Mission Statement:
Our mission is to serve as a center of Christian thought and action to provide excellent education through a Biblical perspective and global context equipping Christian leaders to change the world.

All employees are required to read and have a thorough understanding of the handbook. Any questions or concerns need to be addressed to Human Resources.
# TABLE OF CONTENTS

Table of Contents .............................................................................................................. 2
Section I Introduction ........................................................................................................... 7
Purpose of This Handbook .................................................................................................. 7
History ................................................................................................................................ 7
   From the Campus to the World ...................................................................................... 7
   Opening the Doors to Undergraduate Students .......................................................... 8
Statement of Faith ................................................................................................................ 8
Mission Statement .............................................................................................................. 9
   PREAMBLE ..................................................................................................................... 9
   MISSION ......................................................................................................................... 9
   VISION ......................................................................................................................... 9
Administrative Bodies ......................................................................................................... 9
   President’s Cabinet ........................................................................................................ 9
   Academic Council ......................................................................................................... 9
Tax Exemption .................................................................................................................... 9
Section II: Policies & Procedures ..................................................................................... 11
   Adoption Assistance Allowance .................................................................................. 11
   Attendance .................................................................................................................. 11
   Background Check ...................................................................................................... 12
   Building Access .......................................................................................................... 13
   Campus housing eligibility .......................................................................................... 13
   CBN / Regent Campus Police Department (CBN/RCPD) ............................................ 13
   Chapel Attendance ...................................................................................................... 13
   Christian Community and Mission ............................................................................ 14
      I. Key Characteristics of Regent’s Christian Community and Mission ................. 14
      II. Community Standards for Regent Representatives ......................................... 15
      III. Community Standards for Regent Students ..................................................... 15
      IV. Additional Christian Community Standards .................................................. 16
   Computer Use .............................................................................................................. 17
   Conflict of Interest ...................................................................................................... 17
   Conflict Resolution Policy ........................................................................................... 18
   Contracted Services Independent Contractor Agreements ....................................... 20
   Departmental Guidelines ............................................................................................. 20
   Disabilities Anti-Discrimination and Accommodation Policy ................................... 20
      Definitions ................................................................................................................ 21
      Service Animals ....................................................................................................... 22
      Requesting a Reasonable Accommodation ............................................................ 23
   Drug and Alcohol Abuse Prevention Policy .............................................................. 24
      Policy Statement and Purpose ................................................................................ 24
      Who Should Know this Policy ............................................................................... 24
      Responsible Administrative Offices ..................................................................... 24
      Standards of Conduct for Students ...................................................................... 25
      Standards of Conduct for Employees ................................................................. 26
      Disciplinary Sanctions for Employees .................................................................. 27
      University and Community Resources .................................................................. 28
   Health Risks of Alcohol and Other Drugs ................................................................. 29
SECTION I
INTRODUCTION

PURPOSE OF THIS HANDBOOK

This Handbook contains the official policies of Regent University, superseding all other statements of policy—including handbooks prepared and distributed by any department of the University, other than the Faculty and Academic Policy Handbook. For policies affecting students, see the Regent University Catalogues and the Student Handbook.

This Handbook is provided for guidance only; it is not meant to create a binding contract. Policies are under continuous review and are subject to change without notice.

For further details on current personnel policies and employee benefits, contact the Human Resource Department. Employees should not rely on oral statements by supervisors or other persons concerning policies, benefits, or conditions of employment.

HISTORY

Dr. M.G. "Pat" Robertson, founder and President of the Christian Broadcasting Network (CBN), had an inspired vision of establishing a graduate-level institution that would train mature men and women for the challenge of representing Christ in their professions. In 1977, Dr. Robertson's vision materialized a 700-acre parcel of land in Virginia Beach was cleared and the foundation poured for the University's first building. The following year, 77 students began classes in modest, rented facilities nearby.

In less than 10 years, enrollment grew to 800 students as word spread of the nation's first free-standing graduate school dedicated to applying the truth of Scripture to rigorous academic instruction. The University grew from its founding discipline - the School of Communication & the Arts - to encompass six additional areas of influence for Christian leadership. The School of Education opened in 1980, the School of Business and the School of Divinity in 1982, the Robertson School of Government in 1983, the School of Law in 1986, and the School of Psychology & Counseling in 1988.

In January 1990, the name changed from CBN University to Regent University. Since "regent" is defined as one who represents a king in his absence, it was the logical choice to advance the unique Christian mission.

By 1992, the University received three important accreditations: the Southern Association of Colleges and Schools (SACS), the Association of Theological Schools (ATS) and the American Bar Association (ABA). By 2002, the School of Psychology & Counseling was accredited by both the American Psychological Association (APA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP). In 2007, Regent became the first University in the nation to receive CACREP accreditation for an online doctoral program in counselor education and supervision.

From the Campus to the World

Regent expanded into the then frontier of distance education in 1989, with an MBA degree offered through videotapes, audiotapes and study guides. In 1995, Regent offered its first online
degree - the Ph.D. in Communication. That same year, the School of Leadership Studies was founded as a distance-only graduate education program and became a model for online graduate education worldwide. Today, about 60 percent of Regent’s students are enrolled in online classes and fully online degree programs. Regent offers more than 70 degree programs online and typically enrolls students from all 50 states and more than 70 countries to share academic and professional study. Regent has been recognized nationally for the quality of its online education from several organizations, including *U.S. News & World Report*.

**Opening the Doors to Undergraduate Students**

An undergraduate degree completion program was introduced at Regent in 2000 to give working adults the opportunity to complete their bachelor's degrees in an accelerated format. Beginning in 2005, the School of Undergraduate Studies began offering degree programs for both adults and traditional-aged students. Renamed in 2012, the College of Arts & Sciences now offers about three dozen associate and bachelor degree programs on campus and online. The College also is one of only 22 universities in the nation to receive an “A” rating from the American Council of Trustees and Alumni for its undergraduate general education curriculum.

**STATEMENT OF FAITH**

Regent University is a Christ-centered institution. The board of trustees, along with the faculty and staff of the University, are committed to an evangelical interpretation and application of the Christian faith. The campus community is closely identified with the present-day renewal movement, which emphasizes the gifts, fruit and ministries of the Holy Spirit. It is expected that all trustees, officers, administrators and faculty will subscribe to this statement in writing:

1. That the Holy Bible is the inspired, infallible and authoritative source of Christian doctrine and precept.
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Ghost.
3. That man was created in the image of God but, as a result of sin, is lost and powerless to save himself.
4. That the only hope for man is to believe on the Lord Jesus Christ, the virgin-born son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead, so that by receiving Him as Savior and Lord, man is redeemed by His blood.
5. That Jesus Christ will personally return to Earth in power and glory.
6. That the Holy Spirit indwells those who receive Christ, for the purpose of enabling them to live righteous and holy lives.
7. That the Church is the body of Christ and is comprised of all those who through belief in Christ have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is worldwide evangelization and the nurture and discipling of Christians.

(Board of Trustees, Resolution #3, September 25, 1977)
MISSION STATEMENT

PREAMBLE

Regent University is an institution of higher learning that exists to bring glory to God the Father and His Son Jesus Christ through the work of the Holy Spirit.

MISSION

Our mission is to serve as a center of Christian thought and action to provide excellent education through a Biblical perspective and global context equipping Christian leaders to change the world.

(Board of Trustees, Modification, August, 2012)

VISION

To be the most influential, Christian, transformational university in the world.

(Board of Trustees, Modification, April 28, 2012)

The Executive Vice President for Student Life provides direct supervision for the Director of Residence Life and Campus Services.

ADMINISTRATIVE BODIES

President's Cabinet

The President's Cabinet is composed of the President, the Vice Presidents and the deans. The Cabinet meets semimonthly or as determined by the President, who serves as chair. The Cabinet provides counsel to the President on the affairs of the University and serves as the primary planning committee for the University.

Academic Council

Academic Council exercises overall supervision of the Academic Affairs of the University. The Council recommends to the President the adoption and/or revision of the academic policies that govern the University, as well as academic programs. Academic Council is composed of the Executive Vice President for Academic Affairs, the associate Vice Presidents for Academic Affairs and Teaching & Learning, the dean of each school/college, the dean of the University library, the director of the Law Library, the University Registrar, the chairperson of the curriculum and instructional review committee, and President of the Faculty Senate. The Executive Vice President for Academic Affairs serves as chair and the administrative assistant to the Executive Vice President serves as secretary. The Council typically meets once each month and/or as often as deemed necessary by the chair.

TAX EXEMPTION

The Omnibus Budget Reconciliation Act of 1987 (OBRA) requires a tax-exempt organization to make available for public inspection its original exemption application (Form 1023) with any supporting documents as well as its annual information returns for tax years after December 31, 1986 (Form 990).
The foregoing documents will be available for inspection in the Business Office during regular business hours Monday - Friday.

The University is not required to furnish copies or to allow copies to be made and chooses to exercise this discretion.

If you have any questions or receive any inquiries from the public, staff, or students, please refer them to the Business Office.
SECTION II:  
POLICIES & PROCEDURES  

ADOPTION ASSISTANCE ALLOWANCE 

It is the Policy of Regent University to provide financial assistance to employees who build their family through adoption. An Adoption Assistance Allowance will be provided to employees who meet the following eligibility requirements: 

- Employed for 12 consecutive months in regular full-time status
- Adopting children under the age of 18 who are not related to either parent

If both spouses are employed by Regent University, either spouse, but not both, may apply for an Adoption Assistance Allowance. Eligible adoption-related expenses are reimbursed up to a maximum of $3,000. To obtain reimbursement, an eligible employee must submit an Adoption Assistance Claim Form to Human Resources upon placement of the adopted child. Itemized receipts of expenses must be attached to the claim form for documentation. Reimbursable expenses directly related to an adoption include, but are not limited to:

- Agency and placement fees
- Legal fees and court costs
- Medical expenses of the birthmother not covered by insurance
- Medical expenses of the child not covered by insurance
- Temporary foster care costs
- Immigration, immunization, and translation fees
- Transportation and lodging-related costs

Expenses related to an adoption that are not reimbursable include, but are not limited to:

- Surrogate parenting arrangements
- Adoption of children 18 and older
- Adoption of a spouse’s or family member’s child
- Expenses paid with funds received from any federal, state or local program
- Expenses incurred in violation of state or federal law

Employee may be eligible for up to 12 weeks of unpaid job protected leave under the Family and Medical Leave Act (see the **FMLA Policy** below). The eligible employee should notify his/her supervisor of the need for time off with as much advance notice as the adoption proceeding allows.

In order to add an adopted child to the employee's health plan, Health Plan enrollment and/or health election forms and a copy of the Adoption Agreement must be submitted to Human Resources within 30 days of placement of the child. Employee must complete an additional 24 months of continuous service in order to be eligible for assistance for a subsequent adoption.

ATTENDANCE 

Each employee's work schedule will be determined by the employee's supervisor. The work schedule requirements must be adhered to unless prior arrangements have been made with the supervisor. In an emergency situation, the employee must notify his or her supervisor as soon as possible. See also: **Work Week, Medical Leave**, and **Vacation Leave**.
BACKGROUND CHECK

It is the policy of Regent University to conduct background checks on prospective and current employees applying for any position of employment.

The following items may be included in the Background Check:

- Social Security Number Fraud Detection
- Criminal History – County, State, and/or Federal
- National Sex Offender Registry
- Driving Record (will be required of all employees who regularly drive a university vehicle or travel on university business in rental vehicles)
- Prior Employment Verification
- Education Verification (will be required of all faculty)
- Professional License Verification
- Credit Report

1. Background Checks may be required for all new employees; re-hires that have been not been employed by Regent for more than 12 months; and volunteers or independent contractors, especially those who may be dealing with Regent students or with minor children.

2. The Background Check will be conducted prior to the offer of employment being extended. No verbal or written offer of employment should be made, nor is such valid, absent a completed and approved background check.

3. The determination for employment will be made in consultation with Human Resources and the Hiring Dean/Department Manager and if necessary, the Vice President/General Counsel. The following will be considered in review of background check reports: (1) the nature of the crime, (2) the time elapsed since the commission of the crime, and (3) the nature of the particular job for which an individual is applying.

4. Human Resources will make arrangements for the Background Check. The cost of the Background Check will be charged to Human Resources.

5. All Background Checks will be conducted in accordance with the Fair Credit Reporting Act. Applicants to whom tentative offers of employment have been made will be required to execute written consents authorizing background checks. Regent University will keep confidential all information gathered in background history reports and will use the information solely for the purpose of establishing applicants’ fitness for employment. Regent University does not discriminate in employment in its programs or activities on the basis of race, color, national or ethnic origin, sex, disability, age, or veteran status. Regent University will not disclose background history reports or information contained in such reports to third parties without applicant consent, except if required by law.

6. Background history reports will be maintained in a secured file in Human Resources. Only the Vice President for Human Resources and Administration, Director of Human Resources, and the Sr. Vice President/General Counsel or others with a demonstrated need to know will have access to the file.
7. Background history reports for candidates found to be unfit for employment will be destroyed after a three-year period.

**BUILDING ACCESS**

Disabled persons are encouraged to make arrangements for assistance, if needed, with a student or an employee prior to each arrival on campus, or when moving from building to building. 
*See also Keys and Identification/Key Cards.*

**CAMPUS HOUSING ELIGIBILITY**

A student who becomes a full-time or part-time regular employee of Regent University, or is the spouse of a full-time or part-time regular employee of Regent University, is not eligible to reside in University owned and operated campus housing. This includes, but is not limited to, faculty, staff and administrators. Generally speaking, this policy does not apply to a Graduate Assistant or Student Worker who is employed by Regent University and who is also enrolled full-time as on-campus student. In the event a student residing in campus housing becomes a full-time or part-time regular employee of the University, the student must move out of campus housing by the end of the term during which the student becomes employed as a full-time or part-time regular employee of the University.

**CBN/REGENT CAMPUS POLICE DEPARTMENT (CBN/RCPD)**

The University community is encouraged to be attentive to security needs. Offices should be locked upon leaving at the end of the work day. Criminal activities that involve damage, theft or other infringement upon students, personnel and facilities should be reported immediately to CBN/RCPD. Non-criminal related activities should be reported to Administrative Services, which is responsible for the physical assets of the University, including buildings, furniture and equipment.

CBN/RCPD handles all emergencies:

- **Emergency Phone Numbers:** 226.2911 (off campus); x2911 (on campus)
- **For non-emergencies phone:** 226.2075 (off campus); x2075 (on campus)

Go to CBN/RCPD website (http://www.regent.edu/campus/police/) to review the Campus Security Guide, Security Alerts, and other important security related issues. Procedures for reporting the behavior of a student, faculty, or staff member that warrants concern, go to the Regent University Behavioral Intervention Team (RUBIT), or go directly to the RUBIT website (http://www.regent.edu/general/RUBIT/).

**CHAPEL ATTENDANCE**

Chapel is an important component of who we are as a Christian University. Our Board of Trustees "expects" faculty and staff to attend on a weekly basis. While Chapel is not mandatory, one should plan to attend. Absence from Chapel should be the exception and not the rule. We are a Christian institution, no attendance is taken and employees are expected to be spiritually responsible in the matter.

All supervisors, directors, and deans are requested to promote and support Chapel attendance by doing the following:
1. Not scheduling any activities or meetings from noon to one on Wednesdays, unless absolutely necessary.
2. Inform full-time employees that Chapel attendance is a paid benefit and that they may take a lunch break in addition to attending Chapel once a week.
3. Create a supportive climate around Chapel in which at least on Wednesday (All University Chapel) no meeting runs later than 11:45 or begins earlier than 1:30. The purpose of this is to facilitate employees getting to and from Chapel and having lunch.
4. Invite others to join them in attending Chapel.

We would like offices to consider closing during the noon hour. We believe this is consistent with our stand as a Christian University and can even enhance our position in our interactions with others.

CHRISTIAN COMMUNITY AND MISSION

I. Key Characteristics of Regent’s Christian Community and Mission.

Regent University is a Christian community that exists to exercise and express Regent’s Christian beliefs.

A. Regent’s Christian Beliefs.

The Regent Christian community is based on Regent’s Christian beliefs, which include the Statement of Faith.

B. Representatives and Other Participants

Regent’s Christian community is represented by all of Regent’s trustees, officers, employees and student or volunteer leaders, each of whom serves Regent’s mission and is an integral part of the community (each such person is described for purposes of this Statement only as a “Regent representative”). The other community participants, including Regent students, alumni, and volunteers, contribute to Regent’s Christian community, but they do not represent Regent unless they are also employees or leaders. For purposes of this policy, with respect to students, a “Regent representative” is a student leader, who by virtue of his or her leadership position: (1) regularly represents Regent to outside audiences or who is seen as speaking for Regent’s mission to internal audiences, (2) regularly exercise leadership in the context of distinctly Christian activities (such as student chaplain), or (3) is engaged in student government.

C. Christian Exercise and Expression.

1. As a Community. Regent’s Christian community is an exercise and expression of both Regent as an institution and of each Regent representative individually.

2. Through its Mission Based Activities. Regent subscribes to the Christian belief that all of its activities, including the duties of every Regent representative, should express Regent’s beliefs and be rendered in service to God as a form of worship. Therefore, all Regent activities further Regent’s mission and are an exercise and an expression by Regent and by each Regent representative of Regent’s Christian beliefs.

3. All Regent Employees Are Ministers. All Regent employees, regardless of position are called to serve at the University. As such, each employee is to be anointed with oil and commissioned at a ceremony. As such, each employee is deemed a minister to our student body.

4. University Facilities. The Chapel and all other Regent facilities have been built for the glory of God and dedicated to Him. They shall not be used for any purpose contrary to the Statement of Faith of Regent. Determination whether a use is contrary to the
Statement of Faith shall require the spiritual determination of Regent, and shall be reserved exclusively by Regent.

II. Community Standards for Regent Representatives.

A. Roles and Expectations.
In response to God’s calling on their lives, Regent representatives exercise and express Regent’s Christian beliefs by working together to advance Regent’s Christian mission. Regent representatives are responsible for defining, cultivating, leading and/or representing Regent’s Christian community as an expression and exercise of Regent’s Christian beliefs. Accordingly, each Regent representative shall be expected to (i) model Regent’s Christian beliefs for others, (ii) perform all of their duties as a service to God and (iii) comply with the following obligations.

1. Christian Beliefs. Each Regent representative shall affirm their agreement with Regent’s Statement of Faith and other Christian beliefs and shall not subscribe to or promote any religious beliefs inconsistent with these beliefs.

2. Christian Conduct Standards. Regent representatives shall at all times (both during working and nonworking hours) endeavor to conduct themselves in a manner that affirms Biblical standards of conduct in accordance with Regent’s Christian beliefs. Such conduct standards include Regent’s Standards of Personal Conduct.

3. Distinctly Christian Activities. Each Regent representative shall be ready, willing and able to lead or contribute to distinctly Christian activities such as worship or prayer services.

III. Community Standards for Regent Students.

In furtherance of its mission, Regent’s Christian community educates and equips for Christian leadership students who have agreed to learn and participate in the life of the Regent community. Although students generally do not represent the Regent Christian community, they do contribute to the community and to the accomplishment of Regent’s mission. Accordingly, Regent students should understand the applicable Christian community standards and must agree to certain commitments as community participants.

A. Equal Opportunity Policy for Students.
Regent University does not discriminate on the basis of race, color, gender, national or ethnic origin, disability or veteran status in admissions, or in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs. In addition, Regent does not deny admission or participation in academic programs, scholarships, loan programs, athletics or other University administered student programs based on religion, except as necessary to comply with Regent’s community standards for students.

B. Preferences.
To further Regent’s mission of equipping Christian leaders and to support student contributions to Regent’s Christian community (including student leadership and employment positions), Regent may give preference to students who subscribe to Regent’s Statement of Faith in admissions, and in the administration of educational policies, scholarships, loan programs, athletics or other University administered student programs.

C. Christ-Centered Education.
All students must acknowledge that Regent is a Christian community and must agree to receive an education in accordance with Regent’s mission, Statement of Faith, and
community standards, including Christian standards of personal conduct. Students in the School of Divinity in the following programs shall subscribe in writing to the Statement of Faith: Master of Arts in Practical Theology, Master of Divinity, Doctor of Ministry, and students seeking the Military Chaplain certificate.

D. Christian Standards of Personal Conduct.
   All students must abide by Biblical standards of personal conduct as set forth in the Student Handbook.

E. Student Leaders and Employees.
   Only students who subscribe to Regent’s Statement of Faith are eligible for employment or leadership positions at Regent.

IV. Additional Christian Community Standards.

A. Alumni, Volunteers and Contract Workers.
   Alumni, volunteers and contract workers are not considered to be representatives of Regent’s Christian community unless they are serving in leadership positions. Nevertheless, when such persons serve with Regent, they shall be required to acknowledge that they understand and agree to support Regent’s mission and values. Regent reserves the right to give preference for such service to alumni, volunteers and contract workers who share Regent’s Christian beliefs.

B. Current Trends.
   In response to current cultural and legal trends, Regent has determined to articulate more specifically its Christian beliefs and associated community standards on the following subjects.

1. Marriage. Regent subscribes to the Christian belief that God has instituted marriage as a covenant relationship between one man and one woman. Regent shall recognize only such marriages for all policies and programs in the Regent Christian community.

2. Sexual Conduct. Regent University fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God’s intended context for complete sexual expression to occur (Gen. 2:21-24). Husbands and wives are called to exclusive sexual fidelity to one another and single persons are called to abstinence. Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

3. Abortion. Regent affirms the Christian belief that all individuals are created by God in His image. Regent accordingly believes as a matter of Christian conviction that no procedures should be performed or medicines taken to terminate a pregnancy and take the life of an unborn child (such procedures are referred to herein as abortions), except in extraordinary circumstances where other Biblical, moral principles prevail, such as where medically necessary to preserve the life of the mother. Regent’s beliefs also prohibit paying for or otherwise facilitating such procedures. As dictated by these beliefs, Regent as an institution shall not fund abortions in any manner, including through a health care benefit plan that covers drugs used to induce abortions, except in the foregoing extraordinary circumstances. In addition, Regent shall not participate through its health care benefit plan in a program that uses the plan as a means for providing drugs used to induce abortions. Any requirement to facilitate abortions by offering such coverage or participating in such a program, and any penalty for failing to offer such coverage or participate in such
a program, would directly and substantially burden and undermine Regent’s exercise and expression of its Christian beliefs.

4. Religious Activities. Regent engages solely in activities that further its Christian mission. In addition, Regent believes that, because all knowledge comes from God, the learning process in all subjects can and should be one of spiritual growth. Therefore, Regent considers its instructional activities in all subjects to be a form of religious worship. Regent distinguishes between exclusively religious activities and integrated religious activities. Exclusively religious activities include courses in Regent’s theology and other seminary training (i.e., pervasively sectarian instruction), as well as devotional worship services such as chapel services conducted by Regent.

Integrated religious activities include courses in subjects taught by public and other nonreligious institutions (i.e., “secular” subjects). Such activities also include student activities (such as athletics and clubs) similar to those conducted at public and other nonreligious institutions. Regent teaches “secular” subjects according to academic standards applicable to all accredited institutions. In addition, Regent teaches its Christian viewpoints on such subjects as applicable and encourages supplemental instructional activities to foster spiritual growth, such as prayer.

Regent shall not agree to any limitations on its integrated religious activities.

C. Implementation

To the extent the President determines necessary or advisable to further Regent’s mission or to cultivate Regent’s Christian community, the President may establish additional standards based on Regent’s Christian beliefs for the activities and programs conducted within the community or for Regent representatives or other community participants.

**COMPUTER USE**

*See the Information Technology website at [http://www.regent.edu/it/infosec/policies.cfm](http://www.regent.edu/it/infosec/policies.cfm).*

**CONFLICT OF INTEREST**

Members of Regent University's Board of Trustees and employees are charged to act on behalf of Regent University and in support of its mission. In their capacity as trustees or employees, they are expected to hold the interests of the University paramount. An apparent conflict of interest arises when a trustee or employee is in a position to influence the University's decisions in ways that could lead to personal financial gain or other advantages for the trustee/employee or the trustee's/employee's immediate family or associates.

Trustees/employees are expected to disclose potential conflicts of interest. They should identify in writing any such conflicts to the Chairman of the board (in the case of trustees) or to their immediate supervisor (in the case of employees) prior to engaging in the activity that poses the potential conflict. If a conflict of interest is found to exist involving a trustee, the trustee involved should recuse him/herself from participation in decisions on behalf of the University that affect the trustee's personal interests.

Regarding the Board of Trustees in particular, no contract or other transaction shall be either void or voidable solely because of such relationship or conflict of interest if any one or more of the following two provisions apply:
1. The material facts as to such relationship or interest and as to the contract or transaction are disclosed or known to the Board of Trustees which authorizes, approves, or ratifies the contract or transaction by the affirmative votes of a majority of the disinterested trustees, even though the disinterested trustees or members of the committee be less than a quorum; or
2. The contract or transaction is fair to the University as of the time it is authorized, approved, or ratified by the Board of Trustees, or a committee thereof. 

See also Outside Employment and Employment of Relatives.

CONFLICT RESOLUTION POLICY

This Policy applies to all regular full time and regular part time employees, with the exception of those employees under a faculty contract or an administrative faculty contract. In the case of an employee under a contract, that contract shall govern the conflict resolution procedure. If the contract is silent on conflict resolution, then this conflict resolution procedure shall apply. This policy shall not apply to allegations of criminal misconduct, and employees shall have a right to file a criminal complaint if they in good faith believe that a crime has been committed against them.

Misunderstandings and conflicts arise from time to time. We believe it is in the best interest of both the University and the employee(s) involved to resolve these matters as soon as possible at the lowest possible level. The Biblical processes of reconciliation (as defined in Matthew 18:15-17) and due process (as defined in Deuteronomy 1:17, 19:15 and John 7:51) shall be followed as they are set forth in this Policy Statement. The Vice President for Human Resources and Administration should be consulted when questions of a legal nature arise, e.g. allegations of sexual harassment or illegal discrimination. The Vice President for Human Resources and Administration is available for advice and consultation on all matters relating to employee/supervisor conflicts. The Vice President for Human Resources and Administration may involve other persons in the conflict resolution process, including the Sr. Vice President and General Counsel.

Step 1:
In the event that an employee feels that he/she has been mistreated, wronged, harassed or otherwise adversely affected, knowingly or willfully by an employee or supervisor, the first step toward resolution is to discuss the matter with the individual who has adversely affected the employee. If the employee who perceives he/she has been mistreated is uncomfortable discussing the matter with the perceived perpetrator, then the employee may move immediately to Step 2.

Step 2:
If reconciliation by personal confrontation has been ineffective, or inappropriate because of the nature of the matter, the employee should address the matter with the immediate supervisor (or to the next level of supervision if the supervisor is the offending party) and/or to the Vice President for Human Resources and Administration.

Step 3:
In many situations, it may be helpful to utilize the services of a neutral mediator, whose role is to facilitate the process of communication between the parties, enabling them to understand and resolve their dispute, not to make decisions or to impose a solution on the parties. If the parties agree to mediation, the Vice President for Human Resources and
Administration will schedule a meeting within seven days of receiving the request. Mediation is an informal, confidential, and voluntary process designed to facilitate settlement of disputes.

**Step 4:**
If the dispute is not resolved after discussion with the supervisor or through mediation, the employee is encouraged to submit a written statement to the Vice President for Human Resources and Administration, describing the matter in full detail, and any previous attempts to resolve the matter. The statement shall include the names of all parties and witnesses and shall suggest a remedy or solution. The Vice President for Human Resources and Administration will investigate the matter and render a written decision within thirty (30) working days of receipt of the statement.

**Step 5:**
Either party may appeal the decision of the Vice President for Human Resources and Administration within five (5) working days, by submitting a written request for appeal to the President. The President or the President's designee will review the written documents, provide a hearing to the parties, and render a decision within thirty (30) working days. The decision of the President or the President's designee will be final and binding upon all parties.

Time is of the essence to this procedure, and the employee's failure to file a timely complaint or appeal may constitute a forfeiture of the privileges granted under this Policy.

