

Coker University Employee

Handbook

Date of Issuance 03/30/2021

This acknowledgment should be signed by the employee and returned to the Office of Human Resources.

PURSUANT TO SOUTH CAROLINA LAW, I ACKNOWLEDGE AND UNDERSTAND THAT THIS EMPLOYEE HANDBOOK DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT BETWEEN THE UNIVERSITY AND ME.

I AGREE AND ACKNOWLEDGE THAT, UNLESS I AM TENURED FACULTY OR I HOLD A WRITTEN CONTRACT OF EMPLOYMENT PROMISING EMPLOYMENT BY THE UNIVERSITY FOR A SPECIFIED TERM, I AM AN AT-WILL EMPLOYEE, MEANING THAT I CAN QUIT OR BE TERMINATED AT ANY TIME, FOR ANY REASON OR NO REASON. I AGREE AND ACKNOWLEDGE THAT THIS AT-WILL RELATIONSHIP CANNOT BE ALTERED AND THAT NO CONTRACT CAN BE FORMED REGARDING ANY TERM OR CONDITION OF EMPLOYMENT UNLESS IT IS IN WRITING AND SIGNED BY PRESIDENT OR PROVOST OF THE UNIVERSITY.

I ALSO AGREE AND ACKNOWLEDGE THAT THIS IS THE FIRST PAGE OF THE HANDBOOK GIVEN TO ME.

Employee Signature

Date

Please print and sign this acknowledgment form and submit to the Director of Human Resources, Ella Marshall via email - emarshall@coker.edu.

Coker University Employee

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Please print and sign this acknowledgment form and keep a copy for your files.

COKER UNIVERSITY
EMPLOYEE HANDBOOK
03/30/2021

Table of Contents

1. INTRODUCTION

1.1 Introductory Statement

1.2 Organization Description

2. EMPLOYMENT WITH THE UNIVERSITY

2.1 Employee Classifications

2.2 Introductory Period

2.3 Nepotism

2.4 Rehiring Former Employees

3. BENEFITS

3.1 General Information

3.2 Insurance programs

3.3 Life Insurance

3.4 Flex Spending Accounts (FSA)

3.5 Long-Term Disability (LTD)

3.6 Employee Assistance Program (EAP)

3.7 Retirement Plan

3.8 Undergraduate Tuition Remission

3.9 Graduate Program Tuition Remission Policy

3.10 Tuition Exchange Program

3.11 Domestic Partnerships

3.12 Benefits Continuation (COBRA)

3.13 Workers' Compensation Insurance

4. COMPENSATION POLICIES

4.1 Staff Timekeeping

4.2 Overtime

4.3 Pay Schedule

4.4 Deductions from Paycheck

4.5 Errors in Pay

5. LEAVES OF ABSENCE

- [5.1 Bereavement](#)
- [5.2 Emergency Closings](#)
- [5.3 Family and Medical Leave Act](#)
- [5.4 Holidays](#)
- [5.5 Military Leave](#)
- [5.6 Sick Leave](#)
- [5.7 Vacation](#)

6. EMPLOYMENT POLICIES

- [6.1 Equal Employment Opportunity](#)
- [6.2 Reasonable Accommodations](#)
- [6.3 Pregnancy Accommodations](#)
- [6.4 Title IX](#)
- [6.5 Harassment-Free Environment](#)
- [6.6 Anti-Retaliation Statement](#)
- [6.7 Drug-free and Alcohol-free Workplace](#)
- [6.8 Furlough Policy](#)
- [6.9 Employment Record Data Changes](#)
- [6.10 Children in the Workplace](#)
- [6.11 Open Door Policy](#)
- [6.12 Performance Evaluations](#)
- [6.13 Record Retention and Legal Notices](#)

7. STANDARDS OF CONDUCT

- [7.1 Animals on Campus](#)
- [7.2 Attendance and Punctuality](#)
- [7.3 Electronic Communications](#)
- [7.4 Inspections](#)
- [7.5 Workplace Conduct and Discipline](#)
- [7.6 Confidentiality](#)
- [7.7 Separation](#)
- [7.8 Equipment and Vehicle Usage](#)
- [7.9 Communication Devices](#)
- [7.10 Conflict of Interest](#)

[7.11 Relationships with Students](#)

[7.12 Professionalism](#)

[7.13 Smoke-Free Campus](#)

[7.14 Reporting Financial Misconduct](#)

[7.15 Health and Safety](#)

[7.16 Closing Statement](#)

1. INTRODUCTION

1.1 Introductory Statement

At Coker University (hereinafter "Coker" or "the University"), we strive to provide a work environment that is conducive to both personal and professional growth. The Employee Handbook, only available online, is designed to acquaint staff and faculty members with the University with general information about employee benefits, employee conduct, and policies and procedures affecting employment. Please take the necessary time to read it.

Most of the information supplied in this Employee Handbook is common to faculty and staff, with some policies applying only to staff employees. Faculty should consult the Faculty Handbook for information specific to their academic role, such as teaching, promotion, governance, etc..

We do not expect this Handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this nor any other verbal or written communication by a University representative regarding the policies in this Employee Handbook is, nor should be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever.

Many matters covered by this Employee Handbook, such as benefit plan descriptions, are also described in separate University documents. These University documents are always controlling over any statement made in this Employee Handbook or by any University employee.

This Employee Handbook states only general University guidelines. The University may, at any time, in its sole discretion, modify or vary from anything stated in this Handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and President of the University.

The Office of Human Resources will notify faculty and staff of any changes to the Employee Handbook via email. It is the responsibility of the employee to read and keep the current Employee Handbook.

