweekly salary. Support staff are paid one week in arrears.

Campus Police, Facilities Services, and clerical support staff are required to complete biweekly time sheets for hours worked. Administrators earning less than the weekly Fair Labor Standards Act minimum Timesheets are due the Monday prior to payday.

Some administrative staff members may work an irregular schedule. These employees record their hours worked on timesheets.

4.7 Direct Deposit and Paycheck Distribution

Direct deposit is available for all staff members and is mandatory for all employees hired after February 2011. Payroll checks can be electronically deposited to any financial institution that is a member of the Automated Clearing House (ACH) System. Direct Deposit Verification, which communicates the payroll information from the current pay represented, is sent to the employee through intercampus mail on payday.

Paychecks or direct deposit vouchers are distributed on alternate Fridays, assuming time sheets were received by the Payroll Office by 9:00 a.m. on Monday of that week. Checks are distributed by department on payday or they are mailed to a home address.

4.8 Pay Advances

Occasionally, an emergency occurs which produces a personal financial crisis. At such times, the institution can provide employees with an advance of pay to help meet the emergency financial demands. Emergency needs are limited to expenses associated with extraordinary medical costs not covered by insurance, start-up costs associated with the change of job, and the death of an immediate family member. Requests for an advance to meet vacation needs will not be granted. If an employee is approved for an advance, the advanced funds will be deducted from the following paycheck consistent with legal requirements. Payroll advance request forms are available from the Office of Human Resources. A promissory note must be signed as a condition of receiving a payroll advance.

4.9 On-Call, Weather-Related Duty, and Emergency Duty Pay *(Essential Personnel only)*

Essential personnel support staff members will be requested and will be expected to adjust their hours to accommodate institutional need due to serious weather conditions or emergency duty. These employees are classified as essential personnel and expected to be present during emergency situations. Wherever possible, supervisory staff will endeavor to provide as much notice as possible; however, based on weather conditions or the specific emergency situation, this may not always be possible (reference section 4.2, working hours).

Essential personnel support staff members who are requested to work on official University holidays will be compensated at the rate of time (holiday pay, 1.0) plus time and a half (1.5) for the actual time worked

Essential personnel support staff members requested to return to work for a weather-related issue will be paid on the following schedule:

- Compensated for a minimum of three (3) hours at time and a half (1.5)
- Additional hours worked over the minimum will be compensated at time and a half (1.5)
- Work during a period of closure will be compensated at double time (2.0)
- Continued work after closure (re-open) is compensated at regular rate (1.0) unless over forty (40) hour/week, then at time and a half (1.5)

Essential personnel support staff members who is on-call and is contacted by either Campus Police or an FMPC administrator and must return to respond to an emergency outside of normal working hours will be paid on the following schedule:

Trades:	on-call 12 months per year
	$22/day for 7 consecutive 24 hour periods
	Minimum call out pay = three (3) hours at time and a half (1.5)
Grounds:	on-call 2nd pay period in November through 2nd pay period of March
	$15/day for 7 consecutive 24 hour periods
	Minimum call out pay = two (2) hours at time and a half (1.5)

On-call time for essential personnel support staff members is compensated at the employee's hourly rate for one hour per day for each day the employee is designated to be on call.

4.10 Wage Garnishment Policy

Moravian University expect their employees to be prompt in the payment of their personal debts. Employees should be aware that a court can order the institution to deduct amounts directly from an employee's pay when that employee has failed to pay his or her personal debts.

4.10.1 Debts to Employer

Any employee who fails to satisfy a personal debt to Moravian University is subject to the amount being deducted from his or her payroll earnings, consistent with legal requirements. The employee will have the opportunity to settle the debt before any amounts are deducted from his or her wages.

4.10.2 Court-Ordered Garnishments

Any court-ordered garnishment for child support, family support, bankruptcies, or other judgments rendered against an employee must be forwarded immediately to institution's Payroll Department for processing.

4.10.3 Federal Tax Levies

A levy from the Internal Revenue Service must be forwarded immediately to the institution's Payroll Department for processing.

4.11 Final Paycheck (not applicable to faculty)

An employee's final paycheck resulting from a voluntary or involuntary separation will include payment for all hours worked and, if appropriate, any accrued but unused vacation leave, with any monies due the institution deducted. In instances where the separating employee is voluntarily separating and has not provided at least two weeks written notice, disbursement of unused vacation time or other time accrued time owed, will not be paid (see voluntary termination/separation policy 10.22.1). In either case, the final paycheck will not be issued until the Office of Human Resources is notified that all institutional property has been returned to the terminating employee's department supervisor and all exit processing has occurred.

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V. ABSENCES FROM WORK

5.1 Employee Responsibility (not applicable to faculty)

As an employee of the institution, each staff member is a part of a working team. Fellow employees depend on each employee to be present each day and to be on time. Work is expected to begin immediately at the beginning of each day or at the end of a break. Consistent attendance and punctuality are considered imperative to the institutional business operations and an integral part of each employee's performance standards. Poor, uncertain, or irregular attendance and/or punctuality produce disruptive results for the institution and lower overall productivity and continuity of work. Nevertheless, the institution recognizes that employees will periodically need to miss work. However, for all departments and offices to operate efficiently, absenteeism must be managed carefully. Employees unable to report to work for any reason, **must** notify their supervisors immediately. Contact to designated supervisory personnel must occur at least 30 minutes prior to the start of the work day, or not later than 30 minutes into the scheduled work day. Consult with supervision to establish the appropriate method of contacting the office. Unapproved or excessive tardiness, unauthorized early departures from work, excessive unexcused, chronic, or patterned absences, or failure to report to work as required are unacceptable behaviors, and are grounds for disciplinary action, up to and including termination.

If the employee is absent for one (1) work day without proper notification to his or her immediate supervisor, the employee will be placed on the third step of Corrective Action (2nd written warning and suspension without pay).

If an employee is absent three (3) consecutive work days without notifying the immediate supervisor, the institution will assume that the employee has resigned from the position, and employment will be terminated effective the close of business on the third day. This voluntary termination will be known as job abandonment.

Support staff are required to use personal time or accrued vacation time to cover unscheduled tardiness if such time is available, otherwise the time is not compensable. More than three (3) unscheduled episodes of tardiness in an evaluation period will cause the commencement of the corrective action process.

There are certain times when an employee, either benefits-eligible or part-time, will be paid when absent from work. These times can include institutional holidays, personal days, vacation, sick leave and disability (including maternity leave), jury duty (see Jury Duty Policy) and other civic responsibilities, military leave, funeral leave, and emergency closings of the institution. Part-time employees should refer to each policy regarding their specific benefits eligibility.

During any prolonged absence and for security purposes, it will be expected that the employee returns necessary institutional property including keys.

5.2 Reporting Off

All employees are expected to schedule planned absences with their supervisors in advance. For absences that are unplanned, each employee is expected to contact his or her supervisor within the first half-hour of the normal start time to notify him or her of an unexpected absence.

Faculty who cannot attend class for any reason, should notify the Vice President of Academic Affairs and Dean of the Faculty or his/her designee.

5.3 Recording Absences

Administration and support staff employees of the institution must report all absences, except on institutional holidays and during emergency closings, on the appropriate Time-Off Report form for internal record keeping. Facilities Services and Campus Police staff members must report paid absences on a weekly time sheet. Time records are maintained by the Office of Human Resources for all support staff members except Facilities. Supervisory personnel are required to review and sign the Time-Off Report form prior to forwarding it to the Office of Human Resources for recording.

Faculty should report all/any illness to the academic affairs office.

5.4 Rules Governing Paid Time Off from Work for Support Staff (not applicable to faculty)

Benefits-eligible support staff begin accumulating paid time off from work at the time of the conditional appointment. However, these employees will not be paid for any absence from work, except for scheduled holidays and jury duty, prior to fulfilling the conditional period of employment.

Accrual of seniority and related benefits continues during times of paid leave only.

5.5 Calculating Pay for Times Absent (not applicable to faculty)

For hourly employees and part-time salaried employees, the institution determines the rate of pay for paid absences from work by first determining the number of hours worked on average each day. To calculate this, the number of hours budgeted to work each year is divided by the number of work days in the year. For those staff members employed throughout the year, the institution divides the annual hourly assignment by 260. For those employees on a 10-month appointment, the divisor is 217, or if the employee is on a 9-month appointment, the divisor is 195. The resulting number represents the number of hours in the average work day during the year.

The average work day multiplied by the hourly rate results in the dollar value of the average work day, or the rate at which each employee is paid for an authorized paid absence from work.

The calculation for full-time salaried employees is based on 7.5 hours per day.

5.6 Holidays (not applicable to faculty)

As a benefits-eligible or part-time employee employed throughout the year, a staff member is entitled to all the paid holidays provided by the institution the first of the next month following commencement of employment. The institution provides for a minimum of ten paid holidays each calendar year, including the closure for the entire week between Christmas Day and New Year's Day. Holiday schedules are calendar-year-based and are posted in the last calendar quarter for the next calendar year. Employees on 9- or 10-month appointments with their summers off do not receive holiday pay for Independence Day. Part-time employees are paid

for holidays that fall within their normal work schedule.

If supervision requires an employee to work on a scheduled holiday, the employee will receive pay at the rate of time and a half for the hours actually worked in addition to regular holiday pay. Hours worked beyond those typically scheduled on a holiday will be reimbursed at the rate of 2.5 times salary.

A separate holiday schedule is established for Campus Police staff. Because of the 24 hour coverage associated with Campus Police and related mandatory coverage, one half of the floating holidays assigned as part of any annual holiday schedule, may be carried over to the next calendar year but must be used in the first calendar quarter of the subsequent year. Campus Police staff hired on or after September 1st receive only one (1) floating holiday for the remainder of that calendar year.

5.6.1 Religious Holidays Not Observed by the Institution

If an employee wishes to observe certain holidays which are not generally observed by the institution, they are encouraged to take a day of vacation to do so. Vacation leave for this purpose must be requested and approved by supervision pursuant to the normal vacation request procedure. As an alternative, an employee may take a few hours off to attend services and make up the time off by working late or through lunch, etc., without loss of pay with prior approval from supervision.

Faculty should work in consultation with Academic Affairs as appropriate concerning those religious holidays that they wish to observe that fall outside of the institutional holiday schedule.

5.7 Personal Days (not applicable to faculty)

All benefits-eligible support staff, with the approval of supervision, may take two personal days with pay, which accrue during the calendar year. Beginning January 1 following the fifteenth year, each support staff member is entitled to three personal days with pay each calendar year. In the twenty-sixth year of service the staff member is entitled to a fourth personal day. During the initial year of employment, if the employment date is before June 30, the employee may schedule the regular number of personal days; however, if the employment date is July 1 or later and the employee has successfully completed the Conditional Period, the employee will receive only one personal day. Conversely, if an employee leaves the institution before July 1 of a given year, he or she will be entitled to one-half of his or her annual number of days. P All other rules pertaining to personal time are applicable to Campus Police and FMPC staff.

In instances where excessive time off has occurred and corrective action is in process, paid time off will be limited to that which is accrued. Part-time Facilities Services and Campus Police staff are ineligible for personal days. Part-time support staff hired after January 1, 2003, are ineligible for personal days.

Support staff hired to fill a 9 or 10 month support staff positions will be limited to a maximum of two (2) personal days on an annual basis.

5.8 Vacation (not applicable to faculty)

For purposes of the vacation policy, annual work schedule is defined by those total annual hours worked as part of a 9-, 10-, or 12- month appointment.

5.8.1 Support Staff

All benefits-eligible support staff members working year-round schedules earn a certain number of paid vacation days accrued during each calendar year. , per full month worked.

Vacation hours can be reinstated if the employee is hospitalized, or if a death occurs in the immediate family. In these instances, the support staff member may charge the hours to the appropriate paid time off and not to vacation if adequate documentation is provided (physician notice, copy of obituary etc.)

In instances where excessive time off has occurred and corrective action is in process, paid time off will be limited to that which is accrued.

Vacation may be taken only in increments of half days or whole days. Employees must receive approval from their direct supervisors prior to scheduling vacation. Employees may carry up to one-half of earned but unused vacation days from the previous year into the next calendar year. The maximum carryover is ten days.

The number of days taken during the first year of employment is determined by the month in which the conditional appointment began and is as follows:

January	10	May	6	September	2
February	9	June	5	October	0
March	8	July	4	November	0
April	7	August	3	December	0

Monthly Beginning in the sixth year of service, the monthly accrual increases to 9.375 hours. In the eleventh year of service, the support staff member accrues 12.5 hours per month.

Employees who are not benefits eligible, but who work a minimum of 16.12 budgeted weekly hours, accrue 3.125 hours monthly.

Benefits eligible support staff hired to fill a 9 or 10 month support staff positions accrue 3.125 hours monthly.

FMPC and Campus Police Support Staff Vacation Days

Monthly accruals correspond to the employee's hire date. As such, vacation is prorated for the first calendar year of employment at the rate of 6.667 hours monthly. Beginning in the sixth year of service, the monthly accrual increases to 10.0 hours. In the eleventh year of service, the support staff member accrues 13.333 hours per month. All other rules pertaining to accrued vacation time are applicable to Campus Police and FMPC staff.

Synopsis of Monthly Vacation Accruals in Days				
		Annual Work Schedule		
Weekly Hours	Months Worked	9 Month	10 Month	12 Month
0-16.11	3-∞	0	0	0
16.12-29.9	3-∞	5	5	5
	3 thru 60	5	5	10
	61 thru 120	5	5	15
30-40	121+	5	5	20

5.8.2 Administration

Benefits eligible positions requiring year-round employment begin receiving 12.50 hours of vacation for each full month of service after the completion of the employee's 90 day conditional period. Accrued hours are posted in the online timekeeping system on the 15th of each month. Monthly accruals correspond to the employee's hire date. As such, vacation is prorated for the first calendar year of employment at the rate of 12.50 hours monthly. For each subsequent year, administrative employees are entitled to 150 annual hours of vacation each calendar year. If an employee is unable to use all his or her vacation in a given year, up to one-half of the total year's allotment may be carried into the next calendar year. The maximum vacation accrual is 225 hours (twenty days plus a maximum of ten carryover days).

For part time administrative staff requiring year round employment, vacation is prorated based on the following schedule. Carryover is still half of what is accrued.

Synopsis of Monthly Vacation Accruals in Days			
	Annual Work Schedule		
Weekly Hours	10 Month	11 Month	12 Month
0-18.74	0	0	0
18.75-22.49	0	0	5
22.5-28.124	0	0	10
28.125-29.24	0	0	15
29.25-31.124	0	0	16
31.125-32.99	0	0	17
33-34.87	0	0	18
34.875-37.49	0	0	19
37.5	0	10	20

Benefits eligible administrative staff on an 11 month work schedule will receive two (2) weeks or 75 hours of paid vacation. Administrative staff on 9- or 10-month work schedules are not entitled to paid vacation.

5.8.3 Vacation upon Resignation, Termination of Employment, or Job Change

Upon resignation, dismissal, retirement, or death, an employee or his or her estate may be entitled to compensation for the number of earned but unused vacation days. If an employee works only part of a year, the total earned vacation for that calendar year will be based on the amount accrued for each full month worked. Accrued but unused vacation will be paid except in the case of willful or gross misconduct. An employee who is resigning and who does not give a proper notice (at least two (2) full weeks for support staff and four (4) weeks for administrative staff), will not be paid for unused vacation time.

If less vacation was taken than was earned prior to the termination date, the employee will receive pay for accrued but unused vacation. Likewise, if more vacation was taken than was accrued, the value of the extra vacation taken will be deducted from the final paycheck.

A change in annual work schedule which results in an increase or decrease in annual work hours will result in the payout of vacation accrued at the former annual work schedule.

5.9 Sick Leave and Short-Term Disability (STD) Benefits

Benefits-eligible employees of the institution may be paid for intermittent or longer-term absences from work which are a result of illness or personal injury, childbirth, or complications of pregnancy. The institution has two types of paid leave—sick leave and short-term disability. All extended illnesses beyond 2 weeks will run concurrent with family medical leave (see FMLA policy). However, the institution reserves the right to qualify illnesses of shorter than 2-week duration under FMLA. Leave is prorated based on annual work schedule. Annual work schedule is defined by those total annual hours worked as part of a 9-, 10-, or 12- month appointment.

Part-time facilities services and Campus Police staff are ineligible for sick leave and short-term disability benefits. Facilities services and clerical staff working full time, 9 or 10-month contracts accrue 9 or 10 days of sick time accordingly.