As a Christian organization, Regent University shall follow Biblical principles of conflict and dispute resolution, including I Corinthians 6:1-7, which states:

1. *Dare any of you, having a matter against another, go to law before the unjust, and not before the saints?*
2. *Do ye not know that the saints shall judge the world? And if the world shall be judged by you, are ye unworthy to judge the smallest matters?*
3. *Know ye not that we shall judge angels? How much more things that pertain to this life?*
4. *If then ye have judgments of things pertaining to this life, set them to judge who are least esteemed in the church.*
5. *I speak to your shame. Is it so, that there is not a wise man among you? No, not one that shall be able to judge between his brethren?*
6. *But brother goeth to law with brother, and that before the unbelievers.*
7. *Now therefore there is utterly a fault among you, because ye go to law one with another. Why do ye not rather take wrong? Why do ye not rather suffer yourselves to be defrauded?*

Therefore, by accepting employment with Regent University, all employees agree to not take any disputes with respect to any aspect of employment with the university to court or to an administrative agency, but rather agree that all disputes will be resolved solely and exclusively by the internal conflict and dispute resolution mechanisms set forth in the Employee Handbook of the university.
CONTRACTED SERVICES
INDEPENDENT CONTRACTOR AGREEMENTS

Independent Contractor Agreements may be made with approval of the Vice President for Human Resources and Administration when the individual providing services to the university is determined to be properly classified as an independent contractor rather than an employee, based on the following factors which have been used by the U.S. Department of Labor, and by the Supreme Court in deciding misclassification cases filed against employers:

- The extent to which the services rendered are an integral part of the employer’s business
- The permanency of the relationship
- The amount of the contractor’s investment in facilities and equipment
- The nature and degree of control by the employer
- The contractor’s opportunities for profit and loss, and
- The amount of initiative, judgment, or foresight in open market competition with others required for the success of the contractor
- Degree of independent business organization and operation

Services provided by individuals not fitting the classification of independent contractor may be arranged as temporary employment. Temporary hiring must also be approved by the Vice President for Human Resources and Administration.

Independent contractors are not employees of Regent University and will not be covered by university insurance or other employee benefits. Neither Social Security contributions nor federal or state income taxes will be paid by Regent University or deducted from any compensation paid by the university.

The Business Office will automatically process payments as scheduled in an executed contract unless informed of changes due to incomplete or unsatisfactory work or for any other reason. Alternatively, department managers may reserve the option to prepare check requests for each payment due according to the contract.

Additional information available in the Supervisor Manual (Link available in the MyRegent Portal).

DEPARTMENTAL GUIDELINES

Some departments may have guidelines applicable to employees in those departments, in which case employees in those departments should check with their supervisor regarding guidelines for their department. Departmental guidelines will be consistent with and supportive of the general university policy on the topic covered.

In the case that department guidelines are more specific than the general university policy, the department guidelines will prevail for those employees in that department.

DISABILITIES ANTI-DISCRIMINATION AND ACCOMMODATION POLICY

The policy and intent of Regent University is to fully and completely comply with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), and the Rehabilitation Act of 1973, to the extent that they apply to the university. Regent University will not discriminate against qualified student, faculty or staff members with a disability in any academic or employment activity, including examinations, student oriented services, recruitment, hiring, promotion, training, lay-off, pay, firing, job
assignments, leave, benefits, or any other employment related activity. Regent University will provide reasonable accommodation to the known physical and mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the university (42 USC 12102 et seq.). It is also the policy and intent of Regent University to comply with the Virginians with Disabilities Act (VA Code Sec. 51.5.5-41).

The ADAAA strengthened the original intent of the ADA, with the following major changes: 1) prohibits employers and courts from considering the effects of mitigating measures, with the exception of ordinary eyeglasses and contact lenses, when determining whether an employee has a disability, 2) expands the list of major life activities in which an employee may be limited, and 3) broadens the “regarded as” prong of the statute’s definition of disability.

The above-stated regulations prohibit discrimination against a qualified student, faculty or staff person with a disability. These regulations also require the university to make reasonable accommodations to allow disabled members of the Regent community to continue their academic pursuits or performing their jobs, unless making such accommodations presents an undue hardship to the university.

Definitions

A “disability” is defined as a physical or mental impairment that substantially limits one or more major life activity. The definition of disability also includes having a record of such impairment or being regarded as having such an impairment.

A “physical or mental impairment” is (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine, or (2) any mental or psychological disorder, such as an intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “impairment” does not include physical characteristics such as eye color, hair color, left-handedness, or height, weight, or muscle tone that are within “normal” range and are not the result of a physiological disorder; characteristic predisposition to illness or disease; pregnancy; common personality traits such as poor judgment or a quick temper where these are not symptoms of a mental or psychological disorder; or environmental, cultural, or economic disadvantages such as poverty, lack of education, or a prison record.

A “major life activity” includes, but is not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and the operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.
A “qualified individual with a disability” is a person with a disability who is able to perform the essential functions of his or her job and/or academic activities, with or without reasonable accommodation.

A “reasonable accommodation” is any change or adjustment to a job or academic environment that permits a qualified student, faculty or staff with a disability to participate in the academic process and job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Accommodations must be considered and made on a case-by-case basis. Some examples of accommodations that may be considered are job restructuring, reassignment, flexible leave, light duty, acquisition or modification of equipment and devices, and adjusting or modifying examinations, training materials, and policies.

An “undue hardship” is determined on the basis of the size of the university, the nature and composition of the workforce, the nature and cost of the accommodation, whether the individual with the disability will pose a health and/or safety threat, and the possibility that other prospective student, faculty or staff members will be able to use the same accommodation. An accommodation would generally be determined to represent an undue hardship if it would be unduly costly, extensive, substantial, or disruptive, or would fundamentally alter the nature or operation of the university.

**Service Animals**

It is the university's policy to permit service animals on campus to assist individuals who are disabled or who indicate that the animal with them provides specific service to them. This statement relates to individuals who visit the main campus to obtain information about Regent, to attend class, or to obtain various campus services (Regent Ordinary, etc.). It also applies to individuals seeking employment, and to those who are employed at Regent University.

The university may inquire as to the service that the animal provides, when such service is not readily apparent. Human Resources will determine the appropriate level of discussion and or documentation for employees, and Student Services will determine the appropriate level of discussion and or documentation for students desiring to bring service animals on campus, based on the specific employee/student situation. Students who wish to reside in student housing and who have an animal that they wish to bring with them, must provide appropriate information to Student Services.

Service animals will be allowed on university premises, (including food service areas where state and/or local health codes prohibit animals other than service animals) except when: (1) the animal is out of control and the animal owner does not take effective action to control it, e.g. a dog that barks repeatedly; or (2) the animal poses a direct threat to the health and safety of others. Allergies and fear of animals are generally not valid reasons for denying an employee the right to have a service animal on university premises. Regent University will not provide care or food for a service animal or provide a special location for the animal to relieve itself. The owner shall be responsible for all such feeding and care of the service dog, and for waste removal. Service animals should be leashed while on university property. Service animals are working animals, not pets. Pets are not allowed on University premises.

*See also* *Guests, Family Members, and Pets.*
Requesting a Reasonable Accommodation

When a qualified student, faculty or staff member with a disability decides to request accommodation, the individual (or his or her representative) must notify the individual’s supervisor and Human Resources that he or she needs an adjustment or change at work for a reason related to a medical condition. Students requesting accommodation must notify the Office of Student Services. The individual may use “plain English” and need not mention the ADA or use the phrase “reasonable accommodation.” A request for an accommodation does not necessarily mean that the university will provide the accommodation. Instead, a request for a reasonable accommodation is the first step in an informal, interactive process between the individual and the university, to determine whether the individual’s condition meets the definition of “disability” and whether the individual is otherwise “qualified.” The university may request reasonable documentation of the individual’s functional limitations to support the request. While the individual does not have to be able to specify the precise accommodation needed, he or she does need to describe the problems posed by the claimed barrier. Suggestions from the individual will be helpful in determining the type of reasonable accommodation to provide. The university will give the applicant or employee with a disability the opportunity to provide the accommodation, or to pay for the accommodation or any portion of the accommodation that might constitute an undue hardship on the university. If a particular accommodation would be an undue hardship, the university will attempt to identify another accommodation that would not pose such a hardship. If cost is the cause of the undue hardship, the university will consider whether funding for the accommodation is available from an outside source such as a vocational rehabilitation agency, and/or if the cost of providing the accommodation can be offset by state or federal tax credits or deductions.

The university will make every possible effort to provide a reasonable accommodation in compliance with the Americans with Disabilities Act, however, the university reserves the right to choose among reasonable accommodations as long as the chosen accommodation is effective. If a student, faculty, or staff member refuses a reasonable accommodation, the university will be deemed to have complied with its obligation under the ADA.

If a student, faculty or staff member, a prospective student or an applicant for employment believes that the university has not adequately responded to a request for reasonable accommodation, an appeal may be addressed to the Vice President for Human Resources and Administration (if staff or applicant for employment), or Executive Vice President for Academic Affairs (if faculty or prospective faculty), or the Executive Vice President for Student Life (if student or prospective student).

The Vice President for Human Resources and Administration, the Executive Vice President for Academic Affairs, or the Executive Vice President for Student Life will review the matter within two weeks. The original decision may be overturned only if that decision is determined to be arbitrary and/or capricious. If the Vice President for Human Resources and Administration, the Executive Vice President for Academic Affairs, or the Executive Vice President for Student Life does not believe the appeal is sufficient to warrant review, the appeal will be rejected. This decision will be final. If the Vice President for Human Resources and Administration, the Executive Vice President for Academic Affairs, or the Executive Vice President for Student Life determines that the appeal warrants review, it will be referred to a subcommittee of the
Academic Council or to a subcommittee of the President’s Cabinet for a final decision. The subcommittee will meet within 90 days of referral. Their decision will be communicated to the student, prospective student, faculty or staff member, or applicant in writing, and the subcommittee decision will be final.

For further details regarding the ADA Amendments Act of 2008 please see Appendix D. For additional information on accommodating students with disabilities, go to the “Disability Services” section of the Student Services web site.

For additional information on accommodating students with disabilities, see the Disability Services website, http://www.regent.edu/admin/stusrv/student_life/disabilities.cfm.

**DRUG AND ALCOHOL ABUSE PREVENTION POLICY**

**Policy Statement and Purpose**
As a Christian institution of higher education, Regent University (RU) follows the Bible’s call to a sober mind and sound judgment. All members of the RU community—faculty, staff and students—are required to refrain from illegal drugs and abuse of alcohol. With the wellbeing of the University community in mind and in accordance with the federal Drug Free Workplace Act of 1988 and the federal Drug Free Schools and Communities Act of 1989, RU has implemented a program designed to prevent the unlawful possession, use, or distribution of illegal drugs, and the abuse of alcohol, by its employees and students. Further, RU has compiled important information pertaining to the risks of drug and alcohol abuse, the legal consequences of drug and alcohol abuse and helpful resources to assist individuals who are struggling with substance abuse. The following Drug and Alcohol Abuse Prevention Program has been adopted by RU and applies to all students, faculty, and staff.

**Who Should Know this Policy**
All Regent University faculty, staff, and students are responsible for knowing this policy and familiarizing themselves with its contents and provisions.

**Responsible Administrative Offices**
The Offices of Student Services and Human Resources shall be responsible for overseeing and implementing all actions and programs relating to this policy. This Policy shall be distributed to all students, faculty and staff as directed by the University’s DAAPP Distribution Policy.

The Substance Abuse Prevention Committee, consisting of campus representatives from Student Services (Counseling, Student Activities & Leadership, Residence Life & Community Standards), Human Resources, Campus Police, Academic Affairs and Financial Aid Compliance, shall conduct a biennial review of this policy and any related actions or programs, including a determination that the policy and applicable disciplinary sanctions are being followed consistently and effectively and shall issue a written report. The report shall also include recommendations for corrective action or additional activities to enhance the program’s effectiveness.

Additional details regarding distribution of this policy and the biennial review process can be obtained from Student Services.
Standards of Conduct for Students

All students at RU are expected to adhere to the University’s alcohol and drug policies found within the University’s Standard of Personal Conduct in the Student Handbook (http://www.regent.edu/admin/stusrv/docs/StudentHandbook.pdf). These policies are as follows:

5.2.2. Alcohol, Drugs, and Tobacco:

5.2.2.1. The Bible calls us to a sober mind and sound judgment. The University requires that members of the Regent community—faculty, staff and students—refrain from the illegal use of drugs and the abuse of addictive substances controlled by law (e.g. alcohol). Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia is prohibited. Students with a valid prescription for controlled medications are permitted to possess and use those medications on campus. The misuse, sale, or distribution of prescription medications is prohibited.

5.2.2.2. In keeping with a call to a sober mind and sound judgment, Regent also forbids the use, possession, distribution or sale of alcohol or tobacco on University premises, including University housing, at any official function, any event supported by Regent University funds or any event identified with or directly linked to the University. Non-tobacco smoking products (i.e. electronic and herbal cigarettes) are also prohibited. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside personal freedom by refraining from behavior that might be a stumbling block to weaker brethren. Regent University encourages members of the Regent community to exercise personal responsibility and, guided by Paul’s admonition, appropriately set aside personal freedom and refrain from the use of alcohol and tobacco.

5.2.2.3. Any use of alcohol, tobacco, or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, use of these substances by a minor, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process, whether or not the student is charged with or convicted of a crime.

5.2.2.4. Any incident that occurs as a result of the use of alcohol that, in the judgment of the University administration, reflects negatively on the image of the University will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly. In some instances, violations could result in removal from student housing or suspension or dismissal from the University.

Disciplinary Sanctions

Regent University will impose disciplinary sanctions on students for violations of these standards of conduct. Students who violate the alcohol or drug policies and/or are discovered to be abusing these substances are provided with and/or required to receive counseling, substance abuse education and other holistic support. Repetitive or severe violations of the University’s substance policies can result in a student being suspended or dismissed as well as referred to authorities for prosecution where appropriate. Sanctions for drug and alcohol violations will be consistent with Federal, state, and local laws and ordinances. Students who proactively seek support from the University for substance abuse are addressed from a redemptive approach that includes counseling, accountability and other appropriate treatment. Sanctions for drug and alcohol violations can include, but are not limited to, the following:

- Parental notification for students under 21 years of age
- Monetary fine added to student account ($100 first time offense, $150 second time offense)
- University or Residence Life probation
- Substance abuse counseling
- Educational reflection paper or project (i.e. substance abuse awareness bulletin board)
- University suspension
- Dismissal from University Housing
- Dismissal from University

**Alcohol and Drug Prevention Event and Programs**

All students, both online and on-campus, are educated about the University’s alcohol abuse and drug policies through in-person and/or virtual orientation programs that detail the University’s alcohol and drug policies along with the possible sanctions/consequences that can result from violating these policies. Student leaders that work in the residence halls (i.e. Resident Assistants & Life Group Leaders) as well as student athletes participate in annual trainings which include alcohol and drug education. On-campus departments, such as the Psychological Services Center (PSC) and the Office of Student Activities and Leadership, facilitate annual events on-campus that promote alcohol and drug abuse education. Some of these student events include:

- Substance abuse screenings facilitated by the Psychological Services Center (PSC) Outreach Team on-campus (including the residence halls) during the spring semester---students are referred to counseling based on the results of surveys administered to them by the PSC Team
- Presentations in residence halls and with athletic teams as a partnership between Residence Life, PSC Outreach Team and Counseling Services.
- All Regent-sponsored events held on-campus and off-campus throughout the academic year are alcohol-free which include the popular “Party at the O” which incorporates dancing, music and fun in a safe environment, Christmas Ball, End of Year Graduation Celebration, intramural sports and numerous other themed activities.
- Mocktails with a Twist (facilitated in October to educate students to understand the short and long term effects of underage and binge drinking)

**Standards of Conduct for Employees**

This Policy shall be applicable to all faculty and staff of Regent University, full-time and part-time, regular and temporary, and to any applicant for employment who has been offered and has accepted an available position.

a. Regent University employees are expected to conduct themselves in a professional and Christ-like manner at all times and are expected to live by exemplary standards. Regent University requires that members of the Regent community—including faculty and staff—refrain from the illegal use of drugs and the abuse of addictive substances controlled by law. Regent University also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. The Apostle Paul exhorted the body of Christ that, if they truly loved their fellow man, they would set aside their personal freedom by refraining from behavior that might be a stumbling block to their weaker brother. Regent University encourages members of the Regent community to exercise their personal responsibility and,
guided by Paul's admonition, appropriately set aside their personal freedom and refrain from the use of alcohol and tobacco.

b. In addition to complying with the above guidelines, Regent University employees are also prohibited from engaging in the following activities:
   i. Using, purchasing, selling, possessing, distributing, or accepting illegal drugs or drug-related paraphernalia while on or off the job and on or off campus;
   ii. Using, purchasing, selling, or distributing alcohol while on campus;
   iii. Using, purchasing, selling, or distributing alcohol at University-related activities off-campus;
   iv. Showing up for work or being on the job while impaired by illegal drugs and/or alcohol;
   v. Transporting illegal drugs, drug-related paraphernalia, and/or alcoholic beverages in a University-owned, leased, or hired vehicle.

   For purposes of this subsection, "on the job" shall be deemed to include meal periods, breaks, stand-by duty, and any time that an employee is acting in his or her capacity as a Regent University employee, whether on or off University property.

c. Although the medically-authorized use of prescription drug(s)/medication(s) is not prohibited, any employee who is taking prescription or nonprescription drug(s)/medication(s) and has reason to believe, based on information provided by his or her physician, pharmacist, or the drug/medication label, that the drug/medication may impair the ability to safely and effectively perform the duties and responsibilities required of his or her position, shall promptly advise his or her immediate supervisor of the use of such drug(s)/medication(s).

d. In accordance with the Drug-Free Schools and Communities Act of 1989, as amended, it is the Policy of Regent University that, as a condition of employment, an employee will notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Regent University recognizes that one of its most valuable assets is its employees, and its most important responsibility is to students whom it serves. In furtherance of this purpose, any employee who has a drug related or alcohol related problem is encouraged, for his or her own benefit, as well as the benefit of fellow employees and students, to voluntarily seek treatment for such problems through a treatment program of his or her choice. Any employee who believes he/she has a problem with drug and/or alcohol abuse is urged to seek counseling and treatment at a clinic of his or her choice. A list of some of the available clinics which provide counseling and/or treatment in this area are provided in this policy. All counseling and treatment sessions, as well as referrals, will be handled in a confidential manner.

**Disciplinary Sanctions for Employees**
Regent University will impose disciplinary sanctions on employees for violations of these standards of conduct.

1. Any employee found to be engaging in those activities prohibited by this policy will be subject to discipline up to and including termination. Any employee engaged in illegal activity as outlined in this policy will be referred to the proper authorities.
2. Any employee found to be in violation of this policy and/or who has received a final conviction in local, state, or federal court will be subject to discipline up to and including termination.
3. Using alcohol or illegal drugs while at work is considered gross misconduct and warrants immediate termination.
4. Any employee who voluntarily admits, in the absence of reasonable suspicion or of any conduct which alone would subject the employee or student to discipline, that he or she has a drug-related or alcohol-related problem may be referred to one of the clinics listed in this policy, and shall not be disciplined solely as a result of the admission.
5. In applying sanctions as provided by the Employee Handbook, it will be the policy of Regent University to concentrate upon the work results and performance of its employees.

University and Community Resources
Counseling, Treatment, Rehabilitation Programs, and Substance Abuse Educational Resources

For Students:
Students can utilize free and confidential counseling and therapy services through:

- Counseling Services, Student Center Suite 241 – (757) 352-4485, counseling@regent.edu
  To request an appointment: www.regent.edu/counselingservices
- Psychological Services Center, Classroom Building Suite 188 – psc@regent.edu
  To request an appointment: (757) 352-4488 *Please note the PSC does not offer chemical dependency counseling services. Students can receive general counseling for free. Please contact the PSC for more information.

For Employees:
Faculty and Staff can utilize confidential counseling and therapy services through:

- Optima Employee Assistance Program https://www.optimahealth.com/eap - (757) 363-6777
- Psychological Services Center, Classroom Building Suite 188 – psc@regent.edu, or (757) 352-4488

Community Resources:

- Catholic Charities of Eastern Virginia www.cceva.org
  o Chesapeake – (757) 484-0703
  o Newport News – (757) 875-0060
  o Norfolk – (757) 533-5217
  o Virginia Beach – (757) 467-7707
- Christian Psychotherapy Services www.christianpsychotherapy.com
  o Chesapeake/Greenbrier – (757) 312.8002
  o Chesapeake/Western Branch – (757) 394-1961
  o Newport News – (757) 873-0735
  o Norfolk – (757) 622-2114
  o Virginia Beach – (757) 490-0377
- Community Services Boards
  o Chesapeake – (757)547-9334
- Hampton-Newport News – (757) 788-0300
- Norfolk – (757) 823-1600; Substance Abuse Program – (757) 664-6670
  *Emergency Services – (757) 664-7690
- Portsmouth – (757) 393-8618
  *Crisis – (757) 393-8990
- Virginia Beach – (757) 385-3200

- Covenant Counseling Services www.covcounseling.com – (757) 405-7416
- Eden Counseling Center www.edencounseling.com - (757) 466-3336
- Norfolk Psychiatric Center - (757) 461-4565
- Recovery for Life www.myrecoveryforlife.com – (757) 456-0093
- Resources Guidance Services Inc. – (757) 463-9600
- Virginia Beach Psychiatric Center https://vbpcweb.com/ – (757) 496-6000

**Additional National Organizations:**
- Alcoholics Anonymous (AA) – Newport News – (757) 595-1212
- Alcoholics Anonymous (AA) – Virginia Beach – (757) 490-3980
- Drug Information – National Institute of Drug Abuse (NIDA) – 1-800-545-HELP
- Lawyers Helping Lawyers www.valhl.org – (818) 773-9999, 24-hr Helpline – 1-877-545-4682
- Narcotics Anonymous Central Atlantic Regional Helpline --1-800-777-1515
- Narcotics Anonymous Tidewater Area – (866) 972-5055
- National Cocaine Hotline – 1-800-COCAINE (262-2463)

**Health Risks of Alcohol and Other Drugs**
The health risks involved in using alcohol and drugs include, but are not necessarily limited to:
- Alcohol: Excessive alcohol use may lead to loss of muscle control, dizziness, nausea, vomiting, headaches, unintentional injuries, violence, and alcohol poisoning (a medical emergency that can cause loss of consciousness, low blood pressure and body temperature, coma, respiratory depression, or death). Long term effects may include neurological, cardiovascular, and psychiatric problems, cancer, liver disease, heart disease, and pancreatitis.
- Cannabis (Marijuana): Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis.
- Bath Salts: Short-term effects of bath salts include rapid heartbeat and increased blood pressure. High doses can cause significant panic attacks. Frequent use of bath salts can cause sleep-deprivation psychosis. Addiction is also a strong possibility. Mental, emotional and physical effects include headache, tense muscles, increased body temperature, nosebleeds and dilated pupils. Dizziness, confusion and teeth grinding can also occur. More serious effects include fits, hallucinations, aggression, suicidal thoughts or attempts and psychotic delusions. A user can experience liver failure, kidney failure, loss of bowel control and rhabdomyolysis, which is a spontaneous breakdown of muscle
fiber that can lead to death. The use of bath salts can lead to self-injurious behaviors or harming others, including murder.

- **Inhalants:** (Gases or Volatile Liquids) These are found in common household products. Immediate negative effects may include nausea, sneezing, coughing, nose bleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays may also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage.

- **Cocaine:** Use causes the immediate effects of dilated pupils, elevated blood pressure, increased heart rate, and elevated body temperature. Chronic use can cause ulceration of the mucous membrane in the nose and produce psychological dependency. Crack or freebase rock, a concentrated form of cocaine, produces effects within ten seconds of administration. In addition to the above, additional effects include loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine in any form may lead to death through disruption of the brain's control of heart and respiration.

- **Other Stimulants** (including khat, ecstasy/MDMA) These include amphetamines and methamphetamines. Users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause physical collapse, very high fever, stroke, or heart failure.

- **Depressants** (including GHB, benzodiazepines, rohypnol, barbiturates, methaqualone, and tranquilizers): Effects can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can be devastating. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs. Some show birth defects and/or behavioral problems.

- **Hallucinogens** (including peyote, mescaline, LSD, PCP, K2/Spice, ketamine and mushrooms): Effects of hallucinogens vary depending upon the type of drug. Chronic users may experience mood disorders, paranoia, violent behavior, hallucinations, panic, confusion, loss of control, and death.

- **Narcotics** (including heroin, methadone, morphine, opium, and oxycodone): Overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death. Tolerance to narcotics develops rapidly, and dependence is likely. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

- **Steroids** (including anabolic steroids, designer steroids, human growth hormone, androstenedione and erythropoietin): Side effects can include the following for males—prominent breasts, baldness, shrunken testicles, infertility, impotence and prostate gland
enlargement. Side effects can include the following for females—deeper voice, enlarged clitoris, increased body hair, baldness and infrequent or absent periods. Both men and women can experience severe acne, increased risk of tendinitis and tendon rupture, liver abnormalities and tumors, increased LDL cholesterol, decreased HDL cholesterol, hypertension, heart problems, aggressive behaviors, rage or violence, psychiatric disorders, drug dependence and infections or diseases such as HIV or hepatitis if drug is injected.

- Designer Drugs: These drugs have had their molecular structure changed chemically to produce analogs such as synthetic heroin and hallucinogens. These analogs can be hundreds of times stronger than the original drug which they are designed to imitate. One dose can cause uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.

**Federal Penalties and Sanctions**

All students, faculty and staff should be aware that, under the provisions of the United States Code, conviction for the use, possession, or distribution of illicit or unlawful drugs may result in the following criminal sanctions. The charts listed below can be directly referenced on the Drug Enforcement Administration website.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td><strong>First Offense:</strong> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs. and not more than life.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td>Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td><strong>Second Offense:</strong></td>
</tr>
<tr>
<td>II</td>
<td>Fentanyl 40-399 grams mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
<td>Fentanyl 400 grams or more mixture</td>
<td><strong>Second Offense:</strong></td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td>Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td><strong>First Offense:</strong> Not less than 10 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
<td>Heroin 1 kilogram or more mixture</td>
<td><strong>Second Offense:</strong> Not less than 20 yrs. and not more than life.</td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td>Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>LSD 10 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td><strong>Second Offense:</strong> Not less than 10 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td><strong>2 or More Prior Offenses:</strong> Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td><strong>2 or More Prior Offenses:</strong> Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
<td>PCP 100 grams or more pure or 1 kilogram or more</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP 100 grams or more pure or 1 kilogram or more</td>
<td><strong>2 or More Prior Offenses:</strong> Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td><strong>First Offense:</strong> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td><strong>Second Offense:</strong> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV) 1 Gram or less</td>
<td><strong>First Offense:</strong> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of Other Schedule III Drugs</td>
<td><strong>Second Offense:</strong> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td><strong>First Offense:</strong> Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of All Schedule V Drugs</td>
<td><strong>Second Offense:</strong> Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
</tr>
</tbody>
</table>

### Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances

<table>
<thead>
<tr>
<th>Substance</th>
<th>Penalty</th>
</tr>
</thead>
</table>
| Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants | **First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.  
**Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual. |
| Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants | **First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.  
**Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual. |
<p>| Marijuana | <strong>First Offense:</strong> Not more than 20 yrs. If death or serious |</p>
<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FINE</th>
<th>INCARCERATION</th>
<th>SUPPLEMENTAL SANCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underage Possession and/or Transportation</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>Loss of Driver’s License for up to 1 year</td>
</tr>
<tr>
<td>Using a False Driver’s License to Purchase Alcohol</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>Loss of Driver’s License for up to 1 year</td>
</tr>
<tr>
<td>Buying Alcohol for a Minor</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>Loss of Driver’s License for up to 1 Year</td>
</tr>
<tr>
<td>Selling Alcohol to Minors or Intoxicated Person.</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>Loss of Driver’s License for up to 1 Year</td>
</tr>
<tr>
<td>Drunk in Public</td>
<td>Up to $250</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>N/A</td>
</tr>
<tr>
<td>Abusive Language</td>
<td>Up to $250</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Driving Under the Influence (DUI) 1st</td>
<td>$250 to $2,500</td>
<td>Up to 12 months</td>
<td>Loss of Driver’s License for 1 Year</td>
</tr>
</tbody>
</table>

**Virginia Penalties and Laws**

All students, faculty and staff should be aware that under Virginia law, a conviction for the use, possession, or distribution of illicit or unlawful drugs may result in the following criminal sanctions.