This Employee Handbook supersedes all prior Employee Handbooks

1.2 Organization Description

Located in Hartsville, South Carolina, Coker is a student-centered university granting [bachelor's degrees in 30+ subject areas](#), including five [undergraduate degrees earned entirely online](#), and [three master's degrees earned entirely online](#). Coker is included among the "Best Regional Universities in the South" by U.S. News & World Report and "Best Southeastern Schools" by The Princeton Review. More information is available at coker.edu and cokercobras.com.

Mission:

Coker University is a student-centered, comprehensive University. It is dedicated to providing every student an academic curriculum based upon a uniformly excellent liberal arts core that enhances the structured development of key personal skills.

The University's goal is to graduate students with the ability to think analytically and creatively, and to write and speak effectively.

Experiences both in and out of the classroom are focused on active student involvement and the practical application of academic knowledge that lead to lifelong learning. Coker measures its success by the personal and professional accomplishments enjoyed by all members of the academic community.

2. EMPLOYMENT WITH THE UNIVERSITY

2.1 Employee Classifications

Coker University seeks to attract and retain highly qualified faculty and staff who share the University's values and will support its mission.

Staff employees are those non-faculty, full-time, part-time, or temporary employees who work in the academic and administrative support areas of the University.

Faculty members are those holding the rank of special lecturer, visiting instructor, assistant professor, associate professor, and professor. Lecturers, Adjuncts, and Fellows or other titles as assigned are also considered faculty.

For purposes of this Handbook, all Coker University employees fall within one of the classifications below:

Regular Full Time employees are those who are not classified as temporary and are regularly scheduled to work a minimum of 32 hours per week for at least nine consecutive months. These employees are eligible for Coker's benefits package, subject to the terms, conditions, and limitations of each benefit program (see Benefits and Leave Plans Sections).

Regular Part Time employees are those who are not classified as temporary and who are regularly scheduled to work less than 30 hours per week (or 130 hours per month). These employees may be eligible for some of Coker's benefits package, subject to the terms, conditions, and limitations of each benefit program (see Benefits and Leave Plans Sections).

Temporary employees are those who are hired as interim replacements to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment beyond any initially stated period does not constitute a change in employment status to regular full-time or regular part-time employment unless approved in writing by the Office of Human Resources.

In addition to the above classifications, employees are categorized as either "exempt" or "non-exempt" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. employees will be informed of these classifications upon hire and informed of any subsequent changes to the classifications

2.2 Introductory Period

Staff members will be evaluated during an introductory period that is intended to give new staff members the opportunity to demonstrate their ability to achieve a satisfactory level of performance. The University uses this period to evaluate a staff member's capabilities, work habits, and overall performance. The introductory period extends through the first 90 days of employment. At all times, employees retain their at-will employment status.

2.3 Nepotism

For purposes of this policy, a relative is any person who is related by blood or marriage or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Coker University prohibits supervisory relationships if the employees are relatives as defined above. Further, employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the President and Vice Presidents retain the sole discretion to transfer either employee while keeping the best interest of the University in mind.

In other cases where a conflict or the potential for a conflict arises, even if there is no supervisory relationship involved, the University may reassign the employee(s) at its sole discretion.

2.4 Rehiring Former Employees

A former employee may be eligible for rehire if the employment termination guidelines were followed and the former employee left employment in good standing, as determined at the sole discretion of the University. Except for FMLA and as otherwise required by law, if a former employee is rehired, their status is that of a new employee, and eligibility for benefits, including leave accrual and years of service, is based on the most recent hire date.

3. BENEFITS

3.1 General Information

This section contains a brief outline of the benefits programs Coker University provides employees and their families. The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review on the HR intranet site. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including those in the SPDs and this Handbook.

Further, Coker University (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility, and entitlement.

The University reserves the right to unilaterally modify, terminate, change or otherwise alter any benefits as it, in its sole discretion, deems necessary. Likewise, the amount the University contributes toward any plan may change from time to time.

If employees have any questions regarding benefits, they should contact the Office of Human Resources.

3.2 Health Insurance Programs

Full-time employees may participate in Coker University's health insurance programs. Under these plans, which include group health, dental and vision, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits. Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs, posted on the HR intranet site, for detailed plan information. Of course, feel free to contact the Office of Human Resources with any further questions.

3.3 Life Insurance

Coker University may provide a basic life insurance plan for regular, full-time employees in the amount of \$50,000. The life insurance coverage will become effective upon the first day of the month following the employee's date of hire. The insurance premium will be paid by Coker University, subject to the terms, conditions, and limitations described in section 3.1.

Group Life Insurance coverage will cease on the last date of employment. The coverage is subject to modification or cancellation by the University at any time at its sole discretion.

Additional coverage may be purchased for an employee and eligible dependents. Employees and their dependents may request voluntary life insurance within 30 days of the eligible employee first becoming eligible. During this period, coverage becomes effective the first day of the month following the date of hire. After the 30 day period, coverage is available during open enrollment.

Employee contributions for voluntary life insurance will be made through payroll deduction unless the employee is out on an approved leave of absence. In this instance, the payment is due on the first day of the month for which coverage is desired. If the employee fails to make timely payments in full, the coverage may be canceled.

Voluntary life insurance coverage is portable and can be kept and can be paid directly to the vendor after termination of employment, subject to the terms and conditions of the policy.

All participating employees are responsible for notifying the Office of Human Resources of any status change that may impact your insurance coverage.

The life insurance policy governs all issues relating to employee life insurance. Copies of these documents may be obtained from the Office of Human Resources.