Part time administrative support staff hired after January 1, 2003, who are not benefits-eligible and work less than 50% of full-time equivalent annual budgeted hours are ineligible for sick leave and short-term disability benefits.

Entitlement to any employer-sponsored benefits for all employees coincides with the ability to receive compensation through accrued sick leave and short-term disability as well as applicable COBRA or FMLA law.

5.9.1 Accumulation of Sick Leave and Short-Term Disability (STD) Benefits for Support Staff

Upon employment in a benefits-eligible position, support staff employees begin earning one day of sick leave and one day of STD for each full month of employment. Therefore, after a full year of service these employees will earn twelve days of each type of leave. Days that are not used by calendar year-end are accumulated and are placed on reserve for future absences.

Support staff employees are usually credited with a full year's entitlement on the first day of a calendar year. Therefore, support staff may receive sick leave or STD pay before the leave is actually accrued. Employees who leave employment and have taken sick days prior to their accrual will have their final pay adjusted accordingly.

Support staff may accumulate up to 1,007.5 hours of leave. After the accumulation of 487.5 sick leave hours, a support staff employee will have also accumulated 487.5 short-term disability days. When a reserve account reaches 1,007.5 hours, no further accumulation occurs unless the total number of days in the reserve account drops below 1,007.5 hours.

Sick leave may only be taken in increments of half days or whole days. The institution will typically approve payment for sick leave or STD only when the employee is ill or injured and unable to work. Support staff may use up to three (3) days of sick leave to care for children or other family members. An original physician's or pediatrician's certificate will be required for documentation purposes. This note should include the patient's name and the time frame and exact dates the patient was under the doctor's care. The use of vacation days is permitted if further care is required with the approval of supervisory personnel.

An absence from work due to the employee's illness or injury lasting three (3) or more consecutive working days requires the submission of a physician's certificate to the Office of Human Resources, which verifies the inability to perform duties during that time. After five (5) or more occurrences of illness or injury in any calendar year, a physician's certificate will be required for each subsequent occurrence for the remainder of that year.

In instances where a physician's certificate is necessary, the following procedures apply:

- The employee must deliver to his/her supervisor the appropriate doctor's note before the start of their shift.
- The doctor's note must be the original document from their office. Copies of the original will not be accepted. A faxed copy directly from the doctor's office to our office would be an exception to this requirement. We will provide you with a copy of the excuse for your records at your request.
- The doctor's note must specify the exact dates that the individual was under the doctor's care.

Failure to follow the guidelines listed above will result in the employee being sent home without pay

until such time that they are able to produce a valid excuse.

In cases of suspected abuse, the institution reserves the right to request a physician's certificate as evidence of an illness or disability for every absence. The institution will also take other disciplinary actions if the abusive pattern continues.

Sick leave days at a rate of 100% of pay will be compensated for any absence from work up to the maximum number of days accumulated in an employee account. STD days are also paid at 100% of pay and may be used following an absence of five (5) consecutive working days. STD pay may not be used if sick leave time is available. Every effort will be made to keep an affected position open during an STD absence so that it is available when the employee returns to work. Employees unable to return to work may be eligible for long-term disability benefits (see *Long-Term Disability Insurance*).

In instances where excessive time off has occurred and corrective action is in process, paid time off will be limited to that which is accrued.

Employees who leave employment and have taken sick days prior to their accrual will have their final pay adjusted accordingly.

FMPC and Campus Police support may accumulate up to 1,040 hours of leave. After the accumulation of 520 sick leave hours, a support staff employee will have also accumulated 520 short-term disability days. When a reserve account reaches 1,040 hours, no further accumulation occurs unless the total number of days in the reserve account drops below 1,040 hours.

For FMPC support staff only, one (1) sick day per year can be used in two (2) hour increments for emergent or non-routine medical appointments for self or family members approved by your supervisor and Human Resources. Non-routine, in this instance, includes dental, vision or physician appointments that could be made outside of work hours. All other rules pertaining to accrued sick and short-term disability leave are applicable to Campus Police and FMPC staff.

5.9.2 Accumulation of Sick Leave and Short-Term Disability (STD) Benefits for Administration and Faculty

The institution provides all administrative staff members with sick leave and a self-funded short-term disability program. Sick leave commences the first day of an absence and continues through the first ten working days. After five occurrences of absence and/or one occurrence of five or more work days, a physician's certificate is required to be submitted to the Office of Human Resources, which verifies the inability to perform duties during the absence. Subsequent absences within the calendar year that are less than ten working days are treated as sick leave but will also require physician certification as suggested above.

Administrators may use up to three (3) days of sick leave to care for children or other family members. An original physician's or pediatrician's certificate will be required for documentation purposes. This note should include the patient's name and the time frame and exact dates the patient was under the doctor's care. If further care is required, the use of vacation days is permitted with the approval of supervisory personnel.

Benefits from short-term disability commence on the eleventh consecutive working day of the

absence. Benefits from short-term disability include salary continuation in accordance with the following schedule and other institutional benefits for the duration of the short-term absence. Disability is described is the inability to perform one's job and receipt of these benefits is contingent upon adequate medical documentation. The duration of benefits is as follows:

Service Requirement	Amount of Coverage
After 90-day conditional through year one	1 month full salary and 1 month half salary.
Year Two	2 months full salary and 2 months half salary.
Year Three	3 months full salary and 3 months half salary.
Year Four	4 months full salary and 2 months half salary.
Year Five	5 months full salary and 1 month half salary.
Year Six and beyond	6 full months of salary.

Once the administrative staff member returns from any period of short-term disability, STD leave is reinstated after twelve (12) months on a rolling basis following the employee's return to work in accordance with the administrative STD accrual schedule.

5.10 Family and Medical Leave Policy

5.10.1 Introduction

Moravian University understands the importance of family issues to today's workforce and recognizes that its employees often face conflicting demands of family obligations and work requirements. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act of 1993 (FMLA), the institution has established the following policy governing parental, family, and medical leaves.

Moravian University provides eligible staff and faculty members with up to twelve (12) weeks of position-protected leave for the family and medically related reasons covered under the Family and Medical Leave Act of 1993 (FMLA). The leave may be paid, unpaid, or partially paid, depending on related circumstances as specified in this policy.

5.10.2 Process for Staff

5.10.2.1 Eligibility

In order to be eligible for family and medical leave under this policy, the staff member must meet both of the following conditions:

- The staff member must have worked for the institution at least 12 months, or 52 weeks. The 12 months (or 52 weeks) need not have been consecutive.
- The staff member must have worked at least 1,250 hours during the 12-month period immediately preceding the date the leave would begin.

5.10.2.2 Types of FMLA Leave

In order to qualify as FMLA leave under this policy, the staff member must be taking leave in connection with one of the reasons listed below:

Basic Leave Entitlement

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the staff member's child after birth, or placement for adoption or foster care;
- to care for the staff member's spouse, domestic partner, son, daughter or parent, who has a serious health condition;
- for a serious health condition that makes the staff member unable to perform the employee's job.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. 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.

- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*****The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".

Ordinarily, FMLA leave will run concurrently with any applicable paid leave to which the staff member may be entitled. Staff members who work less than 100 percent of a full work schedule will have their leave eligibility prorated to reflect their actual work schedule (i.e. a staff member who normally works 3 days per week will be eligible for up to 12 weeks based on the number of hours typically worked during those three days). The institution will measure the twelve (12) month period as a rolling twelve months measured backwards from the date the staff member's FMLA leave is to begin. Note that in the case of leave in connection with the birth, adoption or foster care placement of a child, or for the care of a parent with a serious health condition, where spouses or domestic partners are employed by the University the spouses or domestic partners are entitled to a combined total of 12 weeks' FMLA leave for these reasons.

5.10.2.3 Job and Benefits Protection

Generally, a staff member who takes leave is entitled to be reinstated to his or her previous position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. If a staff member is on FMLA leave due to his or her own serious health condition, a fitness-for-duty certification will be required from the staff member's treating health care provider following any FMLA-covered leave.

While out on leave, the staff member will be responsible to continue to contribute his/her portion of related health insurance costs. For leave that is compensated, the related premiums will continue to be deducted from normal paychecks. During periods of unpaid leave, the employee contribution can be pre-paid or billed through the Bursar's Office. The institution will continue to make normal payments for life insurance and long term disability insurance. Retirement contributions will be prorated based on hours worked or a prorated salary.

Under the "key" employee exception, the institution is not required to guarantee job restoration if the employee is a salaried employee who is one of the highest paid 10% of all employees within 75 miles of the worksite and job restoration for that employee will cause "substantial and grievous" economic injury to the operations of the institution.

5.10.2.4 Paid and Unpaid Leave

FMLA leave can be either compensated and/or unpaid based on the following:

- If leave is due to the staff member's own serious health condition, staff members must first utilize their sick leave and short-term disability (STD) benefits. After all sick leave and STD benefits have been exhausted, accrued vacation and personal time will then be applied. After all paid time is exhausted; any remaining subsequent FMLA leave would be unpaid.
- Under the institution's FMLA policy, paid parental leave to care for a newborn, newly placed adopted child, or newly placed foster child is available to new parents. During the initial three weeks of such leave, and provided the birth or legal placement of the child has already occurred, the staff member will continue to receive his or her regular base compensation without the requirement to use paid time off. Accrued vacation and personal time will then be applied to the balance of any FMLA leave taken. After all paid time is exhausted; any remaining subsequent FMLA leave would be unpaid. In order to be eligible for paid leave, the staff member must first request and receive approval from his or her immediate supervisor, the area VP and vice president for human resources or his/her designee.
- In cases of pregnancy, childbirth, and postpartum, the staff member's physician determines the extent to which she can maintain work-related duties. The date when an employee actually leaves work is considered the first day of FMLA leave.
    - The initial 3 weeks of leave after childbirth will be paid by the institution. The remainder of any physician mandated leave (usually up to 6 weeks) will be paid using accrued sick time or STD. Accrued vacation and personal time will then be applied to any remaining subsequent FMLA leave taken as indicated above.
    - If the staff member's physician requires that leave begin prior to the birth, accrued sick leave and STD will be applied to FMLA leave taken prior to birth.
    - If the staff member takes leave prior to the birth, without physician orders, accrued vacation and personal time, if available, will be applied to FMLA leave taken prior to birth. If paid time is not available, such leave will be unpaid up to the birth of the child.

- In cases of adoption, accrued vacation and personal time will be applied to any pre-placement FMLA time off. After all paid time off is exhausted any additional pre-placement time off would be unpaid.
- In cases of foster care, the staff member will be compensated for three weeks of leave that begins when the placement occurs. The balance of any full twelve week FMLA leave must be covered with vacation or personal time, or be unpaid. A staff member will be eligible for the three weeks of paid leave for only one foster care placement. Subsequent placements must be covered with vacation or personal time, or be unpaid.
- In cases where both parents, adoptive parents or foster parents are employed by the University, only one parent will be eligible for paid leave with respect to that birth, adoption or foster care placement.
- If the employee utilizing FMLA leave is caring for the staff member's spouse, domestic partner, child, or own parent who has a serious health condition, all accrued vacation and personal time will be applied in conjunction with leave. Any leave that is not covered by compensable time will not be paid (up to and including all 12 weeks of any qualifying leave).

5.10.2.5 Serious Health Condition Certification

Unless the University is satisfied that it has sufficient information to determine that a staff member qualifies for FMLA leave based on the staff member's own serious health condition or the serious health condition of the staff member's spouse, child, or own parent, the staff member will be required to provide the University with the certification of a healthcare provider. The staff member must respond to a request for certification within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a delay or denial of the leave. Medical certification may be provided by using the *"Leave Request Form."*

Certification of the serious health condition shall include the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For FMLA leave due to the staff member's own medical condition, the certification must also include a statement that the staff member is unable to perform the essential functions of the staff member's position. For FMLA leave requested in order to care for a family member with a serious health condition, the certification must include a statement that the patient requires assistance and that the staff member's presence would be necessary or beneficial.

If the staff member plans to take intermittent leave or work a reduced schedule, the certification must also include dates and the duration of treatments and a statement of medical necessity for taking intermittent leave or working a reduced work schedule.

The institution has the right to ask for a second opinion if there is a question concerning the need for, or duration of, the leave, or other information contained in the certification. The institution will pay for the staff member to obtain a certification from a second doctor of the institution's choice.

If it is necessary to resolve a conflict between the original certification and the second opinion, the institution will require the opinion of the third doctor. The institution and the staff member will jointly select the third doctor and the institution will pay for the opinion. This third opinion will be considered final.

5.10.2.6 Leave Request Procedures

Except where leave is not foreseeable, all staff members requesting leave under this policy must submit a *"Leave Request Form"* to their immediate supervisor who will discuss with the area VP and forward the request to vice president for human resources or his/her designee for

processing.

Staff members should provide at least 30 days advance notice of their plans to take leave. If it is not possible to give 30 days notice, the staff member should provide as much notice as practicable. A staff member undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to departmental operations.

If a staff member fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the institution receives notice. Where the staff member is unable to provide 30 days notice because of unforeseeable circumstances, the staff member is required to provide notice of the need as soon as it becomes known.

While on leave, employees are to report every 30 days regarding the status of the medical condition and their intent to return to work.

5.10.2.7 Returning to Work following a Leave

If the staff member is on a leave related to the staff member's own serious health condition, a fitness-for-duty certification must be provided by the staff member's health care provider.

Staff members returning from an approved leave of 12 weeks or less will be restored to the same or an equivalent position. However, in certain circumstances, it may not be possible to restore the staff member to the same position or an equivalent position if, for example, during the period of the leave, the position was eliminated or restructured.

The institution provides eligible faculty members with up to twelve (12) weeks of unpaid, position-protected leave for family and medically related reasons as provided by the Family and Medical Leave Act of 1993 (FMLA). The leave may be a paid, unpaid, or partially paid, depending on related circumstances as specified in this policy. The University reserves the right to coordinate paid absences with FMLA.

5.10.3 Process for Faculty

5.10.3.1 Eligibility

In order to qualify to take family and medical leave under this policy, the faculty member must meet *both* of the following conditions:

- The faculty member must have worked for the institution at least 12 months, or 52 weeks. The 12 months (or 52 weeks) need not have been consecutive.
- The faculty member must have worked at least 1,250 hours during the 12-month period immediately preceding the date the leave would begin.

5.10.3.2 Type of Leave Covered

Basic Leave Entitlement

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the faculty member's child after birth, or placement for adoption or foster care;

- to care for the faculty member's spouse, domestic partner, son, daughter or parent, who has a serious health condition;

- for a serious health condition that makes the faculty member unable to perform the his/her job.

Military Family Leave Entitlements

- Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. 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.

- FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:(1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*****The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition"**.**

Ordinarily, FMLA leave will run concurrently with any applicable paid leave to which the faculty member may be entitled. Staff members who work less than 100 percent of a full work schedule will have their leave eligibility prorated to reflect their actual work schedule (i.e. a staff member who normally works 3 days per week will be eligible for up to 12 weeks based on the number of hours typically worked during those three days). The institution will measure the twelve (12) month period as a rolling twelve months measured backwards from the date the faculty member's FMLA leave is to begin. Note that in the case of leave in connection with the birth, adoption or foster care placement of a child, or for the care of a parent with a serious health condition, where spouses or same sex domestic partners are employed by the University the spouses or same sex domestic partners are entitled to a combined total of 12 weeks' FMLA leave for these reasons.

5.10.3.3 Job and Benefits Protection

Generally, an employee who takes leave is entitled to be reinstated to his or her previous position or an equivalent position with equivalent benefits, pay and other terms and conditions of employment. An "equivalent position" is one with the same pay, benefits, and working conditions, including privileges, prerequisites, and status, in the same geographical area. An employee is entitled to be returned to the same shift or an equivalent schedule, and have the same opportunity for bonuses, profit sharing, and other non-discretionary pay.

Under the "key" employee exception, the institution does not have to guarantee job restoration if the employee is a salaried employee who is one of the highest paid 10% of all employees within 75 miles of the worksite and job restoration for that employee will cause "substantial and grievous" economic injury to the operations of the institution.

FMLA leave can be either compensated or unpaid. During an FMLA leave, employees must utilize their sick time and short-term disability benefits if the leave is covering their own serious health condition. After all sick and short-term disability benefits are used, all accrued vacation and personal time will be applied. If the employee utilizing FMLA leave is out to care for the faculty member's spouse, child, or own parent who has a serious health condition all accrued vacation and personal time will be applied in conjunction with this leave. Any leave that is not covered by compensable time, will not be paid.