The following chart displays the state laws for alcohol violations:
<table>
<thead>
<tr>
<th>Offense</th>
<th>FINE</th>
<th>INCARCERATION</th>
<th>SUPPLEMENTAL SANCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving Under the Influence (DUI) 2nd Offense Within 10 Years</td>
<td>$500 to $2,500</td>
<td>30 days to 1 Year.</td>
<td>Loss of Driver’s License for 3 Years</td>
</tr>
<tr>
<td>Driving Under the Influence (DUI) 3rd Offense Within 10 Years</td>
<td>$1,000 to $2,500</td>
<td>Up to 5 Years</td>
<td>Permanent Loss of Driver’s License</td>
</tr>
<tr>
<td>Unlicensed Alcohol Sale</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>N/A</td>
</tr>
<tr>
<td>Drinking in Public</td>
<td>Up to $250</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The following chart displays state laws for drug violations:

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>FINE</th>
<th>INCARCERATION</th>
<th>SUPPLEMENTAL SANCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of Marijuana (Under .5 oz. for Personal Use) 1st time offense</td>
<td>Up to $500</td>
<td>Up to 30 Days in Jail</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of Marijuana (Under .5 oz. for Personal Use) 2nd time offense</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of Marijuana with Intent to Sell/Distribute Under .5 oz.</td>
<td>$500 to $2,500</td>
<td>Up to 12 Months</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of Marijuana with Intent to Sell/Distribute .5 oz. to 5 lbs.</td>
<td>$500 to $2,500</td>
<td>12 Months to 10 Years</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of Marijuana with Intent to Sell/Distribute 5 lbs. or greater</td>
<td>Up to $2,500</td>
<td>5 to 30 Years</td>
<td>N/A</td>
</tr>
<tr>
<td>Sale of Marijuana to a Minor (at Least 3 years Younger)</td>
<td>Up to $100,000</td>
<td>10 to 50 Years</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of Drug Paraphernalia (not illegal unless intent to sell)</td>
<td>Up to $1,000</td>
<td>Up to 6 Months</td>
<td>N/A</td>
</tr>
<tr>
<td>Selling Drug Paraphernalia to Adult</td>
<td>Up to $2,500</td>
<td>Up to 12 months</td>
<td>N/A</td>
</tr>
<tr>
<td>Selling Drug Paraphernalia to Minor</td>
<td>Up to $2,500</td>
<td>1 to 5 Years</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## EMERGENCY PROCEDURES

CBN/Regent Campus Police are responsible for procedures, programs and proper protective equipment to ensure the safety of employees and students. This includes fire drills to periodically test the readiness of the fire/emergency evacuation plan and the equipment. Faculty members are responsible for the safety of the students and, therefore, should familiarize themselves with the emergency procedures.

If you have a bona fide emergency, contact CBN/Regent Campus Police at 226.2911 from any on-campus phone.

### Building Emergency

CBN/Regent Campus Police check all University buildings after hours. A dispatcher is on duty 24 hours a day, and the campus fire alarm system sounds in the dispatcher’s office. Exit locations for fire/emergency evacuation are posted inside each classroom door. At the time an alarm is sounded, faculty should instruct students to proceed quickly and quietly to the appropriate exit, closing all windows and doors once the room is vacated.

### EVERYONE MUST EVACUATE THE BUILDING IMMEDIATELY WHEN A FIRE ALARM IS SOUNDED.

<table>
<thead>
<tr>
<th>(at Least 3 Years Younger)</th>
<th>Possession of Schedule I Drug</th>
<th>Possession of Schedule II Drug</th>
<th>Possession of Schedule III Drug</th>
<th>Possession of Schedule IV Drug</th>
<th>Possession of Schedule V Drug</th>
<th>Possession of Schedule VI Drug</th>
<th>Distribution of Schedule I or II Drug (1st Offense)</th>
<th>Distribution of Schedule I or II Drug (2nd Offense)</th>
<th>Distribution of Schedule III Drug</th>
<th>Distribution of Schedule IV Drug</th>
<th>Distribution of Schedule V and VI Drug</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to $2,500</td>
<td>Up to $2,500</td>
<td>Up to $2,500</td>
<td>Up to $1,000</td>
<td>Up to $500</td>
<td>Up to $250</td>
<td>Up to $500,000</td>
<td>Up to $500,000</td>
<td>Up to $2,500</td>
<td>Up to $2,500</td>
<td>Up to $2,500</td>
</tr>
<tr>
<td></td>
<td>Up to 10 Years</td>
<td>Up to 2 Years</td>
<td>Up to 12 Months</td>
<td>Up to 6 Months</td>
<td>N/A</td>
<td>N/A</td>
<td>5 to 40 Years</td>
<td>5 years to Life</td>
<td>Up to 12 Months</td>
<td>Or 1 to 10 Years in Prison in Lieu of Fine</td>
<td>Or 1 to 5 Years in Prison in Lieu of Fine</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
No one is to re-enter the building under any circumstance until authorized by the Fire Marshall or his representative.

In the event that an emergency is discovered after hours, CBN/Regent Campus Police SHOULD BE CONTACTED IMMEDIATELY at ext. 2911.

Theft of property should be reported directly to CBN/Regent Campus Police at ext. 2075. However, personal property is the sole responsibility of the owner. For emergency housekeeping after hours, contact CBN/Regent Campus Police at ext. 2075.

**Medical Emergency**

In the event that an employee incurs serious injury or becomes seriously ill while in class or on Regent University property, CBN/Regent Campus Police should be contacted at ext. 2075. The CBN/Regent Campus Police are on duty 24 hours a day and is trained to contact the appropriate emergency squad and to dispatch a Police Officer trained for interim emergency treatment. The Emergency Room of Sentara Leigh Hospital on Kempsville Road is the closest hospital emergency room to the University. The person should be admitted and receive treatment under his/her own name and is responsible for payment for services rendered. Subsequent to any serious medical emergency, the Chief of Police, Administrative Services, Human Resources, and the employee’s department head should be notified. First Aid kits can be found mounted on walls in all University buildings for minor injuries.

*See also* Worker's Compensation / On-the-Job Injuries and Accidents.

**EMPLOYEE CLASSIFICATIONS**

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Employment is expected to be more than 12 months.</td>
</tr>
<tr>
<td>Temporary</td>
<td>Employment is expected to be less than 12 months.</td>
</tr>
<tr>
<td>Full-Time</td>
<td>Scheduled work week is 40 hours.</td>
</tr>
<tr>
<td>Part-Time</td>
<td>Scheduled work week is less than 40 hours.</td>
</tr>
</tbody>
</table>

Employee benefits accrue to regular employees who are scheduled to regularly work at least 30 hours per week. Salaried employees may be eligible for overtime pay (non-exempt) or not eligible (exempt) according to the Fair Labor Standards Act. The Vice President for Human Resources and Administration, in coordination with supervisors, will determine which category applies.

**EMPLOYEE EXPENSES**

*See the Accounts Payable website at the Business Office website:*

https://www.regent.edu/admin/busoff/ap.cfm

**EMPLOYMENT-AT-WILL**

All employees not under contract are employed at the will of the University for an indefinite period. Employees not under contract may resign from Regent University and may be terminated by the University at any time, for any reason. No statement or representation in this handbook or any other University publication or by any University employee should be construed as a promise or guarantee of permanent employment.
EMPLOYMENT: INTER-DEPARTMENTAL TRANSFERS OR PROMOTIONS

In the recruitment of personnel to fill vacancies or new positions, employees shall be given the opportunity, along with other applicants, to be considered for positions that would represent promotion. Transfers to lateral or lower positions will be considered where such transfers may serve to alleviate undue personal hardships or for other compelling reasons. Employees interested in applying for a promotion or transfer for an open position should submit a “Request for Approval to Interview for Inter-Departmental Transfer Form” rather than the regular employment application.

Generally, it is recommended that employees be expected to have performed satisfactorily in their present position for a minimum of six months before being considered for promotion or transfer outside the department. It is recommended that a current performance evaluation be on file in Human Resources in order for a request for promotion to be considered.

Requests for promotion or transfer must be approved by the Vice President for Human Resources and Administration who will consult with appropriate members of the executive leadership of the University prior to granting such approval. An employee who is approved to go through the interview process will be required to inform his or her supervisor if selected for an interview. If the employee is selected for the new position, the employee’s current supervisor and prospective supervisor will work together to determine a suitable timeline for a smooth transition between departments. Supervisors may not retaliate against an employee who expresses interest in other employment opportunities on campus.

EMPLOYMENT OF RELATIVES

The University will permit concurrent employment of close relatives unless the employment relationship between relatives could reasonably lead, or appear to lead, to business related conflicts of interest, improper influence, favor, or consideration. The following are examples of circumstances in which the University shall not permit concurrent employment of close relatives:

1. Where one relative has, or would have, the authority or practical power to supervise, appoint, remove, or discipline the other.
2. Where one relative would be responsible for auditing the work of another.
3. Where other circumstances exist that would place a relative in a situation of actual or reasonably foreseeable conflict between the University's interests and the employee’s interests.
4. Where, in order to avoid the reality or appearance of improper influence or favor, or to insure confidentiality, the University must limit the employment of close relatives of Policy-level officers of other organizations or individuals with which it does business.

In cases where persons related by family or marriage are employed by the University, those faculty or staff members shall not initiate, participate in, or exercise any influence over decisions involving an individual benefit to a person related by family or marriage. Such benefits include initial appointment, retention, promotion, tenure, salary, leave of absence, and grievance adjustment. In situations where a conflict of interest might occur under normal operating procedures, the responsibility for the decision will pass to the next higher administrative level.
For the purposes of this Policy, a relative shall mean husband, wife, father, father-in-law, mother, mother-in-law, grandparent, brother, sister, son, daughter, uncle, aunt, nephew, niece, cousin, or grandchild and their respective spouses, whether the relationship is established by blood, marriage, or otherwise.

**EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION**

**I. Policy**

It is the policy of Regent University to provide equal employment and advancement opportunities to all employees and applicants for employment, consistent with Regent’s statement of faith, mission statement, and educational purpose. Regent University does not discriminate in employment in its programs or activities on the basis of race, color, national or ethnic origin, sex, disability, age, or veteran status. It is Regent’s policy to provide equal opportunity to all applicants for employment and to administer all personnel practices such as recruitment, selection, training, promotion, termination, transfers, layoffs, compensation, benefits and other terms, conditions and privileges of employment in a manner which does not discriminate on the basis of race, color, age, gender, national origin, or disability. Regent does not discriminate with regard to Christian church affiliation, provided such church adheres to the Bible and such doctrinal statements as found in the Regent’s Statement of Faith.

Regent University will take affirmative action to implement recruitment procedures which ensure the utilization of advertising sources designed to inform a reasonably large number of women, veterans, disabled individuals, racial minorities and other minority group members of available vacant regular full-time and part-time positions within the university. Regent will take other appropriate steps to ensure that the pool of applicants considered for each vacant regular full-time position includes qualified potential applicants listed above. Regent will evaluate and monitor staffing patterns to determine whether there is sufficient representation of minorities at each level of regular full-time employment within the university. Regent will implement internal assessment and reporting procedures for evaluation of the effectiveness of this affirmative action policy.

Promoting diversity in the curriculum and among students and employees is consistent with the university’s Christian nature and identity. The affirmative action policy is an important tool in accomplishing diversity in all these areas. Regent has voluntarily adopted the policy because it helps the university to fulfill its mission of providing an excellent education from a biblical perspective and global context in pivotal professions to equip Christian leaders to change the world.

**II. Guidelines of the Policy**

A. Employment decisions at Regent will be based on merit, qualifications, and abilities.

B. Regent will make reasonable accommodation for a qualified individual with a disability, recognized under the Americans with Disabilities Act, unless doing so would result in an undue hardship on its operations.
C. Each employee is required to subscribe to Regent’s Statement of Faith and Mission Statement.

D. This policy governs all aspects of employment including hiring, job assignment, compensation, advancement, discipline, termination, benefits, and training.

E. Human Resources, under the direction of the Vice President for Human Resources and Administration who serves as the university’s EEO/Affirmative Action Officer, is responsible for formulating, implementing, coordinating, and monitoring all efforts in the areas of equal employment opportunity and affirmative action. These efforts include, but are not limited to:
   1. Collecting and analyzing employment data,
   2. Developing statements regarding the equal employment policies of Regent for internal and external communication,
   3. Distributing information about the policy to prospective and current employees,
   4. Designing and implementing record-keeping and reporting systems to ensure compliance with legal requirements,
   5. Posting of notices as required by law,
   6. Serving as liaison between Regent and government agencies,
   7. Keeping management informed of developments in the area of equal employment opportunity.

F. Responsibility for the implementation of the plan at the departmental level rests with each dean and department head, with training and guidance provided by Human Resources.

G. Any employee with a question or concern about this policy or any workplace practice or action including possible discrimination, is encouraged to bring any such matter or issue to the attention of their immediate supervisor or department head, or to Human Resources. Individual or group discrimination complaints will be handled under the Conflict Resolution policy.

H. Any employee or supervisor found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

I. Any communication from an employee, applicant for employment, government agency, or attorney concerning a possible or actual charge of discrimination that is received by a supervisor, department manager, or Human Resources shall be referred to the Office of General Counsel.

F.A.I.T.H. FUND (FINANCIAL ASSISTANCE IN TIMES OF HARDSHIP)
"He who supplies seed to the sower and bread for food will supply and multiply your seed for sowing and increase the harvest of your righteousness. You will be enriched in every way for your great generosity, which will produce thanksgiving to God through us; for the rendering of this ministry not only supplies the needs of saints but also overflows with many thanksgivings to God."
Purpose, Procedures, & Guidelines

The F.A.I.T.H. Fund is funded and administered by Regent University employees for the purpose of ministering to Regent University employees who experience a bona fide need for emergency assistance. The committee is composed of six (6) members plus 2 representatives from Human Resources who serve as Co-Chairs.

Requests for emergency assistance will be considered on the basis of what is clearly recognized as a bona fide emergency, in the following categories:

1. **Food**
2. **Shelter:** this includes possible eviction from present housing; in extreme cases, assistance on initial security deposit; rent aid on housing when legitimately unable to make it on own; or to aid in case of disaster.
3. **Transportation:** to aid in costly repairs only when car is necessary to continue employment (i.e., accident, fire, or theft aid); aid not to include car payments, insurance premiums, taxes or normal maintenance and repair charges.
4. **Utilities:** to prevent utilities being disconnected during an emergency situation. (Phone bills are not considered a utility).
5. **Fuel:** to aid in emergency situations to provide fuel for heat or cooking or heating of water.
6. **Deaths:** to aid in expenses surrounding the death of immediate family member (spouse, mother, father, children, legal guardian, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother, sister).
7. **Medical:** to aid employee in a medical emergency not reimbursable by insurance or where insurance coverage does not apply. Normal health maintenance expenses are not eligible.

General Guidelines for the Employee

1. An employee is eligible for an emergency assistance grant after having been employed for at least three consecutive months in a regular, full-time or part-time position. Exceptions must be of an unusual nature and fully justified.
2. Assistance for bona fide emergencies will be limited to one (1) request every six months.
3. A maximum of four grants will be allowed to any one person or household, during a two (2) year period.
4. The maximum amount available per employee, or household, may not exceed $600.00 per request. The maximum amount available during each two (2) year period may not exceed $1,800.00.
5. Employees receiving assistance may be scheduled for budget counseling. Failure to attend budget counseling, when it is recommended, will preclude the approval of future applications for assistance.
6. To request F.A.I.T.H. Fund assistance, the employee must fill out the “Request for Emergency Assistance” form completely and in detail and forward it to a member of the F.A.I.T.H. Fund Committee or to Human Resources.
FAMILY AND MEDICAL LEAVE POLICY

Regent University will comply with the Family and Medical Leave Act (FMLA) implementing regulations as revised effective January 16, 2009. The University posts the mandatory FMLA Notice and upon hire provides all new employees with notices required by the U.S. Department of Labor (DOL) on Employee Rights and Responsibilities under the Family and Medical Act in addition to the DOL supplementary information concerning Military Family Leave in Human Resources.

The function of this Policy is to provide eligible employees with a general description of their FMLA rights. In the event of any conflict between this Policy and the applicable law, employees will be afforded all rights required by law.

If you have any questions, concerns, or disputes with this Policy, you must contact the Benefits Manager for Human Resources in writing.

A. General Provisions

Under this Policy, Regent University will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid, or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this Policy.

B. Eligibility

To qualify to take family or medical leave under this Policy, the employee must meet all of the following conditions:

1. The employee must have worked for Regent University for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer’s intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2. The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in determining the 1,250 hours eligibility test for an employee under FMLA.

3. The employee must work in a worksite where 50 or more employees are employed by the University within 75 miles of that office or worksite. The distance is to be calculated by using available transportation by the most direct route.

C. Type of Leave Covered

To qualify as FMLA leave under this Policy, the employee must be taking leave for one of the reasons listed below:
1. The birth of a child and in order to care for that child.
2. The placement of a child for adoption or foster care and to care for the newly placed child.
3. To care for a spouse, child or parent with a serious health condition (described below).
4. The serious health condition (described below) of the employee;
   An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position.
   A “serious health condition” is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.
   This Policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that would result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.
   Employees with questions about what this FMLA Policy or under the University's medical leave Policy should consult with the Benefits Manager in Human Resources.
   If an employee takes paid medical leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this Policy, the University may designate all or some portion of related leave taken as leave under this Policy, to the extent that the earlier leave meets the necessary qualifications.
5. Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.
   An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities, 3) child care and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation, 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.
   The leave may commence as soon as the individual receives the call-up notice. (“Son or daughter” for this type of FMLA leave is defined the same as “child” for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee’s 12-week maximum of FMLA leave in a 12-month period.
6. Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.
   This leave may extend to up to 26 weeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent, or next of kin covered service member with a
serious illness or injury incurred in the line of duty on active duty. “Next of kin” is defined as the closest blood relative of the injured or recovering service member.

D. Amount of Leave

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this Policy during any 12-month period. The University will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this Policy. Each time an employee takes leave, the University will compute the amount of leave the employee has taken under this Policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the University will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the University and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or care of a child with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the University and each wishes to take leave to care for a parent (but not a parent “in-law”) with a serious health condition, each spouse receives 12 weeks for their biological parent. If a husband and wife both work for the University and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

E. Employee Status and Benefits during Leave

While an employee is on leave, the University will continue the employee's group health plan benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the University will require the employee to reimburse the University the amount it paid for the employee's health coverage contribution during the leave period. Under current University Policy, the employee pays a portion of the health care contribution. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the contribution. While on unpaid leave, the employer must continue to make this payment, either in person or by mail. The payment must be received in Human Resources (Attn: Benefits Manager) by the fifth (5th) day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employer will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the
premiums, or the employer may elect to maintain such benefits during the leave and pay the employee’s share of the premium payments. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee’s share of any premiums, whether or not the employee returns to work.

F. Employee Status after FMLA Leave

An employee who takes leave under this Policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the employer’s response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits, and working conditions. The University may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

G. Use of Paid and Unpaid Leave

An employee who is taking FMLA leave because of the employee's own serious health condition or the serious health condition of a family member may use all paid vacation, personal or medical leave prior to being eligible for unpaid leave. Medical leave may run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established medical leave policy. An employee will be allowed to use accrued medical leave during a Family Medical Leave Act (FMLA) absence for the birth of a child, once the employee has been approved for short term disability benefits. That condition will apply whether or not the employee plans to use short term disability benefits to continue receiving income during the leave period.

All employees must apply for short term disability if they will be out of work for more than 10 days for medical reasons.

Disability leave for the birth of the child or for an employee's serious health condition, including workers’ compensation leave (to the extent that it qualifies), will run concurrently with FMLA. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child may use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hourly schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The University may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances where leave for the employee or employee’s family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.
For the birth, adoption, or foster care of a child, the University and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hourly schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with the University before taking intermittent leave or working a reduced hourly schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

I. Certification for the Employee’s Serious Health Condition

The University will require certification for the employee’s serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee’s Serious Health Condition. The University may directly contact the employee’s health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator, or management official. The University will not use the employee’s direct supervisor for this contact. Before the University makes this direct contact with the health care provider, the employee will be given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the University will obtain the employee’s permission for clarification of individually identifiable health information.

The University has the right to ask for a second opinion if it has reason to doubt the certification, in which case the University will pay for the employee to get a certification from a second doctor whom the University will select. The University may deny FMLA leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the University will require the opinion of a third doctor. The University and the employee will mutually select the third doctor, and the University will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member’s Serious Health Condition

The University will require certification for the family member’s serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member’s Serious Health Condition. The University may directly contact the employee’s family member’s health care provider for verification or clarification purposes using a health care professional, an HR professional, leave administrator or management official. The University will not use the employee’s direct
The University has the right to ask for a second opinion if it has reason to doubt the certification, in which case the University will pay for the employee’s family member to get a certification from a second doctor whom the University will select. The University may deny FMLA leave to an employee whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the University will require the opinion of a third doctor. The University and the employee will mutually select the third doctor, and the University will pay for the opinion. This third opinion will be considered final. The employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The University will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave (http://www.dol.gov/whd/forms/index.htm Use form WH-384).

L. Certification for Serious Injury or Illness of Covered Service Member for Military Family Leave

The University will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service Member (http://www.dol.gov/whd/forms/index.htm Use form WH-385).

M. Recertification

The University may request recertification for the serious health condition of the employee or the employee’s family member no more frequently than every 30 days and only for the following reasons: 1) when circumstances have changed significantly, 2) if the employer receives information casting doubt on the reason given for the absence, or 3) if the employee seeks an extension of his or her leave. Otherwise, the University may request recertification for the serious health condition of the employee or the employee’s family member every six months in connection with an FMLA absence. The University may provide the employee’s health care provider with the employee’s attendance records and ask whether need for leave is consistent with the employee’s serious health condition.

N. Procedure for Requesting FMLA Leave

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the Benefits Manager in Human Resources. Within five (5) business days after the
employee has provided this notice, the Benefits Manager will complete and provide the employee with the DOL Notice of Eligibility and Rights (http://www.dol.gov/whd/forms/index.htm Use form WH-381).

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days’ notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the University’s usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form, the Benefits Manager will complete and provide the employee with a written response to the employee’s request for FMLA leave using the DOL Designation Notice (http://www.dol.gov/whd/forms/index.htm Use form WH-382).

P. Intent to Return to Work Following FMLA Leave

On a basis that does not discriminate against employees on approved FMLA leave, the University may require an employee on FMLA leave to report periodically on the employee’s status and intent to return to work.

Please contact the Benefits Manager in Human Resources with any questions about the Policy or to apply for FMLA leave.

FOREIGN NATIONALS

Non-Immigrant (H-1B) Visa Application Policy

Regent University may sometimes need to hire a foreign national when there is a shortage of qualified, available U.S. workers to fill certain specialized professional positions (typically a faculty position). H-1B is the visa classification under which a foreign national may temporarily engage in employment in the U.S. in “specialty occupations in a field requiring highly specialized knowledge.”

In the event that a school or department believes it would be in the best interests of the university to file a Form I-129, Petition for a Nonimmigrant Worker, with the U.S. Citizenship and Immigration Services (USCIS) on behalf of a prospective foreign national employee in order to hire a highly skilled professional requiring an H-1B temporary work visa, the school or department must follow the guidelines listed below to seek special pre-approval prior to engaging in the H-1B application process. While the actual time to complete the H-1B application process may vary, the process will usually take at least 2-3 months. Schools and departments are therefore urged to seek pre-approval as early as possible.

All activities and expenditures related to obtaining an H-1B visa for a prospective or current employee must be pre-approved, as follows:

1. The requesting school or department will prepare a written request describing the specific duties of the position, the relevant qualifications of the intended H-1B visa recipient, a summary of the school or department's efforts to fill the position without the need for
obtaining an H-1B visa, and justification for obtaining an H-1B visa rather than hiring a person who does not require an H-1B visa (e.g. U.S. citizen or Lawful Permanent Resident with a "green card"). The costs associated with filing the Form I-129, Petition for Non-Immigrant Worker are normally the responsibility of the employer; therefore, the school or department must obtain approval from the Vice President for Human Resources and Administration before any employer-paid costs are incurred. It should be noted that the approval of a petition will not guarantee that the prospective employee will be able to obtain the H-1B visa; however, the notice of approval of the employer’s petition, the Form I-797, is part of the documentation that will be required of the prospective employee when he/she makes application for the H-1B visa.

2. Submit the written request to the Vice President for Human Resources and Administration with a copy of the request to the Sr. Vice President/General Counsel and to the Executive Vice President for Academic Affairs.

3. Legal services should not be arranged, and no work should begin on the matter until the request is approved by the executives listed above.

4. No offer of faculty employment can be made until a faculty contract has been signed by the Executive Vice President for Academic Affairs, and no offer of employment can be made to a prospective staff employee until approved by the Vice President for Human Resources and Administration on a signed Offer & Briefing Form.

All employees must complete a Form I-9 on or before the first date of employment, to substantiate their eligibility to lawfully work in the U.S., regardless of their immigration status. A foreign national who does not have the proper work visa will not be allowed to work. Current holders of H-1B visas, however, may start work when the hiring school or department obtains approval from the Vice President for Human Resources and Administration to file for a new H-1B visa. In those cases, a copy of the receipt notice for the newly filed petition must be attached to the Form I-9, along with a copy of the alien's Form I-94, until the new H-1B is secured and presented to Human Resources.

Under U.S. immigration law, the employer is liable for the reasonable costs of return transportation abroad for a foreign national employee in the H-1B visa category if the employee is dismissed from employment before the end of the period of authorized admission.

**Permanent Resident Status Application Policy**

Regent University, in limited circumstances, may sponsor a prospective or current foreign national who is inside or outside the U.S. and who may qualify under one or more of the employment-based immigrant visa categories mandated by Congress. Some of the categories that might be relevant to Regent University are:

1. **Priority Workers**
   a. Aliens with extraordinary ability in the sciences, arts, education, business, or athletics;
   b. Outstanding professors and researchers;
   c. Multinational executives and managers.

2. **Professionals with Advanced Degrees or Persons with Exceptional Ability**
   a. Aliens who, because of their exceptional ability in the sciences, arts, or business, will substantially benefit the national economy, cultural, or educational interests or welfare of the United States;
   b. Aliens who are members of professions holding advanced degrees or the equivalent.
3. Professional or Skilled Workers
   a. Professionals with a baccalaureate degree
   b. Aliens capable of performing skilled labor (requiring at least 2 years of training or experience) for which qualified workers are not available in the United States.

For more information on the categories of eligibility for granting permanent residence to foreign nationals based on employment visit the U.S. Citizenship and Immigration Services (USCIS) website at http://www.uscis.gov.

It is the policy of Regent University that U.S. Citizens or U.S. Permanent Residents shall be hired unless there are no such applicants qualified for the job. In the event that a school or department believes it would be in the best interests of the university to retain a highly skilled professional foreign national to work beyond the H-1B visa limits, the school or department must follow the guidelines listed below to seek special pre-approval prior to engaging in the application process. In most cases, the application process to hire a foreign national begins when the employer obtains an approved Labor Certification Application (LCA) from the U.S. Department of Labor (DOL). After the LCA has been approved by the DOL, the employer continues the process by filing Form I-140, Immigrant Petition for Alien Worker, with the U.S. Citizenship and Immigration Service (USCIS) on behalf of the foreign national.

Provided the procedure outlined in the next paragraph is followed, Regent University may choose at its discretion to sponsor a current or prospective employee for permanent resident status. Sponsorship will include the application and all fees associated with the application, with the stipulation that should the employee voluntarily separate from Regent within three years of permanent residency approval, the employee would be required to repay Regent for all legal fees and other fees associated with the application process. USCIS rules do not allow Regent University to petition for the application of permanent resident status for an employee's spouse or children.

All activities and expenditures related to assisting or obtaining a green card for an employee must be pre-approved, as follows:

1. The requesting school or department shall prepare a written request describing the specific duties of the position, the relevant qualifications of the intended green card recipient, including which of the employment-based visa categories (listed on the USCIS website) the employee fits within, a summary of the school or department's efforts to fill the position without the need for obtaining a green card for a prospective or current employee, and the justification for obtaining a green card rather than hiring a person who does not require such documentation (e.g. U.S. citizen or a U.S. Permanent Resident). The school or department must obtain approval from the Vice President for Human Resources and Administration and other executives listed in paragraph 2 below before any employer-paid costs are incurred. It should be noted that the approval of a petition by the USCIS will not guarantee that the employee will be able to obtain Permanent Resident status; however, the notice of approval of the employer's petition, Form I-140, is part of the documentation that will be required of the employee when he/she makes application for the green card.

