

LANDER UNIVERSITY MANUAL FOR ADMINISTRATION AND STAFF

DISCLAIMER

THE LANGUAGE USED IN THE *LANDER MANUAL FOR ADMINISTRATION AND STAFF* DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Effective July 1, 2004

THIS MANUAL REPLACES AND REVOKES ALL PRIOR MANUALS.

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PREFACE

This is a revised edition of *The Lander Manual for Administration and Staff*. This manual is designed to be easily updated as significant changes take place in policies, procedures, and benefits relating to employment with Lander.

It will be of mutual benefit to the associate and the University if the necessary time is taken to read the manual carefully. The manual should be kept as a handy reference to provide guidance when questions arise. If further information is desired, consult with the appropriate personnel in the Office of Human Resources.

We hope employment at Lander will be beneficial to both the associate and Lander. Your support is requested in making Lander University not only an excellent working environment but also an excellent learning environment.

LANDER UNIVERSITY HISTORICAL SKETCH

Founded:	1872
By Whom:	Dr. Samuel Lander, a Methodist Clergyman
Name:	Williamston Female College
Where:	Williamston, South Carolina, the town of his ministry
Type of Institution:	Private for 26 years - for women only
Gained Support:	In 1896 by the South Carolina Conference of the Methodist Episcopal Church, South
Relocated:	In 1904 at Greenwood, South Carolina
Renamed:	Lander College to honor its founder
Leased:	In 1948 from the Church by interested citizens of Greenwood who formed the Lander Foundation, a non-profit organization
Purchased:	In 1951 by the County of Greenwood from the Methodists--College name and property
Type of Institution:	Only four-year liberal arts college in the United States to be controlled and financed by a county government
Men Admitted:	In 1943 - institution now completely coeducational
State Supported:	On July 1, 1973, and under control of the Board of Trustees of the State Colleges of South Carolina
Board of Trustees:	On July 1, 1988, The Lander College Board of Trustees became a separate board, following legislation dissolving The State College Board of Trustees.
University Status:	On July 1, 1992, Lander College gained university status and was renamed Lander University.

University Presidents:

Dr. Samuel Lander	1872 - 1904
Dr. John O. Willson	1904 - 1923
Rev. B. Rhett Turnipseed	1923 - 1927
Dr. R. H. Bennett	1927 - 1932
Dr. John W. Speake	1932 - 1941
Dr. J. Marvin Rast	1941 - 1948
Dr. Boyce M. Grier	1948 - 1966
Mr. E. Don Herd, Jr.	1966 - 1973
Dr. Larry A. Jackson	1973 - 1992
Dr. William C. Moran	1992 - 2000
Dr. Daniel W. Ball	2000 - Present

INTRODUCTION

This manual will acquaint University associates with many matters with which they should be familiar. While it is not feasible for a manual of this nature to carry all details, an attempt has been made to incorporate the more important items.

The policies, procedures, and benefits contained herein are adapted for the most part within the framework of pre-established State guidelines. There are some elements, however, that belong uniquely to Lander.

STATEMENT OF POLICY

This is to affirm that Lander University recognizes that employees are the essential resource of this institution. It is the policy of this institution to provide equal opportunity to all present and future employees regardless of race, color, religion, sex, national origin, age, or disability. Positive measures are taken, as outlined in the Affirmative Action Plan, to eliminate any remaining disparities.

This statement applies to all personnel policies, practices, and procedures including, but not limited to, recruiting, hiring, classification/compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and educational, social, or recreational programs of this institution. The objective is equal opportunity, and affirmative action is the method.

Full cooperation is expected of all administrators, deans, division chairs, directors, supervisors, faculty, and staff in achieving the goal of fair representation. The Affirmative Action Program will remain in effect until University goals are achieved.

The complete Affirmative Action Plan is available upon request from the Office of Human Resources, Barratt Hall, Suite 101, telephone number 864-388-8310. The Director of Human Resources, R. Daniel Adams, serves as the Affirmative Action/Equal Employment Opportunity Officer of the University.

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BYLAWS OF THE LANDER UNIVERSITY BOARD OF TRUSTEES

I. Board Organization

- 1.1 In accordance with the statutes of the State of South Carolina, the final authority and responsibility for the governance of Lander University is vested in the Lander University Board of Trustees.
- 1.2 The membership of the Board of Trustees is established by statute and consists of two members from each of the congressional districts in South Carolina and three members at large, elected by the General Assembly for terms of four years each; one member appointed by the Governor; and one ex officio member who shall be the Governor (or his/her designee).
- 1.3 The Board of Trustees shall elect from among its members a chair, a vice-chair, and a secretary, each of whom shall serve for two-year terms. No officer shall serve more than two full terms in succession. The chair shall preside at all meetings of the Board of Trustees. In the event of the absence of the chair at a Board meeting, the vice-chair shall preside. In the event neither is present, a member of the Board of Trustees shall be elected by those Board members in attendance to preside over that meeting.

The election of officers shall take place at the last regularly scheduled Board of Trustees' meeting prior to July 1 of each odd numbered year, or as soon thereafter as practical. At a time reasonably in advance of the election, the chair shall appoint a nominating committee which shall submit one or more nominees for each vacant office. Nominations may also be made from the floor.

Officers shall serve a two-year term commencing on July 1 of the year of election and ending on June 30 of the next election year or at such time as a successor has been elected. In the event of a vacancy, that vacancy may be filled by election at a subsequent Board meeting, or the Board may leave the office vacant until the next regular election. Any person elected to fill an unexpired term shall serve the remainder of that term and shall not be disqualified from serving two full terms.

- 1.4 The Board of Trustees may elect a recording secretary who need not be a member of the Board.
- 1.5 An Executive Committee shall be formed consisting of the chair, the vice-chair, the secretary and four members of the Board who are appointed by the chair. The Executive Committee shall be empowered to transact business for the Board of Trustees as authorized by the Board in its regular meetings. It shall also be empowered to transact such other business as may be appropriate between meetings of the Board of Trustees, providing that the full Board is informed of such action as soon as reasonably possible. No action of the Executive Committee shall be contrary to policy established by the Board of Trustees or in conflict with any vote of the Board.
- 1.6 The chair, vice-chair, secretary, recording secretary, or any of the Executive Committee members may be removed from their offices by a majority vote of the entire membership of the Board of Trustees.
- 1.7 The Board of Trustees shall establish such Standing Committees from among its own members and/or of the administrative officers and faculty of the University as it

deems necessary or advisable for the best discharge of its responsibilities in supervising the operation of the University. The Board chair shall appoint committee members and committee chairs. No Board member shall serve on more than one Standing Committee at any one time. Such committees shall meet as necessary for the discharge of their responsibilities.

- 1.8 Ad hoc Committees may be established by the Board of Trustees or the chair for specific and limited purposes. In order for a committee to be deemed ad hoc, a majority of Board members present and voting must so approve. Ad hoc Committee members and chairs shall be appointed by the Board chair. Such committees shall meet as necessary for the discharge of their responsibilities.
- 1.9 At least four regular meetings of the Board of Trustees shall be held each year, scheduled as the business of the University may require. These meetings, if possible, shall be scheduled quarterly. All meetings of the Board of Trustees and its committees shall be conducted in full compliance with the South Carolina Freedom of Information Act. Any meeting may be continued by adjournment from day to day, or there may be an adjournment sine die. At regular meetings, any business relating to the University may be discussed and transacted.
- 1.10 Besides the regular meetings, the chair of the Board of Trustees shall have power to assemble the Board at any time in special meetings, and it shall be his/her duty to do so upon the written request of three members of the Board or of the President of the University.
- 1.11 Voting shall be by voice and shall not be recorded by yeas and nays. Any member may request a divided vote by a show of hands, prior to the results of the voice vote being announced. Five members may request a roll call of each member to be recorded provided the roll call is requested prior to the results of the vote being announced.
- 1.12 No member shall vote or participate in discussion on any issue in which that member has a personal, professional, or financial interest. Prior to action having been taken by the Board of Trustees on a specific issue, any member may raise the issue of conflict of interest of any other member, and the chair shall rule. The chair's ruling may be appealed to the entire Board of Trustees with the majority of those in attendance deciding.
- 1.13 Procedure in all meetings shall be governed by Robert's Rules of Order as revised, except when such rules conflict with these Bylaws.
- 1.14 A majority of the total membership of the Board of Trustees shall constitute a quorum.
- 1.15 The President of the University shall be expected to be present at all meetings of the Board of Trustees, unless the Board meets in Executive Session and, by majority votes, he/she is specifically excluded.
- 1.16 A designated faculty member (elected by the faculty as a whole) may sit with the Board in open session and, when recognized by the chair for such purpose, may speak on matters of which he/she has special knowledge and which may be of concern to the faculty. He/she is not deemed to be a member of the Board and shall have no vote.

II. ADMINISTRATION OF THE UNIVERSITY

2.1 Vesting of Authority

The authority for the administration of Lander University is vested by the Board of Trustees in the Office of the President and such subordinate officers as may from time to time be appointed by the President.

2.2 Appointments and Terms

The President is appointed by the Board of Trustees to serve for such term and on such conditions as it shall consider appropriate.

2.3 The President

- a. The President is the chief executive officer of the University and chair of the faculty. He/she is vested to act for the Board of Trustees in administering the University, and he/she is responsible for achieving the stated purpose of the University and for its ongoing operations. To this end, the President shall have the foregoing general powers, the specific powers as defined elsewhere in this document, and all powers commonly associated with and required for the discharge of the duties of a chief executive of a university.
- b. In his/her role as the guardian of the interests of the Board of Trustees, he/she is responsible for monitoring all actions of staff and faculty to ascertain if they are in accord with the stated purposes, policies and bylaws of the University. He/she has the authority to annul any action of the staff or faculty when in his/her judgment such action is not in harmony with the purposes, policies and bylaws of the University or when he/she judges such actions to be unwise. If he/she annuls any action of the faculty, he/she will present his/her reasons for the annulment in writing to the Board and to the faculty. By a majority vote of the faculty as a whole, the President's annulment of a faculty action may be appealed to the Board.
- c. Certain powers and duties herein given to or required of the President may be delegated appropriately by the President to other University officers; however, under no circumstances does this delegation of authority reduce the responsibility of the President to the Board of Trustees for any and all acts performed as a result of his/her delegation of authority.
- d. The President biennially shall present to the Board of Trustees for approval an institutional statement of purpose which adequately covers all existing and proposed programs of the University.
- e. The President shall serve as the official agent of communications between the Board of Trustees and the University: faculty, administrative officers, individual members of the staff, University organizations, student organizations, and students.
- f. Generally, the President or his/her designee shall represent the University in its relationships with related associations, other institutions, the news media, government agencies, alumni, and the general public.

- g. The President is a member of the faculty and the President or, in his/her absence, the Vice President for Academic Affairs, presides at its formal meetings. He/she reports regularly to the Board of Trustees on the condition of the University and proposes programs and courses of action requiring Board of Trustees' approval.
- h. The President, along with the Vice President for Academic Affairs, shares with the faculty the responsibility for proposing educational programs and policies. He/she is also responsible for the orderly implementation of educational programs and policies.
- i. The President is responsible for the orderly management of fiscal and personnel affairs and the auxiliary enterprises of the University, as well as for the maintenance and development of its financial and physical resources.
- j. The President is responsible for the formulation of policies regarding the operation and development of the Library, including the allotment of budgeted funds to particular departments and other units as well as the implementation of the selection and use of Library materials (subject to the general responsibility of the staff and faculty in the selection and use of Library materials).
- k. The President is responsible for the orderly conduct of the intercollegiate athletic programs of the University. He/she has the powers necessary to discharge this responsibility, to propose policies and programs, and to implement them.
- l. The President is responsible for the development of policies and programs which will enhance the quality of campus life in its broadest scope. To this end, he/she is authorized to employ administrative officers and staff personnel to conduct social and cultural programs and to make provisions within annual budgets for the support of these programs.
- m. The President is responsible for the development and administration of policies governing student conduct on campus and the use of University facilities.
- n. The President is expressly given the power of approval of the conditions under which initial appointments are made, renewals of appointments, promotions in rank, compensation, conferral of tenure, and the termination of faculty and staff members in accordance with the stipulations set forth in this document. If requested by the President, the appropriate vice president or other officer of the University is responsible for making recommendations to the President in respect to all such matters.
- o. It will be the responsibility of the President to develop procedures for the annual evaluation, in writing, of the other officers of the University.

2.4 Other Officers of the University

- a. Subject to approval of the Board, the President may establish such other officers of the University as he/she may deem appropriate.

- b. Such officers shall be appointed by the President and serve at his/her pleasure. Such officers shall have the duties, powers, and reporting responsibilities as designated by the President.
- c. The President will periodically furnish to the Board a description of the duties, powers, and reporting responsibilities of all officers of the University.

III. The Faculty of the University

3.1 Membership

The Faculty consists of the President of the University, the Vice President for Academic Affairs; those persons holding the academic rank of Professor, Associate Professor, Assistant Professor, and Instructor; Professional Librarians, persons holding appointments at any rank with the designation "Visiting"; and the Directors of the Reading, Writing, and Mathematics Laboratories.

3.2 Duties of the Faculty

- a. The faculty has the principal responsibility for the instructional programs of the University and the chief duty of each faculty member is to teach effectively the subject matter of the courses which he/she is assigned. He/she shall also serve on such committees as he/she may be elected to or appointed to by the appropriate authority. By precept, example, and in all his/her relations with students, he/she shall encourage scholarship, good citizenship, and campus cohesiveness, and shall be responsible for furthering all the programs and aims of the University.
- b. While effective teaching is the primary obligation of its members, the faculty is also concerned with recommending academic policies and enhancing the quality of the performance of its members through professional development.
- c. Other areas in which the faculty shares responsibility for policy include admissions, curriculum, academic standards, promotion, tenure, and graduation requirements.

IV. Retained Authority

4.1 General

Although authority for administration of the campus is delegated to the President, the Board of Trustees reserves its right to intervene in all matters pertaining to the University.

4.2 Appeals

The Board may hear appeals of faculty members regarding compensation, promotion, work assignment, and dismissal upon such terms and conditions as the Board may from time to time adopt, including the creation of a committee to review such appeals. However, any appeal to the Board of Trustees or its designated committee shall consist only of the evidence entered into the record at the hearing or proceeding before the Academic Freedom, Grievance, and Due Process Committee. In the appeal, the Board of Trustees or its designated committee shall receive no

new evidence. The Board shall not review appeals of faculty members regarding tenure or non-renewal of an employment contract. The Board shall review appeals as provided elsewhere in these bylaws and may review appeals on other issues at its discretion.

4.3 Honors

The Board shall approve the granting of honorary degrees and the Lander University Medallion of Honor.

4.4 Evaluation of the President

In accordance with applicable law, it is the responsibility of the Board to evaluate annually the performance of the President of the University. The evaluation will be based upon procedures and criteria established by the Board and may involve the services of outside consultants if deemed advisable by the Board.

4.5 Faculty Bylaws

The Board shall approve the Faculty Bylaws and any amendments thereto before adoption.

4.6 Tenure

Upon recommendation of the President, who will have consulted with the tenured members of the appropriate department, the Board may confer tenure upon newly appointed senior University officials and department chairs. Normally, senior faculty members appointed with tenure will have held tenured positions in other four-year institutions or have held academic appointments elsewhere for at least six years.

V. Amendments

5.1 These bylaws may be amended by vote of two-thirds (2/3) of the members present at a meeting of the Board, those voting to amend being also a majority of the entire Board.

5.2 Proposed amendments may be presented to the Board by any member of the Board, by the President, or, when transmitted through the President, by the faculty.