5.10.4 Maternity Leave

It is the policy of the institution to treat absences related to pregnancy, childbirth, and postpartum care in the same manner as any other illness or injury. As such, this leave runs concurrently with FMLA leave. The employee's physician determines the extent to which the employee can maintain work- related duties. The date when an employee actually leaves work is considered the first day of disability. At this point, any accrued sick time or short-term disability benefits may be utilized. If the employee ceases working prior to this date, she may use Vacation or Personal Days until the date of disability (FMLA leave would go into effect on this date). The employee may use accrued sick time and short-term disability time up to the time when her physician certifies that she can return to work (usually six (6) weeks or thirty (30) working days).

If remaining FMLA leave is available at the conclusion of the disability, it may be used. This time can be a combination of paid or unpaid time depending on the limits of individual employee *accrued* vacation or personal time accounts (not applicable to faculty). Employees desiring continuation of pay during their remaining FMLA leave, will need to schedule reserve vacation or personal time.

Employees are encouraged to inform their supervisor of a pregnancy as soon after its confirmation as possible. Disclosure of knowledge of planned leave should also be disclosed at this time. This allows supervisors the maximum amount of time to plan and schedule department or office work during the leave.

5.11 Jury Duty

When jury duty or other required civic duties (such as those when subpoenas are received involving business that is not personal) occur during a normal work day, employees may be granted a special paid leave. If such a leave is granted, the institution will pay the employee the difference between the compensation received in the course of such duty (not including travel and food expenses) and the regular pay for the period of service. A copy of the summons or other notice must be submitted to supervisory personnel prior to approval. In addition to the summons, the employee is required to submit a time off request for jury duty in the online timekeeping system.

It is not the policy of the institution to request deferment of or exemption from such obligations.

If employees are subpoenaed to appear in court involving personal business, they must use their vacation and/or personal days in order to receive pay for the time away from work.

5.12 Military Leave

If an employee is required to attend a summer encampment of the Reserves of the Armed Forces or the National Guard, he or she may be granted a special paid leave. If an employee is granted a special paid leave, the institution will pay the difference between the compensation received in the course of such duty (not including travel and per diem) and the expected pay for the period of the service. A copy of Military Orders or an official Military Statement must be submitted to supervision prior to approval. The staff member may schedule vacation at the same time of the duty. In such a case, the employee will receive their regular salary but it will be charged to their vacation and the employee may keep the reserve salary.

Seniority continues to accrue during any military leave, and the institution will comply with applicable legal requirements governing military leave.

5.13 Bereavement Leave

Paid Bereavement Leave will be granted to an employee with pay in the event of a death in the family. This paid leave is to allow the employee to make the necessary arrangements, attend the funeral, and care for some estate matters. Funeral leave is to be scheduled during the work days *on or immediately following* the date of death. The maximum number of days granted are as follows:

Relationship to Employee	***Maximum Paid (in hours)***
Spouse/domestic partner, child or stepchild, parent or stepparent.	37.5 (support staff) 40.0 (FMPC & Campus Police)
Grandchild, son-in-law, or daughter-in-law, grandparent, brother or sister, spouse/ domestic partner's parent, spouse/ domestic partner's grandparent, spouse/ domestic partner's brother or sister	22.5 (support staff) 24.0 (FMPC & Campus Police)
Any other blood relative or in-law of employee or spouse/ domestic partner*	7.5 (support staff) 8.0 (FMPC & Campus Police)

*Limited to the actual day of the funeral

Should the service take place more than 250 miles from Bethlehem, supervisory personnel, in consultation with the Office of Human Resources, may allow the use of additional paid time off to be used for travel time.

If an employee wishes to attend services for a person not included above, approval of a paid leave may be granted by supervision. Vacation or personal days can be used in both circumstances. Paid bereavement leave requires a copy of the obituary or a service card/notification.

Request for bereavement leave must be submitted in accordance with the payroll schedule via the online timekeeping system.

5.14 Leave of Absence (not applicable to faculty)

Any benefits-eligible or part-time employee who has completed at least one full year of employment with the institution may request a leave of absence from work for an extended period of time not to exceed six months. This leave of absence may be available to provide the flexibility needed to maintain the employment relationship with the institution while attending to personal matters. Approval is made by supervision in conjunction with the vice president for human resources. Whenever possible, the institution will make every attempt to accommodate the employee while meeting the needs of the office, department, or work area in which the employee works.

Before any unpaid absence begins, all earned vacation and personal days must be taken. Benefits are neither paid nor accumulated during an unpaid leave of absence. If an employee's request for a leave of absence is granted, the institution will continue benefits coverage to the extent to which the employee has compensable time (vacation and personal time). Employees may also continue to be enrolled in the institutional health care programs for periods of leave that are unpaid to the extent the provider allows. During these unpaid periods the employee will be responsible for the premium payment. Payment arrangements would need to be coordinated with the Office of Human Resources.

If the matters to be addressed during the leave are covered by the Family Medical Leave Act, the institutional policy on family medical leave will apply.

5.15 Emergency Closings *(includes Essential Personnel)*

The president or another senior officer of the institution may declare an emergency closing of the institution. Such closings, although rarely necessary, may be required because of extreme weather conditions or other emergencies. Moravian sends out closure notifications via e2Campus text messages (if employee is signed up); e2Campus e-mail messages (if employee is signed up); University e-mail; and AMOS posting. When such a closing occurs, public announcements will be made through WFMZ TV 69 News, both the on-air scroll and the website.

5.15.1 Pay during Emergency Closures

If a closure occurs, the following guidelines will be used to determine the pay for support staff members:

Support staff who have already reported to work as of the official time of the closure will receive pay for the regular work day, whether the emergency closing is declared while at work or before work. Decisions to close will be made for each shift; e.g., if closure occurs at noon, evening shifts may still need to report. Support staff who have requested vacation, personal time, or sick leave prior to any emergency closure will not receive pay for the closure; rather will receive pay for that which was previously requested.

If a support staff member is required to work during an emergency closing, he or she will receive his or her regular hourly rate for the balance of the shift (or the end of the emergency period)

plus straight time for all hours worked after the official closure (subject to the provision for payment of time and a half for hours worked over 40 in a work week).

If an employee is working a non-traditional shift and road conditions deteriorate, a supervisor can make a decision to send the employee(s) home. In these situations, regular pay will continue for the balance of the shift after the supervisor's decision.

If the institution remains open during inclement weather and a support staff member reports late for work or leaves early, he or she will be paid only for the time on the job. The hours when he or she was unable to come to work must be treated as unpaid emergency leave, or personal time, in accordance with the appropriate policies. Vacation time may be used, if accrued if all other emergency leave or personal has been utilized. Support staff are limited to two full days of unpaid emergency leave each calendar year. If an employee reports late, the supervisor may permit the employee to work extra hours to ensure that a full work day is completed.

Administrative staff who cannot make it in during inclement weather must also use vacation time to cover their absence unless a pre-arranged work schedule has been established.

Administrative staff members who have requested vacation or sick leave prior to any emergency closure will not receive pay for the closure; rather will receive pay for that which was previously requested.

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VI. INSURED, LEGALLY REQUIRED, AND MISCELLANEOUS BENEFITS

Currently, the institution provides health, prescription drug, life, long-term disability, liability, and a flexible benefits plan for benefits-eligible staff members. The institution also sponsors optional dental and vision insurance. Information that outlines the particular benefits and specific enrollment periods for each plan are available from the Office of Human Resources or online at the HR website. The institution also makes the legally required contributions for Social Security; Medicare; and federal, state, and municipal taxes.

In order to insure the accuracy of all human resources records and to be sure that each employee receives the proper insurance coverage under all institutional programs, each employee is responsible for notifying the Office of Human Resources of any change in dependent status, i.e., change in marital status, addition or removal of children. Enrollment change forms are available from the Office of Human Resources.

6.1 Health Insurance

The institution sponsors different health insurance plans to provide employees with a choice to best meet their health insurance needs. Coverage for prescription medication purchased from a participating pharmacy or through the institution's mail order company is provided to individuals who are insured by one of the institution's health plans. The institution contributes a percentage of the total cost for coverage in either an individual or dependent plan (dependent coverage is defined as spousal, domestic partner, child or children, or family). The types of plans offered as well as the pricing of such plans may vary according to changes in the local area and market conditions. Enrollment will occur at the time of initial employment, during annual open enrollment periods, or if a qualifying event is experienced during the calendar year. Employee premium contributions toward health insurance may qualify for exclusion from federal and state taxation.

Please contact the Office of Human Resources in regards to domestic partner certification requirements.

6.1.1 Health Insurance at Age 65

All benefits-eligible employees who are still employed at age sixty-five will be required to indicate a choice of either Medicare or the institution sponsored health insurance plan as their primary health insurer. If the employee elects Medicare, federal law prohibits the institution from providing supplemental health insurance. The same election option is applicable to eligible spouses when they attain age sixty-five. The Office of Human Resources will send appropriate election forms prior to age sixty-five. Benefits from the retiree health plan for both the employee and his or her spouse commence at age 60 to age 65, provided each was covered by a health plan for the preceding five years and the employee has qualified for the benefit as an official retiree.

6.1.2 Health Benefit Continuation

Under the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA), staff and faculty members and their eligible dependents may continue health benefits at their expense for up to eighteen months (thirty-six months under certain circumstances) following their coverage termination date. The Office of Human Resources sends notification of this continuation option at the time of termination.

6.2 Flexible Benefits Plan

The institution's Flexible Benefits Plan, provides an opportunity to pay dependent health premiums and establish special accounts to reimburse uninsured medical expenses and/or daycare expenses with pre-tax dollars. Salary that is deferred through the flexible benefits plan is excluded from federal, FICA, and state taxation.

6.3 Life Insurance

Benefits-eligible employees are provided with an opportunity to purchase group term life insurance. The level of insurance that may be purchased is 1.5 times salary and the premium is shared equally between the insured and institution. Upon attainment of age 65 the percentage of insurance coverage is reduced to 65%, 40% at age 70, and 25% at age 75. Eligibility without proof of medical insurability occurs within the first thirty days after appointment. If coverage is waived and desired at some future date, evidence of medical insurability must be provided. Complete details of this plan are available from the Office of Human Resources.

Administrative and staff members who are not benefits eligible working more than 16 hours but less than 30 hours may purchase group term life insurance valued at the flat volume rate of $10,000.00.

6.4 Long-Term Disability Insurance

Long-term disability insurance provides income benefits in the event of a total and permanent disability that is expected to last longer than six months. Coverage is effective the first of the month following commencement of benefits-eligible employment. Once coverage is effective, the plan provides 60% of the regular monthly salary, up to a stated monthly dollar maximum, beginning with the seventh month of permanent and total disability. Disability income is reduced by outside income that may be received due to disability or retirement income from Social Security or other government programs. To receive benefits, the inability to perform the duties of the position must be approved by the insurance carrier.

6.4.1 Benefits While Disabled

If an employee is disabled and approved for long-term disability income benefits, the LTD policy can provide payment for the retirement plan contributions during any period of total disability (provided the employee meets the disability insurance eligibility requirements). The institution will continue institutional health insurance contributions only if the employee has worked for 10 years of continuous service. The cost of coverage for any dependents in this instance becomes the responsibility of the employee.

Life insurance premiums may be waived by the life insurance carrier, but the request for such a waiver cannot be submitted to the carrier until the LTD and/or Social Security benefits have been approved.

Tuition benefits for the staff member and eligible dependents will continue to be available in accordance with policy and certain institutional services will be continued. Please consult the Office of Human Resources for details.

6.4.2 TIAA Retirement Plan

The institution funds a retirement plan through the Teachers Insurance and Annuity Association (TIAA) and the University Retirement Equities Fund (CREF). The institutional contribution rate is a percentage of the stated annual salary. Contributions are remitted to tax-deferred annuities that are invested and administered by TIAA. Participants are immediately vested in the plan but retirement benefits from the plan begin normally only upon retirement. A retiree must be at least age 59½ to receive income from his or her contracts.

To be eligible, benefits-eligible employees must have completed one year of service. Service periods are waived if upon hire the individual owns an active TIAA *regular retirement annuity* from a previous institution. The various details and options available during employment and retirement years are explained in the many booklets and correspondence provided by the Office of Human Resources as well as by TIAA.

The “Plan Year” for this retirement plan is January 1 through December 31. Records are maintained on this basis and reports from TIAA are mailed to each participant. The Vice president for human resources serves as the plan administrator for the institution, designates the assistant director of human resources and benefits manager, to carry out the duties of enrolling members, forwarding contributions, and performing any other duties that may be required for the proper operation of the plan.

6.6 Optional Dental and Vision Benefits

The institution sponsors optional group insurance for dental and vision, critical illness and accident. insurance. Enrollment can occur at the time of initial employment, during annual open enrollment periods, or if a qualifying event occurs during the calendar year. There is no institutional contribution towards the cost of these plans.

6.6.1 Tax-Deferred Retirement Savings Plan

From the first day of the month after initial employment, all employees may supplement the institutional retirement contribution by electing to have a portion of their pre-tax salary remitted to the same TIAA annuity or to a separate TIAA Tax Deferred Retirement Savings custodial account. There are certain legal limits as to how much may be contributed on a pre-tax basis, and salary reduction agreements may be made or changed only once within a tax year. To begin voluntary pre-tax personal contributions, contact the Office of Human Resources for enrollment information. Additional information may be obtained through the through the internet via www.TIAA.org,.

6.7 Legally Required Benefits

In accordance with federal and state laws, the institution contributes towards the Social Security, Medicare, Unemployment Compensation, and Workers' Compensation benefit programs. Eligibility, waiting periods, benefits, and duration of benefits are all fixed by law.

6.6.1 Social Security and Medicare

Social Security retirement and disability income benefits and Medicare health insurance are some of the benefits funded by the Social Security and Medicare taxes paid by employees and their employers. Complete information is available from the local Social Security Office.

6.6.2 Unemployment Compensation

The institution is covered by the Pennsylvania Unemployment Compensation Law administered by the Department of Labor and Industry. This law provides compensation to employees who are affected by a temporary reduction in work force or who lose their jobs under certain conditions as defined by law. For more information, contact the Office of Human Resources or the Pennsylvania Job Service.

6.6.3 Workers' Compensation

Workers' Compensation insurance provides wage-loss and medical benefits to compensate employees who are injured or contract a disease as a result of employment. Following injury or the onset of a job-related disease, the incident **must** be reported as soon as possible to the Office of Human Resources so that a workers' compensation incident report may be completed and mailed to the institution's insurance carrier. FMLA will run concurrent with any work-related injury.

Employees are required to report injuries suffered on the job immediately to their supervisor, or if their supervisor is not available, to the Office of Human Resources. Except in emergency situations, all work-related injuries **must** be treated at the facilities designated by the institution in order to be considered for payment. Under Pennsylvania law, an employer may designate a panel of physicians, including specialists, by whom employees must be treated during their first 90 days of treatment received as a result of a work-related injury.

An updated physician panel is maintained by the Office of Human Resources and is posted throughout the campus, the University intranet under Human Resources and on the University website at www.moravian.edu/hr/benefits/workers-compensation.

Whenever possible, non-exempt support staff employees unable to perform their job functions due to restrictions placed on them by a treating-panel physician may qualify for the institutional temporary light-duty program. This allows the chance for the employee to continue to work at full wage for up to three months or until such time as the employee can return to his or her regular position without medical restrictions. While light-duty work is encouraged, it is not guaranteed due to the limited number of light-duty positions available. For the purpose of this policy, the number of light-duty positions is limited to *three* at any given time.

In the event that a staff member is injured on the job and cannot return to work, income benefits will begin on the eighth calendar day of the absence. The initial seven days will be charged

against the employee's bank of sick leave, vacation, or personal time benefits. Beginning on the eighth day, the institution will provide the employee with a continuance of regular gross pay for the period of one month (30 calendar days). This benefit is in lieu of the partial benefit typically received through workers' compensation. However, the employee must turn over to the institution any workers' compensation checks received in order to receive the normal paycheck. If the work-related injury extends beyond thirty (30) calendar days from the date of injury, the employee will continue to be compensated by the workers' compensation carrier, but the institutional payments will cease. Since the work-related injury runs concurrent with FMLA, the health insurance benefits of an employee eligible for FMLA leave will continue to be paid by the institution for up to three months, after which arrangements must be made for payment with the Office of Human Resources in order to insure continued coverage. There is no continued accrual of time-off benefits after the one-month institutional contributions end.