3.4 Flex Spending Accounts (FSA)

All regular, full-time employees may participate in the University's Flex Spending

Program the first day of the month following their date of hire. Coker University offers two types of FSA's:

1. Unreimbursed Medical (URM) - Salary reductions are limited to the IRS limit per employee per benefit year. Upon termination of employment, the employee's participation in the plan ends and the employee will no longer be able to incur expenses for reimbursement from the URM account. However, the employee may still file claims for dates of service that were incurred before the termination date as long as the employee is within their eligible plan year.
2. Dependent Day Care (DDC) - Salary reductions are limited to the IRS limit per employee per calendar year if married filing jointly or single and claiming the dependent for tax purposes. If the employee has not received reimbursement for all contributions made to the DDC account upon termination, the employee may continue to incur expenses during the plan year and submit claims for reimbursement until all of the contributions are used.

Employee contributions will be made through payroll deduction unless the employee is out on an approved leave of absence. In this case, the University will bill the employee for the premiums. If the employee fails to make timely payments in full, the FSA account may be terminated.

The FSA policy and summary plan description govern all issues relating to FSA benefits. Copies of these documents may be obtained from the Office of Human Resource.

3.5 Long-Term Disability (LTD)

Coker University may provide long-term disability benefits to all regular, full-time employees. LTD coverage will become effective upon the first day of the month following the employee's date of hire. The insurance premium may be paid by Coker University, subject to the terms, conditions, and limitations of the LTD policy.

LTD coverage will cease on the last day of the month during which termination occurs. The coverage is subject to modification or cancellation by the University at any time at its sole discretion.

The full scope and coverage of LTD benefits is governed by the policy and summary plan description. Copies of these documents may be obtained from the Office of Human Resources.

3.6 Employee Assistance Program (EAP)

Coker University may provide eligible employees and their dependents access to the Employee Assistance Program beginning on the date of hire. This benefit may be paid by Coker University, subject to the terms, conditions, and limitations described in the plan document.

The EAP offers a full array of services and resources. A list of services provided is posted on the Office of Human Resources intranet site. For more information, please contact the Office of Human Resources, visit www.firstsuneap.com, or call 800-968-8143.

Access to the EAP will cease on the last date of employment. The coverage is subject to modification or cancellation by the University at any time at its sole discretion.

3.7 Retirement Plan

Eligible employees are able to participate in Coker University's retirement plan. Plan participants may make pre-tax contributions to a retirement account. Upon becoming eligible to participate in this plan, employees will receive an SPD describing the plan in greater detail. Please refer to the SPD on the Human Resources Intranet site, for detailed plan information. Of course, feel free to speak to the Office of Human Resources if there are any further questions.

3.8 Undergraduate Tuition Remission

The University offers undergraduate tuition remission to eligible full-time employees and eligible dependents working on their first baccalaureate degree, upon the start of the term/semester following the employees date of hire. The Office of Human Resources approves tuition remission solely as it relates to employee status and/or dependent status. Employees and dependents must meet the requirements set forth by the Office of Admissions and apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) on or before June 30th for enrollment in the fall semester and by November 15th for enrollment in the spring semester.

Tuition remission does not apply to any fees or costs associated with attending classes other than regular tuition. All costs other than tuition must be paid by the registrant. The value of tuition remission and all other outside aid cannot exceed the cost of education as defined by the United States Department of Education. Students remain eligible for tuition remission as long as they are making Satisfactory Academic Progress (SAP) as defined by the United States Department of Education and the Coker University Financial Aid Office.

For employees receiving tuition remission, permission to attend classes during normal working hours may be limited on a case-by-case basis and is determined at the sole discretion of the University. Attending classes does not constitute compensable work time regardless of the date or time of the class(es) attended.

If an eligible employee leaves employment at Coker University, the tuition waiver for the employee and/or eligible dependents will cease upon the completion of the term in which the employee and/or eligible dependent is currently enrolled.

The above described program is subject to modification or cancellation by the University at any time at its sole discretion.

3.9 Graduate Program Tuition Remission Policy

Full-time employees enrolling in a graduate program at Coker University are eligible for a 50% reduction in tuition under the following guidelines:

- Employee must be employed full-time for one year prior to the start of the academic term in which the employee is accepted for admission.
- Employee must submit a written letter of support from their direct supervisor.
- Employee must remain a full-time employee for a minimum of 2 years after degree completion or be subject to reimbursing the institution for the value of their coursework.

Eligible dependents of full-time employees at Coker University enrolled in a graduate program are eligible for a 100% reduction in tuition for the last class in their program under the following guideline(s):

- Employee must be employed full-time for one year prior to the eligible dependent enrolling in the last class.

All correspondence and inquiries about tuition assistance for graduate programs should be forwarded to the graduate admissions office. The Office of Human Resources approves tuition remission solely as it relates to employee status and/or dependent status. Employees and dependents must meet all requirements set forth by the Office of Graduate Admissions.

If an eligible employee leaves employment at Coker University, the tuition waiver for the employee and/or eligible dependents will cease upon the completion of the term in

which the employee is currently enrolled.

The above-described program is subject to modification or cancellation by the University at any time at its sole discretion.

3.10 Tuition Exchange Program

Coker University participates in two tuition exchange programs. In these programs, each participating institution in the network agrees to import a limited number of students on the same admission basis as they accept all other students and provide free tuition. Coker University has no control over the number of students that another institution will admit nor award tuition exchange in either program. For information on both programs, the employee should consult the following websites and contact the Tuition Exchange Officer during the summer or early fall of the senior year of highschool of the institution the dependent child is considering.

Council of Independent University Tuition Exchange Program
<https://www.cic.edu/member-services/tuition-exchange-program>

The Tuition Exchange <http://www.tuitionexchange.org/>

The above-described program is subject to modification or cancellation by the University at any time at its sole discretion.

3.11 Domestic Partnerships

Coker University offers health insurance, dental insurance, and tuition remission, and all fringe benefits to domestic partners (same sex or opposite sex) for eligible employees. In order to receive these benefits, the employee must complete an Affidavit of Domestic Partnership, which can be obtained in the Office of Human Resources.