5.3 Proposed amendments must be submitted in writing to all members of the Board at least thirty (30) days before the meeting in which action is to be taken. This requirement may be waived by unanimous consent of those members present at such meeting, provided that at least a majority of the members of the Board are present. These bylaws adopted this 9th day of June, 1992.

DUTIES OF THE VICE PRESIDENTS

The Vice President for Academic Affairs

- a. Is appointed by the President and reports directly to the President.
- b. Is the chief academic officer of the University. In consultation with appropriate faculty committees, is responsible for formulating policies relating to the instructional program in all divisions of the University and for the planning, developing, and the administering of those programs within the scope of policies approved by the Board of Trustees.
- c. In the absence or disability of the President, will be the acting chief administrative officer of Lander University, unless another person is designated in writing by the President and/or chair of the Board of Trustees.
- d. Will supervise and direct the activities of Lander University division chairs and school deans and will approve all academic appointments.
- e. Will perform such other duties as may be delegated to the office from time to time by the President and will make a written annual report to the President concerning the work of the faculty and of the instructional staff.
- f. When requested to do so by the President, will represent the President at such times and places as may be appropriate.
- g. Is responsible to the President and will perform such other duties as may be delegated to him/her from time to time by the President and will make a written annual report to the President.

The Vice President for Business and Administration

- a. Is appointed by the President and reports directly to the President.
- b. Is the chief financial officer of the University.
- c. Is responsible for negotiating, monitoring, and securing all University contracts, leases, deeds and other legal documents.
- d. Supports the chief executive officer of the University by providing analytical reports and coordinating staff in connection with all aspects of the financial and business affairs of the University.
- e. Is responsible for the coordination of the annual budget, which is submitted to the Legislature and to the Commission on Higher Education.
- f. Collects and receives all revenue.
- g. Is responsible for paying all salaries, bills and accounts, and is responsible for examination of all accounts, claims, and demands against the University to insure that the amounts are correct and within the proper budgetary appropriations.

- h. Is responsible for maintaining, reviewing, and updating accounting systems.
- i. Employs, in consultation with the President, and has direct supervisory responsibility for personnel in the Budget Office, Business Office, the Office of Financial Aid, the Bookstore and Post Office, Purchasing Office, Technical Services, Human Resources, the Print Shop, and the Payroll Department.
- j. Is responsible for auxiliary budgets to insure that sufficient funds are available for debt service reserve.
- k. Cooperates with all offices of the University in providing for the comfort and general welfare of students.
- l. Will provide for an audit of accounts annually, or more frequently if the Board of Trustees so desires.
- m. Is responsible to the President and will perform such other duties as may be delegated to him/her from time to time by the President and will make a written annual report to the President.

The Vice President for Student Affairs

- a. Is appointed by the President and reports directly to the President.
- b. Is responsible for directing and coordinating all student activities at the University in consultation with the Student Life Council.
- c. Is responsible for the supervision of Housing, Health Services, University Police, Counseling and Placement, Intramural Activities, Food Services, Student Activities, Orientation, and Student Judicial Programs.
- d. Is responsible for helping develop and maintain an environment which enhances learning. He/she works closely with the Vice President for Academic Affairs and the Vice President for University Advancement in developing learning opportunities for the Lander University community.
- e. Is responsible to the President and will perform such other duties as may be delegated to him/her from time to time by the President and will make a written annual report to the President.

The Vice President for University Advancement

- a. Is appointed by the President and reports directly to the President.
- b. Is the executive director for the Lander Foundation. Is responsible for the day-to-day operations of the Foundation.
- c. Is responsible for the planning, coordination, and administration of the alumni programs.
- d. Is responsible for all fund-raising activities, including capital campaigns, annual giving, and special gifts.
- e. Is responsible for the administration of University relations and publications.

- f. Is responsible to the President and will perform such other duties as may be delegated to him/her from time to time by the President and will make a written annual report to the President.

The Athletic Director

- a. Is appointed by and reports directly to the President.
- b. Is responsible, as Athletic Director, and under the guidelines of the institution, the NCAA Division II, and the Southern Association, for organizing and administering all aspects of the intercollegiate athletics program, including formulating programs, policies, and procedures.
- c. Is responsible for organizing and administering all aspects of the athletic program, under guidelines of the institution, the NCAA Division II, and the Southern Association.
- d. Is responsible, as Coordinator of the Finis Horne Arena, for coordinating all activities of the arena and insuring its proper use, protection, and maintenance.
- e. Is responsible to the President and will perform such other duties as may be delegated to him/her from time to time by the President and will make a written annual report to the President.

ETHICAL PRINCIPLES FOR SOUTH CAROLINA STATE GOVERNMENT SERVICE

Serving the public as an employee of South Carolina State Government requires an appreciation for and dedication to the basic principles of integrity, honesty, respect for others, fairness, and accountability. These principles are fundamental in providing good government and advancing the public interest and are central to and implicit in any personal, professional, or agency code of ethical conduct.

Because protecting the public trust and strengthening public confidence in Government requires the highest standards of personal and professional conduct, State employees have an obligation to apply these ethical principles in their individual job duties and responsibilities.

INTEGRITY: State employees should adhere to a personal code of conduct which supports the moral values necessary for good Government and advances the purpose and mission of the State, their profession and their agency.

HONESTY: State employees should be truthful and sincere in all their interactions with the public and with each other. They should avoid even the appearance of wrongdoing and should confront and challenge unethical behavior.

RESPECT FOR OTHERS: State employees should discharge their duties with care, compassion, and concern for the well-being of all those they serve. They should recognize the inherent worth and dignity of all persons regardless of race, color, sex, age, religion, national origin, disability, social, or economic status.

FAIRNESS: State employees should make decisions in a fair, objective, and impartial manner.

ACCOUNTABILITY: State employees should take responsibility for their own actions and personal decisions and protect the public trust by upholding the constitutions and laws of the United States of America and the State of South Carolina.

ETHICS ACT

The State Ethics, Government Accountability, and Campaign Reform Act was enacted in October, 1991, to restore public trust in governmental institutions and the political governmental processes. The State Ethics Act applies to all public officials, public employees, and public members of the State and political subdivisions, with the exception of members of the judiciary. Probate judges, candidates for public office, and committees or groups working on behalf of candidates are also covered by the law.

No public official, public member, or public employee may cause the employment, appointment, promotion, reassignment, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages. Family member means an individual who is:

- A. The spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild; or
- B. A member of the individual's immediate family. Immediate family is defined as follows:
 - 1. A child residing in a candidate's, public official's, public member's, or public employee's household;
 - 2. A spouse of a candidate, public official, public member, or public employee;
 - 3. An individual claimed by the candidate, public official, public member, or public employee or the candidate's, public official's, public member's, or public employee's spouse as a dependent for income tax purposes.

A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.

OUTSIDE ACTIVITIES

University associates are expected not to engage in any occupation, pursuit, or endeavor that will conflict or interfere with the regular and punctual discharge of their official duties. See also Ethics Act.

HUMAN RESOURCES

The Office of Human Resources is maintained to serve the best interests of the associates and the institution. This office is responsible for administering the personnel policies, practices, and procedures of the University and the State. Responsibilities include recruiting applicants, position classification, compensation, orientation and training programs, personnel records and information systems, benefits, workers' compensation, equal employment opportunity and affirmative action programs, unemployment compensation, employment counseling, performance evaluation, health promotion, leave programs, including the Family and Medical Leave Act, Americans with Disabilities Act, exit interviews, dual employment, organization charts, substance abuse policies, Employee Assistance Program, Fair Labor Standards Act, and employer/employee relations.

CHANGES OF INFORMATION

Providing accurate and current information for personal personnel records is the associate's responsibility. Advise the Office of Human Resources of any change affecting insurance benefits (including beneficiaries), tax exemptions, personal data (name, home address, phone number, births, deaths, marriages) at the earliest possible time. Associates should send this information to the Office of Human Resources to be placed in the associate's personnel file. Also, notify the office of any change in emergency contacts, additional training obtained, or certificates or degrees received.

CLASSIFIED SERVICE

Classified service refers to those positions that have been designated as subject to the State Classification Plan. The Classification Plan relates to job specifications, salary, pay band, job title and corresponding policies and procedures. Classified personnel include, for the most part, all associates of the University who are not faculty members or administrative officers of the institution.

The Office of Human Resources administers the State Classification Plan as it applies to the University. Job classification review is an on-going procedure.

POSITION EXEMPTION STATUS (Fair Labor Standards Act)

Each position is determined exempt or non-exempt based on criteria outlined by the Fair Labor Standards Act. The Office of Human Resources maintains position exemption status.

WORKING HOURS

The normal working hours for Lander University are 8:30 a.m. to 5:00 p.m. Monday through Friday. (Physical Plant and University Police hours will vary as will some part-time associates.) The minimum workweek for Lander is 37.5 hours. The State pay band schedule is based on a 40-hour workweek (2,080 hours per year). Regardless of which workweek is used, the hourly rate for which an associate is to be paid is based on the 40-hour workweek.

When the work of the office allows, Lander University offers associates the option of working flexible schedules to help balance work and personal responsibilities while still meeting the needs of the University. The benefit of flexible work schedules is always subordinate to the appropriate and efficient operation of the office (unit) and the overall needs of the University. Coordination and approval of flexible work schedules are the responsibility of each unit manager.

Normally, one hour is allowed for lunch; but associates should arrange their lunch hour so that all administrative offices are open continuously. If an office must be closed during the day, a notice should be posted on the office door and a proper message left on the answering machine. There are no scheduled relief periods during the day, but the privilege of a short relief period may be granted by the associate's department head or supervisor. The University must rely on the associate's good judgment, sense of fairness, and understanding of the requirements for taking relief periods.

TERMINATION OF EMPLOYMENT

Normally, associates must come by the Office of Human Resources to leave a forwarding address, sign necessary papers regarding benefits, and receive an exit interview. Keys, identification card, and other University property must also be turned in.

PAY PLAN

Lander University has developed a written pay plan to conform with the State Human Resources Regulations effective July 1, 1996, and to govern the administration of salary increases and decreases for employees within Lander. This action provides greater agency management flexibility but also greater accountability for Lander. All classification and compensation actions are subject to audit by the State Office of Human Resources.

The supervisor must initiate written justification for awarding salary increases on forms prepared by the Office of Human Resources. An employee's salary may be increased for the following reasons:

In-Band Salary Increases

1. Legislated Performance Pay
2. Performance Increase
3. Additional Skills/Knowledge Increase
4. Additional Job Duties and/or Responsibilities Increase
5. Transfer Increase
6. Retention Increase

Upward Band Increases

1. Promotional Increase
2. Reclassification Increase
3. Reallocation Increase

The State Office of Human Resources shall review undelegated reclassifications. Certain positions, however, are delegated to Lander for classification. In an effort to insure proper job classification and communicate to the associate what is expected, a position description is provided to the associate. Position descriptions should reflect current essential and marginal duties and should be updated as significant changes occur in the associate's job. Job notices are normally posted within the University when recruiting for a position. Associates shall apply to the Office of Human Resources for those positions in which they are interested.

COMPENSATORY LEAVE (EXEMPT ASSOCIATES)

Any compensatory time allowed, other than for holidays, should be taken within 90 calendar days from the date accumulated. Each supervisor is responsible for monitoring and approving compensatory time.

OVERTIME (NON-EXEMPT)

The general University policy is that overtime work is not allowed. The University recognizes, however, that under unusual circumstances overtime work may be necessary. Associates are instructed not to work overtime unless authorized in advance by their supervisors. The following guidelines apply to non-exempt associates:

1. The workweek for overtime purposes shall be one calendar week beginning 12:01 a.m. Saturday and ending midnight Friday.

2. Hours worked shall include time actually on the job. Time in leave status is not considered as hours worked.
3. Compensatory time may be allowed instead of paying overtime for hours worked over 40 during the workweek. An associate may not accrue more than 240 hours (480 hours for University Police) of compensatory time. All compensatory time should be reported on an Application for Leave Slip to the Office of Human Resources.
4. Paid overtime is work compensated by hourly pay times one and one-half. Associates may be granted compensatory time for hours worked in excess of 40 during the workweek at a premium rate of time and one-half (1.5) instead of paid overtime. The associate who has accrued 240 hours (480 hours for University Police) of compensatory time shall, for additional overtime hours of work, be paid overtime compensation.
5. Compensation of associates is based on forty (40) hours per week or 2,080 hours per year. Associates may not receive additional compensation nor compensatory time for hours worked between 37.5 and 40 hours per week.
6. Dual employment situations are to be approved by the area Vice President (or President), the Budget Office, and Office of Human Resources before such work begins. An employee must take leave without pay for internal dual employment requests if performed during regular working hours.

Any hours that would result in overtime pay must be approved in advance by the Vice President for Business and Administration. (Forms are available at www.lander.edu/business_office under Forms for Faculty and Staff.)

IT IS THE RESPONSIBILITY OF THE SUPERVISOR TO MONITOR AND INSURE COMPLIANCE WITH THIS OVERTIME POLICY.

DUAL EMPLOYMENT

Permanent associates may accept temporary, part-time employment of a consultative or technical nature with other state agencies, provided prior approval is obtained in each instance from the area Vice President, the Budget Office, and the Office of Human Resources before such work begins.

No employee can receive additional compensation for services performed during scheduled work hours (including meal times and breaks) unless the employee takes annual leave or leave without pay. An employee's work schedule shall not be altered or revised in order to provide time to perform dual employment duties. However, an employee may use annual leave while providing services during working hours for a requesting (secondary) agency and may receive compensation from that agency for services performed during the period of leave. However, no employee shall receive additional compensation from Lander University while in a leave without pay status to include all designated paid State holidays and compensatory leave. Compensation for dual employment will be determined by the requesting (secondary) agency.

PROBATIONARY PERIOD AND THE PERFORMANCE REVIEW DATE

An associate's first year of service is a probationary period, which is a working test period required of an associate following initial appointment to any new position.

An associate's performance is to be evaluated prior to the end of the probationary period and thereafter, at least once per year. The supervisor is to prepare and discuss with the associate the performance evaluation after it has been signed by the reviewing officer. Performance must be based upon job requirements as stated on the position description.

PURPOSE OF THE EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM

The primary purpose of the EPMS is to increase the overall efficiency of the University by helping each associate to improve performance. Other important purposes include the following:

- a. To identify associates who have potential for promotion.
- b. To provide information to the associate's supervisor and manager to use in making work-related decisions.
- c. To help associates use their full potential in carrying out their job responsibilities.
- d. To identify training needs.
- e. To maintain documented history of the associate's performance.
- f. To encourage continued growth and development of all associates.
- g. To provide documentation to support recommendations for salary increases, promotions, demotions, transfers and dismissals.
- h. To assist management in assigning work and delegating responsibility based on mutual understanding of the associate's skills and abilities.
- i. To enhance other personnel administration components such as selection and classification.
- j. To establish communication between the supervisor and associate.

**EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS)
CRITERIA/PROCEDURES
UNIVERSAL REVIEW DATE: JANUARY 1**

GENERAL INFORMATION

All performance appraisals shall be made in writing by the employee's supervisor (the rater) who has direct experience or knowledge of the work being performed. The appraisal shall be reviewed by the next higher level supervisor (the reviewer), unless the rater is the President, prior to the appraisal being discussed with the employee. The reviewer may attach additional comments to the appraisal, and in the attachment may take exception to any of the rater's appraisal points. In addition, the reviewer has the authority to change the appraisal completed by the rater. If the reviewer elects to change the rating, the change and associated justification should be noted on the appraisal document. Whenever an employee's job responsibilities change significantly, the appraisal document should be revised to reflect that change. The final appraisal must bear the signature of the rater, the reviewer, and the employee, if possible. If any party refuses to sign the appraisal, a notation shall be made on the performance appraisal of this. If possible, a witness should sign to acknowledge that the party refused to sign the appraisal.