All bills and documentation related to a staff member's work-related injury must be submitted to the Office of Human Resources in a timely fashion in order to be processed for payment. Questions in regard to individual claims or regarding this policy should be directed to the Office of Human Resources.

6.7 Credit for Prior Service (not applicable to faculty)

Full-time benefits-eligible employees with at least two years of service who terminate their employment for any reason and are rehired by the institution may commence fully insured benefits immediately upon return if the duration of the absence does not exceed the duration of prior service. Vacation eligibility always will include the prior period of service, but sick leave accumulation must begin from the new employment date.

Full-time benefits-eligible employees who have been affected by a lay-off, resume service based on a call back and are subsequently rehired by the institution will get credit for prior service.

6.8 Benefits upon Termination

Following the employee's last day worked, employer-sponsored benefits such as health, life, and long-term disability insurance will continue through the end of the month following termination. A federal law, the Consolidated Omnibus Budget Reconciliation Act or COBRA, provides that in most situations health insurance and flex-plan participation may be continued for the eighteen-month period immediately following termination date at the expense of the individual. In addition, group life insurance may be converted to an individual, whole life plan. Complete details of these options will be communicated at the time of separation.

6.9 Benefits to Survivors

Upon the death of an active or totally disabled employee, health insurance benefits will be continued to the surviving spouse and/ or his or her dependent children for a period of six months from the date of death, provided they were enrolled on the decedent's health plan at the time of death. At the end of the six-month period, coverage may be continued in accordance with the rules established under COBRA. In addition, if the faculty or staff member has worked for five years or longer, tuition benefits are continued for the decedent's dependent children in accordance with the educational benefits policy in force at the time of death. terms of the policy.

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VII. RETIREMENT

7.3 Official Retirement

To be eligible for Official Retirement, the employee must have completed at least 15 years of employment with the institution, be at least age 60, and be employed by the institution immediately prior to retirement date.

All individuals granted the status of Official Retiree are entitled to certain benefits and privileges. Benefits from the retiree health plan for both the retiree and his or her spouse commence at age sixty, provided each was covered by a health plan for the preceding five years. Upon the attainment of age 65, the retiree is required by the institution to enroll in Medicare as the primary insurer. Tuition benefits for the staff member and eligible dependents will continue to be available in accordance with policy and certain institutional services will be continued. Please consult the Office of Human Resources for details.

7.4 Retiree Health Plan

Retirees under the age of 65 may elect to continue on the employee subsidized health plan until they reach age 65. At age 65, retirees may enroll in the institutional Medicare supplemental plan or obtain their own individual insurance; however, there is no institutional contribution to this plan.

The age and service requirements are age 60 and 15 years of service in an eligible position. Eligible employees who were at least 55 years old with three years of service on January 1, 1996, retain the previous age and service requirements of age 55 and ten years of service.

For employees hired prior to January 1, 1995:

A spouse of an eligible employee, who is at least age sixty and who had existing coverage through another plan may also be enrolled on the plan with an institutional contribution. If the spouse is eligible for primary coverage through another plan for which the premium is substantially paid, the institution's retiree plan will be secondary to that plan. The Medicare supplemental plan is also available at age 65 for spousal coverage but with no institutional contribution. Pre and post age 65 spouses hired after January 1, 1995 may participate in University sponsored plans at their own expense.

Upon the death of an official retiree, the surviving spouse will continue to be eligible for the retiree health plan. If the retiree marries or remarries after retirement, none of these benefits are available to the new spouse. If a surviving spouse remarries, the benefit terminates.

Employees hired after January 1, 2004 are not eligible for retiree health benefits.

7.5 Employment during Retirement

An employee who has voluntarily separated from service due to retirement or other reasons may be eligible to be employed by the institution in a temporary or part-time position for limited periods. Such situations will be handled on a case-by-case basis.

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VIII. CAREER DEVELOPMENT AND EDUCATIONAL BENEFITS

8.1 Recognition and Awards

Moravian University value the contributions of their employees. In addition to offering employees competitive pay and benefits, the institution has several programs of employee recognition and appreciation throughout the year. In May, the institution typically hosts a wine and cheese event to which all employees are invited to recognize those retiring members of the community. In August, during the University's opening Colloquium, the Lucy McCall and Louie Mirra recognition awards are presented to outstanding support staff members. The James J. Heller Award is similarly awarded at this time, recognizing the University or Seminary administrator (below the VP level) who has exhibited sustained excellence of performance exemplifying dedication and devotion to the institution. The Christian R. and Mary F. Lindback Foundation Award for Distinguished Teaching is presented annually at Moravian University since 1964 to the faculty member selected on the basis of a poll of seniors, faculty, and administrators, with the final choice made by a panel of past recipients, the Dean of the University, and the President. The criteria for selection are excellence in teaching, professional development, and relationship to students. Timothy M. Breidegam Memorial Faculty & Administrator Service Award is given to the person who has unselfishly given his or her service to the University community, following the example of the late Timothy M. Breidegam of the class of 1978. The members of the senior class vote for both faculty/administrator and student recipients.

Impact Awards are also presented from three leadership levels: the Chair of the Board of Trustees, the President, and from the Vice Presidents. The intent of these awards is to recognize outstanding individual action, achievement, or performance – above and beyond normal work requirements – that significantly contributes to meeting institutional goals or ensures the effectiveness, efficiency, and success of University programs and activities

The president also hosts a quarterly luncheon recognizing all support staff and administration for specific longevity milestones (5, 10, 15 years, etc.). Additionally, all such milestones are publicized on the institutional intranet site.

8.2 Training and Organizational Development

The institution's most important resource is its employees. Success can only be achieved with high levels of individual productivity and effectiveness. The institution will help individuals develop their potential and improve their ability to meet job responsibilities by providing opportunities and encouraging participation in training and development programs. In an effort to support these goals, the human resources staff, along with supervision, will identify, recommend, plan, organize, and administer programs to develop individual skills, knowledge, and job performance.

8.3 Job Postings (not applicable to faculty)

From time to time, position openings occur within the institution in professional, trades, clerical, and support positions. Ordinarily, when such an opening occurs, the position is posted. The position postings allow the institution to inform employees of openings that may afford them opportunities for advancement or transfer. Each position typically will continue to be posted until it has been filled. Others may have specific posting deadlines. Postings may be located on the bulletin board outside the Office of Human Resources, on various bulletin boards throughout the

campus, on the institutional computer network's public drive, and at "Job Opportunities" on the University Web page.

Inquiries about posted positions are strongly encouraged from qualified internal candidates, and interested parties should contact the Office of Human Resources for further information and consideration. All internal inquiries will be treated confidentially.

University employees are also encouraged to refer external applicants for appropriate job openings.

8.3.1 Procedure for Applying for a Posted Position

8.3.1.1
A letter of interest from an internal candidate may be filed with Human Resources only if the employee has had a minimum of one (1) year in his or her current position (unless the institution deems such a move would benefit the institution).

8.3.1.2
The letter of interest should indicate the position of interest, why the position is of interest, and what skills and abilities provide viability as a candidate. An updated resume should also be attached.

8.3.1.3
Notification will be given as to the disposition of each application as soon as the interviewing process is completed.

The institution seeks to provide all employees with an opportunity to advance or to move into other areas of the organization. The Job Posting Policy does not preclude the outside advertising of open positions during the posting process, nor does it guarantee an interview or the appointment of an in-house applicant.

8.4 Promotions and Transfers (not applicable to faculty)

In filling positions at Moravian University, preference is given whenever possible to qualified persons currently employed at the institution, with factors such as ability, experience, and potential for growth taken into consideration. Employees are encouraged to express interest in positions for which they believe they are qualified.

A promotion is a change from one position to another (either in the same office or in another office) that is classified at a higher grade level. A promotion normally, but not necessarily, is accompanied by an increase in salary.

A transfer is a change from one position to another within the same classification level and salary range and normally does not include an increase in salary.

If an employee moves to a position classified at a lower level of responsibility, this is a demotion and it may be accompanied by a reduction in salary.

8.5 Performance Appraisals (not applicable to faculty)

Performance appraisals are conducted annually to give both employee and their supervisors the opportunity to review and discuss the major factors that have affected performance during the past year and establish goals for the new year. It also gives employees and their supervisors the opportunity to discuss strengths and areas of weakness that may need correction. This process also provides an opportunity for each employee to contribute ideas to the planning process. Finally, the process allows for the review and update of the employees job description, as necessary.

Supervisors are *required* to complete annual written performance appraisals for each of their employees, in concert with the institution's performance management system, and to schedule time to discuss the appraisal with the employee. Each employee is provided an opportunity to respond to the appraisal in writing. The supervisor's appraisal and the employee's response both become a permanent part of the employee's personnel file in the Office of Human Resources.

8.6 Educational Benefits

Please go to https://www.moravian.edu/policy for the most up to date educational benefits policy.

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IX. SUPPORT STAFF COUNCIL (not applicable to faculty or administration)

9.1 Purpose of SSC

The Support Staff Council provides a forum in which constituency issues, concerns, and recommendations with regard to institution policies and practices are freely discussed in a non-confrontational setting by elected support staff members with a representative of the administration, typically the chief human resources officer or his/her designee. The committee also serves as a means by which the institutional administration can solicit views and suggestions from support staff on matters of mutual concern.

The elected members of the SSC are accountable for the responsible communication of issues and concerns of their respective constituencies to and from the committee.

9.2 Meetings

The Employee Communications Committee normally meets sometime during the first week of each month. Reminders of the meeting time and place will be sent to each member at least one week in advance. Agenda items are to be submitted directly to the Office of Human Resources. Minutes from the meetings will be distributed on campus.

9.3 Responsibilities

SSC members are to be available to discuss issues with constituents and to bring concerns of constituents to SSC meetings. Wherever possible such concerns should be discussed with the direct supervisor prior to being raised with SSC representatives. Members are required to regularly attend meetings. Absence from three consecutive meetings, unless approved, will be considered resignation from SSC. The use of SSC to discuss individual agendas will not be permitted.

9.4 Composition of Committee

The committee is composed of five members of the secretarial/clerical staff, four members of the Facilities Services staff and one member of the Campus Police staff. The basis for the Facilities Services staff representation is by employment group. The chief human resources officer serves as liaison with the President’s Council and attends meetings in an unofficial, advisory capacity. The vice president for human resources, or his designee, chairs the meetings and takes and distributes the minutes.

9.5 SSC Eligibility Requirements

Any support staff member who has been employed by the institution for more than two years at the time the term of office begins is eligible for election. A support staff member who has completed a full term may not be elected again until he or she has waited a full year (unless under special circumstances, they are requested to do so). However, an employee completing someone else's term shall be immediately eligible for election to his or her own term.

9.6 Term of Office

Election for regular members is for a three-year period beginning with the first meeting in September. Alternates are elected annually and service is limited to the year of the election. The role of the alternate is to fill any vacant committee seats for the remainder of the academic year. The alternate appointed will be the individual who had the second-highest number of votes during the previous election. Alternates do not attend meetings unless to fill a vacated seat.

9.7 Election Process

Elections are conducted in August to fill openings due to expiring terms or for vacated seats. Nominations will be solicited via email and campus mail. Once candidates are identified, a ballot is prepared and the election process proceeds via the mail. The employee with the highest number of votes will be elected by constituency. In the event of a tie, a run-off election will be scheduled. All nominees will be notified of the election results and the winners will be formally confirmed. The names of the newly elected SSC members will be listed in the next *Inside Moravian*, the campus newsletter, and will be recorded in the meeting minutes. In instances where there are no nominations for or no one seeks to run for an open seat, Human Resources will fill the seat by appointment. The selected individual will be expected to complete the entire term of appointment.

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X. EMPLOYMENT ISSUES AND POLICIES

10.1 Employment Standards

To promote a safe and productive work environment, Moravian University cannot tolerate certain irresponsible and/or illegal behaviors such as, but not limited to, stealing; dishonesty; harassment of any kind; possession, use and sale of drugs and alcohol while on campus; working while under the influence of drugs or alcohol; excessive absenteeism; insubordination; physical violence; deliberate violations of safety practices; inability and/or unwillingness to perform one's job; and/or failure to comply with mandatory reporting responsibilities. The institution will discipline staff members when they exhibit behaviors that need correction. Discipline may include oral or written reprimands, demotion, transfer, suspension and/or termination. Supervisors are required to review the matter with the vice president for human resources before proceeding with any process.

10.2 Equal Opportunity, Harassment, and Non-Discrimination

See the Equal Opportunity, Harassment, and Non-Discrimination Policy at https://www.moravian.edu/policy/harassment-discrimination.

10.3 Policy against Intolerance

The institution denounces behavior that evidences intolerance towards others, particularly that based on ethnicity, culture, religion, race, or sexual orientation, which interferes with those rights guaranteed by law, and insists that such conduct has no place in a community of learning. The institution also recognizes its obligation to protect the rights of free inquiry and expression, and nothing in the Resolution in Support of Pluralism or Policy against Intolerance shall be construed or applied so as to abridge the exercise of rights under the Constitution of the United States and other federal and state laws.

10.4 Resolution in Support of Pluralism

Moravian University affirm their commitment to maintaining an academic environment which fosters pluralism, mutual respect, appreciation of divergent views, and awareness of the importance of individual rights. To this end, the institution reasserts the importance of civility and the valuable contribution that diversity in race, ethnicity, religion, sexual orientation, and culture brings to the community, and therefore we strongly encourage and support racial, ethnic, cultural, and religious pluralism.

10.5 Inclusive Language Policy

Moravian University is committed to a tolerant, fair-minded, and respectful campus community. Faculty, staff, and students have an ongoing responsibility to avoid using discriminatory language, because its use is potentially damaging to others in both work and learning environments.

Moravian University strongly encourages the use of inclusive language in all academic and organizational communication, whether written or spoken. In our diverse University community, inclusive language reflects an attitude of openness toward others and respect for their life's experiences. Inclusive language avoids false assumptions about others and works to overcome barriers between individuals and among communities in such areas as gender, race, class, age, physical differences, ethnicity, religious beliefs, sexual orientation, marital status, and disability.

10.6 Policy on Disability Discrimination and Accommodation

See the Equal Opportunity, Harassment, and Non-Discrimination Policy (Section 14) at https://www.moravian.edu/policy/harassment-discrimination.

10.7 Uniformed Services Employment and Reemployment Rights Act (USERRA)

Moravian University complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) protects service members' reemployment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard, and prohibits employer discrimination based on military service or obligation.

10.8 Bullying Policy

See the Bullying Policy at https://www.moravian.edu/policy/bullying-policy.

10.9 Corrective Action—General

Nothing contained in this handbook or in any of the policies contained in the handbook should be construed to create an employment contract between the employee and the institution. Moravian University reserves the right to revise the contents of this policy, in whole or in part.

Employees are expected to perform their work efficiently and effectively and to be mindful of the expectations of the institution and its employees. Supervisors and Department Chairs are expected to set an example by their own conduct, attitude, and work habits.

The corrective action, as outlined in this section, applies to all employees (including faculty) in regards to the application of the Equal Opportunity, Harassment, and Non-Discrimination policy. The faculty handbook otherwise details remediation for faculty grievance and formal complaints outside of that policy. Matters pertaining to the conduct of faculty members are within the cognizance of the deans of the University respectively.

Typically, corrective action as outlined here does not apply to probationary employees.

For proper cause, any administrative or support staff employee, regardless of occupation, position, profession, or work performed, may be reprimanded, suspended, or terminated whenever such action is considered necessary by supervisors or other persons in positions of authority in conjunction with the Office of Human Resources. The institution strives to ensure that the administration of disciplinary measures is fair and appropriate under the circumstances, and is free of prejudice or favoritism.

The department, through the employee's supervisor, is responsible for ensuring that each employee is aware of:

- The employee's role in the department
- Personnel and/or departmental policies and procedures

It is with the above intent that the institution establishes this policy relating to disciplinary measures for employees.

If disciplinary action is to be taken concerning an employee, such action will depend upon the circumstances and gravity of the particular conduct at issue, the employee's past record, and the responsibilities of the employee's post. The kinds of disciplinary action that can be pursued include:

10.9.1 A Verbal Warning

Which may be given in respect of a first minor offence arising from an employee's misconduct or from an unsatisfactory standard of work.