3.12 Benefits Continuation (COBRA)

Eligible employees, spouses, and dependents of employees covered by the University's Health and Dental Insurance Plans (the "Plans") have a right to choose continuation coverage (COBRA) if you lose your group coverage because of a qualifying event set forth and defined in the insurance policy and summary plan description.

Employees must inform the University of a divorce, legal separation, or a child losing dependent status under the Plan within thirty (30) days of the occurrence of any such event. Documentation must be provided, if requested.

Please refer directly to the insurance policy, summary plan description, and COBRA notification(s) for election deadlines and premium payments. Failure to timely elect continuation coverage may result in a waiver of coverage. There is a 60-day period in

which a current or former employee can elect coverage. A former employee can carry COBRA coverage for a maximum of 18 months.

3.13 Workers' Compensation Insurance

On-the-job injuries are covered by Coker University's Workers' Compensation Insurance Policy, which is provided at no cost. Workers' Compensation insurance is provided for employees in accordance with the worker's compensation laws of the State of South Carolina for injuries arising out of and/or in the course of and scope of employment.

If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor and the Office of Human Resources. The Office of Human Resources will inform employees of the proper procedure for obtaining medical treatment. Failure to follow University procedures may affect the ability of employees to receive Workers' Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave sections of this Handbook for more information.

Employees injured arising out of and/or in the course of employment may be subject to drug screening.

4. COMPENSATION POLICIES

4.1 Staff Timekeeping

Accurately recording information in iSolved is the employee's responsibility. Federal and state laws mandate accurate recordkeeping of time worked and leave time in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties. For more information on what is considered time worked, contact the Office of Human Resources.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to certify the accuracy of all time recorded and submit to their supervisor for approval. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors. All corrections or modifications to timecards must be approved by the employee's supervisor prior to the correction and/or modification. Both the employee and supervisor must verify the accuracy of the correction and/or modification.

Non-Exempt and Part-Time Employees

Non-exempt and part-time employees should accurately record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason in iSolved.

Overtime work must be approved by the employee's supervisor before it is performed.

Non-exempt employees are specifically prohibited from performing any work for the University "off the clock." No one has the authority to allow or ask, directly or indirectly, any non-exempt employee to perform any work for the University "off the clock." In all cases, all time worked by non-exempt employees must be recorded on the time record, and will be compensated. Employees with questions about overtime or other compensation issues may speak with the Office of Human Resources.

Exempt Employees

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave, or personal business in iSolved.

4.2 Overtime

The standard work schedule for offices of the University is 8:30 a.m. to 5:00 p.m., Monday through Friday with an hour lunch break. This 37.5 hour workweek is defined as 100% full-time employment. Work performed outside of the standard work schedule should have an *alternative work schedule* completed and on file with HR.

For the purposes of calculating overtime for non-exempt employees, the workweek begins at 12:00 a.m. Saturday and ends 168 hours later at 12.a.m. on the following Saturday.

A Supervisor may permit an employee to work an agreed-upon remote work schedule; however, the remote schedule must be pre-approved by the appropriate Vice President and a copy provided to the Office of Human Resources for time tracking purposes.

[Remote Work Policy](#)

The following Overtime rules apply:

1. Employees classified as exempt from the Fair Labor Standards Act ("FLSA") are not eligible for overtime pay. The FLSA does not require that these individuals be compensated for hours worked in excess of their regular schedule.
2. Non-Exempt employees must enter their time in iSolved for supervisor review no later than 5 pm on the final day of the pay period, which is either the 10th or 25th of the month based on which pay period it is for the month. However, time entry may be required to happen on the last business day should the pay period end on a weekend. The employee's supervisor must review and approve the leave time by 10:00 am on the following workday. Scheduling may differ due to holidays, and details will be emailed to staff a few days prior to the time entry deadline.
3. If corrections or modifications need to be made to the time entered both the employee and the supervisor must verify the accuracy of the changes. If the approval deadline has passed, payroll must be notified so that the corrections or modifications can be made.

The following rules apply to non-exempt employees:

1. Employees classified as non-exempt from the Fair Labor Standards Act must be compensated for all hours worked.
2. Non-exempt employees may be required to perform overtime work to complete a job or task on time. **However, non-exempt employees may not work more than the standard number of hours in their work schedule without prior written authorization from their supervisor(s).** If a non-exempt employee works overtime without prior written authorization, the employee may be subject to disciplinary action.
3. Non-exempt employees may not take work home without the prior written approval of their supervisor. Abuse of overtime, including working unauthorized hours or taking work home without authorization, may result in disciplinary action.
4. Non-exempt employees who work more than 40 hours in one workweek shall accurately record the overtime. The Employee shall receive overtime pay at the rate of 1 ½ times their regular hourly rate for all time worked in excess of 40 hours each week.
5. Non-exempt employees will be compensated for all overtime worked

during a pay period on the next regular pay date after the period in which the overtime was earned.

6. Hours for which non-exempt employees are regularly paid, but do not actually work due to an official holiday, vacation days or other paid time off are not counted in calculating the number of hours worked within a workweek for overtime purposes.

4.3 Pay Schedule

Employees will be paid on the 15th day of the month and the last day of the month for all the time worked during the past pay period.

The pay date will be the last Friday of each month. Payroll is generally processed by Tuesday the week employees are paid. However, if an employee fails to complete and turn in a time card by 5 p.m. the Monday before, the University reserves the right to pay the employee for those hours on the next payroll cycle.

4.4 Deductions from Paycheck

Payroll stubs itemize deductions made from gross earnings. Deductions will be made from each employee's gross pay for state and federal income taxes, and FICA (Social Security and Medicare Tax). All other deductions must have prior authorization from the employee. A weekly administrative fee may be charged, pursuant to applicable federal, state, or local law, for any state or federally directed wage garnishments (child support payments, IRS levies, etc).