All performance appraisals shall become a permanent part of the employee's official personnel file. Upon request, Lander shall furnish the employee with a copy of the performance appraisal with copies of all pertinent attachments, including the form completed at the time of the planning stage and the final appraisal form.

Employees exempt from coverage under the State Employee Grievance Procedure Act should also be given annual performance appraisals.

TRAINING

Training is encouraged for all Lander employees in regard to EPMS.

LEVELS OF PERFORMANCE

There shall be four levels of performance to rate each job function and objective and to rate overall performance:

1. Substantially Exceeds Performance Requirements
Work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently above the criteria of the job function. (Written justification is required as to specifically how performance requirements were substantially exceeded.)
2. Exceeds Performance Requirements
Work that is above the criteria of the job function throughout the rating period.
3. Meets Performance Requirements
Work that meets the criteria of the job function.
4. Below Performance Requirements
Work that fails to meet the criteria of the job function.

Performance characteristics shall not be rated by the four levels of performance, but shall be given a rating of acceptable or unacceptable.

1. Acceptable--Meets requirements.
2. Unacceptable--Fails to meet requirements.

PLANNING STAGE

Each employee shall have a planning stage conducted at the beginning of each rating period. The employee's job functions (which include job duties and success criteria), objectives, and performance characteristics for the next rating period will be discussed at this time. The rater and employee should participate in drafting the planning stage document. The reviewing officer and the rater should discuss the requirements for the coming year prior to the planning stage.

JOB FUNCTIONS

The rater and the employee shall determine the job functions (which include job duties and success criteria) by reviewing the employee's position description. If the position description is not up-to-date, or if there is no position description, one should be prepared and submitted for approval. In those instances where the rater and employee cannot agree upon the job functions, the rater's decision shall be final. The statement outlining the job function should include descriptive information about the performance expectations (success criteria) of the rater. The descriptive statement should specify the expectations of the rater for the employee to meet performance requirements. Each job function shall be rated in the evaluation stage based on the four levels of performance.

It shall be mandatory for all managers and supervisors to be rated on the timely completion of their employee's performance appraisals.

OBJECTIVES

Objectives shall be optional for all employees. An objective should be included when an employee is assigned a special, non-recurring project or assignment that is not included on the employee's position description. The statement outlining the objective(s) should also include descriptive information about the performance expectations (success criteria) of the rater. The descriptive statement should specify the expectations of the rater for the employee to meet performance requirements. Each objective shall be rated in the evaluation stage based on the four levels of performance.

PERFORMANCE CHARACTERISTICS

A list of performance characteristics and their definitions is attached. Each performance characteristic shall be listed and defined in the planning stage and rated as "acceptable" or "unacceptable" in the evaluation stage. The performance characteristics section shall be used as a communication tool to emphasize those performance characteristics that are important to success in performing the job functions and objectives included in the planning document. The performance characteristics section shall not be weighted in the determination of the overall performance rating.

It shall be mandatory for all managers and supervisors to be rated on the performance characteristic of "promoting equal opportunity."

ONGOING PERFORMANCE MANAGEMENT

A rater should continue to provide performance feedback to employees throughout the review period. Surprises should be minimal to non-existent.

DEFINITIONS

Short Year Planning Stage—a performance planning stage document for a period of time less than twelve (12) months. (Exception – Trial period planning stage).

Short Year Review—a performance appraisal that evaluates an employee's performance for a period of time less than twelve (12) months. (Exception – Trial period reviews and warning notice reviews).

Universal Review Date – The date prior to which all classified employee's performance reviews are due. January 1 will be the Universal Review Date for Lander University. (Exception - Employees in probationary or trial status).

INITIAL IMPLEMENTATION

Lander University will begin to phase in the Universal Review Date system of January 1.

ANNUAL PERFORMANCE REVIEWS

All covered employees shall be given an annual appraisal no more than 90 calendar days prior to the Universal Review Date (January 1). The Universal Review Date marks the beginning of a new review period. If an employee does not receive an appraisal prior to the Universal Review Date, the employee shall receive a "meets performance requirements" rating by default. A covered employee may not be issued an overall "below performance requirements" appraisal at any time during the annual review period without following the "Substandard Performance Process."

An employee granted leave of absence without pay shall have their review date advanced in accordance with the State Human Resources Regulations. Should the review date advance, the employee will receive a short-year planning stage and a short year review, if necessary, to move the employee to the Universal Review Date.

PROBATIONARY PERIODS

Each new employee in probationary status shall be rated prior to the completion of a twelve month probationary period for noninstructional personnel. The performance review date marks the beginning of a new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee will receive a "meets performance requirements" rating by default and obtain covered status as a State employee and permanent status in the class. The probationary period may not be extended. If an employee is not performing satisfactorily during the probationary period, the employee shall be terminated before becoming a covered employee. Until an employee has completed the probationary period and has a "meets performance requirements" or higher overall rating on the employee's evaluation, the employee has no grievance rights under the State Employee Grievance Procedure Act; therefore, a supervisor is not required to follow the "Substandard Performance Process" to terminate a probationary employee. After satisfactory completion of the probationary period, an employee will receive a short year planning stage and a short year review, if necessary, to move the employee to the Universal Review Date.

TRIAL PERIODS

Each covered employee who has been demoted, promoted, or reclassified shall be appraised prior to the completion of a six month trial period in the position. The performance review date marks the beginning of a new review period. If an employee does not receive a performance appraisal prior to the performance review date, the employee will receive a "meets performance requirements" rating by default and obtain permanent status in the new classification. Once an employee has completed a successful trial period and obtained permanent status in a class, the employee retains permanent status in the class throughout the employee's continuous service. The six month trial period may be extended up to 90 calendar days upon written notice to the employee prior to the end of the six month trial period.

The "Substandard Performance Process" is not required to demote or reclassify downward an employee in trial status to the same class from which promoted, if the demotion or reclassification occurs within the trial period. The "Substandard Performance Process" is also not required to demote or reclassify downward an employee in trial status to a class in an equal or higher pay band from which promoted, if the demotion or reclassification occurs within the trial period. The employee in trial status may not grieve such demotion. The employee in trial status may not be terminated or demoted to a class in a lower pay band than that from which promoted for performance reasons without following the "Substandard Performance Process." After satisfactory completion of the trial period, the employee will receive a short year planning stage and a short year review, if necessary, to move the employee to the Universal Review Date.

SUBSTANDARD PERFORMANCE PROCESS FOR COVERED EMPLOYEES

A covered employee is entitled to adequate notice of substandard performance and the opportunity to improve the substandard performance before receiving a "below performance requirements" rating and being removed from the position. To ensure this occurs, the following procedures shall be followed:

A. A rater shall issue a "Warning Notice of Substandard Performance" prior to issuing a "below performance requirements" rating to a covered employee. If, during the performance period, an employee is considered "below performance requirements," in any essential job function or objective which significantly impacts performance, the rater shall provide the employee with a written "Warning Notice of Substandard Performance." The warning notice shall provide for an improvement period of no less than 30 days and no more than 120 days. The warning notice may be issued at any time during the review period. Ordinarily, the warning period may not extend beyond the employee's review date. However, if the warning notice is issued less than 30 days before the employee's review date, the review date would roll forward a day for each day the warning notice is in effect. Should this occur and a satisfactory review is completed, the employee will receive a short year planning stage and a short year review, if necessary, to move the employee to the Universal Review Date.

B. The rater and the employee should participate in drafting a work improvement plan. The work improvement plan should include a list of ways to improve the deficiencies and other appropriate performance related recommendations. In those instances where the rater and employee cannot agree upon the content of the work improvement plan, the rater's decision shall be final.

C. During the warning period, the employee and the rater shall have regularly scheduled meetings during which they shall discuss the employee's progress. Documentation is required to verify that these counseling sessions were held. Copies of this documentation shall be submitted to the Office of Human Resources for placement in the employee's official personnel file and given to the employee upon request.

D. If the employee's performance is rated "meets performance requirements" or above, on all essential job functions/objectives, which significantly impact performance, noted in the warning notice by the end of the warning period, employment shall continue. If the employee is rated "below performance requirements," on any essential job function or objective which significantly impacts performance as noted in the warning notice by the end of the warning period, the employee shall be removed from the position immediately (i.e., terminated, reassigned, demoted).

E. Once a time frame for improving substandard performance has been given, the employee must receive a written appraisal prior to the end of the warning period, or the employee will receive a "meets performance requirements" rating by default.

F. If an employee has been issued two warning notices within a 365 day period and performance drops to a substandard level on any essential job function/objective, which significantly impacts performance, for a third time within a 365 day period, the employee shall be removed from the position upon the third recurrence of such substandard performance by issuing the "below performance requirements" appraisal. A warning notice is not required on the third occurrence.

G. The Director of Human Resources or his designee must be consulted prior to issuing a Warning Notice of Substandard Performance. The official Warning Notice of Substandard Performance shall be obtained from the Director of Human Resources or his designee.

WARNING NOTICE OF SUBSTANDARD PERFORMANCE

The requirements of a "Warning Notice of Substandard Performance" are:

- A. The notice shall be in writing, addressed to the employee, labeled as a "Warning Notice of Substandard Performance," and signed by the employee (witnessed, if employee will not sign).
- B. The notice shall list the job functions and/or objectives included on the employee's planning document that are considered "below performance requirements," with an explanation of the deficiencies for each job function and/or objective and ways of improving the noted deficiencies.
- C. The notice shall include the time period for improvement and the consequences if no improvement is noted (i.e., termination, demotion, reassignment).
- D. The notice shall include a plan for meetings to discuss employee progress during the warning period.
- E. A copy of the notice shall be given to the employee and a copy forwarded to the Director of Human Resources for placement in the employee's official personnel file.

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

WARNING NOTICE OF SUBSTANDARD PERFORMANCE

TO: _____ TODAY'S DATE: _____

POSITION TITLE: _____ REGULAR REVIEW DATE: _____

DEPARTMENT: _____ DATE OF WARNING: _____

1. The warning notice may be issued at any time during the review period. Ordinarily, the warning period may not extend beyond the employee's review date. However, if the warning notice is issued less than 30 days before the employee's review date, the review date would roll forward a day for each day the warning notice is in effect. If performance does not "Meet Performance Requirements" on any essential job function or objective which significantly impacts performance by the end of the "Warning Notice" period, a "Below Performance Requirements" rating is issued, and the employee is removed from the position immediately (i.e., terminated, reassigned, demoted). The "Warning Notice" and the performance appraisal become part of the employee's permanent file in the Office of Human Resources.

a. In compliance with these regulations, you are hereby notified that your performance has not met the required standards to warrant a rating of "Meets Performance Requirements," or better, for the reasons shown below:

(1) You have failed to meet the requirements of your job in the following ways. List the job function(s) and/or objective(s). (USE ATTACHMENT IF NECESSARY):

(2) It is believed that your work can be improved by... Be specific. (USE ATTACHMENT IF NECESSARY):

b. The details in (1) and (2) above are brought to your attention in order to give you the opportunity to make the necessary improvement within _____ days of the date of this notice.

c. If your job performance does not improve to meet the required standards, you will receive a rating of "Below Performance Requirements" and be removed from the position.

d. Regular meetings are to be scheduled with you and your supervisor to discuss your progress as follows: (USE ATTACHMENT IF NECESSARY)

Date: _____ Signature of Supervisor: _____

Date: _____ Signature of Employee: _____

original: Employee
pc: Director, Human Resources
Rating Supervisor

WEIGHTED SYSTEM

In order to reduce subjectivity in the evaluation, a numerical value is to be assigned to each level of performance. The supervisor and the employee will determine a weight for each individual job function and objective. Performance characteristics will not be given a numerical score, but will be given a rating of acceptable or unacceptable.

	<u>Range</u>
*Substantially Exceeds Performance Requirements (SE)--4	3.45 or above
Exceeds Performance Requirements (E)--3	2.45 to 3.44
Meets Performance Requirements (M)--2	1.45 to 2.44
Below Performance Requirements (B)--1	Below to 1.44
Acceptable (A)	
Unacceptable (UA)	

Model System - Example

	<u>Weight Factor</u>	<u>Rating</u>	<u>Numerical Score</u>
4 Duties	30%	E	$30 \times 3 = 90$
	20%	M	$20 \times 2 = 40$
	25%	E	$25 \times 3 = 75$
	10%	M	$10 \times 2 = 20$
2 Objectives	10%	SE	$10 \times 4 = 40$
	<u>5%</u>	M	$5 \times 2 = \underline{10}$
TOTAL	100%		275
3 Characteristics		A	
		A	
		A	

*Written justification is required as to specifically how performance requirements were exceeded.

Divide the total numerical score, 275, by the total weight factor, 100. The answer is 2.75, which will give the employee an overall performance appraisal rating of Exceeds Performance Requirements.

LIST OF PERFORMANCE CHARACTERISTICS

The following is a list of general performance characteristics:

Ability to Work Without Supervision - The extent to which the employee can work by himself/herself; requiring very little supervision and being self-sufficient in assuming the duties of the job.

Accuracy of Work - The degree to which the employee makes mistakes or errors that require correction.

Adaptability - The extent to which the employee can adapt to job or organization changes.

Appearance - The professional appearance of the employee at work; cleanliness, grooming, neatness, and appropriateness of dress for the job.

Attendance - Concerns whether the employee is at work each day.

Communication Ability - The effectiveness with which the employee presents accurate information both verbally and in writing.

Cooperation - The extent to which the employee cooperates with supervisors, associates, and those for whom work is performed.

Dependability - The extent to which the employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments.

Favorable Job Attitude - The extent to which the employee displays interest and enthusiasm for his/her job and asks intelligent questions about the job.

Initiative - The extent to which the employee works ahead based on his/her own judgment without waiting to be told.

Job Knowledge - The extent to which the employee knows the details of the job and follows the job procedures to the letter.

Judgment - The quality of the work-related decisions made by the employee.

Meeting Schedules - The extent to which the employee efficiently completes his/her work and effectively meets deadlines.

Promoting Equal Opportunity - The extent to which the manager attempts to follow, in good faith, the official statement of policy on affirmative action and equal opportunity as outlined in the University Affirmative Action Plan and The Lander Manual for Administration and Staff, which states: It is the policy of Lander University to provide equal educational and employment opportunity to all present and future employees and students regardless of race, color, religion, sex, national origin, age, or disability. **All Management/Supervisory employees are required to be rated on this characteristic.**

Punctuality - The extent to which the employee is prompt in reporting for work and assignments/appointment at the specified time.

Quality of Work - The extent to which the employee neatly, thoroughly, and accurately completed jobs assignments according to established standards of quality.

Quantity of Work - The extent to which the employee produces an amount of acceptable work in order to meet schedules over which he/she has control.

Relationships with Others - The extent to which the employee establishes good relationships with the public (for example, being courteous and helpful with the public).

Safety - The extent to which the employee follows established safety practices and corrects unsafe work practices on the job.

Use of Work Time - How effectively and efficiently the employee uses his/her time to accomplish his/her job tasks (for example, does not wait until the last minute to work on important projects).

Willingness to Learn - The extent to which the employee wants to learn about his/her job and asks intelligent questions about the job.

TIME REPORTS AND PAY PERIODS

Non-exempt associates receive time sheets or cards. A schedule of pay periods and pay dates are available through the Payroll Department and Office of Human Resources. Time sheets/cards, after appropriate signatures, shall be forwarded to the Payroll Office. All regular associates are paid semimonthly on the first and fifteenth. (These dates may vary when normal pay dates fall during holidays and on the weekend.) One pay period begins on the second and ends on the fifteenth of each month; the other period begins on the sixteenth and ends on the first of each month. Temporary hourly associates have a different pay schedule.