10.9.2 A Written Warning

Which may be given for a more serious offence, or if a minor offence is repeated, or if the standard of work continues to be unsatisfactory.

10.9.3 A Second or Final Written Warning

Which may be given for a serious offence, or repeated offences, or a continuing failure to

improve. In particularly serious cases, **suspension** for a fixed period (accompanied by a written warning).

At any stage leading up to termination, additional corrective measures may be deemed appropriate and required of the employee with the goal of remedying the behavior or concern. This may include, but is not limited to, workplace accommodation; reassignment of roles, responsibilities, or reporting lines; training or professional development; mediation or restorative practices; and/or contact limitations.

10.9.4 Termination of Employment

Guidelines. Suggested standards/guidelines for disciplinary action are attached. This list is not all inclusive and is intended only as a guide. Other offenses may occur that require disciplinary action. The severity of the discipline should always be related to the seriousness of the offense.

10.9.5 Partial List of Disciplinary Actions

10.9.5.1 Examples of major violations typically leading to discharge on first offense

Unauthorized release of confidential information; physical violence; sexual violence; harassment, discrimination, or retaliation; insubordination; unreported absences of 3 days or longer; working under the influence of alcohol or illegal drugs; use, sale, distribution or possession of alcohol or illegal drugs; theft; conduct reflecting unfavorably on the reputation of the institution or conduct that adversely affects or interferes with the normal operations of the institution

10.9.5.2 Examples of violations typically leading to progressive discipline

Substandard quality of work; excessive use of telephones (including cellular phones), or pagers for personal matters; interference with other employees' work; failure to maintain satisfactory working relations with employees, students, and the public; working on personal job during work hours; mishandling of department funds or documents; abusive sick leave use or excessive tardiness; unreported absences; deliberate violations of safety practices or rules; the loss of institutional keys; deliberate falsification of time sheets or work; use of institutional facilities or equipment without permission; failure to uphold mandatory reporting responsibilities.

Each situation is different. In the case of more serious violations, an employee may be terminated immediately without the benefit of prior corrective actions. The appropriate director, in conjunction with Human Resources, may take more or less severe corrective action than that listed above, including termination, if, in the judgment of the director and Human Resources, different corrective action is appropriate.

The above is illustrative only, and not intended to be inclusive of all situations that may require corrective action, nor are supervisors limited in applying corrective action to those personal conduct violations listed above or in the exact sequence indicated.

In instances where excessive time off has occurred and corrective action is in process, paid time off will be limited to that which is accrued.

10.9.6 Corrective Action Appeal Procedure

An employee who believes that a disciplinary action has been taken unfairly may request an appeal of the action using the Corrective Action Appeal Procedure. Use of this procedure is limited to benefits-eligible and part-time employees of the institution, who have been disciplined with written warnings, time-off without pay and/or termination. Corrective action resulting from violation of the Equal Opportunity, Harassment, and Non-Discrimination Policy must be appealed using the process outlined directly in that policy.

The request for an appeal must be put in writing and submitted to the vice president for human resources. The written appeal must be submitted within three working days from the date of the disciplinary action. The vice president for human resources will schedule a meeting with the

employee and supervisor, witnesses for either party, as well as the appropriate member from the President's Staff to discuss the appeal. This meeting will be scheduled, if possible, within three working days of the receipt of written appeal. The President's Staff member will analyze the information presented and investigate the matter thoroughly before rendering a decision. A written decision by the President's Staff member will ordinarily be returned to the employee, with a copy to the supervisor and the vice president for human resources, within one week after the meeting.

If the employee desires a second appeal, a request for a second appeal must be made in writing by the disciplined employee to the vice president for human resources within three working days after receipt of the answer to the first appeal. The vice president for human resources will forward this request to the president along with copies of the original appeal form, the decision from the first appeal and all other supporting documents.

The president will appoint an ad hoc committee that consists of three SSC representatives (for support staff) or three administrators (for administrative staff). Selection of its members will be determined by lottery. A chairperson will be named by the president. If possible, the committee will be convened within three working days after its appointment. All documents will be submitted to that committee for review.

The ad hoc committee will review the facts and information, meet with the parties involved in the action, and make a recommendation regarding the appropriateness of that action to the president. The recommendation will be accompanied by all supporting documents. The president will accept or reject the recommendation of the ad hoc committee. The president's final decision will be given in writing to the employee and will end the appeal procedure.

10.10 Smoking & Vaping Policy

See the Smoking & Vaping Policy at https://www.moravian.edu/policy/smoking-vaping

10.11 Open-Door Policy

Good communication and clear understanding can help avoid or clear up problems. Moravian University practices an open-door policy when an employee has any problem or complaint, including safety procedures, policy violations or other situations. Each employee is encouraged to use this process without fear of retaliation, as an employee will not be disciplined for utilizing this complaint procedure in good faith.

If an employee encounters a problem or complaint, he or she should discuss the issues with supervision and give him/her the opportunity to resolve the problem. It is important to work out the problem, if at all possible, with immediate supervision, as he or she is usually in the best position to be of assistance. The employee should bring the problem to supervision's attention within 10 days of occurrence.

However, if supervision is the source of the grievance, then the employee should go directly to Human Resources to discuss the problem. The Office of Human Resources will work with appropriate management to assist in resolving the situation. If discussing the concern with supervision or with Human Resources does not result in a satisfactory resolution of the problem, documentation should be submitted in writing, stating the problem or grievance to the head of the department and the vice president for human resources for review of the issue(s) so as to reach a resolution. Confidential counseling with Human Resources will be respected to the extent feasible for employees with complaints or problems.

The existence and/or use of this open-door policy does not alter the institution's at-will employment relationship with its employees.

10.12 Nepotism Policy

Moravian University faculty and staff are not to participate in employment decisions that result in a direct benefit to their relatives. In addition, a relative is not to have direct supervisory responsibility over another relative (this includes student employees). A situation may develop that may be advantageous to the University to hire relatives or partners who have expertise that would normally place them in the same department or area. In that case, arrangements must be made in consultation with and the approval of the Vice president for human resources so that one does not directly supervise the other and so the reporting lines for each person are clarified. In all cases of potential conflicts of interest, employees are required to remove themselves from decision-making processes that directly affect their relatives and partners. Employment decisions include but are not limited to initial appointment, reappointment, promotion, performance appraisal, and salary changes. A relative for purposes of this policy is considered a spouse, domestic partner, parent, child, sibling, grandparent, in-law, nephew, niece, cousin, aunt, or uncle.

10.13 Student/Employee Relationships

University faculty and other members of the administration and staff who teach or exercise authority over students, who provide counseling, advising, and mentoring to students, or who assess and evaluate student academic, artistic, or athletic performance are prohibited from cultivating a romantic or intimate relationship with students. The University prohibits these relationships because of the enormous power differential that exists between students, on the one hand, and between those persons who oversee and guide their work, play, and lives, on the other. The University consequently regards even consensual romantic or intimate relationships between students and those exercising authority over them as fraught with the possibility of abuse and favoritism. Employees engaging in relationships of this nature are subject to disciplinary action under the institutional Equal Opportunity, Harassment and Non-Discrimination Policy.

10.14 Employee Relationships

Consensual romantic and/or intimate relationships between members of faculty, administration and staff may compromise the University's ability to enforce its policies. Although these relationships are not strictly prohibited, the University does require them to be reported, in timely manner, to an immediate supervisor, as well as to the Human Resource Office or area Vice President, who will consider if any accommodations or corrective actions are required. Such actions may include a change in the responsibilities of the individuals involved or transfer to other locations or duties within the University in an effort to minimize workplace contact or

conflict of interest. Employees of the University (faculty, administration or staff) are prohibited from engaging in romantic or intimate relationships with any employee over whom they have supervisory authority. In situations involving this type of power differential, the employee in the position of power is subject to disciplinary action under the institutional Equal Opportunity, Harassment and Non-Discrimination Policy.

10.15 Children at the Workplace

The presence of small children in the workplace on a regular basis can cause difficulty and awkwardness for co-workers and other members of the campus community. While an occasional emergency may arise when a parent or guardian would have to bring a child to work for a limited period of time, the University does not expect this to occur on a regular basis, especially given the concern for possible injuries and accidents to the children and for the University's responsibility in the event of an accident or injury.

10.16 Outside Employment

All employees of Moravian University must follow agreements with the institution made at the time of hire. Full-time faculty members agree not to engage in any form of outside employment which constitutes a conflict of interest with their position at Moravian University or Moravian Theological Seminary. Additionally, administrative and support staff employees must abide by all terms of employment and should not seek outside employment without institutional approval.

When a supervisor has reason to believe that an employee is engaged in outside employment that is in violation of this policy, they are to consult the Office of Human Resources. The Office of Human Resources may be contacted by calling (610) 861-1527. Employees who partake in outside employment contrary to the direction provided by the institution are subject to disciplinary proceedings and/or involuntary termination of employment from the institution.

Should an unanticipated conflict of interest result from one’s outside employment, the employee should immediately notify the chief human resources officer. Upon learning of such conflict, the vice president for human resources, the employee’s supervisor, and the area vice president shall instruct the employee to terminate their outside employment. Failure to cease the outside employment as directed may be grounds for involuntary termination from employment at Moravian University or Moravian Theological Seminary.

10.16.1 Outside Employment of Faculty Members

Full-time faculty appointments are made on the mutual assumption that the appointee will not accept another paid appointment during the year. Exceptions may be granted by the president after authorization by the dean of the faculty.

10.16.2 Outside Employment of Administrative and Support Staff Employees

Compliance with this policy is the responsibility of the employee who seeks outside employment. After requesting permission to take part in outside employment, administrative and support staff members must await approval from their department head and the chief human resources officer. Typically, such activities will be approved unless there is a perceived or real conflict of interest, there are defined performance issues with the individual employee, or there is a conflict with current job responsibilities.

An administrative or support staff employee may usually perform outside employment while on vacation, holiday, or special leave. Nevertheless, the outside employment should not constitute a conflict of interest with the institution and the employee must have appropriate approval to partake in outside employment.

If granted permission to engage in outside employment, this employment is not to:

- Coincide or conflict with routine work within the institution during normal business hours (8:00 am – 4:30 pm) or an employee's regular work shift
- Conflict with job responsibilities that affect the employee's ability to perform their work satisfactorily at Moravian University or Moravian Theological Seminary
- Utilize institutional facilities, resources, property, or equipment
- Cause an employee to arrive late for or leave early from any scheduled shift or work hours at Moravian University or Moravian Theological Seminary
- Constitute a conflict of interest with the aims of Moravian University and/or Moravian Theological Seminary

10.17 Personal Appearance

As representatives of the institution with an ability to influence both public perception and internal morale, all University employees are expected to present a professional image to fellow staff, faculty, students, parents and all other visitors while on campus. Employees are expected to dress and maintain personal hygiene in a manner that is normally acceptable and reasonable within the context of the employee's responsibilities.

Administrative and office staff *should not* wear suggestive or provocative attire, jeans, athletic attire, shorts, sandals, sneakers, t-shirts, novelty buttons, and similar casual attire that does not promote a professional or collegial appearance.

Facilities and Campus Police employees must maintain the uniform dress requirements of their respective areas.

The Athletics Department coaching staff maintains special dress standards due to the nature of their positions.

All employees should adhere to the following:

- They should strive at all times to be clean and free of offensive odors.
- Hair should be clean and combed. Sideburns, beards and/or mustaches should be neatly trimmed.
- Tattoos and body piercings (other than earrings) should not be visible, if at all possible.

At its discretion, the institution allows employees to dress in a more business casual fashion throughout the year excepting for those instances when more formal professional attire is necessary as appropriate to responsibilities. In addition, for special institutional events, or with permission of their direct supervision special days may be designated for fundraising or other special initiatives (jeans, pink, spirit, etc.).

Summer attire may be worn after Memorial Day until the week prior to the commencement of classes. Notification is sent out by the Office of Human Resources. Summer attire, for the purpose of this policy, continues as business casual for men and women as indicated above.

Business casual on Friday's during the academic year for administrative and office staff celebrates Moravian spirit. During this time, business casual includes Moravian sanctioned logo shirts and tops. Human Resources will periodically provide seasonal selections through the University Bookstore. Similar to above, institutional business need may require appropriate professional dress.

10.18 Professional Consulting Activities

Each employee is required to obtain supervisory approval before making any commitments to perform professional consulting for which the employee receives payment. The employee must prepare a written outline of the nature and schedule of the proposed consulting. Supervision will review the consulting arrangement to ensure it will not adversely affect job performance. If the consulting arrangement requires any employee to take time off during the normal work schedule, the time will be charged as vacation unless arrangements are made with supervision to make up the lost time after normal working hours. The employee, in this circumstance, may be required to furnish periodic reports concerning the consulting activity to supervision.

If an employee is asked to provide consulting or other duties on-campus by another department, the employee's supervisor must approve any requests for extra duty prior to the work being performed. Because non-exempt staff members are covered under the Fair Labor Standards Act, overtime standards will govern how the employee will be paid. Human Resources will determine the appropriate pay based on the employee's regular rate of pay or the prevailing rate of pay for the extra duty. The department for whom the employee is performing extra duty work is responsible for all overtime pay associated with the extra duty.

10.19 Privacy of Information

As a matter of institutional policy, information about employees is not released upon outside inquiry without written authorization by the employee, or subject to a court order or other legal requirement, such as properly identified and duly authorized law enforcement officials**.** Specific requests about performance, income, length of service, and related data **must** be referred to Human Resources. General inquiries from media sources should be referred to the Office of Public Relations. In keeping with these policies, anyone who handles personal information about students or other employees has the obligation to maintain strict confidentiality.

10.20 Confidentiality

Except as properly authorized by the institution, it is the responsibility of all employees to maintain the confidentiality of:

- Proprietary information of the Moravian University or Moravian Theological Seminary
- Information entrusted to the institution by trustees, employees, students or other visitors, which is otherwise not readily available to the public

Employees should refrain from discussing confidential institutional business with outsiders and with anyone else who does not have a legitimate need to know the information. Employees should refer outside inquiries regarding the institution to the appropriate vice president authorized to respond to the particular inquiry.

10.21 Conflicts of Interest

Each employee is expected to conduct private business and personal activities in a manner that avoids conflict with the interests of Moravian University.

10.21.1 Definition of Conflict of Interest

Conflict of interest is defined as any activity or interest which has direct or indirect financial consequences and impairs or may be seen to impair an individual's independent, unbiased judgment in the performance of his or her responsibilities to the University. This definition also applies to any activity or interest conducted by dependent family members, such as spouse or same sex partner, child, parent, etc.

A person has a financial interest if the person has, directly or indirectly, through business, investment or family (a) an ownership or investment interest in any entity with which the University has a transaction or arrangement, or (b) a compensation arrangement with the University or with any entity or individual with which the University has a transaction or arrangement, or (c) an actual or potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the University is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are more than incidental. "Family" includes a spouse, parent or other ancestor, sibling (or spouse), child (or spouse), grandchild (or spouse) or great-grandchild (or spouse), or any other relative if the latter resides in the same household as the interested person.

10.21.2 Disclosure of Conflict of Interest

It is not possible to define all situations which could constitute a Conflict of Interest. Therefore, it is the responsibility of all trustees, faculty members and employees to seek guidance prior to entering into any such situation or to report timely any existing situation covered under this Policy.

Any such situations should be reported to the Vice-President for Administration, who will communicate the matter to the Audit sub-Committee of the Board of Trustees and to the President when it is warranted. The Audit sub-Committee will oversee any investigation and will participate as appropriate, and approve any waiver or action to be taken. The resolution by the Audit sub-Committee and its determination shall be final. Early disclosure, reporting or seeking of guidance is strongly encouraged, since this increases the likelihood that a simple change in procedures or duties can often resolve the matter satisfactorily.

In the event a Conflict of Interest is not reported by the trustee, faculty or employee and becomes known by other means, this could result in disciplinary action being taken.

10.21.3 Policy Acknowledgment

Upon initial association with the University, trustees, faculty members and employees shall be required to sign a statement acknowledging the existence of an actual or possible Conflict of Interest. In addition, trustees and certain employees and faculty members will be required to renew this acknowledgement annually.

In all activities conducted as an employee of the institution, an employee should always place the lawful and legitimate interests of the institution over personal gain.