If you believe that an improper deduction has been made from your wages, you should immediately report this information to the Office of Human Resources.

4.5 Error in Pay

The University makes every effort to avoid errors in paychecks. If you believe an error has been made, please contact the Office of Human Resources immediately. If an error in pay is found, it will be adjusted on the next pay date.

5. LEAVE BENEFITS

5.1 Bereavement

Bereavement leave may be granted to employees for the death of a family member. Employees should notify their supervisor in advance of their intention to use bereavement leave.

Bereavement Leave with pay may be granted for up to 7 working days in the event of the death of an employee's spouse or child.

Bereavement Leave with pay may be granted for up to 3 working days in the event of the death of an employee's parent, grandparent, grandchild, sibling, parent-in-law, son/daughter-in-law, and sibling-in-law.

Bereavement Leave with pay may be granted for up to 1 day in the event of the death of any other family member (by blood or marriage) not mentioned above.

Should an employee wish to attend the funeral of any other individual, a request should be made to the employee's immediate supervisor as far in advance as possible. This absence will be charged to an employee's vacation leave. If vacation leave is not available, the employee may take time off without pay with the advance approval of their supervisor.

5.2 Emergency Closings

In the event of emergencies, the University's classes may be cancelled. It is important to note that the cancellation of classes does not necessarily mean the University is closed for employment purposes.

While adverse weather conditions are not usually a valid reason for absence from work, there are occasions when severe weather conditions make it questionable as to whether or not an employee can travel to or from work safely. The University does, however, expect all employees to make every reasonable effort to report to work, unless notified by the University that it is closed.

On occasion, bad weather occurs during the day after employees arrive at work. Depending upon the circumstances, employees may be directed to a place of safety within your building or you may be told to leave. In the event the University is opened late or closed early because of an emergency or hazardous weather, the following applies for paying wages to hourly non-exempt employees.

- If the University is closed during the day to permit employees to leave early, non-exempt employees are paid for actual hours worked.
- If there is a delay in the opening of the office, non-exempt employees are paid for actual hours worked.
- Non-exempt employees who do not report to work when the University is open are not paid for the day. With supervisor approval, the employee may use vacation or take leave without pay.
- It may be necessary to work longer hours later in the week due to a closing. Overtime will be paid to non-exempt employees who work

more than 40 hours in the week.

Although exempt employees are paid for absences due to inclement weather, they are nevertheless expected to complete whatever duties are necessary regardless of how many hours are needed to do so.

5.3 Family And Medical Leave Act

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact the Office of Human Resources.

Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," the employee must: 1) have been employed by the University for at least 12 months (which need not be consecutive); 2) have been employed by the University for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

Entitlements

As described below, the FMLA provides eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a "serious health condition";
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or

- Because of any "qualifying exigency" arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country.

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

"Qualifying exigencies" may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

Additional Military Family Leave Entitlement (Injured Service Member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a "covered servicemember" is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. Leave to care for a servicemember shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "covered servicemember" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." Covered servicemembers also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are

referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered servicemember. Qualifying exigency leave also may be taken on an intermittent basis.

No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate discharge, to the extent permitted by law.

Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the University substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The University will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the University telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) University's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The University may retroactively designate leave as FMLA leave with appropriate written

notice to employees provided the University's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the University and employee can mutually agree that leave be retroactively designated as FMLA leave.

Employee FMLA Leave Obligations

Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the University of their need for FMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice

To trigger FMLA leave protections, employees must inform the Office of Human Resources of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the University to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job; they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a healthcare provider;
- the leave is due to a qualifying exigency caused by a military member being on covered active duty or called to covered active duty status to a foreign country; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered servicemember with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the University's questions to determine if absences are potentially FMLA-qualifying. If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the University has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave

Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the University notice of the need for leave as soon as practicable under the facts and circumstances of

the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the University and make a reasonable effort to schedule treatment so as not to unduly disrupt the University's operations, subject to the approval of the employee's health care provider. Employees must consult with the University prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the University and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the University may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the University may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the University of the reason why such leave is medically necessary. In such instances, the University and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the University's operations, subject to the approval of the employee's health care provider.

Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the University with timely, complete and sufficient medical certifications. Whenever the University requests employees to provide

FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the University's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The University will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The University will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the University (through individuals other than the employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the University with authorization allowing it to clarify or authenticate certifications with health care providers, the University may deny FMLA leave if certifications are unclear.

Whenever the University deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. **Initial Medical Certifications** - Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the University has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the University's expense. If the opinions of the initial and second health care providers differ, the University may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the University and the employee.

2. **Medical Recertifications** - Depending on the circumstances and duration of FMLA leave, the University may require employees to provide recertification of medical conditions giving rise to the need for leave. The University will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.
3. **Return to Work/Fitness for Duty Medical Certifications** - Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs

must provide the University with medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The University may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees may seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the University may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the University may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the University may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

Substitute Paid Leave for Unpaid FMLA Leave

Employees may use any accrued paid time while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leave and the paid time will run concurrently with the employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement.

Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the University notifies employees of other arrangements, whenever employees are receiving pay from the University during FMLA leave, the University will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must pay their

portion of the group health premium through a method determined by the University upon leave.

Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact the Office of Human Resources. The University is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact the Office of Human Resources immediately. The University will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the University's other leave policies in this Handbook or contact the Office of Human Resources.