Associates may choose to have the Payroll Department deposit payroll checks (direct deposit) with the bank, or pick up their check in the Business Office on the scheduled pay date. (Most departments have one individual to pick up checks and/or stubs and deliver to the department for distribution.) If direct deposit is used, arrangements must be made with the Payroll Department.

PAY RATES

Pay rates generally depend upon the job classification, training and experience, special skills required, responsibilities of the job, length of service with the University, legislative actions, and Budget and Control Board and University policies and procedures.

PAYROLL DEDUCTIONS

Questions regarding payroll checks should be directed to the Payroll Department. However, deductions or changes in deductions (other than tax sheltered annuities and direct deposits) must be initiated through the Office of Human Resources. Mandatory deductions include federal income tax, state income tax, social security, Medicare, and state retirement.

PAYROLL/HUMAN RESOURCES AND DEDUCTIONS

When to go to . . . **PAYROLL**

1. Questions regarding payroll checks.
2. Tax sheltered annuities (Exception: South Carolina Deferred Compensation Plan).
3. Direct Deposits:
 - Checking Accounts.
 - Savings Account.
 - Credit Unions (Exception: South Carolina Employees Credit Union).

When to go to . . . **HUMAN RESOURCES**

1. All other deductions including:
 - Savings Bonds.
 - South Carolina Deferred Compensation.
 - South Carolina Employees' Credit Union.
2. Extended leave without pay.

HEALTH, LIFE, AND DISABILITY INSURANCE

The University, through the State Health Plan, provides comprehensive medical insurance coverage through the Blue Cross and Blue Shield Health Insurance Company (Plan Administrator). When one signs for this program, the following additional benefits are provided by the University:

1. \$3,000 Basic Life Insurance—Enrollment is automatic at no charge when enrolled in the State Health Plan and provides \$3,000 coverage to employees under age 70 and \$1,500 to employees age 70 or older.
2. Basic Long Term Disability—Enrollment is automatic at no charge when enrolled in the State Health Plan and provides 62.5% of salary up to \$800/month. (Further information is under Long Term Disability on Page 36.)

Associates receive information regarding these plans when employed by the University. Handbooks and brochures should be kept for easy reference. It is the associate's responsibility to be well acquainted with the coverages, exclusions, claim procedures, and Medi-Call. It is also recommended that information regarding coverage be shared with others entrusted with the associate's medical welfare.

PRESCRIPTIONS

Effective January 1, 2000, associates will use their State Health Plan (SHP) identification cards to purchase prescription drugs. With this program, the associate simply shows the SHP ID (no claims to file) when purchasing prescriptions from a **participating pharmacy** and pays a co-payment of either \$5 for generic drugs or \$20 for brand name medications for a 31-day or less supply. Benefits for prescription drugs are **not payable** if a **non-participating pharmacy** is used. There is no annual deductible for this benefit. For a list of area participating pharmacies, reference www.medcohealth.com. Then click on Pharmacy Locator.

MEDI-CALL (1-800-925-9724)

The State Health Plan offers a pre-approval/consulting service to employees. This service is called Medi-Call and is staffed by qualified, experienced, registered nurses and physicians. To receive maximum benefits through the State Health Plan, Medi-Call must be consulted when an associate or covered dependent receives care in a hospital, is diagnosed as being pregnant, has outpatient surgery performed in a hospital or other clinic or requires other medical services. Refer to the current Insurance Benefits Guide for a list of situations in which it is **mandatory** to call Medi-Call. This is not an option. There is a penalty of \$200 for each hospital admission that is not certified or pre-certified by Medi-Call. In addition, the \$1,500 coinsurance maximum will not apply if Medi-Call is not called. For further information, contact the Office of Human Resources.

DENTAL INSURANCE

The State Dental Insurance is optional. Features of the plan include the following classes of coverage:

Class I	Diagnostic & Preventive	no deductible	100% of allowable charges
Class II	Basic	\$25 deductible	80% of allowable charges
Class III	Prosthetics	\$25 deductible	50% of allowable charges
Class IV	Orthodontics	no deductible	50% of allowable charges

(Class IV is limited to dependent children under age 19 and \$1,000 lifetime maximum.)

The maximum contract year benefit is \$1,000 (Classes I, II, and III).

OPTIONAL TERM LIFE PROGRAM

This term life plan is provided as an optional benefit through a State group rate. An employee may elect coverage in \$10,000 increments up to three times the basic annual earnings or \$400,000 whichever is less, without providing medical evidence of good health. A higher benefit level in increments of \$10,000 up to a maximum of \$400,000 may be selected, with medical evidence of good health. Cost is based on age and amount of coverage. Accidental Death and Dismemberment coverage is included.

DEPENDENT LIFE INSURANCE (SPOUSE)

An employee currently enrolled in Optional Life may elect to cover a spouse in increments of \$10,000 for up to 50% of his/her Optional Life coverage or \$100,000, whichever is less. Medical evidence of good health is required for late entry and for coverage amounts greater than \$20,000. An employee not currently enrolled in Optional Life coverage may elect to cover a spouse for \$10,000 or \$20,000 with medical evidence. Premiums are the same as the Optional Life premiums and are based on the employee's age.

DEPENDENT LIFE INSURANCE (CHILDREN)

An employee may elect to cover dependent child(ren), age 14 days but less than 25 years, for \$10,000. Medical evidence must be provided if eligible dependent is not enrolled within 31 days of the date employment begins or whenever a dependent becomes eligible. Child(ren) must be unmarried and if 19 to 25 years old, must be attending school regularly and financially dependent upon employee.

GROUP TERM LIFE INSURANCE

The University provides payroll deduction for group term life insurance. In addition to the group rate, the Lander Foundation contributes 25% of the associate's term premium cost. The premium cost is based on salary range. When an associate exceeds the maximum of that salary range, an automatic conversion to the next higher range and rate occurs. Dependent life insurance in the amount of \$2,500 is available on family members for one monthly rate. The Reliance Insurance Company is the present carrier. The plan provides for Accidental Death and Dismemberment coverage.

LONG TERM CARE INSURANCE

The insurance is available to associates, spouses, parents, and parents-in-law of any age. Long term care refers to a wide range of personal services provided to people who suffer from a chronic disease or long-lasting disability. Services may be provided in a nursing facility, adult day care center, or a private home. For more information, contact the Office of Human Resources.

LONG TERM DISABILITY

The Basic Long Term Disability (BLTD) plan, administered by Standard Insurance Company, is an employer-funded disability plan provided by the state to employees enrolled in the State Health Plan. This BLTD plan is designed to help you protect a portion of your income if you become disabled. After a 90-day waiting period, the monthly BLTD benefit would be 62.5% of the associate's base salary, reduced by deductible income, up to a maximum of \$800 per month.

The Supplemental Long Term Disability (SLTD) plan is a voluntary program offered at group rates through payroll deduction. The plan is designed to provide a financial cushion if the associate becomes disabled. The benefit is based on a percentage of your predisability earnings. After either a 90-day or a 180-day waiting period, the monthly tax-free SLTD benefit would be equal to 65% of your salary before disability, reduced by deductible income. Minimum benefit payments will be no less than \$100 per month up to a maximum of \$8,000. This plan is presently underwritten by Standard Insurance Company. Contact the Office of Human Resources for further information.

CANCER CARE/INTENSIVE CARE

Plans are available through payroll deduction at group rates. For further information, contact the Office of Human Resources.

MONEYPLU\$

MoneyPlu\$ is a flexible benefits program made available through Section 125 and 129 of the Internal Revenue Service code. The three MoneyPlu\$ features are:

1. Pretax Group Insurance Premium Feature—Premiums for health, dental, and optional term life insurance (up to \$50,000) may be deducted before taxes are computed. This lowers taxable income.
2. Dependent Care Spending Account--Up to \$5,000 may be set aside (before taxes) to pay dependent care expenses according to set guidelines.
3. Medical Spending Account--After one year of continuous State service, money (up to \$3,000 per calendar year) may be set aside, before taxes, to pay unreimbursed medical and dental bills.

For more information, contact the Office of Human Resources.

VISION CARE

Discounted vision care is provided by participating ophthalmologists and optometrists who have agreed to charge no more than \$50 for a routine, comprehensive eye examination and to give a 20% discount on all eye wear, except disposable contact lenses. For more information, contact the Office of Human Resources.

WORKERS' COMPENSATION

Workers' Compensation benefits are provided for injuries or illnesses sustained or contracted while performing official duties for Lander University. Any on-the-job injury or illness must be reported immediately to the employee's supervisor. The supervisor will call, first, the University Safety Director (8009); or the Human Resources Office (8310); or the Campus Nurse (8885) during normal working hours. After normal working hours, call University Police (8222). If a supervisor is unavailable, the employee or another co-worker should report the incident using the reporting order above. This reporting includes student workers.

WELLNESS

Lander University recognizes that the most valued resource is the human resource. Therefore, associates are encouraged to practice healthy lifestyle habits, such as exercising, eating right, smoking cessation, and minimizing stress. In an effort to assist associates in this lifestyle, the Office of Human Resources periodically distributes and/or posts health-oriented information to increase health awareness. For more information, contact the Office of Human Resources.

RETIREMENT

Permanent, full-time and part-time employees must join either the S.C. Retirement Systems (SCRS) or the State Optional Retirement Program (State ORP), unless specifically exempted by statute. Membership starts with the effective date of employment. Membership must be continued if contributions are on deposit from previous employment. Election of State ORP membership must be made within 15 days of date of hire. Employer and employee contributions are deferred from federal and state tax.

The following are some highlights of the S.C. Retirement System Program:

NORMAL RETIREMENT (Unreduced Benefits)

- Age 65; or 28 years of service credit (5 years must be earned service if employee became an SCRS member on or after January 1, 2001).

EARLY RETIREMENT (Reduced Benefits)

- Age 60 (5 years must be earned service if employee became an SCRS member on or after January 1, 2001). Benefits are permanently reduced 5% for each year of age less than 65 (partial years are prorated).
- Age 55 or older with 25 years of service credit (5 years must be earned service if employee became an SCRS member on or after January 1, 2001). Benefits are permanently reduced 4% for each year of service credit less than 28 (partial years are prorated). Cost-of-living restrictions apply.

- While an active member, an employee may establish service credit for various types of previous employment or leaves of absence. Descriptions of these types of service and methods of purchase are available from the Lander Office of Human Resources.
 - If the member is covered by State health insurance, contact the Office of Insurance Services toll free at 1-888-260-9430 (in SC only) or at 1-803-734-0678 for insurance eligibility information.
- An associate with 5 or more years service credit and under age 65 may apply for disability retirement if the disability is likely to be permanent. The 5 years must be earned service if the employee became an SCRS member on or after January 1, 2001. Service will be projected to age 65 with an applicable actuarial reduction. The application must be evaluated and approved by the Retirement Systems Medical Board.
- An associate who terminates employment and is vested (5 or more years of service credit toward retirement) may choose to take a refund or leave contributions in the retirement account and be eligible to receive a reduced deferred annuity at age 60. The 5 years must be earned service if an associate became an SCRS member on or after January 1, 2001.
- As many beneficiaries and/or trustees may be named as an employee wishes, and multiple beneficiaries share equally in survivor benefits. An estate may be named, but monthly payments cannot be paid to an estate.
- There are three monthly annuity payment plans available at retirement. An employee may select the one which best suits his/her needs.
- An associate who terminates employment may request a refund of employee contributions plus interest, but forfeits rights to any future service retirement or disability benefits. It is not a requirement for terminating employees to withdraw contributions and interest. Employer contributions are not refunded.
- Application for service retirement benefits may be made as early as 6 months prior to the effective date of retirement but no later than 90 days afterward. Contact the Office of Human Resources or the Retirement Systems for a retirement application packet. An associate must file an application to retire; it is not automatic. Associates are advised to attend pre-retirement seminars to assist in planning. A visit with a S.C. Retirement Systems Counselor is recommended prior to or during the year of anticipated retirement.
- The 12 highest consecutive quarters of salary in SCRS are typically used to calculate retirement benefits.

The SC Retirement System allows for installment purchase of Withdrawn Service, Military Service, Public Service (as an employee of the U.S. government, a state, or political subdivision). More detailed information is available through the University Office of Human Resources and the South Carolina Retirement Systems.

TEACHER AND EMPLOYEE RETENTION INCENTIVE PROGRAM (TERI)

Active members eligible for service retirement may participate in the Teacher and Employee Retention Incentive (TERI) program for a period up to 5 years. TERI allows an employee to retire and begin accumulating retirement benefits on a deferred basis without terminating employment. Upon termination of employment or at the end of the TERI period, whichever is earlier, the TERI employee will receive a monthly service retirement benefit plus any cost-of-living increases granted during the TERI period. No interest is paid on deferred monthly benefits during the TERI period. TERI participants do not make SCRS contributions. Service credit is not earned during the TERI period, and TERI employees are ineligible to receive active group life insurance benefits (Pre-Retirement Group Life) or disability retirement benefits. During the TERI period, participating employees are exempt from the service retirement earnings limitation.

SICK LEAVE AT RETIREMENT

Upon retirement, an associate may receive service credit for up to 90 days (4.5 months) of unused sick leave. This additional service credit may not be used to establish eligibility for retirement. One month of service credit is granted for each 20 days of sick leave. Should the employee TERI, the amount of leave will be deducted from their leave balance.

ANNUAL LEAVE AT RETIREMENT

Up to 45 days of annual leave, when paid in lump sum upon retirement, may increase the monthly retirement benefit. Should the employee TERI, the amount of leave will be deducted from their leave balance.

PRE-RETIREMENT GROUP LIFE INSURANCE

The Pre-Retirement Group Life Insurance is a form of group insurance coverage provided through the S.C. Retirement System. Under this program, if a contributing member dies while in State service with at least one year of service credit, a payment equal to the member's current annual salary will be paid to designated beneficiaries or trustees. The one-year requirement is waived if death results from a job-related injury. This program no longer applies once the associate participates in the TERI Program; however, a small amount of Retiree Group Life is provided based on service credit.

For further information about retirement, contact the Office of Human Resources.

HOLIDAYS

The General Assembly has established twelve (12) legal holidays for State associates. Some of these holidays fall during the period when classes are in session and will not be observed on the dates on which they fall. Normally, these days are observed as Christmas or Thanksgiving holidays or General Election day. When a holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave. Holidays falling on a Saturday will be observed the preceding Friday. Holidays falling on Sunday will be observed the following Monday. A new holiday schedule is disseminated each year.

Compensatory holidays must be taken within one year of the date that it is observed by Lander University, or the holiday will be forfeited. An application for leave must be completed when taking compensatory holidays.

LEAVE REPORTING AND RECORDKEEPING

The University and the State have certain established policies pertaining to leave time and its related records. An associate's absence from the University is required to be supported by a timely and properly completed APPLICATION FOR LEAVE form which can be found under Forms on the Human Resources web site at www.lander.edu/hr.

Annual Leave	Prior approval
Sick Leave	First day upon return from leave or in advance for such things as doctor's appointments or hospitalization when planned
Leave Without Pay	In advance
Compensatory Time	In advance
Family Death	1st day upon return
Court Leave	In advance
Military Leave	In advance

Since all leave records are automated, timely processing will help to insure current accumulation totals on your check stubs. Absence not supported properly or at all by a leave slip may result in an individual being charged as absent without pay. IT IS THE RESPONSIBILITY OF THE ASSOCIATE AND SUPERVISOR TO INSURE COMPLIANCE WITH LEAVE POLICY. Leave records are subject to audit. Questions regarding leave time and records should be directed to the Office of Human Resources.