10.22 Confidential Disclosure

All employees have the ability and responsibility to report any questionable financial activity. Employees wishing to raise a questionable matter should first discuss the matter with their immediate supervisor. The University will protect the “reporting person” from any retaliatory action from the supervisor should it arise. Either the "reporting person" or the supervisor is required to report the matter in accordance with the procedure described below.

If the "reporting person" believes it would be inappropriate to discuss the matter with their supervisor, or is not satisfied after discussion with their supervisor, the matter should be reported in accordance with the following procedure.

Reports, either signed or anonymous, involving any of the matters which are subjected to this Policy, should be sent to the University President. Reports should be in writing, marked "Confidential" and should contain details of the matter under question. .

Upon receipt of any such reports, the University President will report the matter to the Chairman of the Finance Committee of the Board of Trustees, and advise the Chair of the Board of Trustees as appropriate.

10.22.1 Confidentiality and Prohibition of Retaliation

Information related to any reported matters and details of any investigations will be kept confidential to the maximum extent possible, consistent with the need to conduct an investigation and correct any matters or procedures.

Retaliation of any kind against any personnel involved in reporting or investigating any matters is forbidden and any person engaging in retaliation is subject to disciplinary action

10.23 Drug-Free Workplace and Drug-Free Schools and Communities Acts

In support of the national strategy to combat illegal drug and alcohol abuse, Congress enacted the Drug-Free Workplace and the Drug-Free Schools and Communities Act Amendments which require that “as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education, State educational agency, or local educational agency must certify that it has adopted and implemented a program to prevent the unlawful manufacture, possession, use or distribution of illicit drugs and alcohol by students and employees.” Therefore, Moravian University have developed the following statement to inform the community of the seriousness of the use and abuse of illicit drugs and alcohol and to set forth the standards of conduct regarding such activity by employees and students of the institution.

10.23.1 Mandatory Reporting and Community Responsibility

Moravian University students and employees are both citizens and members of the academic community. As citizens they enjoy the same rights and obligations that other citizens enjoy, and, as members of the academic community, they are subject to the rights and obligations which accrue to them by virtue of this membership. Students and employees are expected to be honorable and ethical in every regard and to have consideration for the welfare of others as individuals and for the community as a whole.

As such Moravian University, designates all employees of the University mandatory reporters of incidents or disclosures of harassment, discrimination, and/or retaliation under the Equal Opportunity, Harassment, and Non-Discrimination Policy and requires all employees to undergo regular training on these topics. All employees are encouraged to report concerns of any nature to Campus Police, student behavioral concerns to SHARE (student help and referral), bias-related incidents to BRIT (bias response and intervention team), and/or incidents of sexual violence, harassment or discrimination to Equity and Compliance (Title IX).

10.23.2 Standards of Conduct (Alcohol Policy)

See Alcohol Policy at https://www.moravian.edu/policy/alcohol-policy.

The unlawful manufacture, possession, use, or distribution of illicit drugs and alcohol on institutional property or on campus while conducting any officially sanctioned institutional activity by any student or employee of the institution is strictly prohibited. Students and employees will be subject to severe disciplinary action and may incur penalties prescribed by civil authorities. Faculty and staff, as a condition of employment, must abide by the terms of this policy and report any convictions under criminal drug statute for violations occurring on or off the premises while conducting business for the institution within five (5) days after the conviction.

Sanctions for violation of any of the aforementioned standards imposed on employees may vary from mandatory participation in rehabilitation programs to termination of employment and referral for prosecution.

10.23.3 Definition of Illicit Drugs and Alcohol

Illicit drugs are controlled substances that possess a high potential for abuse, have limited or no

accepted medical use in the United States, and demonstrate a lack of accepted safety for use unless under medical supervision. Controlled substances so defined fall under seven headings:

- *Marijuana* (marijuana, hashish)
- *Stimulants* (amphetamines, cocaine)
- *Depressants* (barbiturates, tranquilizers, hypnotics)
- *Hallucinogens* (acid, PCP)
- *Opiates or narcotics* (heroin, morphine, opium, codeine)
- *Inhalants* (sprays, solvents, glue)
- *Designer drugs* (synthetic drugs similar in effect to stimulants, hallucinogens, and narcotics)

To be used legally and safely, some of these drugs must be prescribed by a physician. This list is not comprehensive; omitted substances may be illegal and fall under the designation of controlled substances.

Alcohol, the shortened term for ethyl alcohol, is a depressant that slows the activity of the central nervous system and the brain. Alcohol is a substance regulated by local, state, and federal agencies with respect to the purchase, transportation, consumption, and possession by individuals under age 21.

10.23.4 Health Risks

All drugs, including alcohol, can produce serious side effects. Because drugs impair the mind, they increase the likelihood of accidents and violent behavior. The many health risks associated with alcohol use are well documented. Small amounts may affect judgment and coordination, impairing an individual's performance of even simple routine tasks. The repeated use of alcohol can lead to dependence, with myriad physical, emotional, and psychological complications. Effects of the prolonged use of alcohol may include the following: (1) damage to the central nervous system; (2) malnutrition and anemia; (3) damage to the heart, lungs, and liver; (4) mental disorders; and (5) death. The health risks associated with the seven categories of illicit drugs may include the following:

- *Marijuana:* impaired memory, lung and pulmonary damage, chronic emphysema, cancer and toxic psychosis
- *Stimulants:* paranoia with hallucinations, dizziness, headaches, abdominal cramps, malnutrition, over-stimulation of the central nervous system, seizures, stroke, heart failure, and death
- *Depressants:* initial effects are similar to alcohol inebriation; slowed reflexes, unstable mood, loss of memory, coma, and death
- *Hallucinogens:* distortion of reality, including illusions and hallucinations, injury of self or others, convulsions, brain damage, coma, and death
- *Opiates (narcotics)*: skin abscesses, respiratory damage, malnutrition, pneumonia and hepatitis, heart disease, diabetes, coma, and death
- *Inhalants:* fatigue, weight loss, permanent damage to the nervous system, hepatitis, and organic failure
- *Designer drugs:* psychosis, instant paralysis and brain damage, and death

In summary, drug and alcohol abuse can reduce the body's resistance to infections and bring about malnutrition, organic damage, and mental illness. Overdoses of these substances can cause psychosis, convulsions, coma, and death.

10.23.5 Counseling and Treatment

Employees who use controlled substances or who abuse alcohol are encouraged to seek assistance and/or referral through the Moravian University Health Center (861-1567), the Counseling Center (861-1510) or the Office of Human Resources (861-1527). Individual counseling is provided by the staff from the Counseling Center for short-term crisis intervention. Planning for continued treatment considers the situational context and individual needs and may include referral to off-campus agencies.

Many options are available in the Lehigh Valley and surrounding areas for employees and students in need of substance abuse counseling. Some of these centers are noted below:

- *Intake and Referral:* Lehigh Valley Drug and Alcohol Intake Unit (610 432-2228), (610 866-4088)
- *Support Groups:* Alcoholics Anonymous (610 882-0558), Narcotics Anonymous (610 439-1998)
- *Residential treatment:* Caron Foundation, serves both adolescents and adults (800 678-2332); Breakthrough at Penn Foundation, serves adults only (800 245-7366)
- *Outpatient Counseling*: Lehigh Valley Addictions Treatment Services (610 866-0918); Confront/Treatment Trends Inc (610 433-0148); St. Luke's Hospital Addictions Treatment Services (610 954-2400)

This list is only a partial listing of the services and programs available in the greater Lehigh Valley and surrounding areas. The appearance of a program or service on this list is not to be construed as an endorsement of the identified agency by the institution. Should any of these programs or agencies prove to be unsuitable, additional options may be explored with any of the three offices noted above.

10.23.6 Legal Sanctions

The purchase, consumption, transportation or possession of alcoholic beverages by a person under 21 is punishable by fines of up to $400 and loss of driving privileges in Pennsylvania. Misrepresentation of age to purchase alcohol, and altering, selling, or manufacturing false identification is also punishable by minimum fines of $500 and loss of driving privileges. The selling or furnishing of alcoholic beverages to those under 21 is punishable by a mandatory fine of $1,000 for the first offense and $2,500 for each subsequent violation. Lying about age to obtain alcohol, making a false ID, and furnishing alcohol to individuals under age 21 are misdemeanor offenses.

The legal sanctions for the unlawful possession, use, or distribution of illicit drugs are more diverse than the sanctions governing alcohol. They may vary from fines for first-time misdemeanor offenses involving simple possession of certain substances, to felony counts and multiple year terms of imprisonment for more serious violations. The unlawful possession of less than 30 grams of marijuana or less than 8 grams of hashish, for example, is a misdemeanor and may carry a maximum jail sentence of 30 days and/or a fine of $500. The manufacture, delivery, or possession with intent to manufacture or deliver heroin and other narcotics is a felony and carries a maximum jail sentence of 15 years and/or a $250,000 fine. A more complete summary of penalties related to unlawful possession, use or distribution of alcohol and illicit drugs may be found in the Department of Campus Police or the Student Affairs Office. Individuals seeking legal advice regarding drug or alcohol related laws should consult legal counsel.

10.24 Moravian University Position Statement on AIDS—Abridged Version

Moravian University recognize the growing epidemic of human immunodeficiency virus (HIV) infection at the global, national, and local levels. It is prudent therefore, for the institution to adopt policies and practices which presume the possibility of HIV presence. Specific safeguards are felt to be important for seropositive individuals. These safeguards, listed below, are built primarily around issues of confidentiality and non-discrimination.

- No student shall be denied enrollment and no individual shall be denied employment on the basis of an HIV infection.

- Testing for seropositivity shall not be a requirement of admission or employment.
- Individuals who are seropositive, whether or not symptomatic, shall not be denied free and unrestricted access to all University facilities, programs, or events.
- HIV infection shall not be used to restrict participation in any of the University educational, recreational, social, or athletic activities.
- Individuals who know that they are seropositive are encouraged, although not required, to discuss their condition with the health services director. Such disclosure shall be for the purpose of proper medical care and follow-up. Any disclosure shall be kept in the strictest confidence in accord with the maintenance of confidentiality of medical records and will be released only with the express written permission of the seropositive student or employee unless required by law to be reported.
- Health services will be available to provide individuals with medical guidance, supervision, and appropriate referrals for HIV antibody testing. All such involvement with Health Services as well as any information shared or generated by that involvement will be kept strictly confidential unless required by law to be reported.
- The University Health Service must report to local public health authorities cases of AIDS meeting the criteria of the surveillance definition of the Centers for Disease Control.
- Any individual concerned about HIV or HIV-related issues may seek personal counseling and assistance through the Counseling Office. As with Health Services, confidentiality shall be strictly protected within statutory limits.
- Any employee having questions regarding HIV infection and its relationship to employment or the workplace may address those questions to the Vice president for human resources. All such questions or concerns shall be kept strictly confidential.
- No individual shall be denied access to residential housing nor otherwise isolated, restricted, or segregated on the basis of seropositivity.
- In accord with the principle of confidentiality and current medical information, the University has no obligation to inform co-workers, instructors, roommates, or others of any individual's HIV status.
- Individuals with AIDS shall be accorded the legal status of having a handicapping condition.
- Parents, media, or other persons outside the University community seeking information regarding the status of HIV infection on campus or the institution's response to such infection, shall be directed to the president of the University or his or her designee.

The institution recognizes that as AIDS information is updated, periodic changes in the institution's position and practices may be necessary. The full text of the Moravian University Position Statement on AIDS and Statement on Practices Related to AIDS is available in the Office of Human Resources.

10.25 Employee Records and Information

The Office of Human Resources maintains a record of each employee's employment at the institution, including such information as education, experience, work performance, and progress. These records are carefully reviewed when an employee is being considered for promotion, salary increase, or transfer.

In accordance with institutional policy and applicable law, all employee records (including but not necessarily limited to application forms and other records pertaining to hire, promotion, demotion, transfer, work schedule, layoff, termination, rates of pay or other terms of

compensation, performance appraisal, and selection for training) kept by the institution will be

preserved for at least three years from the date of the personnel action.

A personnel file may contain personal data as well as employment information. The Office of Human Resources regards this information as confidential and will release it only with the written permission of the employee or by court order or other legal requirement.

When the Office of Human Resources receives a request for information from agencies, stores, banks, or other institutions, only non-confidential information such as dates of employment and name of department will be released. Confidential information such as pay rate, past earnings, home address, or phone number will not be released unless authorized in writing by the employee.

Any change of home or work address or telephone number, a change in emergency contact information, or other personal data changes must be reported to Human Resources. Employees may also designate the suppression of home address and telephone number in the staff directory. Changes in name require the employee to present a copy of a new Social Security card to the Office of Human Resources and to complete a form provided by that office. The acquisition of further education or work-related skills should also be reported to the Office of Human Resources.

The information in individual personnel files may be accessed only by the employee, Human Resources staff members, and other members of management or President's staff on a need-to-know basis. An employee may inspect his or her individual personnel file by contacting Human Resources for an appointment. The following procedures apply:

- Individuals may only inspect their own file.
- Individuals may take notes on the contents of their file.
- Individuals may request Human Resources to make copies of specific documents. The individual must pay the cost of the copies. The cost per page is 50 cents.
- Individuals may not remove any of the contents of their file.
- Individuals must sign an *"Inspection Statement"* upon completion of their inspection.
- Individuals may submit a rebuttal to any information deemed inappropriate.
- Except for reasonable cause, inspections are limited to one per year.

10.26 Dog Friendly Policy/Pets

The Moravian University Dog Friendly Policy allows faculty and staff the privilege of bringing their family dog, defined by the University as having been in the family for at least one year and being of at least one and half years of age, to campus. Moravian University strives to provide a safe environment for members of the University community, and to protect, maintain, and regulate the dog ownership privilege enjoyed by community members. It is the responsibility of the dog owner to value the rights of students, faculty and staff as well as the physical beauty of the campus. The Dog Friendly Policy provides the guidelines by which this can be accomplished. Every dog owner is encouraged to consider carefully the advantages and disadvantages of the campus environment for his/her dog. Regardless of the circumstance, the owner is ultimately responsible for the actions of his/her dog.

10.26.1 Process

10.26.1.1 Requirements:
All dogs must be spayed/neutered, clean, well-behaved, non-aggressive, housebroken and up to date on vaccinations and flea treatments. Exceptions to spaying and neutering are made for dogs whose owner presents evidence of: 1) ongoing show participation annually, or 2) breeding. Dogs cannot weigh more than 100 pounds and must be fully grown. Aggressive behavior of any dog toward other animals or humans is not tolerated. Any dog that displays aggressive behavior is not considered an acceptable dog and is not allowed on campus at any time.

10.26.1.2 Registration:
Faculty and staff whose dog will be spending time on campus must register their dog with Campus Police. The cost of registration will be $60 per calendar year (subject to change and not prorated) and each dog will receive a tag that must be worn and visible while on campus. Visiting animals require pre-registration to ensure both dog and campus protection from too many animals in one area. Registration is inclusive of veterinary documentation confirming spaying/neutering or show participation as well as the latest vaccinations and flea treatment. Registration for faculty and staff must be accompanied by the completed Dog Registration Form and Dog On-Campus Approval Form with approval from their director/chair and the area VP. Supervisors are required to notify employees in an office area if a dog will be present. In addition, the employee must keep visible signage (available upon registration) at their office when the dog is present.

10.26.1.3 Permissible Dog Friendly Areas:
Dogs are permitted in private offices but are not permitted in administrative or faculty spaces open to the public during working hours since these are considered public spaces. Faculty dogs may be permitted in classes if advance notice is provided and no individuals express any concern (e.g. allergy, fear) about having a dog present. Dogs must be leashed and under control of their owner in all common areas (hallways, elevators, stairwells, etc.) at all times. Dogs may not be left unattended in common areas regardless of how they may be secured. Dogs may be left unattended in private offices if the door is closed; however, the dog **must** be crated and a sign posted as to the presence of a dog inside. Regardless of whether the dog is in a private office or a common area the owner is responsible for immediate cleanup and repairs of incidental damage caused by the dog. Cleanup should be thorough enough so as to generate no additional work for the University staff. Physical damage to University property should be reported immediately to Campus Police, and the area VP, and any costs to repair or replace University property will be charged to the owner.

10.26.1.4 Impermissible Dog Areas:
Dogs are not allowed in any public areas of University buildings; this includes but is not limited to: shared offices, athletic venues, food service, and dining areas. Student rooms are also considered impermissible areas.