2. Submit the written request to the Vice President for Human Resources and Administration, with a copy of the request to the Sr. Vice President/General Counsel and to the Executive Vice President for Academic Affairs. The Vice President for Human Resources and
Administration or the Executive Vice President for Academic Affairs shall in their discretion determine if the petition process should be authorized and the expenses incurred by the University (attorney fees, etc.).

3. Legal services should not be arranged, and no work should begin on the matter until the request is approved by the executives listed above.

4. No offer of faculty employment can be made until a faculty contract has been signed by the Executive Vice President for Academic Affairs, and no offer of employment can be made to a prospective staff employee until approved by the Vice President for Human Resources and Administration on a signed Offer & Briefing Form.

All employees must complete a Form I-9 on or before the first date of employment, to substantiate their eligibility to lawfully work in the U.S., regardless of their immigration status. A foreign national who does not have the proper work visa will not be allowed to work.

**Gifts and Gratuities**

Employees should not accept any personal gifts, favors or hospitality that reasonably could be viewed as influencing their decision-making processes or compromising their judgment in actions affecting the University. Gifts of promotional items that are routinely distributed by vendors to customers and are of *de minimus* value ($100 or less) may be accepted. Gratuities or gifts of money, cash equivalents or securities (other than those for the benefit of the University and processed according to University policies and procedures) may not be accepted at any time.

**Governance, Management & Disclosure Policies**

**Conflict of Interest**

A “conflict of interest” arises when a person in a position of authority for Regent University, such as an officer, trustee, or key employee may benefit financially from a decision he or she could make in such capacity, including indirect benefits such as to family members or businesses with which the person is closely associated.

Each officer, trustee, and key employee will report any conflicts of interest to the Chairman or President as soon as practical after they become aware of such a conflict. Each officer, trustee, and key employee shall also annually complete the attached Conflict of Interest questionnaire.

Regent University will monitor compliance with its Conflict of Interest policy by determining whether conflicts exist during review of annual questionnaires completed by officers, trustees, and key employees. Completed annual questionnaires will be reviewed by the President and Sr. Vice President/General Counsel to determine whether any conflicts of interest exist.

If conflicts of interest exist for officers or key employees, the Chairman or President will determine the corrective measures, if any, to be taken to resolve the conflict or will impose appropriate restrictions, if any, on the persons with the conflict. For conflicts of interest involving the Chairman, President, or other trustee, the Audit Committee of the Board of Trustees will be notified of the conflict and will recommend to the Board the corrective measures, if any, to be imposed on the persons with the conflict. The Board of Trustees, excluding such conflicted
persons, will have final approval of any recommended corrective measures or imposed restrictions. Such restrictions will require excluding conflicted persons from discussion and approval of transactions benefitting them, directly or indirectly.

**Compensation of Management**

Regent University will regularly review the compensation of its officers and key employees to determine whether compensation is reasonable compared to similar positions of responsibility. The Compensation Committee of the Board of Trustees (in the absence of the Compensation Committee, the Audit Committee will assume this role) will periodically conduct an independent review of compensation which includes the President, all Vice Presidents, and key employees. This process will include securing comparable compensation data from an independent source, reviewing the data to ensure that the compensation is reasonable and contemporaneous substantiation of the deliberation and decision. Furthermore, when Regent University hires a new officer or key employee or otherwise approves a significant increase in compensation for an officer or key employee it will ensure that the compensation is reasonable compared to similar positions of responsibility.

**Monitoring of Domestic Grants**

Regent University may fund domestic grants to be used in accordance with its tax exempt purposes. Before making a grant, Regent University personnel will document the reasons a grantee is eligible to receive said grant. Such reasons include but are not limited to: 1) grantee’s own tax exempt purpose is consistent with that of Regent University’s, 2) grantee is personally known by Regent University to be performing work consistent with Regent University’s tax exempt purposes, or 3) grantee has provided evidence satisfactory to Regent University that it will use the grant for purposes consistent with Regent University’s tax exempt purposes. Regent University will select grantees whose purpose is either closely aligned with Regent University’s own tax exempt purposes or otherwise enables Regent University to further its tax exempt purposes.

In addition, each grantee will be required to agree to report a financial accounting of the use of the funds and a description of the results obtained from their grant.

Regent University will monitor the use of its domestic grants in one or more of the following ways:
1) reviewing written reports from grantees on the use of funds;
2) personnel visits to selected projects funded by grants;
3) personal knowledge of grantee’s use of funds;

**Document Destruction & Retention**

Regent University will ensure that company records and documents are adequately protected and maintained as long as management deems necessary for business purposes or legally required to be retained and will further ensure that such records and documents which are no longer necessary to be retained for business purposes or legally required to be retained, will be properly destroyed (which includes electronic deletion). Records and documents include originals, hard copies, and electronic files—whether e-mail, voice mail, Web files, text files, video and audio files, PDF files, and Microsoft Office or other formatted files.
Regent University management personnel in charge of their respective areas of University operations are responsible for the protection, maintenance, and proper destruction of records and documents in compliance with this policy.

Regent University’s President will administer this policy and require a Record Retention Schedule from Regent University management for each area of responsibility. The Record Retention Schedules will include a list of records and documents management deems necessary to retain for business purposes or legally required to be retained by category with appropriate retention periods identified. The President is authorized to make modifications to Record Retention Schedules to ensure they are in compliance with local, state, and federal laws and to monitor management’s compliance with this policy.

All records and documents that are not necessary to be retained for legal or business reasons and not required to be retained by law or regulation shall be deleted electronically or destroyed, at the time management deems appropriate, in order to reduce the high cost of continual storage and maintenance.

After retained records and documents reach their maximum retention period, Regent University management will routinely direct that any such electronic files be deleted and such tangible records and documents be destroyed. Records and documents located online or offsite from Regent University’s normal business locations are subject to this policy and shall be managed consistent with this policy.

**Suspension of Record Disposal in Event of Litigation or Claims**

In the event Regent University is served with a subpoena for records or any other legally enforceable request for company documents, or any employee becomes aware of a governmental investigation or audit concerning Regent University, or the assertion of a claim or commencement of any litigation against or concerning Regent University, such person with direct knowledge thereof shall inform the President and the Office of the General Counsel. Any further disposal of records or documents shall be limited or suspended, until such time as the President or Office of General Counsel determines otherwise, or provides specific direction concerning the preservation of records and documents responsive to the investigation, audit, claim, or litigation.

**Joint Ventures**

Whenever Regent University has the opportunity to invest or participate in joint ventures with for-profit entities, an independent Committee appointed by the Board of Trustees will determine in advance the terms and safeguards necessary for Regent University management and/or consultants to negotiate with the joint venture participants. All final documents of the joint venture will require approval of the Committee prior to execution in order to ensure that the transaction and arrangement will not jeopardize Regent University’s tax exempt status with the IRS. The Committee will be comprised of the Executive Committee of the Board.

Terms and safeguards may include the following:

- Adequate control to ensure that the joint venture and its operation does not jeopardize Regent University’s tax exempt status with the IRS, which may include majority ownership interest, super voting rights, approval as to any proposed liquidation, call or put options at fair market
value in Regent University’s sole discretion if it determines operations may jeopardize its tax exempt status, etc.

- Joint venture is prohibited from taking any action that Regent University would otherwise be prohibited from taking as a tax exempt organization under IRS code section 501(c)3;
- Economic terms of the arrangement must be at arm’s length or more favorable to Regent University than any other participant, which includes providing Regent University with at least fair market value for its investment or participation and other protections against conveying excess private benefit to the other participants in the joint venture.

The Committee will document the following to support its approval of Regent University’s investment or participation in the joint venture:

- The terms and safeguards determined for management or consultants to negotiate in the joint venture documents, the names of management or consultants responsible for negotiations and the date of the Committee’s communication with those representatives;
- The evidence provided to the Committee which substantiates that the economic terms of the venture arrangement are at arm’s length or more favorable to Regent University than any other participant, which shall include the opinion of an independent consultant with particular expertise related to the venture being negotiated;
- The final documents approved for execution by the Committee, the names of the Committee members approving the documents and the date of approval.

Whistleblower Policy

Purpose
The purpose of this policy is to establish procedures for submitting complaints or concerns regarding matters that might have a bearing on the finances, accounting practices, internal controls, audit matter, or the ethics of the university’s management. This policy sets forth an alternative means of reporting suspected misconduct. It is in addition to other means, such as confronting the individual or reporting the matter to a supervisor, a vice president, the executive vice president, or the president.

Policy
Regent University is committed to complying with the laws and regulations applicable to it and relies on its employees to perform their duties and responsibilities in accordance with such laws and regulations, and with the university’s policies and procedures, and with Regent University’s Governance, Management, and Disclosure Policies. The University’s internal controls and business policies and procedures are intended to prevent or detect improper activities; however, Regent University welcomes receipt of information concerning potentially undetected violations of laws, regulations, policies, or procedures related to its business practices. The university, therefore, encourages employees to report in good faith their concerns about suspected improper activity. No individual who in good faith reports a violation or suspected violation shall suffer retaliation, harassment, or adverse employment, academic, or educational consequence. The Audit Committee of the Board of Trustees shall address all reported concerns or complaints regarding Regent University’s accounting or business practices, finances, internal controls or auditing, or suspected violations of Regent University’s Governance, Management, and Disclosure Policies.

Procedure
Individuals wishing to report violations or suspected violations may send or submit a sealed envelope to the Chair of the Audit Committee, Regent University Board of Trustees, c/o The Board Liaison, President’s Office, 1000 Regent University Drive, Virginia Beach, VA 23464. If an individual wishes to discuss any matter with the Audit Committee, he or she should so indicate in the submission and include a telephone number where he or she can be reached, should the Audit Committee deem such communication appropriate.

Following receipt of any complaints submitted under this policy, the Audit Committee will acknowledge receipt of the complaint to the sender and will investigate or direct an investigation to commence on each matter reported, and take corrective or disciplinary actions, if appropriate. In conducting any investigation, the Audit Committee, or its designee, will use reasonable efforts to protect the confidentiality of the complainant. A whistleblower’s right to protection from retaliation does not extend immunity for any complicity in the matters that are the subject of the allegations.

At the conclusion of any action(s) taken by the Audit Committee under this policy, the Chair of the Audit Committee will provide a summary report of the investigation, conclusion, and resolution of the suspected violation(s) to the Regent University Board of Trustees and to the individual filing the complaint. A file will be maintained by the Secretary of the Board of Trustees for the purpose of documenting the resolution of suspected and reported violations.

An employee or student who is found to have made baseless allegations without regard for their truth may be subject to institutional disciplinary action.

**Responsibility/Contact Information**

The Vice President for Finance of Regent University is responsible for maintaining currency of this policy and is available to answer questions related to the process described in this policy

An individual who has questions about whether or not the policy applies to a given incident should use the process described above. The Audit Committee will determine whether or not the incident should be investigated.

**Monitoring of International Grants**

Regent University may fund international grants in accordance with its tax exempt purposes. Before making a grant of $5,000 or more, Regent University personnel will document the reasons a grantee is eligible to receive said grant. Such reasons include but are not limited to 1) grantee’s own tax exempt purpose is consistent with that of Regent University’s, 2) grantee is personally known by Regent University to be performing work consistent with Regent University’s tax exempt purposes, or 3) grantee has provided evidence satisfactory to Regent University that it will use the grant for purposes consistent with Regent University’s tax exempt purposes. Regent University will select grantees whose purpose is either closely aligned with Regent University’s own tax exempt purposes or that otherwise enable Regent University to further its tax exempt purposes.

In addition, each grantee will be required to agree to report a financial accounting of the use of the funds and a description of the results obtained from their grant. Regent University will monitor its international grants in one or more of the following ways:
1) reviewing written reports from grantees on the use of the funds;
2) personnel visits to selected projects funded by the grants;
3) personal knowledge of grantee’s use of funds.

Public Availability of Key Documents, Policies and Financials

Regent University will make its key documents available by providing copies on request. Key documents include the following items: Articles of Incorporation, Bylaws, Conflict of Interest Policy, 990 tax return, audited financial statements. The University may, at its discretion, charge a reasonable fee for the cost of copying such documents or may provide the documents electronically.

IDENTIFICATION/KEY CARDS

All faculty and staff members will be issued an official Regent University ID/Key Card through the Student Services Office. This ID/Key Card will be issued to employees upon completion and approval of a Faculty/Staff ID Authorization Form available from Human Resources, ADM 111. The ID/Key Card has after-hours building access capability and can be coded to enable faculty and staff to enter authorized buildings. Administrative Services grants after-hours access based on department approval. A bar code can be added to the card at the Library Circulation Desk or at the Law Library Circulation Desk, to enable faculty and staff to check out library materials.

The ID/Key Card issued to employees is designed for use by the person named on the card and should be worn at all times while on campus. The owner is strictly prohibited from "sharing" this important credential with another person to facilitate his/her movement on campus.

Employees found to be in violation of this Policy risk the potential loss of their access privileges.

It is the responsibility of the employee to immediately report the loss or theft of his/her ID/Key Card to Administrative Services, ext. 4008 during normal business hours or to CBN /RCPD, ext. 2075 after normal business hours or on weekends.

Employee ID/Key Cards remain the property of Regent University and must be surrendered upon request or upon separation of employment from Regent University. This does not apply to student ID Cards for employees retaining student status.

INCLEMENT/EMERGENCY WEATHER INFORMATION

Closing Procedures:
In the event of weather-related emergencies, Campus Police Dispatch will notify local employees of a closing or a delayed opening via the “Regent Alert” Emergency Notification System. (http://www.regent.edu/it/helpdesk/document/regentalert.cfm)

Information concerning Regent University's closings and delays on any particular day will be announced on the following local radio and television stations:

RADIO:
- WFOG 92.9FM
- WGH 97.3 FM
- WXEZ 94.1 FM
- WGH 1310 AM

TELEVISION:
- WTKR TV Channel 3
- WAVY TV Channel 10
- WVEC TV Channel 13
Employees may also telephone the Emergency Weather Hotline at 352.4777 at any time to hear a recorded announcement. The hotline will be updated with current information during all emergencies that affect attendance at work and class schedules.

In some cases, a "liberal leave policy" will be announced by the Regent University administration. At those times, the University will be open, but employees will be allowed to use their own judgment to take accrued vacation or unpaid leave when the employee's personal circumstances or location makes it difficult or hazardous to come to work. The supervisor's approval will not be required in advance when an employee decides to take leave under a "liberal leave" situation; however, the supervisor should be contacted as soon as it is practicable.

If an emergency closing or delay in opening is announced by the Regent University administration, all lost work time will be a paid absence for regular full-time and regular part-time employees, to be pro-rated accordingly. Unless a closing or delay is announced by the university administration, employees will be expected to report for work at the usual time. Deans, department heads, managers and supervisors do not have the authority to close their units or to release employees to leave early as a paid absence. During a closing or delay announced by the Regent University administration, an employee with pre-scheduled vacation time must still record the absence as vacation leave on their timecard or leave report. Employees that choose to come into work despite the university closure or delay will only receive regular pay for hours worked and no additional pay for inclement weather leave.

Decisions by the Regent University administration to dismiss employees before the end of a work day because of hazardous weather conditions will be relayed verbally throughout the University through the Regent Alert system. This lost work time will also be considered a paid absence for all regular full-time and regular part-time employees. Student employees, temporary, and on-call personnel will be paid only for time actually worked.

**Essential Personnel**
Some departments may have "essential personnel" working in their areas of responsibility, i.e. individuals who may be required to work when other employees are excused from reporting to work or when the university is closed for normal operations. Typically, "essential personnel" includes employees whose presence on campus during a natural or man-made emergency is required for continuing operations or for quick mitigation and recovery. It is the supervisor's responsibility to notify employees who are "essential personnel."

**Emergency Procedures:**
Listed below are web links and other documents that provide helpful information on emergency preparedness:
- The VA Department of Emergency Management provides an excellent resource to ensure Virginia residents are prepared for a hurricane: [http://vaemergency.com/](http://vaemergency.com/)
• The VA Department of Transportation has a Hurricane Evacuation Guide, http://www.virginiadot.org/travel/hurricane_default.asp

**INTELLECTUAL PROPERTY RIGHTS**

Regent University has an intellectual property rights Policy that explains in detail the various terms and publication regulations involving scholarly and creative work originated by faculty, administrators, other employees and students.

*For the complete Policy, see the Faculty and Academic Handbook, http://www.regent.edu/academics/academic_affairs/faculty_handbook.cfm.*

**KEYS**

Interior door keys for one's office and for areas other than one's office will be issued to employees, with dean or department head approval, on a "need access" basis. Keys are issued by Administrative Services or Library Administration and are the responsibility of the holder. A Request Form from Administrative Services must be submitted to obtain interior door keys. See policy at https://www.regent.edu/admin/admsrv/key_Policy.cfm.

Upon termination of employment, all keys must be returned to the issuing office (Administrative Services or Library Administration) as part of the exit interview process.

**LACTATION BREAKS**

As required by the Affordable Care Act (ACA) amendment to the Fair Labor Standards Act (29 U.S.C. Sec. 207), non-exempt (hourly) employees who require a reasonable break time for expressing breast milk will be provided a private location for that purpose, free from intrusion by co-workers and the public, for a reasonable period of time as needed. Lactation breaks lasting 20 minutes or less will be counted as work time. Longer break periods will be unpaid, unless the time is made up within the work week. This policy does not apply to exempt (salaried) employees, because those employees receive their full salary for any day in which they perform work, regardless of time spent performing work.

Employees may contact Human Resources for assistance in locating a private location for lactation breaks. The location provided will be a clean space with an electrical outlet, a lock on the door accessible from inside the room, a comfortable chair, a table or flat surface to hold the breast pump, and access to a nearby clean and safe water source and a sink for washing hands and rinsing out any breast-pump equipment, and access to hygienic/refrigerated storage alternatives for the employee to store expressed breast milk. The location provided will not be a rest room or bathroom.

**LEAVE WITH PAY**

A leave of absence with pay is considered a privilege that may be extended to personnel designated as faculty or administrative/managerial when approved in writing by the University President.

**Bereavement:**

Regular employees bereaved of an immediate family member—including spouse, children, parents, brothers, or sisters—will be granted time off from work up to five work days with pay.
In the event of the death of a relative not within the immediate family, up to three work days off with pay will be given. This is to include aunts, uncles, nieces, nephews, grandparents, grandchildren and parents-in-law, grandparents-in-law, brothers-in-law, sisters-in-law, sons-in-law, and daughters-in-law. Time off must be approved. Use of a Leave Request Form (found on Human Resources Forms webpage in the MyRegent Portal) may aid in communication of the request for time off between employee and supervisor. See http://www.regent.edu/admin/busoff/time_card.cfm.

Holidays:
The following days are typically designated as paid holidays: New Year's Day (half-day), Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day (half-day), Thanksgiving Day, the day after Thanksgiving Day, two days at Christmas, and New Year's Eve or as otherwise declared by the President. (Half-day holidays begin at the conclusion of the CBN/Regent University All-Staff Prayer meetings on New Year's Day and Labor Day holidays.)

The primary purpose of a holiday is to provide a day of rest and/or commemoration. If an employee must work on a scheduled holiday, every effort will be made to arrange for a compensating day off in lieu of the holiday as soon as possible and preferably within the same pay period. This approach will always be primary, with payment for holiday work a last resort. Any holiday work must be approved in advance.

If the schedule of an employee calls for a regular day off (e.g. vacation) to fall on a holiday, every effort will be made to schedule the individual for another compensating day off in lieu of the holiday. If this is not possible, then an additional day's pay will be made. The current year’s Holiday Schedule is available through the MyRegent Portal.

Note: Student employees, temporary, and on-call personnel are not eligible for holiday pay.

Legal Proceedings, Jury Duty, and Voting:
Leave with pay is granted to regular employees when their service on jury duty or as a witness is required, where the employee is not a party, provided official orders from the appropriate court are presented. The employee's regular University compensation will remain the same regardless of the amount of compensation, if any, received for such services.

Employees of the University are encouraged to exercise their constitutional right to vote in all federal, state and local elections. Therefore, when normal working hours coincide with voting hours, time off for voting may be authorized by the immediate supervisor. See also Political Activity.

Military Duty:
Military leave will be permitted for two (2) weeks annual active duty training. The employee will be paid the difference, if any, between his military compensation and his regular base pay. See also Leave Without Pay for policies concerning other types of military leave.

Missionary Leave of Absence:
Full-time faculty and staff who have been employed by Regent University for three consecutive years, are eligible for one week's paid leave of absence during their fourth year of employment, as well as every second year thereafter, for missionary service. Eligibility is based on an employee’s service award date, which includes prior service credit as a CBN, Founders Inn or CBN-affiliate employee (if rehired within 7 years), or as a temporary employee at Regent.
leave of absence is primarily for international missionary service; however, domestic missionary endeavors may also be considered. Requests should be directed to Human Resources, and should include written documentation from an authorized representative of the sponsoring missionary organization confirming the requestor’s participation in the mission trip, as well as a statement from the requestor’s supervisor approving the time off.

See also Vacation Policy.

**Leave Without Pay**

Any regular, benefits-eligible employee may be granted leave of absence without pay when approved in writing by the University President or the Vice President for Human Resources and Administration. Leaves may be granted for reasons including the following: travel; study or research; public service; medical; maternity and infant care; active military duty; and/or military training in excess of two weeks annual active training duty.

A leave of absence without pay will not usually exceed twelve consecutive calendar months, but not more than 36 months in any case. An employee granted such a leave may be reinstated to the same or a comparable position at the end of the leave provided that the employee is in satisfactory physical and mental condition to resume responsibilities and such a position is available. Failure to return to work at the expiration of the leave will be considered a resignation. The effective date of termination will be the last day of work prior to leave. Other employment while on leave is cause for termination unless specifically approved.

Medical coverage will continue at the active employee premium contribution rate through the month in which the leave of absence begins. If the leave period extends longer than one month, the employee may apply for COBRA coverage and pay the COBRA premium rate to continue group medical coverage until the end of the leave of absence. The employee may petition the Vice President for Human Resources and Administration for an extension of coverage at the active employee premium contribution rate when the leave period will only slightly exceed one month, or other extenuating circumstances exist. Active employee status in the group health plan will be reinstated on the first of the month following the employee's return to work.

Length of service will continue to accrue during the leave and any subsequent approved extensions. Employees will not receive pay for holidays falling within a leave of absence. Vacation time and medical leave will not accumulate during such leave.

When an employee is granted military leave, the rules and regulations of the Uniformed Services Employment and Reemployment Rights Act (USERRA) will apply. An employee who is granted military leave must apply for re-employment in accordance with the currently existing rules and regulations under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

See also Military Duty and Family and Medical Leave Policy for eligibility requirements for FMLA job protection during an eligible leave.
LOST AND FOUND

Lost and Found is located in the Student Services Office, Student Center 201. Articles not claimed by the end of each academic semester are donated to charity.

MEDICAL INFORMATION

Purpose
This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Your Rights
You have the right to:

• Get a copy of your health and claims records
• Correct your health and claims records
• Request confidential communication
• Ask us to limit the information we share
• Get a list of those with whom we’ve shared your information
• Get a copy of this privacy notice
• Choose someone to act for you
• File a complaint if you believe your privacy rights have been violated

Your Choices
You have some choices in the way that we use and share information as we answer coverage questions from your family and friends.

Our Uses and Disclosures
We may use and share your information as we:

• Help manage the health care treatment you receive
• Run our organization
• Pay for your health services
• Administer your health plan
• Help with public health and safety issues
• Comply with the law
• Address workers’ compensation, law enforcement, and other government requests
• Respond to lawsuits and legal actions

Your Rights
When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get a copy of health and claims records

• You can ask to see or get a copy of your health and claims records and other health information we have about you. Ask us how to do this.
• We will provide a copy or a summary of your health and claims records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct health and claims records

• You can ask us to correct your health and claims records if you think they are incorrect or incomplete. Ask us how to do this.
• We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications
• You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
• We will consider all reasonable requests, and must say “yes” if you tell us you would be in danger if we do not.

**Ask us to limit what we use or share**
• You can ask us not to use or share certain health information for treatment, payment, or our operations.
• We are not required to agree to your request, and we may say “no” if it would affect your care.

**Get a list of those with whom we’ve shared information**
• You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
• We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

**Get a copy of this privacy notice**
You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

**Choose someone to act for you**
• If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
• We will make sure the person has this authority and can act for you before we take any action.

**File a complaint if you feel your rights are violated**
• You can complain if you feel we have violated your rights by contacting us using the information on page 1.
• You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
• We will not retaliate against you for filing a complaint.

**Your Choices**
For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:
• Share information with your family, close friends, or others involved in payment for your care.
• Share information in a disaster relief situation.

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety. In these cases we never share your information:*
• Marketing purposes
• Sale of your information

**Our Uses and Disclosures**

**How do we typically use or share your health information?**
We typically use or share your health information in the following ways.

**Help manage the health care treatment you receive**
- We can use your health information and share it with professionals who are treating you.
  
  *Example: A doctor sends us information about your diagnosis and treatment plan so we can arrange additional services.*

**Run our organization**
- We can use and disclose your information to run our organization and contact you when necessary.
- We are not allowed to use genetic information to decide whether we will give you coverage and the price of that coverage. This does not apply to long term care plans.
  
  *Example: We use health information about you to develop better services for you.*

**Pay for your health services**
We can use and disclose your health information as we pay for your health services.

*Example: We share information about you with your dental plan to coordinate payment for your dental work.*

**Administer your plan**
We may disclose your health information to our health plan administrative services provider for plan administration.

**How else can we use or share your health information?**
We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

**Help with public health and safety issues**
- We can share health information about you for certain situations such as:
  
  • Preventing disease
  • Helping with product recalls
  • Reporting adverse reactions to medications
  • Reporting suspected abuse, neglect, or domestic violence
  • Preventing or reducing a serious threat to anyone’s health or safety

**Do research**
We can use or share your information for health research.

**Comply with the law**
We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

**Address workers’ compensation, law enforcement, and other government requests**
We can use or share health information about you:

• For workers’ compensation claims
• For law enforcement purposes or with a law enforcement official
• With health oversight agencies for activities authorized by law
• For special government functions such as military, national security, and presidential protective services

**Respond to lawsuits and legal actions**
We can share health information about you in response to a court or administrative order, or in response to a subpoena.

**Our Responsibilities**
• We are required by law to maintain the privacy and security of your protected health information.
• We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
• We must follow the duties and privacy practices described in this notice and give you a copy of it.
• We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

*For more information see:* [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

**MEDICAL LEAVE**

Medical leave is designed as a means of income protection during bona fide medical absences. It should not be abused by unnecessary use or as time off for reasons other than medical. The official Policy of the University is that which can be found in 3 John 2: “That thou may prosper and be in health, even as thy soul prospers.” The prevailing belief is that, because sickness is not God's perfect will for His children, fervent intercessory prayer to Him by fellow employees and believers can bring healing followed by return to duty and productivity.

Regular full-time employees receive an allocation of one day of medical leave per month. Unused medical leave is carried forward and can accumulate to a maximum of sixty (60) days. Compensation for absences due to illness will not exceed the medical leave allocated for the year and/or accumulated from prior periods. The affected employee may use vacation leave after all medical leave has been used in order to continue receiving salary.

Medical leave may be used for the employee or for illnesses of dependent family members living at home.

A supervisor may require a doctor’s note when an employee’s absence exceeds or is expected to exceed three (3) days (non-exempt/hourly staff) or five (5) days (exempt/salaried staff), or when an employee is suspected of abuse of leave or the employee is on an attendance-related progressive discipline track.

In severe cases, when the employee has exhausted his or her accrued leave balance, the employee may request Compassionate Leave. Absences due to illness in excess of the allowed medical leave cannot be compensated. However, Workers’ Compensation applies for on-the-job injuries, and group disability insurance provides considerable income protection in the event of protracted illnesses.
An employee may be granted medical leave when, through exposure to contagious disease (a communicable disease), presence at work could jeopardize the health of others. Employees with chronic and life-threatening illness may be afforded reasonable accommodations such as reduced work hours, if able to handle the responsibilities of the job, and no known risk of transmission of the illness to co-workers by casual contact exists. These employees are eligible for all benefits, including the medical disability plan.