5.4 Holidays

Since the work of the administrative offices and support services is governed to a great degree by the academic calendar, which varies from year to year, it is not practical to designate a uniform holiday schedule. However, the University may recognize the following holidays:

New Year's Day
Martin Luther King, Jr. Day
Easter (Good Friday or Easter Monday)
Memorial Day
Independence Day
Labor Day
Day before Thanksgiving
Thanksgiving Day
Day after Thanksgiving
Christmas Eve

Christmas Day
Floating Holiday*

*The university also allows one "floating holiday" to be taken at the employee's discretion, but in consultation with the employee's supervisor.

When practical, designated holidays will be announced prior to the beginning of each calendar year; however, the schedule may be subject to change during the year if circumstances dictate. If a designated holiday conflicts with the academic calendar and limits the ability of the University to close, an alternate day may be designated. The University may also use its discretion to designate additional or alternative holidays for a specific year.

Regular Part-Time employees who are regularly scheduled to work 20 or more hours per week and Regular Full-Time employees are eligible to be paid for holidays. To receive holiday pay, an employee must either be scheduled to work or be on approved paid vacation or sick leave for both the day before and the day after the holiday. Employees on an unpaid leave of absence and/or FMLA are not eligible for holiday pay.

Because the needs of the University vary from year to year as well as throughout the year, some employees may be scheduled to work during a holiday period. Every effort will be made to provide reasonable notice and to utilize volunteers when feasible. The appropriate Administrative Officer must approve all holiday work schedules. Voluntary casual work time during a holiday is not subject to the requirements of this policy.

Non-exempt employees required to work during a designated holiday will be compensated for time worked in addition to their regular holiday pay.

5.5 Military Leave

The University will provide Regular Full-Time Employees with two weeks per calendar year paid leave for required attendance at military training exercises. Absences beyond two weeks will not be paid unless designated as paid vacation leave.

Employees must provide their supervisor with a copy of their orders as soon as possible to be eligible for the leave time. This policy applies to members of Army, Air Force, Marine, and Navy Reserve and National Guard units. Members of local Fire Departments and Emergency Response organizations, or similar civic groups, are not eligible for this paid leave.

The University will comply with all federal and state military leave/military service laws regarding re-employment, reinstatement and accrual of benefits.

5.6 Sick Leave

The University provides paid sick leave benefits to all Regular Full-Time and Part-Time employees. 12-month Regular Full time and Part time sick leave accrual is described below.

Sick leave is appropriate to use during periods of temporary absence due to illness or injury. Eligible employees may use sick leave benefits under the following conditions:

- Except in cases of emergency, employees must notify their supervisor or department head of their illness as early as possible in advance of the beginning of their work day. Failure to provide reasonable notice may result in the absence being considered as an unexcused absence.
- Sick leave will generally be authorized for the first two days of an illness, provided the supervisor has been notified in accordance with this policy. The University may require a physician's statement at any time during an illness.
- Each employee is responsible for keeping their supervisor or department head informed of their leave requirements throughout their absence and should provide an estimated date of return to work.

Sick leave will generally begin when the supervisor is informed that the employee is ill or when the employee submits a statement from a physician that the employee is physically unable to work (whichever is earlier). Sick leave will continue until the employee returns or when the physician indicates that the employee is physically able to return to work. Sick leave may also be used for medical, dental, and optical appointments.

The use of sick leave related to the care of another individual is limited to 10 scheduled working days, unless otherwise designated and appropriately characterized as FMLA leave.

Sick leave must be recorded via the employee timesheet. Holidays occurring during a paid sick leave will be paid as a holiday and not as sick leave. Illness or injury during a vacation or during an unpaid leave of absence will not be considered for paid sick benefits.

Sick Leave Accrual

12-month regular full-time or regular part-time employees accrue sick leave as described in this section. The amount of sick leave accrual is determined by the length of regular full-time or regular part-time employment at Coker University. Part-Time employees accrue at half the rate of Full-Time employees. Accruals begin the first day of the month following regular employment. Changes in accrual rates occur on the anniversary date of the employees 5th, 10th, and 15th year of continuous employment.

Accruals are as follows:

5 years or less	6.25 hours per month
More than 5 years or less than 15 years	9.38 hours per month
15 years or more	12.50 hours per month

A maximum of 120 sick leave days may be accrued. The combined total of banked and non-banked sick days cannot exceed 120 days. Generally, leave may not be borrowed against future accommodation.

It is essential the employee keep their supervisor informed of their medical condition throughout all periods of illness.

Sick Leave Donations

A Regular Full-Time or Regular Part-Time employee that has been employed by the University for no less than one year that is diagnosed with a serious illness as defined by FMLA who has exhausted all available paid leave, may submit a petition to borrow sick leave from co-workers. The maximum number of sick leave days that will be made available to the employee is 40 days per occurrence. For additional information on borrowing or donating sick leave days, please contact the Office of Human Resources.

NOTE: Borrowed sick days cannot be used to continue pay once the employee has been released from their doctor's care. If an employee has no accrued leave time available, then the rest of the FMLA will be unpaid.

Liquidation of Sick Leave upon Termination of Employment

Sick leave is not payable upon termination of employment except for qualified retirement. It may not be used to augment an employee's earned annual leave balance nor granted as compensatory time off. Employee eligibility for monetary compensation for unused sick leave accrued up to the time of retirement is based on the employee's date of hire.

Employees hired after September 1, 2008 who have at least 15 years of service at retirement and who are at least 59.5 may request payment for sick leave up to a maximum of 10 days.

Employees hired prior to September 1, 2008 may request to have confirmed accrued sick leaves as of September 1, 2008 banked. Although employees will continue to accrue sick leave after September 1, 2008, the banked balance may not be augmented with sick leave accrued after September 1, 2008. The total balance of banked and non-banked sick leave will not exceed 900 hours. Employees having banked sick leave at retirement may elect to receive payment for one half of the banked days at retirement or the number of unused sick leave days on the books at retirement up to a maximum of 10 days.