10.26.1.5 Owner Responsibilities:
Owners need to ensure that their dogs have timely ‘potty’ breaks outside as well as clean up any waste left by their dog, both inside and outside buildings. Only approved cleaning supplies obtained from facilities are to be used to clean up after dogs who may have an accident inside an office or common area. The owner must supply their own pick-up bags for waste removal. Dogs must be leashed at all times except when they are in the owner's office. Leash lengths should not exceed 6 feet. When there is a dog in any office, signage must indicate the animal’s

presence. Routine disturbances, disruptions and/or annoyances by a dog will not be tolerated. In the event that there is a member of the Moravian community who is uncomfortable or allergic to animals, the employee must make appropriate arrangements to meet the individual in an alternative, animal free area. Dog owners are personally responsible and assume all financial liability for any injuries caused to individuals or any damage caused to buildings or property (reporting responsibility regarding damage or injury also lies with the owner). Dogs are the responsibility of the owner and not of support staff or others on campus.

10.26.2 Reporting Concerns and the Hound Council:

A Hound Council is established to adjudicate violations of the dog friendly policy on Moravian's campus. It will be composed of faculty, staff and students to decide on consequences of violations including fines and potential removal of the dog from campus (Dog bites, no matter how severe or insignificant will be cause for the immediate and permanent removal of the dog from campus.)

Any dog bite or dog incident that involves physical harm or property damage inflicted by a dog must be immediately reported to Campus Police and the area VP. All applicable PA state dog laws under Title 3 P.S. Chapter 8 Dogs and Cats will be followed. The Director of Campus Police or his/her designee has the authority to suspend the dog-on-campus privilege pending investigation of any such incident, and will also notify Human Resources of any injury. Suspension requires immediate removal of the dog from campus until such time as the Council can review the situation. When appropriate, the Director of Campus Police can also call Animal Control to assist in the handling of dog incidents. All incidents are referred to the Hound Council for review and response.

It is the goal of the University to encourage any individual who is uncomfortable with a particular dog to be certain his or her needs or feelings are communicated appropriately. Whenever reasonably possible, this issue should be discussed with the dog owner or reported to faculty or staff member's immediate supervisor/chair. However, when such a route is not appropriate or has not been effective, the incident or general concern should be reported to the Office of Human Resources, which will present the matter to the Hound Council. Human Resources will maintain any confidential medical information involving employees which is offered in support of or in opposition to a particular dog on campus. Dog owners must be respectful and responsive to their co-workers, colleagues and students by being fully responsible for addressing any such problems or concerns.

The prioritization of treatment should always be for the faculty, staff, student or visitor, then the dog.

Institutional policy prohibits all pets, other than fish, in undergraduate residence areas. Pets other than registered dogs are not permissible in administration and academic facilities of the University. This insures the health and comfort of students and employees while providing for the general cleanliness of our facilities.

Dogs needed to provide services and assistance for medical or physical reasons are permitted.

10.27 Employment Separation Policy

The Office of Human Resources provides guidance to employees leaving the institution in order to gather information, collect institutional property, review pertinent employee benefit matters, and arrange for distribution of the final paycheck. This policy applies to all employees.

10.27.1 Voluntary Separation/Resignation

A voluntary separation occurs when an employee resigns from the institution at his or her request. An administrative employee who plans to leave the institution must give at least four (4) weeks (twenty working days) notice in writing to his or her immediate supervisor and to the Human Resources department. A support staff employee who plans to leave the institution must give at least two (2) weeks (ten working days) notice in writing to his or her immediate supervisor and to the Office of Human Resources. The administrative or support staff member who resigns is entitled to payment for any accrued but unused vacation time. However, if the employee does not give the appropriate notice as provided above, the employee will not be paid for unused vacation time. Employees may not use vacation time in lieu of the notice period or to extend their employment. There is no severance pay or payment for unused sick days, excused absences, or floating holidays. If the effective date of resignation is an institutional holiday, the staff member is not eligible for payment for the holiday unless the staff member works the work day before and after the holiday.

The period of notice may be shortened if there is mutual agreement between the staff member and the supervisor.

10.27.2 Involuntary Separation/Termination

An involuntary separation is initiated by the institution. Accrued but unused vacation will be paid except in the case of willful or gross misconduct.

Termination of an individual may result from reorganization or financial exigencies. At the institution’s discretion, pay may be substituted for all, or a portion of, the notice period. An involuntary Separation/Termination in this instance is not appealable.

The employee is responsible for contacting the Office of Human Resources in order to complete the necessary paperwork and schedule an exit interview.

10.27.3 Abandonment of Position

Abandonment of position is defined as absence of three (3) consecutive work days without appropriately notifying the department. Abandonment of position will be regarded as a voluntary resignation. An employee who voluntarily resigns by abandonment of position will not be entitled to a grievance hearing. The vice president for human resources or a designee may investigate and review records to determine if an employee's actions and behavior indicated abandonment of position and voluntary resignation.

10.27.4 Criminal Charges and Convictions

An employee criminally charged for an act involving moral turpitude, a felony, or misdemeanor which adversely reflects on his or her suitability for continued employment or the well being of other faculty or staff; or causes adverse publicity against the institution, may result in an immediate suspension pending the final disposition of the court. If found not guilty, the employee may be eligible for reinstatement. The institution, however, may conduct its own investigation and take disciplinary action based upon the findings.

10.28 Policy Regarding the Use of Electronic Facilities

Moravian University (the "institution") provide their personnel with equipment and telecommunications resources ("electronic facilities") for use in conducting the Institution's business and promoting the interests of the Institution. *This document sets forth the policies and guidelines for the use of electronic facilities by all the institution's personnel.* ***Violation of these policies and guidelines may constitute grounds for disciplinary action by the institution, up to and including termination.***

10.28.1 Electronic Facilities Defined; Access

Electronic facilities include telephones, voice-mail, dictation equipment, pagers, cellular telephones, personal digital assistants, copiers, standard and electronic facsimile devices, e-mail, instant messaging and Internet access, computers (laptops and desktops), peripheral equipment, network equipment, and all software provided by the institution. The institution shall, at its sole discretion, determine whether and to what extent its personnel should have access to electronic facilities. Personnel not granted access to some or all electronic facilities shall not utilize such electronic facilities. Personnel shall not afford or facilitate third party access to any electronic facilities at any time.

10.28.2 General Policy

Electronic facilities are property of the institution and are provided to the institution's personnel to enable them to better conduct the business of the Institution and to promote the interests of the Institution. The Institution's personnel are required to use electronic facilities solely for these purposes and in a professional, ethical and lawful manner cognizant of the risks that may arise from their use (refer to the Acceptable Use Policy for policy specific to PCs at http://home.moravian.edu/public/cit/inter/policy.html).

10.28.3 Acceptable Use of Electronic Facilities

- Use consistent with the mission of Moravian University.
- Use for purposes of, or in support of, education, research or in matters that are in the best interests of Moravian University.
- Use related to administrative and other support activities considered consistent with the mission of Moravian University.

- Personal use, including personal communications, should be *limited, occasional, and infrequent*, as long as these do not interfere with the mission of the institution or overload system or network resources.
- Personal purchases for other than business use should not routinely be transacted using electronic facilities. Any use of personal equipment, software or other devices other than personal planners utilized with institutionally-owned electronic facilities must be approved by the institution. ***The institution may limit or prohibit personal use at any time. Violation of these restrictions can result in loss of personal use of the institution's electronic facilities or disciplinary action, including termination.***

10.28.4 Unacceptable Use of Electronic Facilities

- Use of Moravian computers, networks or other electronic facilities that violates federal, state or local laws or statutes.
- Providing, assisting in, or gaining unauthorized or inappropriate access to Moravian's computing resources or other electronic facilities.
- Use of Moravian computers, networks or other electronic facilities for unauthorized or inappropriate access to systems, software or data at other sites.
- Use of Moravian's systems, networks or other electronic facilities to copy, store, display, prepare derivative works of, or distribute copyrighted material in any medium without the express permission of the copyright owner, except as otherwise allowed under copyright law.
- Installation of software on Moravian-owned computers or other electronic facilities that is not either in the public domain, or that legal licensing has not been acquired by the individual user, or by the institution, either by IT or another department.
- Activities that interfere with the ability of others to use Moravian's computing resources, other network connected services or electronic facilities effectively.
- Activities that result in the loss of another person's work or unauthorized access to another person's work.
- Connecting one's personal computer to Moravian's network without active and current anti-virus protection. Similarly, no electronic facilities should ever be used to create, store, send, or receive viruses, worms or other material that will adversely affect electronic facilities.
- Distribution of obscene, abusive, harassing, derogatory, discriminatory or threatening messages via electronic facilities such as email or instant messaging as well as the creation, storage, and reception of such.
- Distribution, creation, storage, and reception of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion of the network or other electronic facilities.
- Use of Moravian computers, networks electronic facilities for commercial use or profit-making enterprise, except as specifically agreed to with the institution.
- Use inconsistent with the acceptable use policies of PenTeleData or other internet providers. The policies specific to the current provider are available on the Web site of PenTeleData.

10.28.5 Waiver of Privacy

Employees waive any expectation or right of privacy in information that they create, store, send, or receive on or with electronic facilities. Employees expressly authorize the institution to access and review any information created, stored, copied, sent or received on or with electronic facilities where there is reasonable cause to suggest violation of institutional policies.

10.28.6 Confidentiality; Security

Employees should not use electronic facilities to create, store, copy, send or receive confidential information belonging to the institution, its personnel, or its students unless and to the extent that they have determined that adequate steps have been undertaken to protect such confidential information. Passwords and other security information related to electronic facilities are confidential information of the institution and should be handled accordingly. Peer-to-peer file-sharing software such as KaZaa is not to be installed on Institutionally owned computers due to its potential for distributing viruses, for network congestion, and for copyright infringement. Screensaver passwords are to be set up on all employees' desktop computers to protect against unauthorized network access through unattended logged-in computers. Employees should periodically change passwords and other security protections. Employees shall use encryption and other similar technology provided by the institution to appropriately protect information from unauthorized sources. Institutional information, including email, should not be encrypted, password protected, or otherwise shielded from authorized personnel.

10.28.7 E-Mail

Employees acknowledge that **e-mail** is: (a) **not private**; (b) **not secure;** and (c) **may contain viruses, worms** or other material that will adversely affect electronic facilities. All employees should exercise caution in opening e-mail and especially e-mail attachments. Similarly, employees should not access their individual personal e-mail systems through the institution's electronic facilities unless absolutely necessary, or where such use has been sanctioned by the institution. Employees should refrain from responding to surveys and questionnaires received by e-mail unless they are specifically related to their work. Personnel are responsible for establishing and maintaining their mailboxes, schedules, and directories in electronic facilities but recognize that they are the property of the institution. Automatic forwarding of sensitive or confidential institutional e-mails is prohibited without authorization of the institution.

10.28.8 Observance of Rights of Third Parties

Employees acknowledge that electronic facilities often utilize software and other items owned or licensed by third parties and protected by patents, copyrights, trademarks and other legal protections. Further, personnel acknowledge that electronic facilities can be used to access books, periodicals, and other items (including databases) and can be used to create, store, copy, send, or receive information that is similarly protected. Electronic facilities should never be used in a manner that violates the rights of third parties.

10.28.9 Compliance

All institution personnel shall confirm their compliance with this policy when requested by the institution.

10.28.10 Modification

The institution reserves the right to modify these policies and procedures from time to time by posting any revised policies and procedures on the institution's intranet, which most personnel in all offices with access to electronic facilities are able to access. In the instances where access to electronic facilities is not readily available, hard copy policy changes will be distributed.

10.28.11 Use of Personal Cell Phones

The use of personal cellular phones during work time is not typically allowed unless for emergency or bonafide business purposes. Employees may use personal cell phones during break periods, including meal breaks. Continued violations will result in corrective action up to and including termination of employment.

10.29 Policy for Acceptable Use of Computing Resources - Employees

Please note: Logging into or otherwise connecting to the campus network implies acceptance of this Moravian University and Theological Seminary policy.

Moravian University's computing equipment and network resources are dedicated to Moravian University business to enhance and support the educational mission of Moravian University and Theological Seminary. These resources include all computers, workstations and multi-user computer systems along with local area networks as well as connections to other computer networks via the Internet. All students, faculty and staff are responsible for using Moravian's computing resources in a safe, effective, ethical, and lawful manner.

Use of the Moravian University's computer equipment and peripherals is a privilege that is available to users for occasional use on personal, important issues provided such use does not interfere with the job responsibilities of the individual or others. Moravian University has the right to inspect information stored on its system at any time, for any reason, and users can not and should not have any expectation of privacy with regard to any data, documents, electronic mail messages, or other computer files created or stored on computers within or connected to the University's network. All Internet data composed, transmitted, or received through the University's computer system is considered part of the University's records, and as such, subject at anytime to disclosure to University officials, law enforcement, or third parties.

Moravian University reserves the right to monitor user activities on all University computer systems and to monitor communications utilizing the University's network to ensure compliance with University policy and with federal, state and local law. Monitoring shall be performed only by individuals specifically authorized by the Vice President of Administration and will collect only the minimum data necessary to meet institutional requirements. Data collected through monitoring shall be made accessible only to individuals authorized by the Vice President of Administration. These individuals are responsible for maintaining its confidentiality.

The intent of this Acceptable Use Policy is to give an overview of acceptable and unacceptable uses of Moravian's computing resources without exhaustively enumerating all such uses and

misuses. This statement is intended as an addition to existing policies concerning academic honesty and the use of facilities.

The predominant goal of this policy is to safeguard the University's computing resources, promote honesty, respect for individuals, and respect for both physical and intellectual property. All expectations regarding academic honesty and professional ethics extend to assignments completed in electronic form. It is never permitted to use another person's computer authorization for any purpose or to provide your own authorization to another person. It is never permitted to access someone else's work without explicit permission. It is not permitted to engage in any activity that would harass others or impede their work. All members of the campus community are required to adhere to all copyright laws. As part of the Internet community, students connecting their computers to our network are required to take reasonable precautions against viruses, spyware, and adware.

While Moravian makes every effort to maintain the security of its systems, it should be noted that there is no guarantee of privacy of electronically stored information or electronic mail. Users of institution-operated computing resources should also be aware that the institution reserves the right to inspect information stored on its systems when there is probable cause to suggest a violation of institution policies. Furthermore, IT actively monitors and scans its network for unauthorized network devices and services such as network switches and wireless access points.

Standards of ethics and behavior while computing should follow standards of ethics and behavior as outlined in other Moravian handbooks and policy documents. Disciplinary procedures for violations may result in curtailment of network privileges and otherwise will follow standard institutional procedures.

The items below constitute examples of acceptable and unacceptable use:

10.29.1 Acceptable Use

- Use consistent with the mission of Moravian University and Theological Seminary.
- Use for purposes of, or in support of, education and research.
- Use related to administrative and other support activities considered consistent with the mission of Moravian University and Theological Seminary.
- Occasional use for personal matters of importance are permitted as long as such use does not interfere with the job responsibilities of the individual or others.

10.29.2 Unacceptable Use

- Use of Moravian computers or networks that violates federal, state or local laws or statutes.
- Providing, assisting in, or gaining unauthorized or inappropriate access to Moravian's computing resources.
- Use of Moravian computers or networks for unauthorized or inappropriate access to systems, software or data at other sites.
- Installing on the network unauthorized network devices and network services such as wireless access points, Internet address resolution servers, hubs, routers and switches.
- Use of Moravian's systems or networks to copy, store, display, prepare derivative works of, or distribute copyrighted material in any medium without the express permission of

the copyright owner, except as otherwise allowed under copyright law.

- Installation of software on Moravian-owned computers that is not either in the public domain, or that legal licensing has not been acquired by the individual user, or by the institution, either by IT or another department.
- Activities that interfere with the ability of others to use Moravian's computing resources or other network connected services effectively.
- Activities that result in the loss of another person's work or unauthorized access to another person's work.
- Connecting one's personal computer to Moravian's network without active and current anti-virus, anti-spyware, and adware protection.
- Distribution of obscene, abusive or threatening messages via electronic media such as email or instant messaging.
- Distribution of chain letters or broadcasting to lists of individuals in such a manner that might cause congestion of the network.
- Use of Moravian computers or networks for commercial use or profit-making enterprise, except as specifically agreed to with the institution.
- Use for personal business, shopping, or recreation.
- Use inconsistent with the acceptable use policies of PenTeleData. These policies are available on the Web site of PenTeleData

10.30 Policy Concerning Freedom of Inquiry and Expression

Students, faculty, and staff are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are always free to support causes by orderly means, i.e. those that do not disrupt the regular and essential operation of the University. At the same time, it is required that, when making public statements or engaging in public demonstrations or expressions, they disassociate their statements and activities from the University unless otherwise authorized by the University.