During an approved leave of absence without compensation, neither vacation nor medical leave accumulates. Employees who are exempt from overtime are not expected to use medical leave if work responsibilities during absence from the campus are performed by the employee to the satisfaction of the supervisor.

Terminating employees are not paid at termination for accumulated and unused medical leave.

**Compassionate Leave:**
Medical leave donated to another employee who has used all of his/her medical and vacation leave for the entire year. An employee may receive no more than 10 days of compassionate leave per year from fellow employees. An employee may donate no more than 2 days of medical leave per year. Compassionate leave requests should be directed to Human Resources in writing explaining the circumstances. After receiving the supervisor's approval, Human Resources will coordinate the transfer of leave.

**Doctor and Dentist Appointments:**
These may be counted as medical leave if it is not possible to schedule appointments outside of work hours. An employee may be required to furnish satisfactory proof of medical or dental appointments. The University reserves the right to require an individual to obtain a doctor's certification prior to return to work after an absence for medical reasons.

**Pregnancy-related illnesses:**
These shall be treated as any other temporary medical disability, with reasonable accommodations for the employee's physical condition. An employee may use combined accumulated medical leave (at 100% of normal salary) and short term disability leave (at 60% of normal salary). A doctor's certification is required for disability leave. At least four weeks prior to the expected delivery date, the employee must notify Human Resources of her decision to return to work after delivery or to resign. If an employee works until she delivers the baby or until her doctor certifies that she can no longer work, regardless of whether the employee intends to return to work or has given notice that she does not intend to return to work, the employee will receive short term disability benefits as approved by the disability insurance carrier based upon the doctor’s certification of fitness for work. Failure to render proper notification, or failure to return to work at the expiration of FMLA leave, will be considered a resignation, the effective date of which will be the last day worked prior to the commencement of leave. Once the employee receives the doctor’s certification to return to work, and if the employee is eligible for FMLA leave, she may continue to stay home for up to 12 weeks if FMLA is used, per the employee’s notification to the Benefits Manager and the supervisor.

See also **Family and Medical Leave Policy**, **Worker’s Compensation**
OUTSIDE OR SUPPLEMENTAL EMPLOYMENT

The employment priority for each Regent University employee is the primary position in the department or school for which the employee was originally hired. Prior approval must be obtained before supplemental employment is accepted, whether with another Regent University school or department, or with another employer. This includes adjunct faculty contracts. Requests for permission to work at another job will be reviewed by the primary position supervisor on a case-by-case basis subject to the following considerations:

Outside Employment
1. Whether the outside employment will in any way lessen the employee’s efficiency in working for Regent University;
2. Whether the outside employment is with an organization which does business with Regent University or is a competitor of Regent University;
3. Whether the nature of the outside employment will adversely affect Regent University’s image in the community.

Supplemental Regent University Employment
1. Whether the additional responsibilities will in any way lessen the employee’s efficiency and effectiveness in the primary position.
2. Whether the nature of the work to be performed in the supplemental position is within the employee’s current job duties or scope of services provided by the employee’s primary department or school, thus making a supplemental position in another school or department unnecessary.

Outside or supplemental employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work overtime when required by the primary position supervisor.

Supplemental work for another Regent University school or department should not be performed during assigned work hours in the primary school or department. Employees who have been approved for and accepted outside employment are not eligible for paid absence when the absence is a result of injury or illness associated with outside employment with another employer.

PAYROLL POLICIES

Advance Payments:
Payroll advances are authorized only for emergencies, such as accidents and illnesses. There will be a three day processing period. A maximum of 60 percent of salary earned to date for the current pay period will be allowed. This will be deducted from the employee’s next paycheck. Any exceptions must be authorized by the Vice President for Finance.

Direct Deposit:
See the Business Office website: https://www.regent.edu/admin/busoff/direct_deposit.cfm

Miscellaneous Leave:
If employees have questions about miscellaneous leave and how to document their Time Sheet or Leave Report, visit http://www.regent.edu/admin/busoff/payroll.cfm or contact Regent University Business Office Payroll at 757.352.4054.
Online Time Cards/Web Time Entry (WTE)

- **Hourly (non-exempt)** employees are responsible for recording the hours worked each day on their online Time Sheet. The employees must submit the online Time Sheet for their supervisor's approval with enough time for the supervisor to approve by the Pay Period close date. The hours recorded on the Time Sheet as time worked must be the actual hours worked, not the time scheduled to work. Time worked in excess of 40 hours in a work week will be paid at one and one-half the non-exempt employee's normal hourly rate of pay.

- **Salaried (exempt)** professional staff, excluding faculty, report time off on a salaried employees' online Leave Report. The employee must submit the online Leave Report for their supervisor's approval with enough time for the supervisor to approve by the Pay Period close date. In accordance with the Fair Labor Standards Act pertaining to salaried employees who qualify for exemption from overtime pay rules, partial day leave and/or partial day deductions from exempt employees' pay are not allowed, regardless of the number of hours the employee actually works. Exempt employees should only record full day absences as sick or vacation time. An exempt employee's pay will not be docked except in the case of a full day disciplinary suspension. If an exempt employee takes vacation the remainder of a half-day holiday (such as Labor Day and New Year's Day), the exempt employee will use half a day of vacation for that day, as the first half of the day is a holiday.

**Overtime/Compensatory Time-Off:**

Non-exempt employees (all employees who are paid twice monthly) must be paid at overtime rates (time and a half) for all hours worked in excess of 40 hours per week. "Hours worked" includes time spent on work taken home. Please discourage non-exempt employees from working more than a 40 hour work week. Vacation, medical leave, and holidays do not count as hours worked.

Supervisors of non-exempt employees whose responsibilities include time sheet approval should have first-hand knowledge of the accuracy of time sheets, including arrivals, departures, and breaks of non-exempt employees during the work day. When a supervisor allows a non-exempt employee to exceed 40 hours worked in a week, or discovers after the fact that it has occurred, the time sheet must be completed accurately even if overtime pay is required. Do not put the University at risk for a violation of wage and hour regulations by allowing the employee to take the excess time off in a later work week.

Compensatory time off, in lieu of overtime pay, for non-exempt employees must be taken in the same work week in which overtime hours are worked. True "comp time" is not allowed by federal law to non-exempt employees (support staff employees paid twice per month). Neither guarantee of compensatory time off, nor any formal Policy on "comp time" exists for exempt salaried employees of Regent University.

Ideally, overtime work should be approved in advance. When a last minute crisis makes that impossible, supervisors must accept the consequences and resolve to avoid recurrent overtime situations by better planning, improved communication, and proper time sheet approval procedures in the future. Overtime pay is chargeable to the employing department and payroll budgets do not have any excess dollars for overtime payments. Therefore, any overtime charges must be covered from operating budgets.
Pay Periods:
University hourly (non-exempt) employees are paid on the 15th and on the last day of each month. Salaried (exempt) employees are paid on the last day of each month. When payday falls on a Saturday, Sunday, or holiday, payment will be made on the preceding workday.

Workweek and Hours of Work:
The normal or regular hours of work are eight hours per day or forty hours per week, Monday through Friday. The defined workweek begins Sunday at 12:01 a.m. and terminates on Saturday at midnight.

For additional payroll information, contact the Business Office - Payroll.

Parking Stickers
Employee and student parking stickers are required and may be obtained in Student Services located in the Student Center Room 201. Employees should complete the Parking Sticker Application on the Student Services website. The sticker will be sent to employees through intercampus mail. Employees should place the sticker on the inside of the vehicle windshield, centered above the rear view mirror. To apply for a sticker, please fill out the following form: www.regent.edu/parking
See Administrative Services – Parking Policy & Procedures.

Partisan Political Activity
Generally speaking, Section 501 (c) (3) of the Internal Revenue Code prohibits Regent University, as a tax-exempt organization, from participating or intervening in any political campaign on behalf of, or in opposition to, any candidate for public office. Accordingly, neither Regent University, nor its representatives, shall use University funds or assets to engage in, directly or indirectly, impermissible political campaign intervention as set forth in Revenue Ruling 2007-41, 2007-25 I.R.B. 1421. This Policy applies to domestic and international activity.

In keeping with Regent University’s mission to train people to change their world by affecting the ways in which people think and conduct their affairs, the employees of Regent University retain all rights and obligations of citizenship provided in the Constitution and laws of the United States of America. Each employee is encouraged to be actively involved as a citizen by supporting the party and candidates of his or her choice.

Specific guidelines and restrictions applicable to Regent University, its officers, faculty, and staff are contained in this Policy statement and Appendix A.

Endorsement or Support of Candidates
Regent University will not endorse or oppose, or provide support for or against, any candidate for public office. “Public office” includes, but is not limited to, all federal, state, and local elective positions, delegates to party conventions, and any office of a political party. A “candidate” is someone who is a running for public office as defined in the Federal Election Regulations.

University employees engaging in partisan political activity must do so in their individual capacity, and not as representatives of Regent University. Campaigning, fund raising, solicitation
of signatures, distribution of literature and other partisan political activities must be conducted on the employee's own time.

Employees must obtain prior approval of the President prior to seeking elective office in local, state or federal government or before accepting any appointment in local, state or federal government. Failure to do so may result in termination of employment.

Regent University will not make any contributions or expenditures in connection with any election to any political office, or in connection with any primary election, political convention, or caucus to select candidates for political office. Under no circumstances will expenses related to partisan political activity be reimbursed to employees of Regent University.

**Political Rallies**

Neither Regent University nor any University employee acting as a representative of the University will sponsor, support, or participate in rallies or other forms of assembly at which candidates (or persons who may reasonably be considered candidates) for public office appear for the purpose of advancing their candidacies, or in which persons appear for the purpose of supporting or opposing candidate(s) for public office. This does not prohibit employees from acting in their individual capacity, provided that they make that fact clear. Candidates may appear on campus in such circumstances where the appearance meets the nonpartisan and unbiased nature requirements set forth in Rev. Rul. 2007-41. Such appearances shall require approval of the vice-President for Human Resources or the vice-President and General Counsel.

**Mailing Lists**

Regent University will not permit any mailing list owned or controlled by it to be used by, or for the benefit of, any candidate for public office or any organization controlled by or supporting a candidate for public office, including any political party or political action organization.

**Facilities, Equipment, and Letterhead**

Regent University will not make facilities or assets owned, controlled, or operated by it available to candidates for public office or organizations controlled by or supporting such candidates for use in connection with their campaigns.

Regent University equipment, facilities, or letterhead may not be used for any partisan political activity.

Regent University systems, such as electronic mail and interoffice mail, may not be used for commercial or partisan political purposes or to promote political candidates.

Posting of signs, meeting notes, posters, or petitions of a partisan political nature on Regent University property is prohibited. These restrictions do not extend to the wearing of political buttons on one’s person or the placement of bumper stickers on one’s personal vehicle.

**Media Presentations**

These restrictions are not intended to preclude or restrict Regent University, its officers, faculty, staff and students from speaking out on public issues of importance to its mission. These issues include, but are not limited to, abortion, sexuality, schooling, war and peace, crime, public morality, public finance, health, religious liberties, and similar issues of broad public concern and moral content.

For a list of do's and don'ts see the Political Campaign-Related Activities of and at Colleges and Universities provided by the American Council on Education.
PERFORMANCE ASSESSMENT FOR STAFF

Policy Statement
The primary purpose of the Performance Assessment Process is the continual improvement and development of each staff employee's talents, skills and abilities as they relate to job performance. It is a process of on-going planning, review and development involving the supervisor and the employee, who together identify common goals which correlate to the strategic goals of the department and the University.

Overview & Guidelines

Each January, a Performance Assessment will be completed for all regular staff (full-time and part-time) to review the previous calendar year and to plan for the next year. This review will include Goal Setting, Employee Self-Assessment, and Supervisor Assessment. Each July, an optional Mid-Year Status Update may be completed to review progress on current goals and to discuss any mid-year adjustments, improvements, and/or changes in goals or performance.

Performance evaluation should be an on-going process between supervisor and employee. There should be no surprises at the time of the review. Performance evaluations should be conducted in a private interactive face-to-face meeting with only the employee and immediate supervisor present (the next level of supervision may be present, if appropriate). The employee should be provided at least a week's notice of the meeting. Prior to meeting with the employee to discuss his or her performance assessment, the supervisor should review the employees' goals and objectives form and the employee's self-assessment with the next level of supervision to verify agreement.

A portion of the supervisor's responsibilities includes timely evaluation of each employee supervised. Therefore, satisfactory completion of performance assessments may be included as part of the supervisor's evaluation. Supervisors who fail to submit performance reviews when due will be reported to their dean or department head. Eligibility for salary increases for the supervisor and their subordinates may be delayed or temporarily suspended.

Human Resources will schedule training sessions prior to the due date of each performance review or one-on-one training, as needed, throughout the year. All supervisors of regular full-time and part-time staff from each department must be trained in the Performance Assessment Process.

Performance Assessment Forms
Find this and all other Human Resources Forms by going to Forms on the Human Resources website.

Goals

Supervisor's Role:

- Supervisor will provide each employee with their department and/or school goals and the related University goals. Supervisor will distribute the Performance Assessment form and the Goals & Objectives Form to all employees or direct their employees to the document on the Human Resources website, allowing at least one week for completion.
• Supervisor may need to initially assist employees in writing goals in a S.M.A.R.T. format (see Guidelines online) and in determining how their individual goals align with department and/or University goals. Supervisor may choose to edit goals or write in additional goals. Supervisor will provide feedback on any necessary changes (if any) or updates to an employee’s job description and ensure an updated job description is submitted with the review to Human Resources.

**Employee’s Role:**

• Employee will complete the Goals & Objectives Form and Part 1 on the Performance Assessment form.

• On the Goals & Objectives Form:
  - List carry-over goals, revised time frame, and evaluation
  - List proposed goals for the next year.
  - In setting goals, employees should write goals in the S.M.A.R.T. format (see Guidelines online) and ensure goals relate to department goals provided by their supervisor.

• On Part 1 of the Performance Assessment:
  - List changes that should be or have been made to their job description, if any.
  - List any major accomplishments.
  - List professional development/training that has been completed or that is needed.

**Supervisory Review**

**Supervisor’s Role:**

• Supervisor will meet with all employees prior to beginning the review process to ensure all employees understand the evaluation process and the definitions for each evaluation category and competency area. Supervisor will provide guidance on what is expected in order to obtain the highest evaluation.

• Supervisor will complete their review using the employee's previous Performance Assessment (if available), portions of the current review submitted by the employee, notes from the review period on performance, attendance, and any other materials that will support evaluation comments.

• Supervisor will provide an evaluation for each performance expectation and competency. Comments are beneficial for the employee to have in writing specifically how they excelled or could improve in various areas. An evaluation of “exceeds” must be supported by specific examples of exemplary performance. An evaluation of “does not fully meet” or “unsatisfactory” must be supported by specific examples of unsatisfactory performance, and should include documentation of any corrective and/or disciplinary action taken or planned.

• Supervisor should consider nominating an employee for the monthly Staff Awards, if specific examples are noted in which an employee exemplifies the key competency areas of Regent University (excellence, integrity, and innovation).

• Ensure the Goals & Objectives Form and the Performance Assessment form has been discussed between the employee and supervisor; finalized with any edits or changes; signed by employee, supervisor, and next level of supervision (if possible); copied for
both employee and supervisor; and submitted to Human Resources for the employee's personnel file (the original signed copy).

- Supervisor may provide feedback or recommendations on areas they believe their employees could develop or improve upon; training their employees may want to look into for the new review period; or areas for professional growth.

**Employee’s Role:**

- Employee should familiarize themselves with the evaluation system and the performance expectations and competency areas for which they will be evaluated.
- Employee may provide specific examples, if any, of how they have excelled in and exhibited the following competency areas on which they will be evaluated by their supervisor. These areas include: integrity, excellence, innovation, and leadership.

**Job Description**
Each employee's Job Description should be reviewed during the full review conducted in January and revised as needed. If the Job Description is revised as a result of the review, it must be signed by the employee and supervisor (to signify agreement on the current and growing responsibilities) and forwarded to Human Resources with the Performance Assessment.

Use the Job Description template that is provided under Forms on the Human Resources website. Use it as a guide, and not as a fill-in-the-blanks form. This template must be used as it has been designed to comply with the Americans with Disabilities Act, as it pertains to written job descriptions.

**New Employees**
Within thirty days of employment for a new employee, the supervisor should discuss with their new employees goals and objectives that should be met by their first review date, and assist the employee in completing the Goals & Objectives Form. Supervisors should also discuss resources and training the employee may need in order to accomplish their goals, performance expectations, and competencies that the employee will be evaluated on during the annual Performance Assessment process.

**PERSONAL ASSISTANCE TO EMPLOYEES AND STUDENTS**
Regent University has several resources available to help employees and students. For the safety of our students and employees, it is the policy of Regent University that employees should first refer students and employees experiencing emotional, legal, or financial emergencies to the resources provided by the University. These resources include, but are not limited to, the following:

**Employees:**
- F.A.I.T.H. Fund
- Optima Employee Assistance Program (EAP)

**Students:**
- Student Emergency Fund
- Staff Counselor

**Both:**
Psychological Services Center

If you are unsure where to refer an individual, contact either Human Resources (regarding employees) or Student Services (regarding students) for guidance.

This policy is designed to protect the safety and security of employees and students of Regent University. We advise against providing personal resources and/or services to individuals experiencing an emergency. Instead, please contact the services listed above.

If you are concerned that the student or employee may pose a threat to him/herself or others, you should submit a RUBIT report at www.regent.edu/rubit.

Note: This policy does not apply to persons renting out rooms in their homes, given that those are contractual agreements between the participating parties.

**PERSONNEL FILES**

A personnel file on each active employee will be maintained in the Human Resources. All personnel files are official University records belonging to the University and maintained by Human Resources for the purpose of administering the University personnel program. Human Resources is responsible for custody of the files, as well as adding, correcting, or removing materials from the files; this office alone shall determine the information to be placed in the files.

It is the responsibility of each employee to keep the University advised of any changes in name, address, or telephone number. Employees must also inform Human Resources when changes occur that affect tax withholding deductions or benefits coverage (e.g. moving, marital status, number of dependents). The individual personnel file will include, but will not be limited to, the following:

1. Information pertaining to bona fide occupational qualifications such as employment application, resume, or transcripts.
2. Personnel actions such as appointment, change of status, tenure, promotion, and history of changes in title and salary.
3. Performance evaluations and merit increase, transfer and promotion recommendations.
4. Documentation of discipline matters.
5. Awards, records of training, and service to outside organizations and professional associations.
6. Internal correspondence concerning the employee.
7. Insurance forms, retirement plan forms, tax forms, and other materials necessary for the administration of employee benefits.
8. Personal information data sheet.

A personnel file may contain personal data as well as employment information. Human Resources regards this information as highly confidential. Under certain conditions, personnel files shall be made available to individuals having a bona fide need to review them as determined by the Vice President for Human Resources and Administration, in accordance with the following provisions:
• Employees may review their personnel file. A request to review one's file shall be made in writing in advance to Human Resources. The review of the file shall be made during the regular business hours of Human Resources. An authorized member of Human Resources shall be present during the review of the file. Employees may attach their own comments to any materials in their file but may not remove any items from the file.
• Requests by an employee or his/her designated representative for copies of personnel records will be honored at a cost not to exceed the actual cost of duplication. Handwritten notes may be made, but the file or any portions thereof shall not be removed from Human Resources.
• Supervisors or administrators shall have access to aspects of employees’ personnel files within their area of responsibility as deemed appropriate by Human Resources.
• University employees carrying out the official functions of the University may be allowed access to information in personnel files, to include only that information necessary to carry out those official functions.
• Personnel files may be reviewed by persons outside the University with the consent of the employee or by presenting Human Resources with a duly processed subpoena or other legal order, provided, in the latter instance, that a reasonable effort is made by the University to notify the employee of the order in advance of compliance.
• General personnel information made available to governmental and accrediting agencies. Salary information about positions, but without identifying the salaries of specific employees, may be made available to appropriate governmental and accrediting agencies, as well as professional organizations. Such information is made available, however, with a restriction against publication, except in a composite report showing salary ranges or averages, but not individual salaries.
• Verification of employment, title, length of service, and salary information is not released unless the employee or former employee has given written authorization. Possible requesting agencies include, but are not limited to, credit agencies, retail stores, insurance companies, other institutions and agents which extend credit or check credit standing.
• Non-derogatory public information which is already published, such as information contained in University or local telephone directories or in University catalogs, may be divulged unless the employee has specifically requested otherwise.
• Forwarding addresses and telephone numbers and unlisted telephone numbers will not be released externally; however, Human Resources may, at their discretion, offer to contact an employee or former employee in order to pass on a message.
• A former employee's personnel file will be maintained by Human Resources for seven (7) years after termination of employment.

See also Medical Information.

PERSONAL PROPERTY

The University does not carry insurance on personal computers or other private possessions. Regent University will not be responsible for any private possessions lost or stolen on University property. The only exception to this is for professional books kept at the University that have been declared to the Business Office as having considerable value.
Departments should not become dependent upon privately-owned equipment that may be subject to removal on short notice by the owner. Also, Information Technology will not provide support services for privately owned computer equipment.
**PERSONAL TELEPHONE CALLS**

Personal telephone calls should be kept to a minimum. Business phones should not be used for personal long distance; however, when personal long distance calls are necessary, reimbursements should be made to the Business Office with the monthly itemized billing statement.

**PHASED RETIREMENT**

Regent University offers phased retirement as a benefit to its employees. By entering into a Phased Retirement Agreement, the employee acknowledges that the employee's participation in the Phased Retirement program is voluntary and has not been compelled in any way by the University.

I. Phased Retirement Program for Faculty

A. Eligibility

Participation in the Phased Retirement Program is open to all regular, full-time faculty members in good standing who are at least 60 years of age and have at least 10 years of full-time service with the University. All requests for participation in the program must be approved at the discretion of the dean of the school in which the faculty member serves. A dean may limit the participants in the program based on the needs of the school. A dean will not approve requests for faculty that have been subject to disciplinary action within the two years prior to making the request for participation in the program.

B. Terms

Participation in the Phased Retirement Program is limited to no more than four years. After four years, a participating faculty member must enter full retirement. However, in its discretion, the University may rehire a participating faculty member on a full-time, part-time, or adjunct basis at any time during or after the four-year participation period. The University may also rehire a participating faculty member as an adjunct professor after the faculty member has entered full retirement.

Participating faculty members will be allowed to elect a reduced workload. The faculty member's salary will be based on the reduced workload. For example, if a faculty member works 50% time his or her salary will be reduced 50%. A participating faculty member and the dean of the school in which the faculty member serves will establish an agreement specifying the terms of the reduced workload. The dean and the faculty member will review and renew the workload agreement annually up to a maximum of four years.

Participating faculty members will continue to receive full benefits, including health coverage, provided the employee pays the required employee premium contribution. University-provided 403(b) contributions, disability insurance, and life insurance are based on a faculty member's actual salary during participation in the Phased Retirement Program. Participating faculty members are also entitled to tuition remission and are eligible for research grants subject to standard University procedures. However, participating faculty members are not entitled to sabbaticals.
The University may modify or terminate the terms of this program at any time in its discretion or if benefits are changed for all University employees generally.

C. Procedures
A written request for participation must be submitted to the dean of the school in which the faculty member serves no later than six (6) months before the beginning of the semester that the faculty member wishes to enter into the Phased Retirement Program.

After the request is submitted, the dean of the school and the faculty member will meet to discuss the request. The dean will indicate his/her tentative approval or reasons for denying the request. Denial of a request does not preclude approval of a subsequent request. If the dean provides tentative approval, the matter will be forwarded to the Executive Vice President for Academic Affairs for final approval. Upon approval of the Executive Vice President for Academic Affairs, the dean and the faculty member will develop an agreement establishing the terms of the faculty member's participation in the Phased Retirement Program. The Phased Retirement Program agreement will include the reduced workload agreement. The reduced workload agreement is subject to annual review and renewal for up to four years.

Once a Phased Retirement Program agreement has been developed, it will be reviewed by the Office of the General Counsel before the dean provides final approval. After review by the General Counsel, the dean will make any required changes to the agreement. When it is finalized, the dean and the faculty member will review and sign the agreement. Once the agreement has been signed, it will be sent to the Vice President for Human Resources and Administration for final review and approval for continuation of benefits.

II. Phased Retirement Program for Staff and Administrators
A. Eligibility
Participation in the Phased Retirement Program is open to all regular, full-time staff and administrators in good standing who are at least 60 years of age and have at least 10 years of full-time service with the University. All requests for participation in the program must be approved at the discretion of the dean of the school or the Vice President for the administrative unit in which the employee serves. In the case of a dean or Vice President who requests participation in the program, the request shall be submitted to the President. A dean, Vice President, or the President may limit the participants in the program based on the needs of the school or department. A dean, Vice President, or the President will not approve requests for employees that have been subject to disciplinary action within the two years prior to making the request for participation in the program.

B. Terms
Participation in the Phased Retirement Program is limited to no more than four years. After four years, a participating employee must enter full retirement. However, in its discretion, the University may rehire a participating employee on a full-time, part-time or adjunct faculty basis at any time during or after the four-year participation period. The University may also rehire a participating employee as an adjunct faculty member after the employee has entered full retirement.

Participating employees will be allowed to elect a reduced workload, subject to the approval of the appropriate dean, Vice President, or the President. The employee's salary will be based on the
reduced workload. For example, if an employee works 50% time his or her salary will be reduced 50%. A participating employee and the dean of the school or Vice President for the administrative unit in which the employee serves, or the President, will establish an agreement specifying the terms of the reduced workload. The dean, Vice President, or the President and the participating employee will review and renew the workload agreement annually up to a maximum of four years.

Participating employees will continue to receive full benefits, including health coverage, provided the employee pays the required employee premium contribution. University-provided 403(b) contributions, disability insurance, and life insurance are based on the employee's actual salary during participation in the Phased Retirement Program. Participating employees are also entitled to tuition remission under the guidelines of the tuition remission Policy.

The University may modify or terminate the terms of this program at any time in its discretion or if benefits are changed for all University employees generally.

C. Procedures
A written request for participation must be submitted to the dean of the school or the Vice President for the administrative unit in which the employee serves or the President no later than six (6) months before the beginning of the month that the employee wishes to enter into the Phased Retirement Program.

After the request is submitted, the dean or the Vice President or the President and the employee will meet to discuss the request. The dean or Vice President or the President will indicate his/her tentative approval or reasons for denying the request. Denial of a request does not preclude approval of a subsequent request. In the case of a school, once a dean provides tentative approval, the matter will be forwarded to the Executive Vice President for Academic Affairs for final approval. Upon approval of the Executive Vice President for Academic Affairs, the dean and the employee will develop an agreement establishing the terms of the employee's participation in the Phased Retirement Program. In the case of an administrative unit, once the Vice President or President approves the request, the Vice President or President and the employee will develop an agreement establishing the terms of the employee's participation in the program. The Phased Retirement Program agreement will include the reduced workload agreement. The reduced workload agreement is subject to annual review and renewal for up to four years.

Once a Phased Retirement Program agreement has been developed, it will be reviewed by the Office of the General Counsel before the approving Vice President provides final approval. After review by the General Counsel, the dean or Vice President will make any required changes to the agreement. When it is finalized, the dean or the Vice President and the employee will review and sign the agreement. Once the agreement has been signed, it will be sent to the Vice President for Human Resources and Administration for final review and approval for continuation of benefits.

PROGRESSIVE DISCIPLINE POLICY
This policy applies to all regular full time and regular part time employees, with the exception of those employees under a faculty contract or an administrative faculty contract. In the case of an
employee under a contract, that contract shall govern the discipline procedure. If the contract is silent on discipline procedure, then this progressive discipline procedure shall apply.

The purpose of discipline is the correction of wrongdoing. If an employee consistently fails to meet performance goals or to change inappropriate behavior, progressive discipline provides a fair and consistent course of action which, when properly documented, helps to protect the supervisor and the university against any possible legal action in the future. The steps of progressive discipline outlined below provide the employee with adequate opportunity to correct a problem and maintain his or her good standing with the university. While the University often follows the course of progressive discipline, the University reserves the right at any time, at its sole discretion, to implement whatever disciplinary steps or measures, including termination of employment, that it believes is appropriate under the circumstances, without the requirement to follow each step of the progressive discipline procedure.