ANNUAL LEAVE

Covered full-time associates earn leave time and holidays at the full benefit rate. Covered part-time associates who work at least one-half the University workweek for nine months or more earn leave time and holidays on a pro rata basis, according to the number of regularly designated hours of work.

Annual leave for full-time classified associates is earned at a rate of one and one-fourth (1 1/4) days for each calendar month of continuous employment. Associates must be in pay status for at least one-half (1/2) of the month's work hours to accrue for the month. As leave is used, it is deducted from time accrued. Full-time associates who have completed ten (10) years with the State earn one and one-fourth (1 1/4) additional days of annual leave for each year over ten (10) years of continuous service. These additional days are known as bonus leave earnings. While the amount of accumulated leave may fluctuate within a year, the following restrictions apply:

1. A maximum of thirty (30) days annual leave may be taken in any one year (except under emergency or extreme hardship conditions).
2. A maximum of forty-five (45) days annual leave may be carried over as of January 1.
3. A maximum of thirty (30) days annual leave may be earned in any one year.
4. A maximum of forty-five (45) days may be accumulated as terminal leave.

To the degree possible, an associate's request for specific periods of annual leave shall be honored. However, consideration of workloads, work distribution, and similar factors may require changes. Approval by the associate's supervisor is required for the specific period that an associate shall be on annual leave.

Approval for annual leave must be obtained by completing an APPLICATION FOR LEAVE form which must be signed by the associate and his/her supervisor and submitted to the Office of Human Resources. (See Leave Slip Form at www.lander.edu/hr.)

ANNUAL LEAVE IS DESIGNED WITH THE REALIZATION THAT ASSOCIATES NEED A CERTAIN AMOUNT OF TIME AWAY FROM THE JOB FOR PERIODS OF RELAXATION AND CHANGE IN ORDER TO HELP MAINTAIN WELL-BEING AND WORKING EFFICIENCY. THEREFORE, IT IS RECOMMENDED THAT ASSOCIATES CONSIDER CAREFULLY THE USE OF LEAVE BENEFITS. FOR EXAMPLE, IF A DAY IS TAKEN OFF "HERE AND THERE" TOO FREQUENTLY, THE ASSOCIATE MAY NOT REALIZE THE TRUE BENEFITS OF THIS PRIVILEGE.

BONUS ANNUAL LEAVE

The 1996-97 Appropriations Act became law on July 1, 1996. Section 98 of the Act increased the number of years for which certain employees shall receive credit for prior state service for purposes of computing bonus leave earnings.

All employees of the state, as of June 2, 1972, shall receive full credit for employment prior to such date. After June 2, 1972, all employees who are rehired after a break in service shall be given credit for prior state service for purposes of computing bonus earnings. This applies to all current and future permanent and probationary state employees who had prior permanent state or permanent school district service. When an employee transfers from one state agency to another, the annual leave balance usually will also be transferred.

SICK LEAVE

Sick leave for full-time classified associates is earned at the rate of one and one-fourth (1 1/4) days for each calendar month of continuous service. The associate must be in pay status for at least one-half (1/2) of the month's workdays in order to accrue for the month. Regular part-time associates who work at least 1/2 of the workweek for nine (9) months or more accrue sick leave with pay on a pro rata basis. A maximum of one hundred eighty (180) days sick leave accrual may be carried forward as of January 1 of each calendar year. Any illness should be reported to the respective supervisor or department head as soon as possible on the first day of absence. If proper notification is not given, such absence may be charged as annual leave or leave without pay.

On the first day of return to work, an APPLICATION FOR LEAVE form must be completed, signed by the associate and his/her supervisor and forwarded to the Office of Human Resources. If illness continues beyond one (1) day, the supervisor must be notified as to the expected length of disability.

The supervisor may, before approving the use of sick leave, require the certificate of a physician describing the disability and giving the inclusive dates.

When an illness extends beyond accumulated sick leave credits, annual leave credits may then be applied to the extent available and permitted.

Unused sick leave is forfeited upon termination of employment. (Exception: Up to 90 days may be credited for retirement purposes.)

Use of sick leave - An associate shall be granted sick leave if absent for any of the following reasons: (NOTE: Leave taken under this Section may qualify as FMLA leave and, if so, will run concurrently. See FMLA policy in this manual.)

1. Personal illness or injury incapacitating the associate to perform duties of the position.
2. Exposure to a contagious disease such that the presence on duty could endanger the health of fellow associates.
3. Appointment for medical or dental examination or treatment when such appointment cannot reasonably be scheduled during non-working hours. To the degree possible, examination appointments must be approved in advance by the supervisor.
4. Illness during pregnancy or other temporary disabilities to the extent permissible, the date on which sick leave for disability is to begin shall be at the request of the associate based on the determination and advice of a doctor.
5. Treatment for Alcoholism - Sick leave may be charged by an associate for the purpose of participating in public and/or private treatment and rehabilitation programs for alcoholics which have been approved by the South Carolina Department of Mental Health.
6. Use of up to ten (10) days of sick leave annually to care for ill members of the immediate family. For purposes of this paragraph, effective July 1, 1999, "immediate family" includes the employee's spouse and children and the following relations to the employee or the spouse of the employee: mother, father, brother, sister, grandparents, or legal guardian, and grandchildren, if the grandchild resides with the employee and the employee is the primary caretaker of the grandchild.
7. An adoptive parent may use up to six (6) weeks of accrued sick leave to take time off for purposes of caring for the child after placement. The leave authorized by this section may be requested by the employee only if the employee is the person who is primarily responsible for furnishing the care and nurture of the child.

THE FAMILY AND MEDICAL LEAVE ACT

Under the Family and Medical Leave Act of 1993 (FMLA), Lander University provides up to 12 weeks of unpaid, job-protected leave to "eligible" employees for specified family and medical reasons. An eligible employee's right to FMLA leave began on August 5, 1993; and any leave taken before that date would not count as FMLA leave.

EMPLOYEE ELIGIBILITY

To be eligible for FMLA benefits, an employee **must**:

1. Have worked for S. C. State Government for a total of at least 12 months.
2. Have worked at least 1,250 hours over the previous 12 months.
3. Have worked at a location where at least 50 employees are employed by S. C. State Government within 75 miles.

LEAVE ENTITLEMENT

Lander University must grant an eligible employee up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

1. For the birth or placement of a child for adoption or foster care;
2. To care for the employee's family member (spouse, child, or parent with a serious health condition); or
3. To take medical leave when the employee is unable to work because of a serious health condition.

Spouses employed by S. C. State Government are jointly entitled to a combined total of 12 workweeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent (but not a parent-in-law) who has a serious health condition.

Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently, which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule.

1. If FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval.
2. FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Subject to certain conditions, employees or the University may choose to use accrued paid leave (such as sick or annual leave) to cover some or all of the FMLA leave. The University is responsible for designating if an employee's use of paid leave counts as FMLA leave, based on information from the employee. In no case can use of paid leave be credited as FMLA leave after the leave has ended.

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility.
2. Any period of incapacity requiring absence of more than three calendar days from work, school, or other regular daily activities that also involves continuing treatment by (or under the supervision of) a health care provider.
3. Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days, and for prenatal care.

"Health care provider" means:

1. Doctors of medicine or osteopathy authorized to practice medicine or surgery by the State in which the doctor practices.
2. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by x-ray to exist) authorized to practice, and performing within the scope of their practice, under State law.
3. Nurse practitioners and nurse midwives authorized to practice, and performing within the scope of their practice, as defined under State law.
4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

MAINTENANCE OF HEALTH BENEFITS

Lander University maintains group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave.

In some instances, Lander may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

JOB RESTORATION

Upon return from FMLA leave, an employee must be restored to his/her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

In addition, an employee's use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to **before** using FMLA leave.

NOTICE AND CERTIFICATION

Employees seeking to use FMLA leave may be required to provide:

1. Thirty-day advance notice of the need to take FMLA leave when the need is foreseeable.
2. Medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
3. Second or third medical opinions and periodic recertifications (at Lander's expense).
4. Periodic reports during FMLA leave regarding the employee's status and intent to return to work.

When leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the University's operation.

Application forms are available through the Office of Human Resource

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND LANDER UNIVERSITY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. LANDER RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OTHER LEAVE TYPES

EXTENDED DISABILITY

For any extended period of disability due to illness, injury, or maternity, exceeding the amount of accrued sick leave, the employee may apply for leave without pay which, along with any paid leave that has been taken, shall not exceed 180 days. The written request for leave without pay shall specify the inclusive dates. The request shall not be denied for bona fide illness or disability for employees in permanent positions. The leave without pay shall be granted with reinstatement privileges to the same position or one of comparable grade for which the employee is qualified.

The University shall require a physician's certificate or other acceptable documentation verifying the disability and giving the projected inclusive dates of disability prior to approval. Dates set forth in the physician's certificate can be amended by the physician. Lander may require additional documentation from the physician issuing the certificate or may secure additional medical opinions from other physicians. As long as disability is certified by a physician, the amount of leave authorized shall not exceed: (1) 180 calendar days of combined leave with pay and leave without pay, or (2) 180 working days of leave with pay; otherwise the employee shall forfeit reinstatement privileges and be separated from State service. In extenuating circumstances, the President, at his discretion, may extend the period of leave to a total of 365 days. (NOTE: Leave taken under this section may qualify for FMLA and, if so, will run concurrently. Under the Americans With Disabilities Act of 1990, certain extended illnesses may be protected as disabilities and may require reasonable accommodation.)

The employee shall have the option of using or retaining accrued annual leave prior to leave without pay. An employee shall use all sick leave before going on leave without pay status unless the President, at his discretion, grants an exception at the employee's request.

Forms are available through the Office of Human Resources.

FAMILY DEATH

Any employee in a permanent position, upon request, shall be granted up to three (3) consecutive working days of leave with pay upon the death of any member of the associate's immediate family. Immediate family is to be interpreted as the spouse, children, parents, brothers, sisters, grandparents, great-grandparents, grandchildren and great- grandchildren of either the associate or the spouse. When completing the APPLICATION FOR LEAVE for such absence, the associate shall state the name and relationship of the deceased on the application form.

JURY DUTY

Any employee in a permanent position who is summoned as a member of a jury panel shall be granted administrative leave with pay, and any jury fees and travel payment shall be retained by the employee. Employees who are summoned to jury duty will be expected to work on any given day only the number of hours that, when added to the hours required to be at court, equal the normal workday for the employee.

ELECTIONS

Any employee in a permanent position who lives at such distance from assigned work location as to preclude voting outside of working hours may be authorized a maximum of two (2) hours of leave with pay for this purpose. An associate may not be granted administrative leave to work at the polls during elections.

SHORT-TERM MILITARY TRAINING

All officers and employees of Lander University, who are either enlisted or commissioned members of the South Carolina National Guard, the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, or the United States Coast Guard Reserve are entitled to leave of absence from their respective duties without loss of pay, time, or efficiency rating, for one or more periods not exceeding an aggregate of fifteen (15) regularly scheduled work days in any one year during which they may be engaged in training or any other duties ordered by the Governor, the Department of Defense, the Department of the Army, the Department of the Air Force, the Department of the Navy, the Department of the Treasury, or any other department or agency of the government of the United States having authority to issue lawful orders requiring military service. Saturdays, Sundays, and State holidays may not be included in the fifteen-day aggregate unless the particular Saturday, Sunday, or holiday to be included is a regularly scheduled work day for the officer or employee involved. In the event any such person is called upon to serve during an emergency, the employee is entitled to such leave of absence for a period not exceeding thirty (30) additional days. Any one year means either a calendar year or, in the case of members required to perform active duty for training or other duties within or on a fiscal year basis, the fiscal year of the National Guard or reserve component issuing the orders.

MILITARY LEAVE

Every employee of Lander University, who, on or after June 25, 1950, has been, or shall be commissioned, enlisted or selected for service in the Armed Forces of the United States (not short-term training as outlined under "Short-Term Military Training") shall be granted leave without pay beginning with the date of induction and ending ninety (90) calendar days after the date of separation from military service, but in no event for a period longer than five (5) years from the date of entry into the Armed Forces of the United States. During such leave of absence, the employee shall be entitled to retain all seniority and efficiency and register rating; however, such time while on military leave without pay shall not count toward eligibility for merit salary advancement. The word "employee" as used herein shall not be construed to mean an officer or official elected or appointed to a term pursuant to a statute or the Constitution of this State.

BONE MARROW DONORS

Covered employees who work an average of twenty (20) hours or more a week and who seek to undergo a medical procedure to donate bone marrow may be granted paid leaves of absence. The combined length of paid leave may not exceed forty (40) work hours unless a longer length of time is approved by the employer. Such leave may require verification by a physician of the purpose and length of each request. If a medical determination finds that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee before that medical determination is not forfeited.

LEAVE TRANSFER PROGRAM

The Leave Transfer Program's primary purpose is to provide relief, within the framework of the leave program, during a time of extreme hardship for an associate. The leave may be requested from the leave pool with the following minimum conditions:

- be an active associate of Lander University
- able to earn the type of leave being requested
- show justifiable cause for the leave
- have an abuse-free leave record

In order to be a recipient of the Leave Transfer Program, an associate must complete a Leave Transfer Pool Recipient Request form, as well as meet the minimum criteria for recipients. The request forms are available through the Office of Human Resources. (NOTE: Leave taken under this Section may qualify as FMLA leave and, if so, will run concurrently. See FMLA policy in this manual.)

The following are the minimum criteria for approval by the Budget and Control Board:

1. The requesting associate must be eligible to accrue sick and/or annual leave.
2. The requesting associate must have experienced a personal emergency which means a medical or family emergency or other hardship situation that is likely to require an employee's absence from duty for a prolonged period of time and to result in a substantial loss of income to the employee because of the unavailability of paid leave.
3. A personal emergency is limited to catastrophic and debilitating medical situations, severely complicated disabilities and severe accident cases, each of which would require a prolonged period of recuperation. Less severe disabilities or disabilities resulting from elective surgery do not qualify for leave transfers.
4. A "prolonged period" as used in the definition of a personal emergency is generally interpreted to be a minimum of thirty (30) working days. An employee must have been in leave without pay for at least thirty (30) working days or documentation must certify that a medical emergency will result in an employee being in leave without pay for this length of time.
5. Employees who become eligible for other paid benefits for a period of absence from work will generally be considered ineligible for leave transfers. Examples of other paid benefits include but are not limited to workers' compensation, long-term disability, and disability retirement benefits.
6. An employee must have used all earned sick and/or annual leave prior to using approved transferred leave.

The Leave Transfer Program is a self-funding program in which the associates of Lander donate to the University's leave pool and recipients may request leave from the University's available pool. Therefore, any donations by Lander University associates will be used only by another Lander University associate who meets the recipient criteria.

DONORS TO LEAVE TRANSFER PROGRAM

The Leave Transfer Program pools are possible, thanks to associate donations. Any active associate may donate at any of the following times:

- ◆ Upon employment termination - Sick leave that cannot be transferred may be donated.
- ◆ Upon retirement – Retirees may receive service credit for not more than ninety days (90) days of unused sick leave. Up to one-half of the calendar year earned accrual of sick leave may be donated.
- ◆ Upon year's end – Donations must be made prior to the end of the calendar year.
- ◆ During the calendar year – an employee must have a minimum of fifteen (15) days of sick leave in order to donate and cannot donate those fifteen days.
- ◆ Maximum donation – No more than one-half of the annual or sick leave earned in a calendar year may be donated.

For further information or to participate in the Leave Transfer Program, contact the Office of Human Resources.