If consideration is being given to a protest, organizers must discuss their plans in advance with the Director of Campus Police or his designee. For purposes of this policy, a protest is defined as a gathering of students, faculty, and/or staff of Moravian University on institutional property in order to make a public statement about and therefore draw attention to a University, local, state, or federal issue.

The University supports the rights of its students, faculty, and staff to assemble and express their views. However, any protest or demonstration must respect established legal parameters. Accordingly, a protest may not block streets, right of way, or sidewalks; jeopardize the safety of individuals or the integrity of University or other property; intimidate, harass, or threaten passers-by; include individuals who are not members of the Moravian University community; involve entry of buildings where their presence would disrupt the administrative or educational functions taking place therein; involve alcohol; or involve sound amplification. The location for campus protests will be determined on a case-by-case basis by Campus Police after consultation with protest organizers. In establishing a site, decision-makers will balance concern for the safety of all involved with an acknowledgement that the proximity, and therefore visibility, of a protest to any protest-related activities may influence the effectiveness of the event.

10.31 Weapons Policy

Moravian University is a private institution and prohibits all students, faculty, staff, administrators, independent contractors and other guests to possess or use firearms on its property, including all related buildings, grounds, parking areas, any University-owned or leased property inclusive of vehicles, even by those who may possess a valid concealed carry or other permit. On-duty campus police officers may carry their service weapon or other defensive devices for which they are trained when conducting official business on campus

The University considers other prohibited weapons to include but are not limited to: firearms, ammunition, bombs, grenades, explosive devices, fireworks, blackjacks, metal knuckles, knives - razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, or otherwise, daggers, swords, stun guns, tasers, nunchakus, batons or clubs, paintball or pellet guns and/or any other harmful instruments and devices. Any questions concerning a questionable item or any other questions about the campus weapons policy should be directed to the Director of Campus Police at ext. 1421

10.32 Academic Attire Policy

The campus community is encouraged to participate in the processions of academic ceremonies on campus. All active members of the faculty serving on a full-time basis are required to attend all academic ceremonies in proper academic attire. Certain staff may also be required to attend such ceremonies. Although not required, part-time members of the faculty and full and part-time staff are welcome to participate.

As a benefit to full-time active members of the faculty and staff, the University assists in the purchase of academic attire to the extent of 50% of the prevailing list price of the proper attire.

When a faculty or staff member moves from one degree status to another, the University will assist in the purchase of the attire appropriate for the new degree status on the same basis. To be eligible for the maximum allowance (50%), faculty and staff members must be in the employ of the University for three years. In the event employment is terminated earlier, the employee is charged two thirds of the allowance after one year of service, or one-third after two years of service. This agreement is offered to give new members of the campus community the maximum benefit of such a program without incurring rental charges during the first two years. Part-time members of the faculty and staff are always welcome to participate in academic processions but are responsible for providing their own caps, gowns, and hoods. Arrangements for either purchase or rental of academic attire are made with the University Bookstore.

The rental of academic attire is the responsibility of the University only when a faculty or staff member is filling an interim appointment or is representing the University at an official function at another institution. For all other occasions, it is the faculty or staff member's responsibility to rent or purchase the necessary attire. For staff members who wish to participate in academic ceremonies, but for which it is not a requirement, the department chair or, supervisor may authorize rentals as an allowable expense charged to the departmental budget

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XI. INSTITUTIONAL SERVICES AND FACILITIES

11.1 Photo Identification Card

Your Moravian University ID card is your legal form of identification for Moravian University. It is important that you treat it like your personal credit cards or driver's license. In order to ensure your protection of the Moravian University ID card, please observe the following:

- The cardholder must be the only person using and possessing the card. You may not send someone with your Moravian University ID card to make purchases or use to access buildings. At point-of-sale registers, your ID photo will appear on the screen when you use your ID card to charge.
- Report your lost or stolen card to Campus Police immediately in order to protect your funds and accounts on the card. The University will not be responsible for any charges or monies missing or added on the Moravian University ID Card if you fail to report your card lost or stolen to Campus Police. If you fail to report your lost or stolen card within 24- hours, the University may not be held responsible for any charges made.
- Carry and protect your Moravian University ID as you would your personal cards.
- If someone else tries to use your Moravian University ID, it will be confiscated by the individual at the point-of-sale and taken to Campus Police. You will be able to claim your ID only from Campus Police.
- For faculty and staff who live on campus, a significant other may be added to the account to share purchasing privileges. In these instances, a separate card, unique to the significant other with separate building access privileges, will be issued.
- Misuse of your Moravian University ID for institutional purchases will be addressed with your supervisor and may result in corrective action up to and including termination of employment. Similarly, the Moravian University employee is responsible for the use of any additional cards issued to a significant other. In cases of misuse by the significant other, the card will be confiscated and privileges rescinded. In these instances, institutional corrective action may also be applicable.
- Should you leave Moravian University, your ID will be deactivated by your supervisor or human resources.

11.2 Library Privileges

Borrowing privileges:
Staff may check out books from Reeves Library with a valid bar-coded photo Moravian ID card. The library's circulating book collection includes the general book collection, best sellers, children's books and the Moravian collection. Staff spouses and their children of any age may obtain a free outside borrowers' card which allows borrowing with some restrictions.

Hours: The library is open over 100 hours a week during the academic year. Hours, including all exceptions, are posted in the library, on the library's homepage, at the HUB desk, and are sent by campus mail to all offices.

11.3 Haupert Union Building

The Haupert Union Building—informally referred to as the HUB—provides the University community with a variety of meeting rooms, food service opportunities and programs and activities. The facility offers a Food Court, student dining room, a faculty and staff dining room, a lounge with fireplace, the University Bookstore and convenience store, art gallery, auditorium and a variety of meeting rooms. It also houses a Student Activities Center with the student organization offices of the IMPACT (the student activities program board), United Student Government, and the University newspaper, the *Comenian* and the yearbook, the *Benigna*. There is also a large work area at the back of the Center in which student clubs and organizations can work on computers and design various promotional items as well as hold small meetings.

The HUB, staffed by students known as building managers, serves as an information center for the campus community. Inquiries can be made at the HUB information desk about class schedules and cancellations, tickets for events, campus events, bus schedules, and more. Many departments post important information in the HUB and make daily announcements about campus activities. A weekly calendar of events is published at the HUB and posted on the network for campus access.

11.3.1 Policies

The HUB, like all institutional buildings, is a smoke-free building. Shirts and shoes are required. General operating hours are 7:15 a.m. to 12:00 midnight. Classes may be held in Prosser Auditorium by arrangement with the registrar and the HUB director. The use of alcoholic beverages in the HUB, as in all other institutional buildings, is governed by the laws of the Commonwealth and the institution’s own guidelines regarding alcoholic beverages.

11.3.2 Procedure for Reservations

Reservations are required for all nonacademic events on the Main Street Campus and for use of rooms. Reservations must be made at the Haupert Union Office with the associate director for housing & event management. Priscilla Payne Hurd Campus events and room reservations are processed through the Music Center’s coordinator of facilities. All University-sponsored events (on- or off-campus) should be registered at the Haupert Union Office. This system provides the University with a centralized registration of events. A weekly calendar of events is prepared from the reservations that are made each week. Registration for on-campus events should include requests for specific equipment needed, and the food service required, if any, and any special set-up.

11.4 Bookstore

The University Bookstore run by Barnes & Noble is located on the lower level of the HUB. A variety of items may be purchased such as cards, snacks, clothing, reference books, and art supplies, as well as gift items with the Moravian University or Moravian Theological Seminary logo. Items not carried in the store can be special ordered.

11.5 Computing Services

Information Technology (IT) maintains a high-speed, campus-wide computer network serving students, faculty, and staff. The network allows Apple and Windows-based PCs to share printers, computer programs, and information. The network is available in all classrooms and offices in all academic and administrative buildings on both campuses. Additionally, the network is available to students living in most University-owned residences and dormitories. Services available via the campus network include access to various software packages for word processing, spreadsheets, graphics, statistical analysis, and various course-specific programs. The network also includes high-speed access to the Internet and its multitude of services. Access to the library's on-line catalog is available anywhere on either campus via the network. Finally, electronic mail is available to all students, faculty, and staff in order to facilitate communication both locally and via the Internet (Reference the Policy Regarding the Use of Electronic Facilities)

11.6 Parking

Several parking lots are available for the use of faculty, staff, and students. These lots should be used to avoid parking in front of private residences or in areas normally reserved for visitors to the institution. Automobiles and other vehicles must be registered with Campus Police and a parking hang tag must be displayed. The institution assumes no responsibility for employee vehicles damaged either while parked or moving on the parking lot, nor is the institution responsible for personal articles left in employee vehicles.

Campus police officers will ticket vehicles that are illegally parked. Unpaid fines will be deducted from the violating employee's paycheck according to the Wage Garnishment Policy.

11.7 Faculty and Staff Directory

A faculty/staff directory is published in the fall and is available on the University web site. Corrections or additions should be submitted to the Office of Human Resources within the first week of the fall term and monthly thereafter. Current members of the faculty or staff not submitting changes will be listed according to the information on file.

11.8 Telephone Services

Extensions on campus may be reached by dialing directly the appropriate number listed in the directory. Local calls may be made by dialing 9 and then the number. To dial long distance, eligible faculty and staff are issued a long distance access code that is preceded by 7 for business calls.

11.9 Postal/Delivery Services

Complete U.S. Mail service for personal mailing is available from the Central Mailroom located in the Haupert Union Building. A variety of services are available as well as retail stamp purchasing and the weighing of letters and packages. All faculty members are provided campus mail services and a campus mailbox. Mail is distributed, usually twice each day, to faculty and staff at various institutional locations. United Parcel Service packages may be sent from the mailroom. There is a fee for personal use. Personal deliveries are discouraged.

11.10 Campus Information

The institution distributes *Inside Moravian*, an electronic campus newsletter issued weekly throughout the school year. Its purpose is to disseminate various types of information to all faculty and staff members. Announcements are to be submitted to the assistant director of publications, who should be consulted for relevant deadlines.

11.11 Notary Public

Notary service for business and personal use is available in certain offices on campus. Not included with this service is motor vehicle paperwork. Check the campus directory for locations.

11.12 Athletics Facilities and Events

Faculty and staff may use the facilities of the Athletics and Recreation Center free of charge with a valid employee I.D. in your possession. Facilities at Breidegam Field house include the Fitness Center, the ARC gymnasium, Performance Center, and the Dance Studio. You may bring a guest (family members are considered guests); a guest may use the Fitness Center up to two times per calendar year. Children under the age of 16 are not permitted in the Fitness Center or Performance Center under any circumstances. Children may use the ARC gymnasium only when accompanied by and supervised by the faculty/staff parent. The ARC gymnasium and/or the Performance Center will be closed when University events are scheduled in there. This includes practices, competitions and other events.

Your employee I.D. will admit two people to all regular season athletic events. There will usually be a charge for playoff games and special events.

11.13 Health Center

The Health Center, located at 250 W. Laurel St., (otherwise known as Hillside 5H) provides confidential, low-cost health care primarily to students but The Reproductive Health Care Clinic provides services for a fee on Thursdays by appointment only. The Health Center is open 8:00 a.m. to 4:30 p.m. Monday through Friday during the academic year; a physician is on staff four hours a week. Further information and a brochure are available from the Health Center.

11.14 Amrhein Loan Fund

The Amrhein Loan Fund is a student-run organization that accepts loan applications for limited amounts from faculty and staff members who have been employed for a minimum of one year. Details are available from the Amrhein Loan Fund Office located in Comenius Hall, room C-6.

Pursuant to the Wage Garnishment Policy, the institution reserves the right to withhold applicable monies from an employee’s pay in order to meet personal debts.

11.15 Blood Bank

The American Red Cross makes blood available to all residents of the Lehigh Valley. As a community service, the institution encourages faculty and staff members to donate blood to the Red Cross through regular on campus blood drives to support local and national needs

11.16 Credit Union

Employees of the institution may become a member of the Bethlehem 1st Federal Credit Union. Persons wishing to apply may secure information from the Office of Human Resources or from the Credit Union office, located at 2317 Easton Avenue, Bethlehem, PA 18017 (phone number 610 691-0041). The institution offers these services as a means of providing full service banking. Contributions to savings accounts and loan payments may be directly deducted from an employee's paycheck.

11.17 Activities and Cultural Events

Staff members may take advantage of various activities and cultural events. A variety of speakers are invited to campus on a regular basis. IMPACT (Innovative Multicultural Programming for Campus Togetherness), the student activities program board, is the primary sponsor of events for students, which range from concerts, films, trips to New York or Philadelphia, and various athletics events, to coffee houses and a children's Christmas party. The HUB desk and the campus Web site can provide details.

11.18 Art Exhibits

The Payne Gallery at the Priscilla Payne Hurd Campus and the Paty Eiffe Gallery in the HUB exhibit artwork throughout the year. Exhibits are typically free and open to the public.

11.19 Musical Concerts and Recitals

The Department of Music presents concerts and recitals in Foy and Peter Halls at the Priscilla Payne Hurd Campus, and occasionally on the Main Street Campus. Most of the events are either free or have a nominal attendance charge. The schedule of concerts and recitals is typically listed in *Inside Moravian*, the departmental website or information can be obtained by contacting the Music Department.

11.20 Theater

The Moravian University Theatre Company's Arena Theater is located on the lower level of the HUB. The company offers an annual season of plays, play readings, and workshops. Employees are welcome to participate. Tickets may be obtained online at lvartsboxoffice.org and more information is available at moravian.edu/theatre.

11.21 Duplicating and Printing Services

The institution has several copy machines located at various sites around the campus for business usage. Large photocopy requests are to be sent to the Duplicating Office which is located in the lower level of Comenius Hall. There is a fee for personal use.

11.22 Amusement Park Discount Cards, Retail Discounts and LVAIC Discounts

The Office of Human Resources has available discount cards for various amusement parks such as Dorney Park & Wildwater Kingdom, Hershey Park, Sesame Place, and Great

Adventure. These cards are free to employees of the institution, and usually provide the same discount to each member of the group.

Certain vendors or retail outlets supply the Office of Human Resources with a variety of discounts throughout the year. When received, such discounts are announced to the campus community.

A variety of group purchasing programs have been established for the faculty, staff, students and alumni/alumnae of the six LVAIC member institutions: (Cedar Crest University, DeSales University, Lafayette University, Lehigh University, Moravian University and Muhlenberg University).

The programs offer significant savings made available only to LVAIC. To learn more about the quality programs contact the Office of Human Resources or Patricia Reich, Director of Business Services for LVAIC at (610) 625-7890.

11.23 Religious Services

Roman Catholic Mass is held weekly throughout the semester and on Holy Days of Obligation in Borhek Chapel. Protestant worship services are held regularly in the Saal of the Bahnson Center. Special services are held throughout the year, including but not limited to Protestant Worship during Orientation Weekend, Interfaith Thanksgiving Service, special services during Lent, and prayer vigils during times of crisis. Employees of the institution may be married in Borhek Chapel in consultation with the Director of the HUB and the Chaplain's Office. Contact the Chaplain's Office for further information.

11.24 Campus Police

The Department of Campus Police provides a variety of services 24 hours a day, seven days a week including holidays. The department is committed to protecting the personal safety of students and employees. Officers will respond to medical emergencies by providing first aid and/or assist as requested, provide motorist assistance, and escorts to and from buildings and vehicles. An engraver may be borrowed so that personal belongings may be easily identified. Parking permits are issued and records are maintained on registered license plates and automobile types. Crime prevention programs are also periodically conducted.

The institution’s location in Bethlehem and various campus activities sometimes make parking spaces difficult to obtain. Campus police officers will ticket vehicles that are illegally parked. Unpaid fines will be deducted from the paycheck according to the Wage Garnishment Policy.

Federal law requires the institution to report an annual summary of campus crime and fire statistics to members of the community. The emergency phone number (610 861-1485) is posted in all buildings so that emergencies such as fires, spills, and/or fumes may be easily communicated. To summarize its services, the department has prepared a brochure which describes its policies and procedures which can be viewed on the Campus Police and Police website.

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