Step 1: Initial Counseling Session. If it appears that an employee has failed to perform work as assigned or that personal conduct is inappropriate, the supervisor shall discuss the matter with the employee. The first objective is to determine if the employee understands the rules involved or the required standards. If not, the supervisor shall explain what is required, providing specific dates, times and examples of the problem, allow the employee to explain any special circumstances or to request any training or resources that might be needed to equip the employee to accomplish the work or to meet the desired objectives. The supervisor shall document in writing the initial counseling session, including the facts of the situation, the desired improvements, any specific agreements made between the supervisor and the employee, and the date and time agreed upon to meet again to evaluate progress. The supervisor shall keep written notes of the initial counseling session in the supervisor’s file on the subject employee, and shall send a copy to Human Resources. Most problems can be resolved in an initial counseling session, in which the supervisor and the employee attempt to pinpoint the problem and agree together on a solution.

Step 2: Oral Warning. If the initial counseling session fails to correct the problem, the next step is usually to issue an oral warning. The supervisor shall meet with the employee to recap the initial counseling session; clearly and calmly outlining the problem, to include specific dates, times and examples of the problem. The supervisor shall explain the steps of progressive discipline; give specific expectations of improvement; state consequences should performance or behavior not improve; and schedule a time to meet again to evaluate the employee’s progress. The supervisor shall keep written notes of the initial counseling session in the supervisor’s file on the subject employee, and shall send a copy to Human Resources.

Step 3: Written Warning. Should the problem persist, the next step usually is to issue a written warning. The written warning is a significant step in the process of progressive discipline. The supervisor shall ascertain that the situation warrants such action, and that the employee understands the full implications of receiving a written warning. The written warning should include a detailed description of the problem with specific dates and times, and specific performance goals. The written warning should recap all previous meetings and attempts to correct the problem, and should include a date and time to meet again to evaluate progress. The supervisor shall explain the next step of progressive discipline should the problem or behavior
fail to improve. The employee shall sign and date the written warning. The employee's signature on a written warning signifies receipt of a copy of the letter, and not necessarily the employee's agreement with the contents. The supervisor shall give the employee a copy for his or her records, place a copy in the supervisor’s file on the employee along with other progressive discipline documentation, and send the original signed document to Human Resources, to be placed in the employee’s personnel file. In the majority of disciplinary cases that result in termination of employment, the written warning will be the final step prior to termination of employment.

**Step 4: Suspension (Optional).** Should the employee’s performance fail to improve, the next step may be suspension from work without pay. This step is optional, to be utilized only in a limited number of situations where the circumstances warrant, as determined on a case-by-case basis. Before placing an employee on suspension, the supervisor shall consult with the Vice President for Human Resources and Administration to determine the appropriate length of time for the suspension. The supervisor and a Human Resources Representative shall meet with the employee to issue the written notice of suspension, referring to documentation of all complaints and progressive discipline steps taken to date. The supervisor and a Human Resources Representative shall recap previous meetings with the employee, and shall explain the severity, duration and consequences of the suspension. The employee shall sign and date the suspension notice. The supervisor shall keep a copy of the suspension notice for the supervisor’s files, give a copy to the employee, and send the signed notice to Human Resources, to be placed in the employee’s personnel file. When the employee returns to work, the supervisor and a Human Resources Representative shall meet and determine the employee’s willingness to correct his or her performance or behavior.

**Step 5: Final Written Warning (Optional).** A final written warning, or last-chance agreement, may be appropriate in a limited number of situations. When the supervisor and Vice President for Human Resources and Administration agree to offer a last-chance agreement, the warning document should spell out exactly what the employee must do in order to remain employed. The supervisor and a Human Resources Representative shall meet with the employee to recap the documentation of all complaints and progressive discipline steps taken to date. The supervisor and a Human Resources Representative shall explain that any future incident will result in termination of employment. The employee shall sign and date the final written warning. The supervisor shall keep a copy of the final written warning in the supervisor’s file. A copy should be given to the employee, and the signed notice should be given to the Human Resources Representative, to be placed in the employee’s personnel file.

**Step 6: Termination of Employment.** If the appropriate steps of progressive discipline outlined above have been completed, yet the employee fails to improve, or under other appropriate circumstances, the supervisor shall consult with the department head or vice president and the Vice President for Human Resources and Administration to obtain approval to terminate the employee, after reviewing with them the documentation of the disciplinary steps taken. If the department head or vice president and the Vice President for Human Resources and Administration believe the employee has been given sufficient opportunities to improve, the supervisor and a Human Resources Representative will meet with the employee to terminate his or her employment in accordance with university policy. Human Resources shall schedule an
exit briefing for the employee. The supervisor shall document the termination meeting and place a copy of the document in the supervisor’s file. The supervisor shall send a copy to Human Resources, to be placed in the employee’s personnel file.

**Gross misconduct** is employee behavior that warrants immediate termination or other discipline, without following the steps of progressive discipline. Examples of gross misconduct include, but are not limited to:

- Violent behavior
- Committing a crime while at work
- Using alcohol or illegal drugs while at work
- Insubordination
- Theft
- Falsification of company records
- Neglect of duties or violation of policy
- Sexual harassment
- Violation of Regent’s *Standard of Personal Conduct* or *Christian Community and Mission* policy

The supervisor shall consult the Vice President for Human Resources and Administration to determine if gross misconduct can be substantiated and the steps of progressive discipline waived.

**PRIVACY & CONFIDENTIALITY**

**E-Mail**
See the Information Technology website, [http://www.regent.edu/it/infosec/policies.cfm](http://www.regent.edu/it/infosec/policies.cfm).

**Office Areas**
The University reserves the right to access office areas and furnishings at any time.

**Student Information (FERPA)**
See the Registrar’s website, [http://www.regent.edu/admin/registrar/confidentiality.cfm](http://www.regent.edu/admin/registrar/confidentiality.cfm).

*See also* Medical Information, Personnel Files.

**PUBLIC RELATIONS**

Public relations issues for Regent University are channeled through the University’s Office of Public Relations. See their website, [http://www.regent.edu/media/contacts.cfm](http://www.regent.edu/media/contacts.cfm).

**Media Inquiries:**
Requests for information from external news media are handled at the University in a prescribed manner that is designed to avoid the pitfalls of hasty, impromptu responses. All requests from reporters and media representatives should be referred to the Office of Public Relations. The purpose of this procedure is to avoid problems of inaccuracy and lack of appropriate information.

No member of the University community should ever feel under pressure to respond to requests for information from external media representatives, especially regarding controversial subjects or unusual circumstances. Public comments of personal opinions should not be made as representative of the University, either verbally or in writing, without first consulting with the
Office of Public Relations. This includes the use of official University letterhead for the statement of personal views.

Any media person on the Regent University campus should be escorted by a Public Relations or a School representative. If members of the Regent University Community are approached by a reporter who does not have an escort, they should notify Public Relations immediately.

REFERENCE CHECKS

This Policy applies to employment-related reference checks, obtained on applicants for employment by Regent University employees and/or requested on former Regent University employees by other prospective employers.

Checking References of Job Applicants

It is the responsibility of the hiring department to conduct reference checks on all final candidates for employment, following the preliminary interview stage and before an offer of employment may be extended. Offers of employment may not be extended until all required academic information has been verified and at least two job references have been contacted for the final candidate.

Supervisors should inform each candidate, during the interview, that they will check references on all final candidates. Further, supervisors should obtain the name and job title of the candidate's immediate supervisor for each prior job during the interview. When they contact references, they should phrase questions in a manner that will solicit objective and job-related information only. They should use the Record of Reference Check form that is found on the Human Resources Forms webpage. Submit at least two references, using the Record of Reference Check Form to Human Resources for approval prior to extending an offer of employment to the candidate.

Responding to Requests for References on Former Employees

It is the general Policy and practice of Regent University to release, upon authorized request of a prospective employer or lending institution, only the following information concerning a current or former employee of the University:

1. Dates of employment with Regent University
2. Positions held
3. Final salary or wage rate (only if authorized by signed release)

As part of the exit interview process Human Resources conducts with each terminating regular employee, the form "Request for Employment Reference" is completed. Before responding to requests for a full employment reference, contact Human Resources to verify what information may be released regarding the former employee’s employment. A full employment reference, including work performance, attendance, behavior, etc., should only be given for those former employees that have voluntarily requested information concerning their employment be released.

Human Resources should review any reference given in writing before releasing the reference. Although there may be legal risks involved in giving employment references, Regent University does not intend to hinder former employees' prospective employers from obtaining information to assist in making wise hiring decisions. Mutual cooperation among employers is desired in order to obtain employment references.
If the former employee has requested a release of employment reference, use discretion when providing information, remembering the following guidelines:

1. "Opinions" stated as such are fine, if not stated with malice or in such a way as to alert of a deeper meaning,
2. Never offer information that is not solicited; and
3. Answer only job related questions, pertinent to the position for which the candidate has applied.

Forward all requests for verification of employment to Human Resources for response, whether by telephone or in writing.

**RELOCATION/MOVING EXPENSES**

The following Policy and procedures will be followed when moving newly hired regular full-time faculty, academic deans, and administrative department heads to the Hampton Roads area for the purpose of employment at Regent University, when the new employee is currently living 50 miles or more from Regent University. Relocation assistance for other employees must be pre-approved by the Vice President for Human Resources and Administration when no qualified candidate can be found in the local area. The expenses allowed by this policy will be authorized for payment by Human Resources and all moves will be coordinated through Human Resources in accordance with this policy. Approved moves must be completed within the first year of employment.

1. **Household Goods Shipment**
   a. Household goods may be shipped by a commercial van line selected by the University, or the employee may choose to do a self-move. In all cases, the University will obtain an estimate from the commercial van line selected by the University.
      - If the employee chooses the commercial move, the van line agent will work with an agent in the city from which the employee is moving to obtain an estimate of the weight of the household goods shipment, and the University will pay the commercial mover in accordance with this policy and the agreement in place with the mover; or
      - If the employee chooses to do a self-move, the employee may keep all receipts and submit those for reimbursement, not to exceed the amount of the estimate from the commercial van line selected by the University; or
      - If the employee chooses to do a self-move with no requirement to submit receipts for reimbursement for actual expenses, then the employee will be given an advance cash payment for a self-move in the amount equal to one-half of the estimate received from the commercial van line selected by the University.
   b. Maximum weight allowed is 15,000 pounds for normal household goods for regular full-time faculty, academic deans and administrative department heads. Relocation assistance for other employees, if approved, will be determined on a case by case basis and will not exceed 8,000 pounds of normal household goods and En route travel expenses as described in Section 2 below. If the estimate reveals that the weight limit will be exceeded and the individual must bear a portion of the moving costs, one of the following options should be selected:
• Dispose of personal items to reduce the total pounds to the maximum allowance.
• Be prepared to pay charges at time of household goods delivery for excess weight (over the allowed 15,000 or 8,000 pounds) either by cash, check or credit card. If you are unable to pay the C.O.D. charges, arrangements must be made with Regent University prior to scheduled date of household goods move. These arrangements will be made with a representative of Human Resources in order for the University to pay the excess weight charges and for the employee to reimburse the University for these charges. Reimbursement to the University must be made within the first year of employment.
• Based on the estimate of allowed charges, make a self-move via rental truck or other means (see paragraph 2a). (If this option is selected, the University cannot be held responsible for damages sustained in the move.)

c. Shipment of unusually large or heavy articles (e.g. vehicles, vehicle parts, grand piano, chandelier) or those requiring special handling will not be paid by the University. Items replaceable for less than the moving cost should not be moved. For example, if it would cost more to move an item than to replace the item, employees may want to consider replacing the item.

d. Storage fees and handling charges will not be paid by the University.

e. Loading and delivery of household items should be scheduled between the hours of 8:00 a.m. and 5:00 p.m. on weekdays. The University will not accept charges for wait time or overtime charges for weekends or holidays.

f. The University will cover the cost of all containers and the packing of all household goods.

g. The University will pay for normal servicing and de-servicing of articles such as stoves, refrigerators and washing machines. Special plugs, adaptors, cords, etc. are not included.

h. The University will not be liable for damaged goods, but will provide replacement value protection insurance through the carrier, the total coverage not to exceed $5.00 per pound up to $100,000 of household goods shipped. Employees are encouraged to purchase additional insurance on their own.

2. Shipment of Books

a. Whenever feasible, newly-hired faculty members will ship books directly to Regent University, separately from the household goods shipment. Those books will be shipped via the U.S. Postal Service (U.S.P.S) at the “Library Mail” rate if there is an educational institution within a reasonable distance from which to ship the books directly from that institution’s library to the Regent University library. The faculty member will pack the books and take them to the shipping institution’s mail room, pay the “Library Mail” postage, and submit an expense report with receipts to Regent University for reimbursement of the cost of postage and a reasonable amount for boxes, tape and mailing labels.

b. If it is not reasonable to use the “Library Mail” method described above, and it is necessary to ship books separate from the household goods, the faculty member may ship books to Regent University via United Parcel Service (U.P.S.), submitting an expense report and receipts to Regent University for reimbursement up to the amount the shipment would have cost at the U.S.P.S. “Library Mail” postage rate.
c. If the faculty member does not require books to be shipped directly to Regent University, and it is more cost-effective to ship the books with the household goods than to ship them separately, then the faculty member may include the books with the household goods shipment. In that case, it is advisable for the faculty member to personally pack the books to avoid damage due to mishandling by moving company employees.

3. En route Travel Expenses
   a. If employee chooses to drive, reimbursement for travel en route may include mileage reimbursement for one automobile at the standard University mileage reimbursement rate. The number of miles to be reimbursed from origin to destination will be that shown on the commercial moving company estimate or on a University approved mileage chart, such as AAA, Map Quest, Expediamaps.com, etc.
   b. If the employee chooses to fly rather than drive, the University will pay reasonable cost of airfare for the employee, spouse, and dependent children. The employee will pay for any automobile shipments.
   c. Whether the employee chooses to drive or to fly, the employee will be given a per diem allowance at the rate of $50 per day for employee and $15 per day for each additional family member to offset the costs of lodging and meals en route and up to three days after arrival while awaiting delivery of household goods or availability of the residence.
   d. A cash advance for en route travel expenses will be allowed, or Human Resources will submit an expense report form upon arrival for reimbursement of University approved expenses.

4. Reimbursement Due to Resignation
   If an at-will employee voluntarily resigns from the University within the first six months of employment, the employee must reimburse the University for all moving costs; with a resignation within the second six months requiring a 50 percent reimbursement. If a contract employee voluntarily resigns from the University within the first half of the term of the initial employment contract, the employee must reimburse the University for all moving costs; with a resignation within the second half of the contract term requiring a 50 percent reimbursement.

5. Applicable Tax Laws
   The University administers the financial assistance for moving and relocation expenses according to the above policies and procedures. Please consult your tax advisor or the I.R.S. Publication 521 "Moving Expenses" for information regarding current tax laws as they relate to moving, relocation, and reimbursements. Some of the items paid or reimbursed by the University are considered taxable income by the I.R.S.

SALES AND SOLICITATION
Regent University specifically prohibits, on University premises or by utilizing University-managed modes of access (such as Regent email), the buying and selling (or solicitation for same) of any items not expressly permitted by the University. This prohibition applies to all University employees, and to any non-Regent person or entity seeking to sell to or buy from University students or employees. This prohibition includes, without limitation, attempts to purchase new or used books from faculty members, and any attempt to sell any items of any kind to University employees or students. Listings of University staff, faculty or students will not
routinely or normally be provided to outside organizations, agencies, or individuals, for any purpose. Requests for permission to buy or sell any specific item(s), or for use of student/faculty/staff lists, should be addressed to the Vice President for Human Resources, and will be granted or denied in the University’s sole discretion.

**SEVERANCE PAY**

It is the Policy of Regent University to provide severance pay to eligible employees in accordance with the following guidelines, as determined by Regent University in its sole discretion. The employee will be required to sign a General Release as a condition precedent to the receipt of severance pay.

**Eligibility**

Persons who have completed at least 90 days of employment as a regular full-time or regular part-time at-will employee are entitled to severance pay in the case of a permanent release initiated by the University due to elimination of the position, lack of work, or a general reduction in the workforce. No severance pay is due under other circumstances.

Specifically excluded from benefits under this Policy are: 1) employees who leave voluntarily, including retirement from Regent University; 2) individuals hired as temporary or on-call employees; 3) employees who were hired as student employees or graduate assistants; 4) faculty on regular, adjunct, or terminal year contract whose contract term expires; 5) faculty or other employees under contract with the University who are released from duties under such contract prior to the end of the contract term and whose termination is handled with a contract pay-out; 6) employees who are terminated for misconduct or other cause; 7) employees who were offered but refused to accept another suitable position with Regent University, unless the offered position required the employee to relocate or to take a reduction in salary.

**Amount of Severance Pay**

Financial conditions permitting, one (1) week of severance pay will be provided for each full year of continuous service, calculated from the most recent date of hire in an eligible position (see eligibility criteria above). If at least six (6) months of service have been completed in the current year, this shall count as one (1) full year for purposes of severance pay calculation.

Executives, deans, and department heads will be paid an additional four (4) weeks of severance pay. Severance pay is calculated based on the base pay rate at the time of termination and will not include any additional forms of compensation, such as stipends, bonuses, incentive pay, overtime pay, or shift differentials.

**Payment of Severance Pay**

Severance pay shall be paid at the regular time each pay check is due, until the entire allowance is paid out. Persons receiving severance pay shall be ineligible for unemployment compensation during that period.

**Pay-Out of Vacation and Medical Leave**

In addition to any severance pay due under this Policy, compensation for accrued unused vacation will be paid upon termination or resignation of employment, except in the cases of
employees who walk off the job, are fired for cause, or do not fulfill their appointed obligations. The terminating employee must submit his or her final time sheet or leave report prior to his or her last day of work in order for the vacation pay-out to be calculated and paid. Accrued unused medical leave is not paid out upon termination or resignation of employment.

Continuation of Benefits
Group health plan coverage may be continued through the severance period if the employee makes the required premium contribution, subject to the following requirement: If the employee makes the required contribution, health plan coverage will continue until the end of the month in which the employee last receives severance pay at least through the 15th of such month. When group health coverage ends, federal COBRA rules will apply, allowing further continuation of coverage up to 18 months with payment of the full premium by the employee.

Group term life and group disability insurance coverage will end on the last work date unless the employee chooses to convert those policies to individual coverage in accordance with the conversion provisions of the policies in effect at the time.

Exceptions and Special Situations
If practicable as determined at the sole discretion of the University, an additional two (2) weeks’ paid notice of termination will be provided, in addition to severance pay. During the notice period, the employee will be allowed as much flexibility as possible to take paid time off from work for the purpose of job-hunting and interviews, with no charge to vacation leave.

In certain situations, e.g. termination of key management personnel, severance pay may be calculated in excess of that stated in this Policy, if approved by the President of Regent University, or in the case of the President approved by the Board of Trustees.

When faculty appointments are terminated due to contract non-renewal with pay-out of an existing contract, or when other contract employees are paid out for an existing contract, or via a formal written severance agreement, the severance pay provided under this Policy will not apply.

Severance pay will be terminated at the time the employee begins employment with the Christian Broadcasting Network or another CBN-affiliated organization, or is rehired by Regent University.

Regent University reserves the right to vary this Policy or to eliminate severance pay, where Regent University, in its sole discretion, determines the circumstances so warrant.

SEXUAL HARASSMENT
It is Regent University’s policy to provide students and employees with an environment for learning and working that is free of sexual harassment whether by members of the same sex or opposite sex. All students and employees are entitled to be treated with dignity and respect as image-bearers of the Creator.

University administrators and supervisors are responsible for assuring that effective measures are taken to implement this policy’s procedures. It is a violation of this policy for any member of the university community to engage in verbal or physical sexual harassment. It is a violation of
this policy for any member of the university community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual harassment pursuant to the terms of this policy, who retaliates against his or her accuser in any manner, shall be charged with violating this policy. Any member of the university community who is found in violation of this policy will be subject to appropriate sanctions, which may include discharge or expulsion.

Definitions
"Work," for the purposes of this policy, means employment-related activities carried out by university employees and university-sponsored activities carried out by volunteers, contractors, or third-party vendors.

"Member of the university community," means student, employee, an alumnus, contractor, third-party vendor, or volunteer involved in any university-sponsored activity.

"Sexual harassment" is defined as unwelcome and unsolicited conduct of a sexual nature, physical or verbal, by a member of the university community of the opposite sex or same sex. It may include:
- Making unwelcome comments about a person’s clothing, body, or personal life;
- Offensive or abusive physical contact;
- Use of offensive nicknames or terms of endearment;
- Offensive jokes or unwelcome innuendoes;
- Any suggestion that sexual activities would affect one’s job, promotion, performance evaluation, working condition, course grade, course enrollment or graduation;
- Displaying offensive objects or pictures; or
- Other conduct that even if not objectionable to some employees, creates a working environment that may be considered by others to be offensive or hostile.

It may also consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when one or more of the following occur:
- Submission to or rejection of such conduct is made a term or condition of an individual’s employment or a student’s enrollment or performance;
- Submission to or rejection of such conduct is used for the basis of an employment decision, such as promotion, demotion, termination, or pay, etc., or a student decision such as grade, nomination, graduation, etc.; or
- Such condition interferes with an employee or student’s work performance or creates a hostile, intimidating or offensive work environment.

Complaint Procedure
Any member of the university community who believes that he or she has experienced sexual harassment or who witnesses what he or she believes to be sexual harassment should use the following procedure. The following procedures describe the process for addressing sexual harassment claims when employees are involved. The process for matters where students are involved is described in the Student Handbook.

1. In accordance with Matthew 18:15-17, any member of the university community who believes that he or she is being harassed or believes he or she has witnessed such
behavior is encouraged to speak to that individual about his or her offensive conduct and seek resolution.

2. Any member of the university community, who is uncomfortable approaching the alleged offender, has done so without success, or simply wishes to report such behavior to the University, that person should report such facts immediately to their supervisor so the University can take appropriate action.

3. If the member of the university community is uncomfortable approaching his or her supervisor for any reason, e.g., the supervisor is the person he or she feels is engaging in the harassing behavior, or he or she feels the matter is not being adequately addressed, they should bring the matter to the attention of the Dean or Department Head or the Vice President for Human Resources and Administration as soon as possible after the alleged harassment occurred. If a Dean or Department Head receives a complaint of sexual harassment, or is informed of such a complaint by a supervisor, he or she should immediately bring the matter to the attention of the Vice President for Human Resources and Administration (or the Title IX Coordinator in matters involving students). The Vice President for Human Resources and Administration shall be notified of all complaints of sexual harassment that involve an employee of the university or a non-student member of the university community. If the alleged offender is a student, the Title IX Coordinator and/or the Assistant Vice President for Student Life will also be made aware of the complaint. If the victim is a student, the complaint must be reported to the Title IX Coordinator according to the Sexual Harassment Policy described in the Student Handbook. If the complaint involves both an employee and a student, Human Resources, the Title IX Coordinator, and the Assistant Vice President for Student Life will work together to address the matter.

4. The member of the university community bringing the claim may be asked to file a written complaint explaining the nature of the harassment and indicating what remedy he or she seeks.

5. The Vice President for Human Resources and Administration or appropriate representative shall present a copy of the complaint and a copy of this policy to the accused member of the university community and the appropriate supervisor/administrator and advise them that an investigation of the charges will be conducted.

6. If the supervisor/administrator is involved in the complaint, the Vice President for Human Resources and Administration should choose another appropriate supervisor/administrator to be involved in the investigation.

7. The supervisor/administrator, working with the Vice President for Human Resources and Administration or appropriate representative, shall promptly and confidentially investigate the complaint. Confidentiality will be maintained to the extent possible without jeopardizing a full investigation. In determining whether the alleged conduct constitutes sexual harassment, all facts and circumstances will be considered, such as the nature of the sexual conduct, the context in which the conduct occurred, and the history of the relationship between the parties.
8. During the investigation, the accused member of the university community will be given an opportunity to respond, orally and/or in writing, to the complaint.

9. After the investigation of the complaint, mediation may be proposed in order to secure a written agreement that satisfies all parties. A resolution by agreement of the parties may include the imposition of a sanction upon the accused individual, which the accused individual agrees to accept.

10. If such an agreement is reached, a copy of the agreement shall be provided to each of the parties involved and to the Vice President for Human Resources and Administration. In situations involving students, the Title IX Coordinator and Assistant Vice President for Student Life may be notified of and/or involved in the resolution.

11. If, within 30 days of the receipt of a written complaint, the complaint is not resolved, the Vice President for Human Resources and Administration shall notify the parties in writing that the matter cannot be resolved and shall advise the complainant of his or her right to proceed with the charge.

12. If the complainant desires to proceed with the charge, the record of the complaint shall be provided to a committee appointed by the Executive Vice President for Academic Affairs in consultation with the Vice President for Human Resources and Administration. The committee will be appointed within 10 business days and will be composed of two deans and three representatives from the university community of faculty, staff or students, depending on the individuals involved.

13. Within 45 days, the committee shall hear testimony and evidence from both parties and shall make a finding regarding the truthfulness of the charge(s).
   a. If the charge is proven true, the committee shall make a recommendation regarding sanctions, if appropriate. The imposition of sanctions shall occur in accordance with applicable university disciplinary and sanction procedures. The sanctions that may be recommended by the committee shall include, but not be limited to, censure/reprimand, demotion, suspension without pay or recommendation for termination.
   b. If the charge proves to be false, all references to the charge shall be expunged from the records of the accused.
   c. If the charge is found to be false and malicious, the matter should be referred to the Executive Vice President for Academic Affairs for further action.

14. The final decision rests with the President acting on behalf of the Board of Trustees.

Employees should always use this procedure in regard to any work-related sexual harassment by non-employees, including volunteers, contractors, alumni, third-party vendors, etc. The University cannot always control the conduct of non-employees, but will do its best to remedy any such situations that arise.
SOCIAL MEDIA AND SOCIAL NETWORKING POLICY FOR FACULTY AND STAFF

Regent University recognizes that Social Media and Social Networking can shape the way the public views our University, its program, and its employees, vendors, students and others. The University is committed to ensuring that the use of social media serves the needs of the University by maintaining the University’s identity, integrity and reputation in a manner consistent with our values and policies. Therefore, the University has established the following rules and guidelines for faculty and staff communicating University-related information via Social Media and Social Networking forums whether used at work for business purposes or outside the workplace, and whether the use of Social Media and Social Networking involves University or personal websites, blogs, emails or other media.

Scope
This policy applies to all employees of The University. This policy will continue to change as new technologies and social networking tools emerge.

Definitions
Social media refers to web-based media technologies through which people communicate, share and network in an online environment. Social media can take many forms. These forms include Web logs or blogs, forums, wikis, file-sharing, chat rooms, message boards, user-generated video, audio and social networking sites, such as Facebook, LinkedIn, Twitter, YouTube, MySpace, FlickR, and many others.

General Policy
All University policies apply to all activities and forms of communication, including social media. Employees must comply with the University’s Employee Handbook, Standard of Personal Conduct, University policies, and local, state and federal laws in all social media and social networking activity. Employees who violate the University’s Standard of Personal Conduct in an online environment will be subject to the same disciplinary action that would address behaviors committed in any other context or environment.

Private Blogs
The University respects the right of any employee to maintain a personal blog or web page or to participate in personal social networking sites. However, the terms of this policy apply to what employees post online in any social media and social networking site. If an employee references Regent University in a social media outlet, unless the employee has obtained approval to act as a spokesperson for the University it must be clear that the employee is speaking for himself/herself and not on behalf of the University.

Unless it is absolutely clear from the context, any employee who mentions the University, identifies himself or herself as a University employee, or expresses an opinion regarding the University on a personal blog, social media site or social networking site, must include a disclaimer on each entry that specifically states, “The opinions, beliefs, perceptions and attitudes expressed are mine alone and do not represent the views, opinions or position of Regent University.” The employee must make it clear that he or she is speaking for himself/herself and not on behalf of the University.
Employees are personally responsible for the content they publish on any form of social media and social networking. For instance, employees may be held personally liable for embarrassing, defamatory, proprietary or libelous commentary that they post.

Employees must comply with all laws governing copyright and fair use of copyrighted material owned by others, including without limitation the University’s own copyrights, trademarks and brands. Employees should refer to the University policy on use of University logos at the following website: [http://www.regent.edu/admin/mktsrv/logo_terms.cfm](http://www.regent.edu/admin/mktsrv/logo_terms.cfm).