HAZARDOUS WEATHER AND OTHER EMERGENCY CONDITIONS

The hazardous weather policy gives the Governor the sole authority to declare a state of emergency because of extreme weather conditions or other specified emergencies. "Emergency conditions" means circumstances that would expose University employees to harmful or unsafe conditions.

The policy states that between the hours of 5:00 p.m. and 8:00 a.m. all Declarations of Emergency will be transmitted by the Governor's Office to the news media. Associates will assume an individual responsibility to respond in an appropriate manner to closings as they may be announced. When inclement weather necessitates University closing, the information normally will be available as follows:

- I. Lander Automated Information System - 388-8000.
- II. Lander Web Site: www.lander.edu
State Office of Human Resources Web Site: www.state.sc.us/ohr/main.htm
- III. On Television Stations
WSPA Channel 7 WIS Channel 10
WYFF Channel 4
- IV. On Radio Stations
WCRS AM-1450, WHZQ FM-94.1 WZLA FM-92.9
WCZZ AM-1090, WZSN FM-103.5

Unless a Declaration of Emergency has been issued, all associates are expected to report to work as usual. Should an emergency declaration occur during normal work hours, the University will be notified by the South Carolina Office of Human Resources. The Governor's office will also issue a statement to the news media.

Supervisors should maintain a current listing of "essential personnel" for their department and submit a copy to the Office of Human Resources. "Essential personnel" must be designated prior to the emergency. Employees not designated as "essential" should not report to work.

COMPENSATION DURING DECLARATION OF EMERGENCY

If a Declaration of Emergency occurs, associates shall:

1. Use accrued annual or compensatory leave to make up time lost. (The Governor can provide state employees with up to five (5) days leave with pay for absences from work due to the state of emergency for hazardous weather.)
2. Take leave without pay.
3. Be allowed to make up time lost from work at a time scheduled by the supervisor or University. Associates must be given the option of making up the time lost from work if they so desire.

AMERICANS WITH DISABILITIES ACT (ADA)

Lander University endeavors to insure equal opportunity for individuals with disabilities or impairments, both physical and mental, by enforcing the ADA in all compensation, benefits, job application procedures, hiring, advancements, transfers, discharges, layoffs, recalls from layoff, training, and educational, social, or recreational programs of this institution. Cooperation is expected of Administration, staff, and the Lander community to insure reasonable accommodation of the disabled.

The Director of Human Resources serves as the University ADA Coordinator and chairs the Advisory Committee for the Disabled. The Transition Plan, Self Evaluation, and Grievance Procedure are available upon request from the Office of Human Resources, Barratt Hall, Suite 101.

EMPLOYEE ASSISTANCE PROGRAM

Vocational Rehabilitation offers services to associates and/or family members. These services include counseling and guidance; medical, psychological, and vocational assessment; residential treatment for alcoholism or drug abuse; personal, social, work adjustment training; and referral to appropriate community resources. These services are available to the employee and could prove to be beneficial. Further information is available through the local or State Vocational Rehabilitation Office and the Office of Human Resources.

STATE EMPLOYEE ADOPTION ASSISTANCE PROGRAM

Guidelines have been approved by the Budget and Control Board for the State Employee Adoption Assistance Program. Any state employee who adopts a South Carolina special needs child or other child on or after July 1, 1994, may be eligible for the program which will be administered by the Department of Social Services. Detailed guidelines are available in the Office of Human Resources.

BLOODBORNE PATHOGENS EXPOSURE CONTROL

The Exposure Control Plan has been established pursuant to the requirements of 29 CRF 1910.1030. The OSHA Bloodborne Pathogens Standard published December 6, 1991, finalized rules for protecting health and safety workers from occupational exposure to blood and certain other body fluids.

The purpose of the Exposure Control Plan is to eliminate or minimize exposure to blood or other potentially infectious materials (OPIM). The Plan identifies tasks and procedures where occupational exposure to blood and certain body fluids can be reasonably anticipated and the positions whose routine duties include these tasks. The Plan describes engineering and work practice controls which have been implemented in order to significantly reduce the risks of employee contact with bloodborne pathogens.

Some job classifications may have more potential exposure than other jobs. Therefore, an employee categorization form has been developed for exposure determination.

CATEGORY I	Occupational Exposure	Athletic Trainers Nursing faculty Campus Nurse Laboratory Personnel (Biological & Physical Sciences) University Police Officers
CATEGORY II	Potential Occupational Exposure	Athletic Coaches Building/Grounds Specialist I & II (Custodial) Trades Specialist IV (Plumbers) PEES Faculty & Supply Managers Summer Lifeguards Intramural Field Supervisor & Director Biological & Physical Science Faculty & Students

Universal precautions shall be observed at all times to prevent contact with blood or other potentially infectious materials. Also, engineering and work practice controls shall be used in order to eliminate or minimize exposure. If a risk remains after institution of these controls, personal protective equipment (PPE) shall also be used.

The University safety officer or staff nurse should be contacted regarding any questions about Bloodborne Pathogens or exposure to blood or body fluids.

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EDUCATIONAL ASSISTANCE

STAFF DEVELOPMENT GRANT

Staff may make application for a Staff Development Grant for tuition assistance to enhance their personal growth and their benefit to the University after applying for all available assistance under the Tuition Assistance Program. The applications are reviewed and forwarded for consideration by the Lander Foundation Grant Committee which makes the final determination and award for Staff Development Grants. Application deadlines are:

March 1	Summer School Sessions
April 1	Fall Semester
November 1	Spring Semester

Application forms and additional information are available on the Human Resources web site at www.lander.edu/hr. Courses are to be taken at a time other than normal working hours. However, should this be impossible, a request may be made to the Division Vice President, through the associate's supervisor, to adjust the work schedule. The schedule must not interfere with the normal, efficient operations of the department.

Revised December, 1994

TUITION ASSISTANCE POLICY

I. POLICY

- A. This policy sets forth the provisions for tuition assistance to provide permanent faculty and staff the opportunity to further their education and the opportunity for advancement within Lander University.
- B. Permanent faculty and staff are eligible to apply for tuition assistance and/or education leave regardless of race, color, religion, sex, national origin, age, or disability.
- C. Eligibility
 - 1. Faculty must:
 - a. Be employed in a permanent (slotted) position.
 - b. Have successfully completed one academic year of employment.
 - c. Be admitted to Lander University through Admissions.
 - d. Not have received notice of non-reappointment for next academic term.
 - 2. Staff must:
 - a. Be employed in a permanent (slotted) position.
 - b. Be employed at least 30 hours per week .
 - c. Have successfully completed the one year probationary period.
 - d. Be admitted to Lander University through Admissions.

D. Program Provisions

1. Eligible faculty and staff may apply to take no more than six credit hours (including labs) per academic term, at no charge, on a space available basis. Participants taking additional courses will pay the regular tuition rate in effect at the time of enrollment. For purposes of this program, any summer session is considered one academic term.
2. The regular application fee will be waived; however, the Tuition Assistance Program does not pay for other expenses incurred or required by the course such as, textbooks, field trips, etc., unless Lander is requiring the employee to attend the course.
3. An enrolled faculty or staff member who resigns, is dismissed, or otherwise leaves the University will be allowed to continue in the course tuition free except in extenuating circumstances; however, the associate will not be permitted to enroll in additional courses under this program.
4. Courses must be taken for academic credit but do not have to be taken toward the completion of a degree.
5. Participants must pass the course(s) taken. Employees who withdraw from or fail the course(s) taken must reimburse Lander for the cost of the tuition assistance granted. This does not apply to course(s) required by Lander.

E. Class Scheduling

1. Whenever possible, faculty and staff are expected to enroll in classes during hours which do not conflict with other University obligations. When an approved class cannot be scheduled during off hours, the respective chair, dean, director, or supervisor will consult with the appropriate vice president and, with the vice president's prior approval, may elect to adjust the work schedule if it is determined that such an adjustment will not interfere with the normal conduct of the office or academic unit.
2. When an approved class cannot be scheduled during non-work hours and it is not feasible to adjust work schedules, participants who earn annual leave may be allowed to take annual leave for the purpose of attending class. Authorized leave without pay for up to ten (10) days may also be used to attend class. Both annual leave and authorized leave without pay must be approved in advance by the department chair, dean, director, or supervisor.

II. PROCEDURE

- A. Faculty and staff must be admitted through the appropriate admissions process and complete an application for the Tuition Assistance Program.
- B. Applications for admission are available at www.lander.edu/admissions or in the Admissions Office. Applications for the Tuition Assistance Program are available at www.lander.edu/hr or in the Office of Human Resources.
- C. Applications with supervisor's approval must be sent to the Office of Human Resources for a verification of eligibility.

- D. Final approval of the Tuition Assistance application does not register or enroll a participant in the requested course, nor does it guarantee admission as a student to Lander University. Faculty and staff are individually responsible for applying for admission to the University and for receiving academic advisement.
- E. Lander University will coordinate tuition assistance with other educational or scholarship funds the student receives. The combination of tuition assistance, grants, and scholarships shall not exceed the cost of the tuition for the approved course(s). In the event that grants and scholarships meet or exceed those costs, tuition assistance may not be awarded.

Revised 11-01-02

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REQUIRED COURSES

It may become necessary for the University to require an associate to take a specific course to help improve performance in the associate's present position or to acquire skills necessary to perform additional duties to meet University needs. When this does occur, Lander will pay all costs of the course including tuition, fees, books, and examinations. However, it is not the intent of this policy to pay for any courses required to attain or maintain any type of professional license.

SCHOLARSHIPS

The Bessie Allen Lide Scholarship was established by the late Dr. M. F. Lide, Professor Emeritus, Lander University, in memory of her mother, Bessie Allen Lide. These scholarships will be awarded from fund income to one full-time staff member taking course work at Lander and to one full-time student at Lander who is a child of a full-time employee of the University. Recipients are selected based on need and merit. Scholarships are awarded annually. For more information, contact the Financial Aid Office.

TRAINING AND CAREER DEVELOPMENT

A variety of workshops and seminars are available through the Staff Development and Training Unit of the State Office of Human Resources. For further information concerning your training needs, contact the Office of Human Resources.

DISCIPLINE

Disciplinary action is not to be confused with the Employee Performance Management System, although performance in a given area may necessitate disciplinary action. Should disciplinary action become necessary, the University policies and procedures are designed in such a manner as to be administered in an equitable and fair manner. The following outline summarizes the formal, progressive procedure for causes OTHER THAN IMMEDIATE SUSPENSION TO DISMISSAL:

- I. Oral warning or counseling session (one or more - usually with follow-up letter for the master personnel file).
- II. Written warning (with copy for the master personnel file).
- III. Suspension (normally, one week minimum) or dismissal.

CAUSES RELATED TO PERSONAL CONDUCT - While not all inclusive, the following list related to personal conduct may be cause for suspension or dismissal:

1. Careless, negligent, or improper use of State property or equipment.
2. Failure to maintain satisfactory and harmonious working relationships with the public and associates.
3. Absence without approved leave.
4. Habitual improper use of sick leave.
5. Habitual pattern of failure to report for duty at the assigned time and place.
6. Failure to obtain or maintain a current license or certificate required by law as a condition for performing the job.
7. Refusal to accept a reasonable and proper assignment from authorized supervisor (insubordination).
8. Gross misconduct or conduct unbecoming a State officer or employee.
9. Negligence.
10. Conviction of a criminal offense.
11. Misuse of State funds.
12. Falsified information to secure position.
13. Participation in any action that would in any way seriously disrupt or disturb the normal operation of the agency, institution, department or any other segment of State government.
14. Trespassing on the home of any State official or associate for the purpose of harassing or forcing dialogue or discussion from the occupants.
15. Willful damage or destruction of property.

16. Willful acts that would endanger the personal well-being and/or property of others.
17. Possession of unauthorized firearms or lethal weapons on the job.
18. Reporting to work under the influence of alcohol or illegal or non-prescribed drugs, or partaking of such things on the job. (Must be in accord with Act on Alcoholism.) Also see Substance Abuse Policy in this manual.
19. Acceptance of gifts in exchange for "favors" or "influence."
20. Betrayal of confidential information from official records.
21. Engaging in incompatible employment or serving a conflicting interest.
22. Taking part in political management or in political campaigns prohibited by law.
23. Purchase, possession, transfer, or any unlawful conduct associated with alcoholic beverages and illicit drugs to anyone of the Campus Community including underage students.

The degree and kind of disciplinary action taken will be based on the considered judgment of the appropriate supervisor(s) and President or his designee.

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GRIEVANCE PROCEDURE

Any covered employee (a full-time or part-time employee occupying a part or all of an established full-time equivalent position and has successfully completed the probationary period), who chooses to file a grievance or appeal must not be disciplined or otherwise prejudiced for exercising rights or testifying under the provision of the policy.

Grievances or appeals shall include terminations, suspensions, involuntary reassignments in excess of thirty (30) miles from the prior work station, and demotions. Reclassifications, reassignments, and transfers to the same state salary range are not considered grievances or appeals. However, reclassifications are considered grievances only if Lander University, or appeals if the State Human Resources Director (hereinafter referred to as the "SHR Director"), determines that there is a material issue of fact that the action is a punitive reclassification. Promotions are not adverse employment actions which may be considered grievances or appeals except in instances where Lander, or in the case of appeals, the SHR Director, determines that there is a material issue of fact as to whether or not Lander has considered a qualified covered employee for a position for which the employee formally applied or would have applied if the employee had known of the promotional opportunity. However, when an employee is promoted one organizational level above the promoted employee's former level, that action is not a grievance or appeal for any other qualified covered employee. Failure to be selected for a promotion is not considered an adverse employment action which can be considered a grievance or an appeal.

Salary decreases, based on performance as indicated on EPMS evaluations, are adverse employment actions that may be considered as grievances or appeals. A reduction in force is also an adverse employment action considered as a grievance only if Lander, or as an appeal if the SHR Director, determines that there is a material issue of fact that the University inconsistently or improperly applied its reduction in force policy.

Prior to filing a formal grievance, it is desired that the covered employee first attempt to resolve the matter informally with the immediate supervisor. This matter may be presented verbally or in writing. However, this is merely an informal attempt to resolve the matter and cannot be substituted for the requirements of Step One in the following procedures. However, any initial determination by the University Director of Human Resources (or other designated official) that an action may be grieved shall only entitle the employee to have the matter considered in accordance with the grievance procedures set forth below and shall in no way be construed to be an adjudication of the merits of the grievance. The following will be the official procedure of Lander University:

STEP ONE

If the matter was not resolved informally with the covered employee's immediate supervisor, the covered employee must initiate the formal grievance with the department head in writing within fourteen (14) calendar days of the effective date of the action.

Lander's Director of Human Resources shall initially review the grievance to determine whether the complaint involves a grievance as defined by the State Employee Grievance Procedure Act. The Director of Human Resources may conduct appropriate investigations and fact findings as may be considered necessary to make this determination. If it is determined that the matter is not grievable, the covered employee shall be so advised in writing by the President or his designee, normally within five (5) calendar days of receipt of the grievance. Such determination shall be a final decision within Lander University which may be appealed to the SHR Director.

If it is determined the matter is grievable, the department head, after discussion with Lander's Director of Human Resources, will schedule a conference with the employee promptly,

normally within five (5) calendar days. The employee will be advised of the department head's decision in writing within five (5) calendar days of the conference or be advised of the conditions which prevent an answer and when an answer may be expected.

STEP TWO

If the covered employee is not satisfied with the decision in Step One, the grievance may be submitted to the area vice president in writing within five (5) calendar days after receiving the Step One decision. The vice president will promptly schedule a conference with the employee normally within five (5) calendar days. At the conference, the employee must submit two copies of the grievance in writing. The covered employee will have an opportunity at that time to present his/her position regarding the grievance. The vice president shall conduct whatever investigations and fact findings as may be considered necessary to determine whether to accept, reject, or modify the adverse action taken against the covered employee. The employee will be advised of the vice president's decision in writing within five (5) calendar days of the conference or be advised of the conditions which prevent an answer and when an answer may be expected. A copy of the written decision will be attached to the copies of the written grievance. The original will be returned to the employee and a copy will be placed on file in the Office of Human Resources.