5.7 Vacation

Vacation time-off with pay is available to Regular Full-Time and Part-Time 12-Month employees. Vacation provides opportunities for rest, relaxation and personal pursuits. Vacation accruals begin on the employee’s hire date and eligibility for increased vacation occurs on the anniversary date of employment. Permanent Part-Time employees accrue at half the rate of Regular Full-Time employees. Accruals are as follows:

Years of Service	Accrual Rate	Maximum Amount
Less than 5 years	6.25 hours per month	20 days
More than 5 years or less than 15 years	9.38 hours per month	30 days
15 years or more	12.50 hours per month	40 days

Employees will not lose vacation time until the maximum amount of days has been attained. Once the maximum amount has been attained, employees will only lose what is accrued during the subsequent pay periods until the employee takes vacation. The employee will then accrue until the maximum amount is reached.

All vacation must be arranged for and taken in consultation with and approval of the immediate supervisor. Attention must be given to the effective continuity of the work in all offices. Therefore, in the event that several employees request vacation for the same day(s), the University has the sole discretion to decide which employee(s) are allowed vacation.

Upon termination of employment, employees may be paid out all earned vacation not yet taken up to a maximum of 10 days (5 days for part time employees). Adjustments for vacation taken but not earned will be made in the final paycheck.

Serious illness, as defined by the FMLA, occurring while on vacation is considered sick leave and is not charged to vacation, unless sick leave has been exhausted.

6. EMPLOYMENT POLICIES

6.1 Equal Employment Opportunity

Coker University is an Equal Employment Opportunity employer committed to providing equal opportunity in all of our employment practices, including recruitment, selection, hiring, assignment, reassignment, promotion, transfer, compensation, benefits, access to facilities and programs, reduction-in-force or furlough decisions, discipline, termination and general treatment during employment. The University prohibits discrimination, harassment, and retaliation in employment on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, sex or gender (including pregnancy, childbirth, or related medical conditions), gender identity or expression, marital status, sexual orientation, age, disability, military service or veteran status, genetic information, or any other characteristics protected by federal, state, or local laws and ordinances.

Violation of this policy will result in disciplinary action, up to and including immediate termination. If an employee has a complaint or feels they have been discriminated against, they must immediately contact the Office of Human Resources.

6.2 Reasonable Accommodations

Coker University is committed to complying with the Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA), as well as all local and state laws that provide additional protection to those with disabilities. The University will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the University's operations. If you need assistance to perform your job duties because of a physical or mental condition, please contact the Office of Human Resources. Additionally, any person who believes that the University, or any employee of the University, is, or may be engaging in discriminatory conduct because of a disability should contact the Office of Human Resources.

6.3 Pregnancy Accommodations

In compliance with South Carolina law (S.C. Code Ann. §1-13-80), Coker University will not discriminate against an individual because of pregnancy, childbirth or related medical conditions, including, but not limited to, lactation. The University will endeavor to make reasonable accommodations for the employee's medical needs arising from pregnancy, childbirth or related medical conditions, unless doing so would impose an undue hardship on the operation of the business.

Reasonable accommodations may include, but are not limited to:

- making existing facilities readily accessible to, and usable by, such employees, including acquiring or modifying equipment or devices necessary for performing essential job functions;
- providing more frequent or longer break periods;
- providing more frequent bathroom breaks;
- providing a private place, other than a bathroom stall for the purpose of expressing milk;
- modifying the University's food or drink policy;
- modifying work schedules;
- providing seating or allowing the employee to sit more frequently;
- providing assistance with manual labor and limits on lifting;
- temporarily transferring the employee to a less strenuous or hazardous vacant position, if qualified; or
- providing job restructuring or light duty, if available.

The University will not:

- deny employment opportunities to the employee based on the need to make such reasonable accommodations;
- require the employee to accept an accommodation that the employee chooses not to accept, if the employee does not have a known limitation related to pregnancy, or if the accommodation is unnecessary for the employee to perform the essential duties of their job;
- require the employee to take leave under any leave law or University policy if another reasonable accommodation can be provided to the employee; or
- take any adverse action against the employee in the terms, conditions or privileges of employment for requesting or using a reasonable accommodation.

Pursuant to South Carolina Lactation Support Act, the University supports the legal right and necessity of employees who choose to express milk in the workplace. Coker will make reasonable efforts to provide employees with use of a room or location in close proximity to their work area, other than a toilet stall, in order to express milk in private. Employees will not be discriminated against or retaliated against for choosing to express breast milk in the workplace in compliance with this policy and the law.

If employees have any questions concerning this policy or if they wish to request an accommodation, they should contact the Office of Human Resources.

6.4 Title IX

Coker University complies with Title IX of the Education Amendments of 1972, which prohibit discrimination based on sex (including sexual harassment, sexual misconduct,

and sexual violence) in the University's educational programs and activities, including employment. Title IX also prohibits retaliation for asserting such claims of discrimination. The University has designated a Title IX coordinator, listed on the Title IX web page and on the Office of Human Resources website to coordinate the University's compliance with and respond to inquiries concerning Title IX. The University's Title IX policies and procedures are included on the Title IX web page.

6.5 Harassment-Free Environment

It is Coker University's policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, creed, religion, national origin, ancestry, citizenship status, sex or gender (including pregnancy, childbirth, or related medical conditions), gender identity or expression, marital status, sexual orientation, age, disability, military service or veteran status, and genetic information.

Violation of this policy will result in disciplinary action, up to and including immediate termination.

If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with your immediate supervisor or Coker's Director of Human Resources. At a minimum, the term "harassment" as used in this policy includes:

- Offensive remarks, comments, jokes, slurs, or verbal conduct
- Offensive pictures, drawings, photographs, figurines, or other graphic images, conduct, or other written communications, including e-mail, faxes, and copies
- Offensive sexual remarks, sexual advances, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching and gestures, regardless of the gender of the individuals involved.