**Official Spokesperson or Authorized Personnel Participation in Online Forums**

- Only authorized University representatives are permitted to participate in online forums as an official representative or delegate for the University. Any official University social networking site must be approved by the University. The only person with the right to approve official University social networking sites is the Vice President of Marketing and Public Relations (the “Approval Authority”).

- Persons authorized to serve as an official spokesperson, representative or delegate for the University shall also comply with the following standards and all terms of this policy:
  1. **Obtaining Authority.** An employee may be asked to participate in particular online forums in his/her job-specific capacities as a representative or delegate of the University. Prior to participation, the employee must receive written authorization from the Approval Authority to serve as representative or delegate of the University. The approval process will include a discussion of the involvement in social media or social networking activity with the parameters for the project, as well as duration of participation. If the authorized spokesperson, delegate, or representative has questions regarding posting and or responding to social media and social networking activity, the participant should contact the Approval Authority, or the Office of General Counsel.
  2. **Transparency.** Employees must clearly and conspicuously disclose the employment relationship with the University when posting a comment regarding the University, its services or other matters pertaining to the University. Employees shall not use alias, pseudonyms or post “anonymously.” The University requires that authorized University spokespersons, representatives and delegates disclose their relationship with the University in all communications when speaking on behalf of the University. Such employees shall provide contact information on request. When commenting, promoting or endorsing the University’s or its services, the employee status must be clearly and conspicuously disclosed. If employees have a question about whether their relationship with the University should be disclosed, they should contact the Approval Authority.
  3. **Accurate Information.** Employees may not knowingly communicate information that is inaccurate, false or deceptive. Communications should be based on current, accurate, complete and relevant data. If an error in communications does occur, it must be corrected promptly and visibly. Employees should be open about any previous posts that have been altered or corrected. Employees should never post false or private information or rumors about the University, its employees, trustees, students, suppliers, agents or competitors.
  4. **Legal Compliance.** Employees must comply with copyright and fair use laws, and cite and link sources accurately.
5. **Respect.** Employees must be respectful and professional in communications. Employees should not engage in personal attacks, use foul/obscene language or engage in behavior that will reflect negatively on the University’s reputation. Employees should not issue unfounded or derogatory statements, misrepresentations about competitors or individuals.

6. **Quotations.** Employees should not identify, cite or reference employees, trustees, or students without their approval.

7. **Terms of Service.** Employees are responsible for knowing and complying with the Terms of Service of any social media sites used.

**Personal Responsibility**
Employees are personally and legally responsible for the content they publish on any form of social media and social networking. Employees may be held personally liable for defamatory, proprietary or libelous commentary. Further, employees may be sued by other employees, students, competitors and any individual that views social media posts as defamatory, proprietary, harassing, libelous, pornographic or creating a hostile environment.

**Media Contact**
Any inquiries received through social media and social networking sites (examples include without limitation inquiries from media, and others) regarding the University must be referred to an authorized University spokesperson (The University Office of Public Relations.) Employees who are not authorized University spokespersons must not comment, discuss, give opinions on, speculate or respond to inquiries on behalf of the University.

**Proprietary and Confidential Information**
Employees must comply with confidentiality and proprietary policies, including the Family Educational Rights and Privacy Act (“FERPA”). All University rules and policies regarding confidential, proprietary and financial information apply to social media and social networking sites and activities. Employees are prohibited from disclosing, discussing, referring to or using University confidential or proprietary information in any social media platform. This includes, but is not limited to, information about trademarks, financial information, University strategies, trade-secret information, business plans or prospects, marketing information, operating data, intellectual property, personal employee or student data or information, fundamental changes in the business, significant changes in management, and any information not previously publicly released by the University.

**Recommendations and References**
Employees are not permitted to post recommendations and/or references about colleagues or former colleagues. Any requests or inquiries for employee or former employee work recommendations and/or references are to be sent to Human Resources.

**Right to Monitor**
The University reserves the right to monitor all public blogs and social networking forums for the purpose of protecting its interest and monitoring compliance with University policies. If activity is found to be compromising and/or adverse to the University’s legitimate interests, the University may require cessation and removal of any detrimental commentary or postings. The University reserves the right to access any University computer and electronic communication device to monitor blogs and on-line websites. Employees should not maintain any expectation of
privacy with respect to information transmitted over, received by, or posted on such sites on University property, equipment and/or devices.

Questions About Content
If employees have any questions about the content of their blog, web page, social networking website and whether or not information regarding the University should be posted, the employee should seek guidance from the Approval Authority. When in doubt, the employee should not post and but rather ask the Approval Authority first.

Reporting and Enforcement
If an employee believes that a blog or other online communication violates any University policy, the employee should immediately report the blog or online communication to the Approval Authority. The University may investigate the matter, determine whether such blog, posting, website, or communication violates University policies, and take appropriate action.

Violations of Policy
Violation of this policy and any University policy may result in discipline, in accordance with the Regent University Progressive Discipline Policy, up to and including termination of employment. Additionally, violations of this policy may result in criminal prosecution, reimbursement of expenses incurred as a result of the violation, and additional legal action.

Employee Rights
This policy is not intended to restrict an employee’s right to discuss wages, terms and conditions of employment and working conditions with co-workers.

STANDARD OF PERSONAL CONDUCT

Regent University encourages a close and edifying relationship among faculty, staff, and students, one that will deepen the spiritual growth of each and stimulate a vigorous intellectual life in the Regent Community. In order to accomplish these aims, it is imperative that Regent University faculty, staff, and students conduct themselves in a Christ-like and professional manner and maintain an exemplary and involved lifestyle. Students, faculty, and staff are encouraged to become involved in a local church and to attend church regularly. In addition, community members are also invited and encouraged to participate in activities of the Regent community and its founding organization, CBN.

Regent University has developed its Campus policies from a Christian perspective and desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy. All this must be done in a manner that maintains order and discipline. In order for this to occur the university believes that members of the university community need the opportunity to learn and grow through accepting responsibility for their actions. A redemptive community is characterized by the fruit of the spirit: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Gal. 5: 22-23).
The Regent University community wishes to model and foster these qualities of redemption and personal responsibility in the lives of faculty, staff, and students.

The university has adopted the following policies:

- Regent University calls us to a sober mind and sound judgment. The university requires that members of the Regent community -- faculty, staff and students -- refrain from the illegal use of drugs and the abuse of addictive substances controlled by law.
- In keeping with a call to a sober mind and sound judgment, Regent also forbids the use of alcohol and tobacco on campus and prohibits the abuse of these substances. Non-tobacco smoking products (i.e. electronic and herbal cigarettes) are also prohibited. The Apostle Paul exhorts the body of Christ that, if they truly loved their fellow man, they would set aside personal freedom by refraining from behavior that might be a stumbling block to weaker brethren. Regent University encourages members of the Regent community to exercise personal responsibility and, guided by Paul's admonition, appropriately set aside personal freedom and refrain from the use of alcohol and tobacco.
- Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs, controlled substances or drug paraphernalia is prohibited. The use, possession, distribution or sale of alcohol or tobacco on university premises, including university housing, at any official function, any event supported by Regent University funds or any event identified with or directly linked to the university is prohibited.
- Any use of alcohol that results in a criminal violation, i.e., drunken driving, public nuisance, disorderly conduct, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process.
- Any incident that occurs as a result of the use of alcohol that, in the judgment of the university administration, reflects negatively on the image of the university will be considered a violation of the Standard of Personal Conduct and will be dealt with accordingly.
- We are to be content with what we have and what God has given us; as such, the university has a policy against theft or misuse of property. No member of the university community shall steal, damage, take without authorization, or attempt to steal, damage, take or use without authorization property of another, nor shall he/she remove or attempt to remove property of another from the place or divert it from the use and/or place to which it was assigned. No member of the university community shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization property of another. Possession of another's property knowingly and without permission is a violation of this regulation. Theft includes misappropriation of another person's ideas or expressions, such as copyright infringement, plagiarism, and illegal downloads of materials. Misuse of property includes plagiarism, or unauthorized copying or use of another's works contrary to the course syllabus or other guidelines. See Academic Honor Code and Disciplinary Policy in the Student Handbook.
- As a redemptive community, we support life, health, and well-being. The university prohibits threats or violence to the health and safety of others. Engaging in any act, such as fighting, physical assault, unlawful detention, interference with the freedom of movement of another person, verbal abuse, threats, stalking, intimidation, harassment, coercion or any other conduct which endangers or has the reasonable potential to
endanger the health or safety of the student or other members of the university community including oneself or visitors is prohibited. As a Christian organization, we expect members of the University community to treat each other with respect and civility.

- **Abuse, harassment or intimidation.** Harassing or threatening another person, including racial or sexual harassment or threats is prohibited. Harassment includes, but is not limited to, striking, laying hands upon, threatening with violence, or offering to do bodily harm to another person, or other treatment of a demeaning, abusive, taunting, or alarming nature. It also includes obscene, abusive, or repetitive telephone calls, telephone messages, electronic mail, instant messages using electronic mail programs, or other obscene, abusive, or repetitive communications.

- **Weapons possession.** Regent University faculty, staff, students or visitors are prohibited from using or possessing fireworks, firearms, or other dangerous weapons or material on University property or the adjoining property owned by CBN. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets, or shoot regardless of propellant used. Weapons include, but are not limited to, knives, razors, metal knuckles, hatchets, foils, stun guns, tasers, blackjacks, nunchuks, bows and arrows, or any explosive or incendiary devices. Exception to this policy will apply to sworn or authorized public safety personnel in the performance of their duties.

- **Regent University fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.**

- **Scripture exhorts us to honesty and integrity.** Lying or making a false statement which the maker knows to be false, or which is made with reckless disregard for the truth of the matter asserted, is prohibited. Lying also includes any deliberate attempt to mislead or intentionally misrepresent attendance or online participation, or falsifying attendance/participation reports.

- **Additional policies of the university include the following:**
  - Violation of housing rules or regulations is prohibited. These rules are located on the internet at: [http://www.regent.edu/campus/housing/pdf/Residence%20Hall%20Handbook.pdf](http://www.regent.edu/campus/housing/pdf/Residence%20Hall%20Handbook.pdf)
  - Profanity. Profane or obscene expressions including, but not limited to, speech, which violates accepted standards of decency and Biblical conduct is prohibited (except when used in an appropriate academic context).
  - Misuse of computer privileges or facilities. Unauthorized access to, or use of, the university computer files, equipment (hardware or software) or facilities, including attempts to gain unauthorized use or access is prohibited. Unauthorized use is defined as: a) unauthorized entry into a file to use, read, or change the contents, or for any purpose; b) unauthorized transfer of a file; c) use of computing equipment or facilities to interfere with the work of another student, faculty member or university official; d) use of computing equipment or facilities to send obscene, abusive, intimidating, hostile or offensive messages; e) use of computing equipment or facilities to interfere with the normal operation of the university computing system; f) use of the computing equipment or facilities to
view pornographic or other obscene websites; g) violation of the Acceptable Use Policy of the university, found at: http://www.regent.edu/it/infosec/policies/aup.pdf) use of the computing equipment or facilities to accomplish any other prohibited activities under the Standard of Personal Conduct such as threats to the health and safety of others, abuse or intimidation, sexual misconduct, profanity or lying.

- Any conduct deemed unlawful. Violations of any local, city, state or federal law, regardless of whether such conduct takes place on or off the campus, and regardless of whether there has been any trial and/or conviction for such conduct in a court of law, may also constitute a violation of the Standard of Personal Conduct. Conduct leading to arrest, indictment or conviction for violation of local, state, or federal law may result in disciplinary action by the university.
- Failure to comply with the proper instructions of a university official may result in disciplinary action by the university. Such failure to comply may include, but is not limited to, not completing a sanction or requirement that was imposed as a result of a previous violation of the Standard of Personal Conduct or Student Housing policies located at http://www.regent.edu/campus/housing/pdf/Residence%20Hall%20Handbook.pdf
- Students are responsible for the behavior of their guests while on campus. Children under the age of thirteen should be in the direct care of a parent or guardian when visiting campus.
- Miscellaneous. The foregoing infractions are not intended to constitute an all-inclusive list of offenses for which a student or employee may be disciplined under the Standard of Personal Conduct. It is the intent, rather, to provide some examples of the types of behavior, which are punishable hereunder. Any misbehavior deemed by the university to violate the Bible, the law, or the spirit of this Standard of Personal Conduct shall be dealt with as though it were expressly prohibited herein.

**Dress Code Policy**

Employees are representatives of the university to every student, vendor, donor, visitor and fellow employee whom we meet in the performance of our daily duties. Employees should be mindful of the importance of maintaining a professional image through personal appearance as well as words and actions.

Regent University observes a "casual dress" policy on Fridays, Saturdays and Sundays; daily throughout the summer months (following Commencement until start of the fall semester); and at other times when classes are not in session. Jeans may be worn on Fridays, Saturdays and Sundays throughout the year.

At all other times, “business casual” attire, comfortable yet professional and neat, is expected. “Business casual” is defined generally as “dressing professionally, yet neat and pulled together.” More specifically, “business casual” means:

- For women: A reasonable length skirt or trousers of a non-jeans material combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. A dress with appropriate skirt length is also acceptable.
- For men: A combination of collared shirt (such as a dress shirt or polo shirt), trousers of a non-jeans material with a belt and modest shoes (such as loafers) with socks is generally acceptable. A blazer or business jacket can optionally be added.
- Unacceptable for all: rumpled or ripped clothing, miniskirts, underwear as outerwear, inappropriately revealing attire such as bare midriffs, and flip-flops. Extremely casual attire, such as shorts and athletic attire, is not acceptable at any time. This policy applies to all employees of the university, including student employees, temporary and adjunct employees, and regular faculty and staff.

Alcohol and Narcotics - See Substance Abuse Policy

STUDENT EMPLOYMENT POLICY

The following Policy and procedures apply to student employment by Regent University. All employment by Regent University is subject to the availability of jobs with preference given to the most qualified applicants.

On-Campus Employment

Priority for on-campus part-time employment will be given to students who are exempt from FICA (Social Security and Medicare tax) and FUTA (unemployment tax) in accordance with the IRS Code, sections 3121(b)(10) and 3306(c)(10)(B) as evidenced by maintaining at least a half-time student classification and regularly attending classes at Regent University, and whose employment on campus is incident to and for the purpose of pursuing a course of study at Regent University.

Students cannot qualify for tax exemption if they are career employees, defined by the IRS as University employees who are eligible to participate in their institution's retirement plan or who receive tuition remission from their institution.

Student employment may not exceed 25 hours per week to include multiple positions for Regent University and special project work. Student workers and graduate assistants may work up to 40 hours per week for short-term projects or assignments, so not to exceed 25 hour per week on average during the fiscal year (July 1- June 30). Executive-level Approval must be obtained in writing prior to hiring a student employee or graduate assistant to work more than 25 hours per week on a routine basis.

Note: Regent University international students holding an F-1 or J-1 visa are authorized by US Citizenship and Immigration Services to work on campus up to 20 hours per week during the Fall and Spring semesters and up to 40 hours per week during official University holidays and breaks (i.e. Spring Break, Christmas Break, Summer Vacation).

A student may work in more than one department or school; however, the total hours worked in all departments may not exceed 25 hours per week. In the case that a student's combined work hours exceed 40 hours in a work week, overtime pay will apply and will be charged to the department or school in which the excess hours were worked.

Students who are precluded from working their normally assigned work period because of a holiday, special meeting, or other official office closing will not be paid for the time not worked. Students may be allowed to work extra hours prior to or after such a closing, not to exceed 40 hours per week, in order to make up the time. Student work schedules should be planned at the beginning of each semester with holidays and other known office closings in mind, in order to minimize lost work time.
If a student worker, graduate assistant, or teaching assistant is placed on University probation or other disciplinary status by Student Services, the student may lose the opportunity to continue working on-campus or to apply for on-campus employment in the future. If employment is lost, there is no guarantee of reinstatement, reemployment, or future employment upon the student’s return to a status of good standing with the University.

All employees not under contract are employed at the will of the University for an indefinite period. Employees not under contract may resign from Regent University and may be terminated by the University at any time, for any reason. No statement or representation in this Policy or in any University publication or by any University employee should be construed as a promise or guarantee of employment.

**Off-Campus Employment**

All policies and procedures stated above as applicable to On-Campus Student Employment also apply to Off-Campus Student Employment. In addition, before a student may be employed off campus, the hiring school or department shall submit a written request to Human Resources describing the specific duties of the position, the relevant qualifications of the intended student employee, the state in which the student resides, and justification for hiring a student working off-campus rather than an on-campus.

1. **Student Employment Categories**
   a. **Student Worker**
      A Student Worker must be a currently-enrolled undergraduate student at Regent University. See 2.b. for applicable pay rates.
   b. **Graduate or Teaching Assistant**
      A Graduate or Teaching Assistant must be a currently-enrolled graduate student (master's or doctoral level) at Regent University. See 2.b. for applicable pay rates.
   c. **Student Fellowship/Assistantship Awards**
      Students may also be compensated for research and academic related projects via fellowship or assistantship award agreements that outline specific payment amounts and payment dates, rather than by an hourly rate. Awards are given by the dean of the school in which the student is enrolled. The agreement must be completed in writing and approved in full before the student begins work on the project.

2. **Responsibilities of the Hiring Department**
   a. Prepare a written description of essential functions of the position, including supervisory responsibilities if any, and any special skills required for the job.
   b. Determine an appropriate rate of pay for the position. Consult Human Resources for assistance, if needed. In establishing the rate of pay, consideration should be given to any training, experience, and special skills that are required to accomplish the job, and to the duties and responsibilities of the job. The rate of pay will not be less than the current federal minimum wage of $7.25 per hour, and will not exceed $10.00 per hour for a Student Worker, or $15.00 per hour for a Graduate or Teaching Assistant. For a graduate assistant, a pay rate higher than $10.00 per hour must be supported by a written statement or job description explaining the appropriateness of the level of pay based upon the need
for special skills, training or experience; significant responsibility for supervising others; and/or significant level of independent responsibility for development and execution of major project(s) or functions.

c. Student Employees will be hired within the wage range currently in effect for the appropriate category, subject to availability of funds within the hiring department budget. Supervisors should consult their department budget to determine budgeted hours and total dollars available.

d. Complete the On Campus Job Posting Form (https://www.regent.edu/admin/hr/portal/forms/jobpost_campus.cfm) to post any open student position on the Human Resources website. Students need to complete the Employment Application, including the Statement of Faith, before an offer of employment is made. Each person who will participate in the interview process must complete Interview Training and Applicant Tracking System Training (ATS) with Human Resources.

e. Each person who will participate in the interview process must complete Interview Training with Human Resources.

f. Interviewers will screen applicants, selecting the most qualified applicant who can perform the essential functions of the job, with or without reasonable accommodation. Regent University does not discriminate in employment in its programs or activities on the basis of race, color, national or ethnic origin, sex, disability, age, or veteran status. As a “religious employer,” Regent University may, however, hire only employees who subscribe to the Statement of Faith of Regent University. Please review the employment application carefully for signed Statement of Faith and statement of Christian testimony, to ensure that the applicant is a good fit with the mission and vision of Regent University.

g. If the student selected will reside and work off-campus, complete the Off-Campus Student Employment requirements stated above before proceeding further.

h. Complete a minimum of two reference checks on the selected candidate(s).

i. Contact Human Resources to verify if the selected candidate currently works for the University in any other capacity. This will ensure the 25 hour per week limits will be adhered to, appropriate paperwork is completed, and other factors that may need to be considered regarding additional employment are clarified.

j. Submit two reference checks and the Employment Application to initiate the required background check with Human Resources. Average work hours per week must be accurately listed on Employment Requisition/RFA Forms, Offer & Briefing Forms, New Employee Forms, and Position/Pay Change Forms when submitted for approval. When the background check is complete and clear, submit the Offer & Briefing Form. No offer of employment can be made until the Offer & Briefing Form has been approved by the Director of Human Resources.

k. Select the first date of work. Whenever possible, work should begin on the first day of a pay period (usually the 1st or 16th of the month, or the first work day following the 1st or 16th if that date falls on a weekend/holiday)

l. The newly hired employee must visit Human Resources on or before the first day of work to complete necessary new hire paperwork. See the Supervisor Manual for a list of the forms that must be completed by the hiring supervisor and student employee.
m. If supervisors submitted a request to post the student position on the Human Resources website, then supervisors should notify Human Resources when the position is filled so that the posting will be removed.

*Note: See the OISS website, [www.regent.edu/oiss](http://www.regent.edu/oiss).*

3. **Responsibilities of Students Seeking Employment On-Campus**
   b. The submission of an employment application does not guarantee employment. Hiring is determined by the employing departments without regard to age, race, gender, color, national origin or disability. Employment is subject to the availability of jobs with preference given to the most qualified applicant who can perform the essential functions of the job, with or without reasonable accommodation.
   c. Read all information carefully and fill out forms accurately.
   d. Students will maintain good standing status within the University in order to be eligible to apply for or to continue working on campus.

This Policy does not apply to regular full-time employment. Students and student spouses seeking full-time employment will follow the procedures for full-time employment and will obtain employment applications and a list of vacant positions from Human Resources. Consideration will be given to students and student spouses for full-time employment in jobs which do not pose conflicts-of-interest, which do not involve extensive training at University expense, and which require skills and experience corresponding to those of the individual applying for employment.

**TELEWORKING/TELECOMMUTING POLICY**

The purpose of this document is to provide guidance on eligibility factors and criteria that will be used to grant permission for teleworking or telecommuting assignments, including working at home via telecommuting, hoteling, mobile office and other similar nontraditional work arrangements, whether on a regular basis, on an occasional basis, or on an emergency basis.

The employee who wishes to obtain approval for a teleworking or telecommuting arrangement must submit a written proposal stating the business case for the arrangement. The proposal must be approved by the vice president for human resources and administration of Regent University, with the concurrence of the following: The Executive Vice President of Academic Affairs and the dean (if a school), or the department head (if an administrative department), the Vice President for Finance, and any others as required by the Vice President for Human Resources and Administration.

The proposal will thoroughly explain the reasons for the request, including but not limited to the following:

1. Work location, e.g. primary physical work location (city, state), including move date, if applicable
2. Worker suitability, e.g. desire to telework or telecommute, well-organized, self-motivated, self-starter with minimal need for supervision, affirmation or feedback, adaptable, past work performance success indicators, evidence of knowledge of job and university practices, ability to contribute equipment and maintenance.
3. Work suitability, e.g. job functions, organization structure, equipment or furniture needs and how they will be met, safety and ergonomics factors, work schedule, timekeeping and reporting plans, performance management plan, statement of requirement to attend on-campus meetings as needed.

4. Provisions for confidential information compliance, work privacy, and university policies compliance.

5. Need for travel expenses, or other expense reimbursements.

6. Communications/support plan, e.g. weekly phone meetings; and someone to whom the teleworking employee can rely on for support and delegate tasks, such as a graduate assistant or staff member.

7. Benefits to Regent University, e.g. recruiting and/or retention factors, office space needs reduction, productivity improvement, if applicable.

8. Liabilities or risks to Regent University.

9. Other costs or concerns associated with the arrangement, e.g. relocation expenses, out-of-area health plan coverage needs.

Upon approval of the teleworking/telecommuting proposal, the employee will be required to sign:

- Regent University Teleworking/Telecommuting Agreement (see attached – please use as a template, modifying wording as needed for the agreed-upon terms)
- Regent University Computer Support Agreement for Teleworkers (copy attached).

Permission to telework or telecommute is at the sole discretion of Regent University, and Regent University retains the right to terminate the privilege at any time for any or no reason.

**TERMINATION OF EMPLOYMENT**

Before leaving, a terminating employee is required to arrange for an exit interview with Human Resources in order to clarify any questions regarding earned vacation, insurance options, disposition of retirement account, a forwarding address, and such matters. Employee I.D. card, parking sticker, keys, University credit cards, and other University property must be returned at this time.

The employee must work or receive severance pay beyond the 15th of the last month of employment or severance in order to continue group health plan coverage at the active employee contribution rate (or the cash waiver) for that month. When group health coverage ends, federal COBRA rules will apply, allowing further continuation of coverage up to 18 months with payment of the full premium by the employee. Group term life and group disability insurance coverage will end on the last work date unless the employee chooses to convert those policies to individual coverage in accordance with the conversion provisions of the policies in effect at the time.

Upon termination, the employee will be paid in cash for accumulated (earned but unused) vacation. An individual who, upon termination, has used more vacation than has been earned and accrued up to the last day of employment, must reimburse the University the value of the excess vacation used. Terminating employees are not paid at termination for accumulated unused medical leave.
See also *Severance Pay and Payroll Policies*.

**TUITION REMISSION**

To receive tuition remission, the prospective student must be a full-time regular employee of Regent University receiving benefits at the time of registration and payment. The employee must be working in a regular benefited position on or before:

- September 1 in order to be eligible for tuition remission in Spring Semester of the following year.
- January 1 in order to be eligible for tuition remission in the Summer Semester of that same year.
- April 1 in order to be eligible for tuition remission in the Fall Semester of that same year.

**- OR -**

The prospective student must be the spouse or dependent of a full-time regular Regent University employee receiving benefits. In the case of dependents, the individual must meet the IRS definition of dependent for the year in which tuition remission is requested. The Business Office may require documentation verifying eligibility. No waiting period applies to spouses and dependents of eligible employees.

Courses taken during working hours must be coordinated and approved by the supervisor, and arrangements must be made for making up the time. The prospective student must qualify for admission to Regent University; however, it is not required he/she be in a degree program. Approval must be obtained from the employee's supervisor and Human Resources to verify eligibility. If the employee does not remain a full-time regular employee of Regent University receiving benefits for at least one-half of each semester for which he/she or his/her spouse/dependent is registered for course(s) and receiving tuition remission, the tuition remission benefit will be forfeited for the entire semester, excluding any course(s) completed prior to the employee’s last work date. At the time of forfeiture, the tuition remission will be reversed and become a balance due on the student account.

Acceptance of this tuition remission precludes eligibility for institutional and/or school based aid scholarships and/or grants that might otherwise be offered from Regent University. Enrollment in a particular school, program or course is subject to space availability and may require approval of the dean.

The approved Tuition Remission Application entitles eligible employees to receive a waiver of 100% of the tuition for each approved course. Spouses and dependents of eligible employees will receive a 100% tuition waiver.

Up to $5,250 per year is excluded from taxes for tuition remission granted to eligible employees enrolled at the graduate level in accordance with Section 127 of the Internal Revenue Code, as of January 1, 2002. Tuition remission is a fully taxable benefit to the employee for tuition reductions for the eligible spouses and other dependents enrolled at the graduate level. Tuition remission is exempt from taxes if the person receiving the benefit is enrolled as an undergraduate student.
Procedures:

NOTE: Prior to completion of the Tuition Remission Application, the prospective student must have been admitted to Regent University.

1. After being admitted as a student to Regent University, students should register for courses they wish to take. Then, the employee should transcribe the number of credit hours per semester to the appropriate portion of the Tuition Remission Application Form. This must be done each academic year in order for employees and eligible dependents to qualify for tuition remission on each semester’s courses.

2. The employee should then take the form to his/her supervisor, showing the number of credit hours the employee or eligible dependent wishes to take and when, and obtain the supervisor’s signature of approval.

3. The employee should then take the form to Human Resources for approval signature (verifying your eligibility based on your employment or the employment of your spouse or parent).

4. Finally, the employee should take the original completed form to the Central Financial Aid Office before he/she pays for the courses in the Business Office. This must be done on or before the tuition payment deadline for the student’s school each semester. Applications submitted after the tuition payment deadline, but before the published official University semester drop/add deadline, will be charged a late fee. Tuition Remission Applications will not be accepted after the published official University semester drop/add deadline, and tuition remission eligibility for that term will be forfeited.

USE OF UNIVERSITY FACILITIES

Property:
All groups and individuals who have been approved by the Manager of Administrative Services may use University facilities, with priority being given to those whose activities are directly related to the mission of the University. All such activities must be in harmony with God’s work at the University. The name Regent University is to be linked only with those programs clearly endorsed and sponsored by the University. Groups or individuals wishing to use the facilities should contact Administrative Services for final approval and for reservations of the facilities at least two weeks ahead of the date desired.