STEP THREE

If the covered employee is not satisfied with the decision in Step Two or if the decision is not promptly implemented, the employee may submit the grievance to the President in writing within five (5) calendar days after receiving the Step Two decision.

The employee requesting the further continuation of the grievance shall provide a written summary of the specific facts of the complaint, copies of which shall be provided at the same time to the department head and vice president. The President shall conduct whatever fact finding conferences may be considered necessary after receiving the grievance. The President shall, after proper consideration, render a decision to the grievant in writing on the unresolved grievance within ten (10) calendar days following initial written notification of Step Three grievance or be advised of the conditions which prevent an answer and when an answer may be expected. This decision will be final within Lander University.

GENERAL INFORMATION

Any covered employee may appeal the decision of the President. Such appeal must be in writing and submitted to the SHR Director within ten (10) calendar days of receipt of the President's final decision or fifty-five (55) calendar days from the initial date the grievance was filed within the University, whichever occurs later. As to the fifty-five (55) calendar days, a covered employee may appeal directly to the SHR Director in the event the University does not complete its entire internal grievance procedure within forty-five (45) calendar days from the time the grievance is initially filed within the University. Failure by Lander University to issue a final decision within this forty-five (45) calendar day period is considered an adverse decision. The failure to issue a final decision allows the covered employee to proceed with an appeal to the SHR Director after forty-five (45) calendar days, but no later than fifty-five (55) calendar days from the initial date the grievance was filed with the University. Failure by the covered employee to file an appeal within the time periods referenced in this paragraph shall constitute a waiver of the right to appeal.

The internal time periods of the Lander grievance procedure may be waived upon the mutual written agreement of both parties. The forty-five (45) calendar day period for action by Lander University may not be waived except by mutual written agreement of both parties.

Any covered employee may appeal to the SHR Director any grievance involving the issues specified in the Act after all administrative remedies to secure relief within Lander University have been exhausted.

A covered employee has the right during the grievance and appeal process to a representative, including counsel. If the covered employee chooses to exercise the right of counsel, it shall be at the covered employee's expense.

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REDUCTION IN FORCE POLICY

I. Purpose and Scope

The purpose of this policy is to prescribe the manner in which covered employees of Lander University are released in an equitable manner should a reduction in force become necessary. A reduction in force may require the separation, involuntary demotion, reassignment, or reduction in work hours of the University's covered employees. A reduction in force does not apply to non-covered employees (e.g., probationary employees, temporary employees, temporary grant employees, time-limited project employees).

The University may implement a reduction in force for one or more of the following three reasons:

- A. Reorganization;
- B. Work Shortage; or
- C. Loss of Funding.

II. Management Decisions

The University shall determine the following items prior to developing the reduction in force plan:

- A. What is the reason(s) for the reduction in force;
- B. What area(s) of Lander University are to be impacted by the reduction in force [Competitive Area(s)];
- C. What State class title(s) within the competitive area(s) are to be affected [Competitive Group(s)]; and
- D. How many positions in each State class title(s) are to be eliminated.

III. Competitive Area(s)

The University shall determine the competitive area(s) the reduction in force will impact. The University should establish a competitive area that is clearly distinguishable from the staff in other areas and where the interchange of employees would not be practical. This competitive area may be the entire agency, a department, a unit, or a geographical location.

IV. Competitive Group(s)

The University shall determine the competitive group(s) based on the State class title(s) within the competitive area(s) that the reduction in force will affect. If the reduction in force is to apply to more than one State class title, each State class title will be treated separately, except where the reductions are to be made in a State class title series (e.g., Auditor I, Auditor II, Auditor III, Auditor IV, Audits Manager I, Audits Manager II).

V. Affected Positions

The University shall identify the position(s) within the competitive area(s) and competitive group(s) that will be eliminated by identifying the following information:

- A. State Class Title;
- B. State Class Code;
- C. State Band Level;
- D. Total number of positions in the State class title within the competitive area;
- E. Total number of positions in the State class title within the competitive area to be eliminated.

VI. Retention Points

The University shall calculate retention points for covered employees in the competitive area(s) and competitive group(s) to be used in determining which covered employees are to be involuntarily demoted, reassigned, or separated. Retention points shall be based on the total scores of annual performance appraisals for the past two years and the length of continuous State service. The sum of the retention points for performance and length of continuous State service are the total retention points that an employee uses in the competition.

A. Performance Appraisal Points

The University will determine the total score for an annual performance rating by using the following numerical values assigned to the EPMS performance ratings:

Substantially Exceeds Performance Requirements	3
Exceeds Performance Requirements	2
Meets Performance Requirements	1
Below Performance Requirements	0

For any year that a supervisor did not complete an EPMS evaluation for an employee, the University will assign one point for Meets Performance Requirements. However, for any covered employee that has been in a position in the same State class title for two or more continuous years, and if the covered employee received a higher than Meets Performance Requirements in the preceding year, the University will assign the points corresponding to the higher performance rating. If the covered employee's most recent performance rating is a Below Performance Requirements rating (0) which is more than two years old, the University will assign the points equivalent to a Meets Performance Requirements rating.

B. Continuous State Service Points

Covered employees will receive one retention point for each year of continuous service after completion of a 12-month probationary period. Six months or more of continuous service will be considered as one year of service and less than six months of service will receive no retention points.

C. Additional Retention Points

When a covered employee is bumped from a position with a higher pay band in a state class title series to compete with others for a position in a lower pay band, covered employees will receive an additional two (2) retention points.

VII. Sequence of Reduction in Force

The order of the reduction in force of covered employees in each State class title(s) shall be determined by the total number of retention points for each employee. If two or more employees affected by a reduction in force have the same number of retention points and not all are to be affected by the reduction in force, the agency hire date will determine the order of the employees affected.

Bumping rights are provided for covered employees who have accumulated more retention points than those with whom they are competing. Under no circumstances can an employee gain from a reduction in force. Bumping rights are provided only laterally and downward.

VIII. Retention of Necessary Qualifications

No employee with a lower number of retention points shall be retained in preference to another employee in a competitive area(s) and group(s) with a higher number of retention points except when the University determines that a Retention of Necessary Qualifications applies.

If an employee is competing for a position that is not being eliminated and the University asserts that an employee with higher retention points who has rights to be placed in that position cannot satisfactorily perform the duties of the position within a reasonable training period, the employee with lower retention points may be retained in preference to the employee with higher retention points. The University may determine that the employee with higher retention points will not be able within a reasonable training period to satisfactorily perform the duties of the job based on the lack of knowledge, abilities, skills, supervisory responsibilities, or necessary experience.

When a Retention of Necessary Qualifications is used in a reduction in force plan, justification for this retention must be documented and approved by the University prior to submitting the reduction in force plan to the Budget and Control Board's Office of Human Resources for review and approval for procedural correctness. The University should retain documentation to support any retentions made on this basis.

IX. Writing the Reduction in Force Plan

Once the University has made the decisions outlined above and prior to the implementation of a reduction in force, the President or his designee shall develop the reduction in force plan. This plan must include the following:

- A. The reason for the reduction in force;
- B. The identification of the competitive area(s);
- C. The identification of the competitive group(s) [State class title(s)];

- D. The number of position(s) to be eliminated in each State class title;
- E. A list of the covered employees, in order of retention points, in the competitive area(s) and competitive group(s) to include the following:
 - 1. Name;
 - 2. Age, Race, and Gender; and
 - 3. Retention Points;
- F. Justification of any Retention of Necessary Qualifications used in the reduction in force plan; and
- G. The University's efforts to assist employees affected by the reduction in force.

X. Approval Process

Once the reduction in force plan has been completed, Lander University shall submit the following information to the Office of Human Resources for review and approval for procedural correctness:

The reduction in force plan as outlined in Section IX;

- A. An organization chart including each position (designated with the State class title and incumbent's name) within the competitive area(s);
- B. A copy of Lander's reduction in force policy; and
- C. A sample letter to employees affected by the reduction in force including information as outlined in Section XI, along with:
 - 1. A list of the employee's reinstatement rights;
 - 2. The University's procedure for the recall of an employee; and
 - 3. The employee's grievance rights.

XI. Implementation of the Reduction in Force

The University shall communicate the following information to each affected employee after the State Office of Human Resources approves the reduction in force plan for procedural correctness and before the reduction in force becomes effective:

- A. The reason for the reduction in force;
- B. The competitive area(s) and competitive group(s) in which the employee competed;
- C. The benefits to which the employee is entitled and the manner in which the reduction in force will affect the employee's benefits, (e.g., health insurance, optional life insurance, retirement);
- D. The employee's reinstatement rights, (e.g., reinstatement of all sick leave; option of buying back all, some, or none of the annual leave at the rate at which it was paid out);
- E. The employee's recall rights to any position, within the competitive area, that becomes available in the same State class title as the position the employee held prior to the reduction in force.
- F. The manner in which the University will notify the employee of any such vacancies;
- G. The requirements of S.C. Code of Laws Ann. Section 8-11-185, which requires the Agency to report information about the employees affected in a reduction in force to the Office of Human Resources.

XII. Reclass and Reinstatement Rights

An employee affected by a reduction in force has recall and reinstatement rights to a position in State government for one year after the effective date of the reduction in force. At the time of recall or reinstatement, the University will reinstate all employee benefits, including the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation.

A. Recall Rights

If a vacancy occurs within the competitive area which is in the same State class title as the position the employee held prior to the reduction in force, the University will recall employees in the inverse order of the reduction in force. The employee will be notified in writing of the job offer and recall rights. If the employee does not accept the job offer within ten days, the employee's recall rights are waived.

B. Reinstatement Rights

An employee affected by a reduction in force may apply for any State job for which he meets the minimum training and experience requirements. Should the employee accept a job offer to a State position which receives benefits, he is entitled to the restoration of employee benefits, including the employee's accumulated sick leave, and will provide the employee the option of buying back all, some, or none of his annual leave at the rate it was paid out at the time of the separation. If the employee accepts a position in a lower pay band than the one from which he was separated, he still retains his recall rights to a position in the same State class in the competitive area.

XIII. Grievance Rights

A covered employee who is affected by a reduction in force has the right to file a grievance to the University and an appeal to the State Human Resources Director only if the grievance or appeal is based on improper or inconsistent application of a reduction in force policy or plan.

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ANTI-HARASSMENT/SEXUAL HARASSMENT/NON-DISCRIMINATION

It is the policy of Lander University to maintain an atmosphere and environment in which the dignity and worth of all employees and students are respected and all are treated with civility. The University does not tolerate harassment or illegal discrimination including race, color, sex, religion, national origin, age, or disability.

Additionally, sexual harassment of students and employees at Lander University is unacceptable conduct and is not tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the definition as outlined below.

Lander University employees who are offenders will be subject to disciplinary action which may include, but is not limited to, oral or written warnings, demotions, transfers, suspension without pay, or dismissal for cause.

Lander University students who are offenders will be subject to disciplinary actions which may include, but are not limited to, oral or written warnings, probation, suspension, and other disciplinary measures as found in the Lander University Student Handbook.

Sexual harassment is a form of sex discrimination which is prohibited under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. The South Carolina State Human Affairs Law also prohibits sex discrimination.

A. DEFINITION

Sexual harassment of employees and students at Lander University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status, or
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual, or
3. Such conduct has the purpose or effect of unreasonable interference with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

B. EXAMPLES OF PROHIBITED BEHAVIOR

Prohibited acts of sexual harassment may take a variety of forms ranging from subtle pressure for sexual activity to physical assaults. Examples of the kinds of conduct included in the definition of sexual harassment include, but are not limited to:

1. Threats or intimation of sexual relations or sexual contact which is not freely or mutually agreeable to both parties;
2. Continued or repeated verbal abuses of a sexual nature including graphic commentaries about a person's body, or sexually suggestive objects or pictures placed in the work or study area that may embarrass or offend the person, sexually

degrading words to describe the person, or propositions of a sexual nature;

3. Threats or insinuations that the person's employment, grade, wages, promotional opportunities, class or work assignments, or the conditions of employment or academic status may be adversely affected by not submitting to sexual advances.

C. CONSENSUAL RELATIONSHIPS

Sexual harassment and/or the assignment or suggestion of rewards and punishments on the basis of sex or sexuality have no place in the work of the University and are prohibited. Intimate consensual relationships between supervisors and their supervisees and between faculty members and their students are discouraged. Those relationships are improper when they influence, or could reasonably be expected to influence, decisions or actions in University-related matters.

Careful inquiry with appropriate safeguards insuring individual rights and confidentiality will follow reasonable allegations of conduct prohibited under this policy. Appropriate penalties will be determined under normal procedures insuring due process. Those who invoke the policy are protected from retaliatory acts. Information concerning complaints arising under it will be treated responsibly. Malicious or frivolous claims of harassment or favoritism are also prohibited and, if substantiated, will result in disciplinary action.

D. RESPONSIBILITY

Each dean, department chair, director, and supervisor is responsible for providing a work and educational environment free from sexual harassment.

E. POLICY OF NON-REPRISAL

No faculty or staff employee, applicant for employment, student, or member of the public may be subject to restraint, interference, coercion, or reprisal for seeking information about sexual harassment, filing a sexual harassment complaint, or serving as a witness.

F. COMPLAINT PROCEDURE

1. Any University employee who feels that she or he has been sexually harassed under the above definition and who wishes further information or who wishes to file a complaint should contact the Office of Human Resources/Equal Employment Opportunity by phone, 388-8310, or in writing at Lander University, Barratt Hall, Suite 101, Greenwood, SC 29649.
2. Any faculty or staff member accused of sexual harassment should contact the Office of Human Resources by phone, 388-8310, or in writing at Lander University, Barratt Hall, Suite 101, Greenwood, SC 29649.

3. Any student who feels that she or he has been sexually harassed under the above definition and who wishes further information or who wishes to file a complaint should contact the Office of the Vice President for Student Affairs by phone, 388-8329, or in writing at the Grier Center, Room 318, Greenwood, SC 29649.
4. Any student accused of sexual harassment should contact the Office of the Vice President for Student Affairs by phone, 388-8329, or in writing at the Grier Center, Room 318, Greenwood, SC 29649.

The University's position is that complaints should be treated as confidentially as practicable, investigated discreetly, and resolved as promptly as possible.

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INFORMATION RESOURCES SYSTEMS ACCEPTABLE USE POLICY

A. INTRODUCTION

This policy governs the use of computer and computer networks at Lander University. As a user of these resources, you are responsible for reading and understanding this document. Lander University encourages the use of the Internet to support the research, instruction, and public service missions of the institution. Thus, this policy is not meant to infringe upon the principles of academic freedom. However, the wide array of new resources, new services, and interconnectivity available via the Internet exposes the University to a variety of risks. In response to these risks, the University has adopted this as its official policy regarding Internet use. This policy supplements and should be read in conjunction with other University policies.

B. APPLICABILITY

This policy applies to all Faculty and Staff members who use the Internet with University computing or networking resources. All Internet users are expected to be familiar with and comply with this policy. Any questions regarding this policy should be directed to Information Technology Services (388-8234). Violations of this policy can lead to revocation of system privileges and/or disciplinary action including termination.

C. USER ANONYMITY

Misrepresenting, obscuring, suppressing, or replacing a user's identity on the Internet or the University's information resources technology system is forbidden. The user name, electronic mail address, organizational affiliation, and related information included with messages or postings must reflect the actual originator of the messages or postings.