Equipment:
University property and equipment is made available to the University community for school-related and some personal use. Audio/Visual equipment can be checked out through the Library. Additionally, various other types of equipment can be secured through the School of Communication and the Arts by contacting the appropriate individual in charge at least one (1) week in advance. The Dean's Office of the School of Communication and the Arts maintains a list of available equipment. All University property and equipment is made available on a first come, first serve basis, with priority given to official University use in case of a conflict.

Employees are responsible for the safekeeping of University assets in their possession (laptop computers, camera equipment, cell phones, etc.). Reasonable care should be exercised to prevent theft or damage to University assets. In the event University equipment
is damaged, lost, or stolen while in the possession of an employee, the employee will be responsible for the replacement of such equipment.

Hoverboards and Other Similar Equipment:
See Regent Student Handbook pg. 31, section 5.2.8.

Guests, Family Members, and Pets:
Employees are discouraged from bringing children to work. Pets are prohibited in all University buildings. Employees will be held responsible for damage to University property by family members, personal guests, or pets.
See also "Service Animals" under the Disabilities Anti-Discrimination and Accommodation Policy.

Vacation Policy
Regent University recognizes that employees need time away from their normal work schedule for spiritual, mental, and physical refreshment. Except in extenuating circumstances, vacation should be taken several days at a time, preferably at least a week, to obtain maximum benefit; one or two days at a time is discouraged. The Leave Request Form is available as needed for scheduling vacation time off.

Executive management and department heads are allotted four weeks of vacation per full calendar year. Salaried professional staff (exempt from overtime) are allotted three to four weeks of vacation time per full calendar year depending upon length of employment. Non-exempt support staff are allotted two weeks of vacation per full calendar year. An additional week of vacation is added after each five year period of employment, up to a maximum of four weeks of vacation per calendar year. Employees who are "temporary" or "part-time" are not eligible for paid vacation. Faculty members are not generally required to maintain vacation accounts or complete time cards. Staff and administrators who transfer to faculty positions may take any unused vacation as paid time off, but no cash payments will be made to close out their vacation accounts.

Vacation Accrual
a. Vacation begins accruing from the first month an individual begins employment. For vacation accrual purposes, an individual whose first day of work is on the 15th of the month or earlier will be considered as beginning employment on the first day of that calendar month. An individual whose first day of work is on the 16th of the month or later will be considered as beginning employment on the first day of the following calendar month. Each month, vacation is earned and accrued at the rate of 1/12 (one-twelfth) of the employee's annual vacation accrual rate.

b. For all employees who earn vacation, regardless of their "employment year" or "appointment year" or "contract year", the "vacation year" coincides with the calendar year and, therefore, runs from January 1 through December 31.

Vacation Use and Carryover
a. Vacation may be used prior to its being earned and accrued, but only up to a maximum of what can be earned during the remainder of the current vacation year.
b. Exempt salaried staff (paid monthly) should not report less than a full day of vacation on their time cards. For those employees, time off for less than a full day will be offset by time worked beyond regular business hours. All other employees (paid semi-monthly) should report time off and time worked in actual hours.

c. Earned but unused vacation at the end of any vacation year, up to a maximum of ten (10) days, may be carried over into the succeeding vacation year.

Terminal Vacation Pay

a. Upon termination, an individual will be paid in cash for accumulated (earned but unused) vacation plus any unused vacation carried over from the previous year.

b. An individual who, upon termination, has used more vacation than has been earned and accrued up to the last day of employment, will have the value of the excess vacation used deducted from the final paycheck.

c. For the purpose of calculating terminal vacation pay, an individual whose last day of work is on the 15th of the month or earlier will be considered as having terminated employment on the first day of that calendar month. An individual whose last day of work is on the 16th of the month or later will be considered as ending employment on the first day of the following calendar month.

d. Terminal vacation pay will not be paid to employees who walk off the job, are fired for cause, or do not fulfill their contracted or appointed obligations.

WORKER’S COMPENSATION/ON-THE-JOB INJURIES AND ACCIDENTS

1. The employee or supervisor must notify CBN/Regent Campus Police (x2075) immediately in the event of an on-the-job injury, accident, or serious illness. Campus Police will complete an accident report.

2. The employee must complete the "Worker's Compensation Accident Claim Form" immediately and submit it to Human Resources (ADM111). The forms are available from Human Resources and on the Human Resources Forms webpage. If the injured employee requires medical attention, please contact Human Resources prior to seeking medical care, except in cases of extreme emergency when Human Resources cannot be contacted quickly.

3. The employee must choose one of the medical providers from the approved panel for medical treatment in connection with a Worker's Compensation Claim. These may not be the same physicians as those in the employee health plan network of physicians. Worker’s Compensation patients may be seen initially at the closest location to Regent University (Patient First, 5486 Indian River Road, Virginia Beach, VA). If a second visit, follow-up treatment, consultation or referral to a specialist is needed, that treatment must be provided by a physician on the list of physicians provided by the approved panel.

4. The supervisor must provide a short statement of the accident to Human Resources the same day. This statement may be emailed to the Benefits Manager.

5. An employee who is unable to return to work must obtain a written statement from the approved Worker's Compensation physician. Worker's Compensation will pay 66 2/3% of the employee's average weekly wages for time lost from work in excess of seven consecutive days. Contact Human Resources for instructions concerning lost work days less than seven.

THE WORKER’S COMPENSATION ACCIDENT CLAIM FORM MUST BE SUBMITTED IMMEDIATELY TO HUMAN RESOURCES (ADM 111).
APPENDIX A
IRS TAX SHEET 2006-17

IRS Fact Sheet 2006-17 provides guidance to 501(c)(3) tax-exempt organizations. Violation of this prohibition may result in denial or revocation of tax-exempt status and the imposition of excise taxes. Some of the key points of the IRS Fact Sheet are:

- Intervention in a political campaign includes not only endorsing a candidate for office, but also contributions to political campaign funds, public statements of position (verbal or written) in favor of or opposed to a candidate, distributing prepared statements that favor or oppose candidates, and, if other candidates aren't given an equivalent opportunity, allowing a candidate to use the tax-exempt's assets or facilities.

- If carried out in a non-partisan manner, tax-exempts can conduct certain voter education activities (including the presentation of public forums and the publication of voter education guides). They can also sponsor voter registration and get-out-the-vote drives, as long as they aren't conducted in a biased manner that favors (or opposes) a candidate.

- Tax-exempt's leaders cannot make partisan comments in official organization publications or at official functions of the organization. But they can speak for themselves, as individuals, on political matters or important issues of public Policy. To avoid potential attribution of their comments, tax-exempt's leaders who speak or write in their individual capacity are encouraged to clearly indicate that their comments are personal and not intended to represent the views of the organization.

- An organization may invite political candidates (in their capacity as candidates or in their individual capacity) to speak at its events. Candidates may also appear without an invitation at organization events that are open to the public. When a candidate is invited to speak as a political candidate, the tax-exempt must ensure that: (1) it provides an equal opportunity to other political candidates seeking the same office; (2) it doesn't indicate any support for or opposition to the candidate (this should be stated explicitly when he is introduced and in communications concerning his attendance); and (3) no political fundraising occurs.

- In determining whether candidates are given an equal opportunity to participate, a tax-exempt should consider the nature of the event to which each candidate is invited, as well as the manner of presentation. For example, an invitation for one (1) candidate to speak at a well-attended annual banquet, and for his opponent to speak at a sparsely attended general meeting, will likely have violated the political campaign prohibition, even if the manner of presentation is otherwise neutral.

- A public forum involving several candidates for public office may qualify as an exempt educational activity. But, if it is operated to show a bias for or against a candidate, then the forum is intervening in a political campaign.

- When an organization invites several candidates for the same office to speak at a forum, it should consider the following factors: (1) whether questions for the candidate are prepared and presented by an independent nonpartisan panel; (2) whether the topics discussed by the candidates cover a broad range of issues that the candidates would address if elected to the office sought and are of interest to the public; (3) whether each candidate is given an equal opportunity to present his or her view on the issues discussed;
(4) whether the candidates are asked to agree or disagree with the organization's positions, agendas, platforms or statements, and (5) whether a moderator comments on the questions or otherwise implies approval or disapproval of the candidates.

- Candidates may also appear or speak at organization events in a non-candidate capacity. For example, a political candidate may be a public figure who is invited to speak because he or she: (a) currently holds, or formerly held, public office; (b) is considered an expert in a non-political field; or (c) is a celebrity or has led a distinguished military, legal, or public service career. A candidate may choose to attend an event that is open to the public, such as a lecture, concert or worship service. If the candidate is publicly recognized by the tax-exempt, or if the candidate is invited to speak, the tax-exempt must ensure that he is chosen to speak solely for reasons other than candidacy for public office, and that he speaks only in a non-candidate capacity. It must also ensure that neither he nor the tax-exempt's representative mention his candidacy or the election; and that no campaign activity occurs. The tax-exempt must maintain a nonpartisan atmosphere on the premises or at the event where the candidate is present. It should clearly indicate the capacity in which the candidate is appearing and shouldn't mention his political candidacy or the upcoming election in announcing his attendance at the event.

- A tax-exempt may take positions on public policy issues, including issues that divide candidates in an election. But, a statement by a tax-exempt is at risk of violating the political campaign prohibition if there is any message favoring or opposing a candidate, even it doesn't expressly tell an audience to vote for or against a candidate (who can be identified not only by name but also by other means, such as showing his picture, referring to his party, or other distinctive features of his platform or biography).

- Preparing or distributing a voter guide-pamphlets or other short documents intended to help voters compare candidates' positions on a set of issues-may violate the prohibition against political campaigns if they focus on a single issue or narrow range of issues, or if the questions are structured to reflect bias.

- Whether an activity constitutes participation or intervention in a political campaign may also arise in the context of a business activity of the tax-exempt, including the selling or renting of mailing lists, the leasing of office space, or the acceptance of paid political advertising.

- A web site is a form of communication, and if a tax-exempt posts something on its web site that favors or opposes a candidate for public office, it will be treated the same as if it distributed printed material, oral statements or broadcasts that favored or opposed a candidate. Links to candidate-related material, by themselves, do not necessarily constitute political campaign intervention. IRS will examine all facts and circumstances to assess whether a link produces that result.
I. BACKGROUND
On January 1, 2009, the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 went into effect, making some major changes to the way the definition of disability was interpreted in the past. The changes apply to both the ADA and the Rehabilitation Act. Very few people argue that these changes were not needed – the courts had interpreted the definition of disability so narrowly that hardly anyone could meet it – but the challenge now is understanding what the changes are and who is covered as of January 1, 2009.

In the ADAAA, Congress expressly gave the Equal Employment Opportunity Commission (EEOC) the authority to revise its regulations regarding the definition of disability to make them consistent with the Act's purpose. On March 25, 2011, the EEOC issued long-awaited final regulations. These regulations apply to title I of the ADA and section 501 of the Rehabilitation Act. These are effective as of May 24, 2011.

The following provides an overview of the changes made to the definition of disability under the ADAAA and the regulations and accompanying interpretive guidance (appendix).

II. OVERALL PURPOSE
According to Congress, the ADAAA was passed "to carry out the ADA's objectives of providing 'a clear and comprehensive national mandate for the elimination of discrimination' by reinstating a broad scope of protection to be available under the ADA." In other words, the purpose of the original ADA was to eliminate discrimination. However, if hardly anyone was covered, then hardly anyone was actually being protected from discrimination. So, in the ADAAA, Congress fixed the definition of disability to cover more people and as a result, prevent more discrimination. That means that employers should no longer be focusing so much on who has a disability, but instead should be focusing on making accommodations and avoiding discrimination.

III. DEFINITION OF DISABILITY
A. Basic Three-Part Definition Is the Same

   Definition: Disability

   (1) Disability.—The term "disability" means, with respect to an individual—
   A. A physical or mental impairment that substantially limits one or more major life activities of such individual;
   B. A record of such an impairment; or
   C. Being regarded as having an impairment.

   The ADAAA did not change the actual definition of disability – the definition is exactly the same as it was. What did change is the meaning of some of the words used in the definition and the way those words are to be applied to individuals.

B. Definition of Impairment is the Same

   Definition: Impairment
(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or 
(2) Any mental or psychological disorder, such as an intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The ADAAA did not change the definition of impairment, but the ADAAA regulations did add references to the immune system and the circulatory system because both are mentioned in the definition of “major bodily functions” and the EEOC wanted to be consistent.

The term “impairment” does not include physical characteristics such as eye color, hair color, left-handedness, or height, weight, or muscle tone that are within “normal” range and are not the result of a physiological disorder; characteristic predisposition to illness or disease; pregnancy; common personality traits such as poor judgment or a quick temper where these are not symptoms of a mental or psychological disorder; or environmental, cultural, or economic disadvantages such as poverty, lack of education, or a prison record.

C. Major Life Activities Expanded to Include Bodily Functions

Definition: Major Life Activities

Major life activities include, but are not limited to:
- Caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and
- The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

In the past, there was some debate over what activities were considered "major life activities" for ADA purposes, but one of the most confusing issues was whether someone with a medical condition that only affected internal functions would be covered. Conditions such as gastrointestinal disorders, cancer, sleep disorders, and heart disease often only affect bodily functions without producing any outward limitations and courts grappled with whether bodily functions were classified as major life activities. Now Congress has cleared up the confusion by specifically stating in the ADAAA that bodily functions are indeed major life activities.

For example, a person with insulin-dependent diabetes will most likely be covered under the first part of the new definition of disability because endocrine system function is definitely considered a major life activity as of January 1, 2009.

Note that the lists provided in the definition of major life activity are not exhaustive; they are just examples of some of the activities that can be considered.
D. Substantially Limits, Nine Rules to Follow

Definition: No Specific Definition, Follow Nine Rules of Construction.

In the ADAAA, Congress expressly directed the EEOC to revise its regulations regarding the definition of substantially limits. In the past, the EEOC regulations had defined substantially limits as "significantly restricted," but Congress told the EEOC, that is too high a standard – go back and make it an easier standard to meet. In the final regulations, the EEOC did not specifically define substantially limits, but instead provided guidance referred to as “rules of construction.” The following rules of construction come from the EEOC’s final regulations, which are linked from http://www.eeoc.gov/laws/statutes/adaaa_info.cfm.

1. A Lot More Individuals Will Be Substantially Limited

The term “substantially limits” shall be construed broadly in favor of expansive coverage, to the maximum extent permitted by the terms of the ADA. “Substantially limits” is not meant to be a demanding standard.

2. Comparison is to Most People in the General Population

An impairment is a disability if it substantially limits the ability of an individual to perform a major life activity as compared to most people in the general population. An impairment need not prevent, or significantly or severely restrict, the individual from performing a major life activity in order to be considered substantially limiting.

The comparison to most people in the general population continues to mean a comparison to other people in the general population, not a comparison to those similarly situated. For example, the ability of an individual with an amputated limb to perform a major life activity is compared to other people in the general population, not to other amputees.

3. Assessing Whether Individual is Substantially Limited Should Be Quick

The primary focus under the ADA now should be whether employers have complied with their obligations and whether discrimination has occurred, not whether an individual's impairment substantially limits a major life activity. Accordingly, determining whether an impairment substantially limits a major life activity should be done quickly and should not demand extensive analysis.

4. Disability is Still Determined on a Case-By-Case Basis

The determination of whether an impairment substantially limits a major life activity still requires an individualized assessment. However, in making this assessment, substantially limits should be considered a much lower standard than it was prior to the ADAAA. Even with this lower standard, not every impairment will constitute a disability.

5. Scientific, Medical, or Statistical Evidence Usually Not Required

The comparison of an individual's performance of a major life activity to the performance of the same major life activity by most people in the general population usually will not
require scientific, medical, or statistical analysis. Nothing prohibits the presentation of scientific, medical, or statistical evidence to make such a comparison where appropriate.

6. **Mitigating Measures Will Not Be Considered**

Definition: Mitigating Measures, Things Such As:
(i) Medication, medical supplies, equipment, or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, and oxygen therapy equipment and supplies;
(ii) Use of assistive technology;
(iii) Reasonable accommodations or “auxiliary aids or services,”
(iv) Learned behavioral or adaptive neurological modifications; or
(v) Psychotherapy, behavioral therapy, or physical therapy.

**Except:**
The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity."  

When determining whether a person is substantially limited in a major life activity, we ignore the beneficial effects of mitigating measures except ordinary eyeglasses or contact lens. In the past, the U.S. Supreme Court held the opposite, that you do not ignore mitigating measures. This holding resulted in a lot of people not being covered by the ADA - people with conditions such as epilepsy, diabetes, and mental illness, who controlled their symptoms through measures like medication, good diet, and regular sleep. Prior to the Supreme Court holding, few people questioned whether individuals with these types of conditions had disabilities, but after the holding it was clear that many of them did not, at least not under the ADA definition. The ADAAA rejected the Supreme Court's holding regarding the use of mitigating measures.

For example, a person with epilepsy who takes medication to control her seizures will most likely be covered under the first part of the new definition of disability because we will consider what her limitations would be without her medication. And note that the ADAAA states that the ameliorative (i.e., beneficial) effects of mitigating measures are ignored; if the mitigating measure itself causes any limitations, then those will be considered.

Evidence showing that an impairment would be substantially limiting without mitigating measures could include evidence of limitations that a person experienced prior to using a mitigating measure, evidence concerning the expected course of a particular disorder absent mitigating measures, or readily available and reliable information of other types.
7. **Episodic or in Remission, Limitations Will Be Considered As if Active**

In the past, a person whose condition was in remission or whose limitations came and went might not have been covered by the ADA, depending on how long that person's limitations were in an active state. This meant that a person with, for example, mental illness, might not be entitled to accommodations in the workplace when his condition was active because he did not meet the ADA's definition of disability.

Now the fact that the periods during which an episodic impairment is active and substantially limits a major life activity may be brief or occur infrequently is no longer relevant to determining whether the impairment substantially limits a major life activity. For example, a person with post-traumatic stress disorder who experiences intermittent flashbacks to traumatic events is substantially limited in brain function and thinking.

Other examples of conditions that may be episodic or go into remission include epilepsy, multiple sclerosis, cancer, hypertension, diabetes, asthma, major depressive disorder, bipolar disorder, and schizophrenia.

8. **Only One Major Life Activity Needs to be Substantially Limited**

The ADAAA states that an impairment need only substantially limit one major life activity to be considered a disability under the ADA. For example, an individual with diabetes is substantially limited in endocrine function and thus an individual with a disability under the first prong of the definition. He need not also show that he is substantially limited in eating to qualify for coverage under the first prong. An individual whose normal cell growth is substantially limited due to lung cancer need not also show that she is substantially limited in breathing or respiratory function. And an individual with HIV infection is substantially limited in the function of the immune system, and therefore is an individual with a disability without regard to whether his or her HIV infection substantially limits him or her in reproduction.

9. **Six Month Time Frame Does Not Apply**

The six-month “transitory” part of the “transitory and minor” exception to “regarded as” coverage does not apply to the “actual disability” prong or the “record of” prong. The effects of an impairment lasting or expected to last fewer than six months can be substantially limiting within the meaning of this section.

For example, if an individual has a back impairment that results in a 20-pound lifting restriction that lasts for several months, he is substantially limited in the major life activity of lifting, and therefore covered under the first prong of the definition of disability. At the same time, “[t]he duration of an impairment is one factor that is relevant in determining whether the impairment substantially limits a major life activity. Impairments that last only for a short period of time are typically not covered, although they may be covered if sufficiently severe.”

E. **Predictable Assessments**

Putting all this together, the individualized assessment of some kinds of impairments will virtually always result in a determination of disability. The following impairments are
examples from the regulations of impairments that should be easily found to be substantial limiting a major life activity:

- Deafness substantially limits hearing.
- Blindness substantially limits seeing.
- An intellectual disability (formerly mental retardation) substantially limits brain function.
- Partially or completely missing limbs or mobility impairments requiring the use of a wheelchair substantially limit musculoskeletal function.
- Autism substantially limits brain function.
- Cancer substantially limits normal cell growth.
- Cerebral palsy substantially limits brain function.
- Diabetes substantially limits endocrine function.
- Epilepsy substantially limits neurological function.
- Human Immunodeficiency Virus (HIV) infection substantially limits immune function.
- Multiple sclerosis substantially limits neurological function.
- Muscular dystrophy substantially limits neurological function.
- Major depressive disorder, bipolar disorder, post-traumatic stress disorder, obsessive compulsive disorder, and schizophrenia substantially limit brain function.

F. Condition, Manner, or Duration

For conditions that are not so obviously disabilities, the EEOC regulations state that in determining whether an individual is substantially limited in a major life activity, it may be useful in appropriate cases to consider, as compared to most people in the general population, the condition under which the individual performs the major life activity; the manner in which the individual performs the major life activity; and/or the duration of time it takes the individual to perform the major life activity, or for which the individual can perform the major life activity. However, the regulations no longer include the additional list of “substantial limitation” factors contained in the previous version of the regulations (i.e., the nature and severity of the impairment, duration or expected duration of the impairment, and actual or expected permanent or long-term impact of or resulting from the impairment).

Consideration of facts such as condition, manner, or duration may include, among other things, consideration of the difficulty, effort, or time required to perform a major life activity; pain experienced when performing a major life activity; the length of time a major life activity can be performed; and/or the way an impairment affects the operation of a major bodily function.

G. Record of a Disability

An individual has a record of a disability if the individual has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities. The terms “substantially limits” and “major life activity” under the record of prong of the definition of disability are the same terms used in the “actual disability” prong as described in C and D above.
An individual with a record of a substantially limiting impairment may be entitled, absent undue hardship, to a reasonable accommodation if needed and related to the past disability. For example, an employee with an impairment that previously limited, but no longer substantially limits, a major life activity may need leave or a schedule change to permit him or her to attend follow-up or “monitoring” appointments with a health care provider.

H. Regarded As Is Very Broad, No Substantially Limits Requirement

Definition: Regarded As.
(A) An individual meets the requirement of 'being regarded as having such an impairment' if the individual establishes that he or she has been subjected to an action prohibited under this Act because of an actual perceived physical or mental impairment whether or not the impairment limits or is perceived to limit a major life activity.
(B) Regarded as does not apply to impairments that are transitory and minor. A transitory impairment is an impairment with an actual or expected duration of 6 months or less.

The ADAAA makes regarded as coverage under the ADA very broad. To be covered, an individual only has to establish that an employer discriminated against him because of a medical condition, whether he actually has one or the employer just thought he did. He does not have to meet the substantially-limited-in-a-major-life activity standard. One exception under regarded as is that impairments that are transitory (lasting or expected to last 6 months or less) and minor, are not covered. Arguably, impairments that are transitory or minor, but not both, will be covered.

For example, if an employer denies employment to a job applicant solely because the applicant has had back problems in the past, without looking at whether he can safely perform the job, the applicant will most likely be covered under the regarded as part of the definition.

Congress broadened coverage under the regarded as part of the definition to help address the prejudice, antiquated attitudes, and the failure to remove societal and institutional barriers that still exist.

IV. REASONABLE ACCOMMODATION

The ADAAA did not change the definition of reasonable accommodation. However, the Act does clarify that only individuals who meet the first (actual disability) and second (record of a disability) parts of the definition are entitled to accommodations; individuals who only meet the third part (regarded as) are not entitled to accommodations. Even though the definition did not change, it is clear that with a broader definition of disability, more focus will be placed on providing reasonable accommodations.

Another thing to keep in mind is the flexibility built into the reasonable accommodation obligation under the ADA. For example:
employers can choose among effective accommodation options and do not always have to provide the requested accommodation,
employers do not have to provide accommodations that pose an undue hardship,
employers do not have to provide as reasonable accommodation personal use items needed in accomplishing daily activities both on and off the job,
employers do not have to make an accommodation for an individual who is not otherwise qualified for a position, and
employers do not have to remove essential functions, create new jobs, or lower productions standards as an accommodation.

For more information, see Reasonable Accommodation and Undue Hardship under the ADA at [http://www.eeoc.gov/policy/docs/accommodation.html](http://www.eeoc.gov/policy/docs/accommodation.html)

V. PRACTICAL TIPS
What does all this mean to employers? The following are some practical tips for applying the ADAAA in the workplace:

A. Get Past the Definition of Disability
First and foremost, with the new, broader definition of disability, employers should no longer be spending a lot of time analyzing whether employees meet the definition of disability. Employers can still require medical documentation when an employee requests an accommodation and the disability and/or need for accommodation are not obvious, but the documentation related to determining whether someone has a disability should not be extensive. Instead, the focus should be on the accommodation, whether it is reasonable, whether it can be provided without an undue hardship, and whether there are other accommodations that can be considered.

B. Do Not Confuse the Definition of Disability and Accommodation
Remember that the definition of disability is an impairment that substantially limits at least one major life activity and the ADAAA has a list of things that are considered major life activities. This list includes things like sleeping; reproducing; eating; normal cell growth; and digestive, bowel, and bladder functioning. These major life activities are not normally things that employers relate to the workplace or job performance so the question many employers have is whether they have any obligation to accommodate employees who are substantially limited in any of these activities. The answer is yes.

And here is why. Once an employer establishes that an employee is substantially limited in any major life activity, then the employer has established that the employee has a disability and is entitled to an accommodation for any limitations associated with the disability. The accommodation does not have to be for the limitation that established disability, it can be for any limitation associated with the disability, whether substantial or not.

For example, an employee has breast cancer and establishes that she has a disability by showing that she is substantially limited in the major life activity of normal cell growth. However, she needs an accommodation related to typing because she has some swelling
in her right arm because of the treatment she is receiving for her cancer. Even though she is not substantially limited in the use of her arm and hand, she is still entitled to an accommodation for typing because the limitation is related to her disability.

C. Make Decisions That Are Job-Related and Consistent with Business Necessity
As mentioned previously, the ADAAA broadens the definition of disability and places the focus on the actions taken by employers. One problem employers can have is making assumptions or comments about employees’ medical conditions, which could lead employees to believe that decisions were made on the basis of their real or perceived disabilities, even if that is not the case. To help avoid this problem, employers should focus on any performance or conduct problems that employees have and apply their policies in a uniform manner rather than assuming that a medical problem or disability is contributing to or causing the problem. In general, it is the employee's responsibility to let the employer know that a conduct or performance problem is disability-related and to request an accommodation to overcome the problem so there is usually no reason for an employer to bring up medical issues first.

For more information, see The ADA: Applying Performance and Conduct Standards to Employees with Disabilities at [http://www.eeoc.gov/facts/performance-conduct.html](http://www.eeoc.gov/facts/performance-conduct.html)
Also, when making decisions such as who to hire or promote, focus on qualifications for the job, not on perceptions about someone’s disability or need for accommodation.

D. Train Frontline Supervisors and Managers
No amount of preparation will be effective unless employers train their frontline managers and supervisors because the frontline usually has the most contact with employees on a day to day basis. If nothing else, employers should train their frontline to refrain from mentioning medical conditions unless relevant, to recognize accommodation requests, and to remember who to contact for assistance (many employers, as part of their accommodation procedures, appoint a responsible person to handle accommodation requests, keep confidential medical information, and help avoid discriminatory employment decisions).
Another important reason to train frontline supervisors and managers is to help reduce retaliation claims. The frontline needs to understand that making negative or derogatory remarks in response to an accommodation request can be considered retaliation.

E. Document Actions and Decisions
Because the focus of the ADA has shifted away from the definition of disability and toward whether employers complied with their obligations, documentation of actions and decisions can be very important if an employee alleges discrimination. In the past, many such allegations were never looked at because the employee could not meet the narrow definition of disability. Now, especially with the broad coverage under the regarded as part of the definition, most cases will hinge on whether an employer discriminated. Therefore, employers should keep accurate records because it can be difficult to remember what happened without good recordkeeping and written records are generally considered more reliable than memory alone.
Another important aspect of documentation is effective communication with employees. Many problems occur because employers do not let employees know, for example, how their performance needs to improve, the status of their accommodation requests, or why an accommodation request was denied. Employees need to be informed so they can have the opportunity to address performance problems or suggest alternative accommodation options.

**Additional Resources**
For more information about the ADAAA, see EEOC guidance at [http://www.eeoc.gov/laws/statutes/adaaa_info.cfm](http://www.eeoc.gov/laws/statutes/adaaa_info.cfm)

*This document was developed by the Job Accommodation Network, funded by a contract agreement from the U.S. Department of Labor, Office of Disability Employment Policy (DOL079RP20426). The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Labor. Nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Department of Labor.*