D. PERSONAL USE

Lander University strongly encourages the use of the Internet for academic purposes; but if this use is for personal purposes, it must be done on personal, not University, time. Likewise, games, news groups, and other non-business activities must be performed on personal time. Occasional use of University computing resources for these purposes is permissible so long as University business activity is not affected by the personal use.

E. APPROPRIATE BEHAVIOR

Although Lander University recognizes the principle of academic freedom, the University is bound by local, state, and federal laws regarding electronic media. Thus, to avoid libel, defamation of character, and other legal problems, whenever any affiliation with the University is included with an Internet message or posting, "flaming" or similar written attacks are strictly prohibited. Likewise, threats against another user or organization over the Internet is also prohibited. All Internet messages and materials intended to harass, annoy, or alarm another person are strictly prohibited. This includes messages and materials that are inconsistent with University policies concerning "Equal Employment Opportunity"; "Sexual Harassment and other Unlawful Harassment." Any individual who violates this policy shall be subject to discipline, up to and including discharge. Conduct which violates this policy includes, but is not limited to, the following:

- Sending, storing, or accessing obscene messages and/or materials;
- Unauthorized attempts to view and/or use another person's account;
- Using computers, accounts, and/or networks to gain unauthorized access to University systems or other systems;
- Using University resources for commercial activity, such as creating products or services for sale;
- Copying software protected by copyright, except as permitted by software licensing agreements; and
- Chain letters and broadcast charitable solicitations.

F. NO PRIVACY EXPECTATIONS

Faculty and Staff members using University information resources systems and/or the Internet should realize that their communications are not automatically protected from viewing by third parties. As such, you should avoid sending information over the Internet that is considered to be confidential or private. In addition, Lander University expressly reserves the right to examine electronic mail messages, individual computer files and documents, web browser cache files, web browser bookmarks, and other information stored on or passing through University computers. University officials may conduct such examinations at any time and without prior notice to assure compliance with internal policies, assist with internal investigations, and assist with the management and protection of University information resources systems. Please note that in certain situations, the University may be compelled to access and disclose information sent over its Internet and e-mail systems to law enforcement authorities.

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SOLICITATION POLICY*

- A. Recognizing that Lander University is legally responsible for promoting the efficiency of the public services it performs, the following rules are promulgated in furtherance of that legal responsibility.
1. Solicitation or distribution by persons other than employees of Lander University who are on official State business in those areas of the agency which are not open to the public is prohibited. Solicitation and distribution by persons other than employees of Lander in those areas of the agency which are open to the public is prohibited to the extent that such solicitation or distribution results in substantial disruption of or material interference with administrative or agency activities.
 2. Solicitation by employees of Lander University on agency property during working time is prohibited. Working time is the time an employee is expected to be engaged in the official duties of a position.
 3. Distribution of literature by employees of Lander University on agency property in non-working areas during working time, as defined above, is prohibited.
 4. Distribution of literature by employees of Lander University on agency property in working areas is prohibited.
- B. It is management's responsibility to ensure that these rules are consistently applied to all types of solicitation and distribution.
- C. Charitable fund drives approved by the President may be conducted under agency supervision.

*This policy is authorized in the South Carolina Code of Laws, Volume 4, Section 8-11-230.

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SUBSTANCE ABUSE POLICY

Lander University recognizes alcohol and drug abuse as potential health, safety, and security problems. Lander expects all employees to assist in maintaining a work environment free from the effects of alcohol, drugs, or other intoxicating substances. Compliance with this substance abuse policy is a condition of employment.

1. Lander University prohibits employees from the unlawful manufacture, possession, use, distribution, or purchase of nonprescribed drugs and intoxicants on its premises and from working under the influence of alcohol, illegal drugs, or intoxicants during working hours.
2. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work. If an employee is impaired because of taking medication according to a doctor's prescription, that employee is expected to discuss it with the supervisor before commencing work that day.
3. Any employee who is convicted of a violation of any criminal drug statute shall notify the supervisor within five (5) days of the date of conviction. A conviction includes any finding of guilty (including one agreed to by the employee) or pleas of no contest and/or any imposition of a fine, jail sentence, or other penalty.
4. Any violation of this substance abuse policy will result in discipline, up to and including discharge, under Lander University's progressive discipline policy. Employees should note that South Carolina recognizes alcoholism as a treatable illness. No state employee with the problem of alcoholism shall be disciplined prior to receiving the same careful consideration and offer of assistance that is extended to employees having any other illness.
5. Employees who have an alcohol or drug abuse problem are strongly encouraged to use one of the employee assistance programs available. Information about these programs can be obtained from the Office of Human Resources. If an alcohol or drug abuse problem recurs after an employee has completed an assistance program, Lander will take appropriate action in accordance with official policy. Lander University retains full and final discretion on whether, when, and under what conditions an employee may be re-employed after an instance of substance abuse.

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CLEAN INDOOR AIR ACT OF 1990

South Carolina's Clean Indoor Air Act of 1990 makes it unlawful for any person to smoke, or possess lighted smoking material in any form, in selected public indoor areas except where a smoking area is designated. This Act applies to all "Government buildings." "Government buildings" are buildings or portions thereof which are leased or operated under the control of the State or any of its political subdivisions. Also, the Act prohibits smoking in public transportation vehicles.

As a State-supported institution, Lander must comply with the Clean Indoor Air Act. A violation of the Act is considered a misdemeanor and provides for fines.

Furthermore, Lander provides educational information in regards to smoking cessation. For further information, contact the Office of Human Resources.

STATE EMPLOYEE SAFETY BELT POLICY

Private and governmental research indicates that safety belts save lives, reduce the number and severity of injuries, and reduce the economic loss suffered among accident victims. Since the State has the responsibility to protect the lives of employees performing State business and since it is in the interest of all State employees to protect themselves and others in State-owned vehicles against death, injury, and economic loss, the policy is as follows:

1. All employees of the State of South Carolina shall wear a safety belt at all times when operating or being transported as a passenger in a State-owned vehicle equipped with safety belts. It shall be each occupant's responsibility to insure compliance with the State's safety belt policy.
2. All State employees are encouraged to use safety belts when traveling in a private vehicle.
3. A copy of this policy shall be provided to every employee of the State.
4. The University Police Department shall arrange to distribute safety belt information to requesting State agencies when information and materials are available.

SOUTH CAROLINA STATE EMPLOYEE'S CREDIT UNION

Lander associates are eligible to join the South Carolina State Employee's Credit Union by paying a one time membership fee of \$5 and depositing and maintaining \$25 in savings. Totally free checking accounts are available by maintaining \$100 minimum balance. Associates may sign up for payroll deduction at the Office of Human Resources. Offices around the State, include Aiken, Charleston, Clemson, Columbia (5 locations), Florence, Greenville, and Walhalla.

ASSOCIATE SERVICES

Check Cashing	Checks of \$20 or less may be cashed in the Business Office.
Emergencies	Dial 8911 for <u>University</u> Police; otherwise, 9911 for County and City emergency medical services.
Health Services	The University nurse, located at 223 Crews Street, is available in case of an emergency during the work day at Ext. 8885.
Library	The University Library is available to all associates. Contact the Library staff for appropriate cards for family members.
Notary Public	Notary Public services are available in the Offices of Human Resources, Business, Financial Aid, and Academic Affairs.
Parking	Parking permits and regulations must be obtained from the University Police Office at 421 Willson Street. Special stickers are available for handicap parking spaces.
University Police	This service is provided for the safety and welfare of persons and property at Lander. In emergencies, call 8911. Otherwise, phone 8222.
Special Events and Activities	<ul style="list-style-type: none">◆ Athletic Events◆ Concerts and Recitals◆ Drama Presentations◆ Greenwood Performing Arts◆ Swimming facilities for associates and dependents◆ Weight Room for associates and dependents◆ Tennis Courts for associates and dependents

ADDITIONAL INFORMATION ON ALL BENEFITS IS AVAILABLE THROUGH THE OFFICE OF HUMAN RESOURCES.

PLEASE DO NOT

- ◆ Borrow or salvage material or equipment from or through the University for your personal use.
- ◆ Speak or write as a representative of the University except in situations appropriate to your position.

PLEASE DO

- ◆ **BE FRIENDLY** - Do your part in seeing that other University associates, students, and the public have a favorable impression of the University.
- ◆ **USE THE TELEPHONE PROPERLY** - You are a representative of Lander University to the person at the other end of the line. Naturally, the person at the other end of the line cannot see your expressions; so you must rely on your voice to convey the proper message. The following are some guidelines for good telephone usage:

STAY ALERT	IDENTIFY YOUR OFFICE WHERE APPLICABLE AS WELL AS YOURSELF
TALK NATURALLY	ANSWER PROMPTLY
BE PLEASANT	REPLACE THE RECEIVER GENTLY
SPEAK DISTINCTLY	LIMIT YOUR PERSONAL TELEPHONE CALLS

BE EXPRESSIVE

- ◆ HELP maintain a neat appearance on campus.
- ◆ REPORT repair needs and practice good housekeeping.
- ◆ REDUCE expenditures wherever possible. ALL OF US ARE TAXPAYERS.

PLEASE REMEMBER

TO REPORT ANY CHANGES IN ADDRESS, WITHHOLDING STATUS, CHANGE IN BENEFICIARY, OR OTHER APPROPRIATE INFORMATION TO THE OFFICE OF HUMAN RESOURCES. IF MORE DETAILED INFORMATION IS DESIRED ON ANY MATTER RELATED TO EMPLOYMENT, ASSOCIATES SHOULD SEE THEIR SUPERVISOR OR CALL THE OFFICE OF HUMAN RESOURCES.

WHO TO SEE ABOUT

ACCIDENTS (Reporting)	Safety Director (8009) Human Resources (8310) Campus Nurse (8885) University Police (8222)
BENEFITS	Human Resources (8310)
BUDGET	Financial Affairs (8305)
UNIVERSITY ENROLLMENT	Enrollment Services (8398)
UNIVERSITY PERFORMANCE EVENTS	Fine Arts Division (8323) Greenwood/Lander Performing Arts (8326)
COMMUNITY EVENTS	Facilities Scheduling (8335)
EDUCATIONAL ADVANCEMENT	Academic Affairs (faculty) (8320) Human Resources (8310)
EMPLOYMENT	Academic Affairs (faculty) (8320) Human Resources (8310)
FIRST AID	Health Services (8885) University Police (8222)
IDENTIFICATION CARDS	Human Resources (8310)
NOTARY PUBLIC SERVICES	Academic Affairs (8320) Business Office (8088) Financial Aid Office (8340) Human Resources (8310)
PARKING PERMITS	University Police (8222)
PAYCHECKS	Payroll Office (8088)
PROCUREMENT	Purchasing Office (8276)
FACILITIES SCHEDULING/ SPECIAL ACTIVITIES	Facilities Scheduling (8335)
TRAVEL	Business Office (8088)

BOOKSTORE	The Bookstore is designed primarily to meet the needs of students, but associates may make purchases. A 10% discount is given on merchandise over \$5 except textbooks and sale items. The Bookstore is located in the Grier Student Center, mall area.
BUSINESS OFFICE	This office is charged with handling the business affairs for the University, including the disbursement of payroll checks. Personal checks may be cashed up to \$20 at the cashier counter. Arrangements for direct deposit of payroll checks and tax deferred annuities may be made through the Business Office. The Business Office is located in the Learning Center.
INFORMATION TECHNOLOGY SERVICES	Information Technology Services is available as an information resource/processing center to serve the University's computer needs. The staff is available to answer questions and provide assistance with hardware and software needs and concerns. The department is located in Genesis Hall. This center provides tape recorders, learning aids, microphones, and related equipment as the need arises and as available. For specific information, contact the Media Room located in the Jackson Library 311.
HEALTH SERVICES	The University Health Services exists primarily for the welfare of the students residing on campus. However, the facility and its services are also available to associates. Health Services is located at 223 Crews Street.
IDENTIFICATION CARDS	Associates are issued an identification card upon employment. An authorization card is prepared by the Office of Human Resources. The picture and I.D. are made upon presentation of the authorization card in the University Police Office at 421 Willson Street. Associates should have their I.D. card in their possession when on campus. These I.D. cards are used for certain events and activities. Cards must be turned in upon termination of employment.
KEYS	If a position requires an associate to have a key, one may be obtained from the Physical Plant Office upon written approval of the Supervisor. Keys must be turned in upon termination of employment.
MAIL	See Printing Services and Post Office. Due to the volume of official mail which must be handled daily, associates are requested not to have personal mail addressed to them at the University.
MEAL TICKETS	The University cafeteria provides meals at a discount to University associates. Meals are paid for upon entering the Cafeteria.

PEES COMPLEX	The Physical Education and Exercise Studies (PEES) Complex at Lander exists for the benefit of the entire University community. The facility hosts three basketball courts, an indoor walk/jog track, six racquetball courts, a weight room, and an indoor swimming pool.
PHONES	Information about the phone equipment may be obtained through the Office of Engineering Services located at 221 Crews Street.
PHYSICAL PLANT / CENTRAL RECEIVING	<p>This department serves the facility/grounds needs of the University. Repairs, and other facility needs may be reported on a green card provided by the Physical Plant. For emergency repair needs and additional information, phone the Physical Plant Office (388-8200), located in the Physical Plant Annex on Crews Street. The motor pool is operated by this department.</p> <p>Central Receiving—Responsible for the physical distribution of goods ordered with a purchase order/VISA card, distributes those materials to ordering departments, and coordinates outgoing shipments associated with a purchase order.</p>
POST OFFICE	This office distributes campus mail to assigned Post Office boxes. Mail is normally distributed by 11 a.m. daily and may be picked up at any time. The Post Office window is normally open between 9-11 a.m. and 1-2 p.m. during the academic year and 9-11 a.m. during the summer. Interagency mail (incoming) is picked up from the Post Office. Outgoing Interagency mail is deposited in a special Interagency mailbox beside the Print Shop loading area by 5 p.m. Packages should be picked up only at the Post Office window. The Post Office is located on the first floor of the Grier Student Center, in the mall area. Further information is available through the Post Office.
PRINTING SERVICES	Printing Services provides volume printing, copying, collating, laminating, and other service needs, as well as information and service for mailing out-going letters and packages (other than campus and interagency mail). Printing requisitions are available in the Printing Services Office. Requisitions must be signed by the department head and sent directly to Printing Services, which is located in the Learning Center.
PROCUREMENT SERVICES	Purchasing Office—Provides quality goods and services as competitive prices to all University departments. The Purchasing Office administers the VISA Purchasing Card Program, providing an alternative to the purchase order process when purchasing supplies up to \$1,500 per transaction. Requisitions may be filled out on line at www.lander.edu/business_office under Forms for Faculty and Staff. Further information is available at the Procurement Office (phone 8276) located in Learning Center 110.

Surplus Property--A property management system is operated to track and account for fixed assets and to dispose of all excess assets. Information is available at Learning Center 110 and telephone 8276.

UNIVERSITY POLICE

The University Police Department exists for the primary purpose of protection of persons and property on campus. The department also issues parking permits and enforces parking regulations. Regular and temporary parking information may be obtained through the University Police Office at 421 Willson Street.

ROOM/SPACE RESERVATIONS

Lander facilities may be reserved for University-sponsored, University-related, and other activities. Reservations should be made well in advance of the meeting date through the web site. Facilities Coordinators and their areas of responsibility can be found at www.lander.edu/facilities_scheduling.

TRAVEL

Requests for travel must be approved by the associate's department head and the Vice President for Business and Administration. Forms and reimbursement rates are available at www.lander.edu/business_office under Forms for Faculty and Staff. The motor pool is located in the Physical Plant Department.

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