We also prohibit retaliation, which includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this policy, or (2) participating in an investigation conducted under this policy.

Our supervisors and managers are covered by this policy and are prohibited from engaging in any form of harassing, discriminatory, or retaliatory conduct. No supervisor or other member of management has the authority to suggest to any applicant or employee that employment or advancement will be affected by the individual entering into (or refusing to enter into) a personal relationship with the supervisor or manager, or for tolerating (or refusing to tolerate) conduct or communication that might violate this policy. Such conduct is a direct violation of this policy.

Even non-employees are covered by this policy. We prohibit harassment, discrimination, or retaliation of our employees in connection with their work with non-employees. Immediately report any harassing or discriminating behavior by non-employees, including contractor, or subcontractor employees. Any employee who experiences or observes harassment, discrimination, or retaliation should report it using the steps listed below:

1. First, discuss any concerns with the Director of Human Resources. Issues related to Title IX may be discussed with the Director of Human Resources in conjunction with the University's Title IX Coordinator.
2. If you are not satisfied after you speak with the Director of Human Resources, or if you feel that you cannot speak to that person, discuss your concern with a Vice President of the University.
3. If at any time, you feel the need to speak to someone else, you may contact a Vice President or the President of the University.

The University will investigate the report and then take prompt, appropriate immediate action. The University will protect the confidentiality of employees reporting suspected violations of this or any other University policy to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

We are serious about enforcing our policy against harassment. Persons who violate this or any other University policy are subject to discipline, up to and including immediate termination. We cannot resolve a potential policy violation unless we know about it. You are responsible for reporting possible policy violations to us so that we can take appropriate actions to address your concerns.

6.6 Anti-Retaliation

Coker University prohibits retaliation against any employee because of the employee's opposition to a practice the employee reasonably believes to constitute employment discrimination/harassment, or because of the employee's participation in an employment discrimination/harassment investigation, proceeding, or hearing. Any retaliatory adverse action because of such opposition or participation will not be tolerated.

Opposition to perceived discrimination/harassment includes threatening to file a discrimination complaint with the EEOC, a State agency, or court, or complaining or protesting about alleged employment discrimination/harassment to a manager, or other

University official. Opposition also includes a complaint or protest made on behalf of another employee. A complaint about an employment practice constitutes protected opposition only if the employee communicates to the University a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner which disrupts the workplace, constitutes an unlawful activity, or consists of the badgering or threatening of employees or supervisors is not protected.

Further, Coker University will not tolerate retaliation against any individual because the individual has filed a charge, testified, assisted, or participated in any manner in an investigation, proceeding, hearing or litigation under federal or state employment discrimination/harassment statutes or the University's Harassment policy.

Coker University will thoroughly, promptly, and objectively investigate any claim of unlawful retaliation because of opposition to alleged discrimination/harassment or participation in a proceeding regarding alleged employment discrimination/harassment. If you believe that you have been retaliated against because of your opposition to an employment practice you reasonably believe to be discriminatory or constituting harassing behavior, or because of your participation in a University investigation or in a hearing or proceeding regarding alleged unlawful discrimination/harassment, you should, as soon as possible, provide a written or verbal complaint to your supervisor or to a member of the Office of Human Resources. If the University determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination/harassment or participation in an investigation or a proceeding related to alleged employment discrimination/harassment, the University will take effective remedial action appropriate to the circumstances. The University will also take action to deter any future retaliation. If a complaint of unlawful retaliation is substantiated, appropriate disciplinary action, up to and including termination will be taken.

Employees are required to understand Coker University's Harassment Policy and Anti-Retaliation Policy and their obligation to abide by these policies while employed by the University.

6.7 Drug-free and Alcohol-free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect University property, and to ensure efficient operations, Coker University has adopted a policy of maintaining a workplace free of drugs and alcohol. The University has established the following guidelines with regard to use, possession or sale of alcohol or drugs, which applies to all employees and other individuals who perform work for the University.

The illegal use, manufacture, possession, distribution, sale, purchase, or transfer of, or being under the influence of, illegal drugs or alcohol is prohibited while on University

property or while performing University business (whether or not on University property), is prohibited. The use of alcohol when authorized by the University for approved University functions is not prohibited. Any illegal substances will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. In all circumstances, the University will cooperate with law enforcement officials and agencies as may be required under current law.

As a condition of employment, employees are required to notify the University of any felony drug statute conviction no later than five (5) days after such conviction.

The legal use of over-the-counter or prescription drugs as prescribed by a licensed medical professional is permitted on the job only if it does not impair employees' abilities to perform the essential functions of their job effectively, with or without reasonable accommodation, and in a safe manner that does not endanger other individuals in the workplace. Employees taking legally prescribed or nonprescription medications are responsible for being aware of any potential side effects such drugs may have on their reactions, judgment or ability to perform their duties and to report such use to their supervisor. If employees are deemed to be incapable of safely performing their duties while under the influence of such drugs, they will be sent home or other appropriate steps may be taken.

Off the job illegal drug use which adversely affects employees' job performance or which jeopardizes the safety and well-being of co-workers, students, the public or University property or the reputation of the University or the community is proper cause for disciplinary action, up to and including termination of employment.

Employees will not be permitted to work while under the influence of drugs or alcohol. Individuals who appear to be unfit for duty may be subject to a medical evaluation which may include drug or alcohol screening. The University may also require post-accident drug and alcohol screening. Refusal to comply with a fitness-for-duty evaluation may result in disciplinary action up to and including discharge.

Employees are encouraged to seek counseling and treatment and can get assistance through the Office of Human Resources (843-383-8060) or the Employee Assistance Program (800-968-8143).

6.8 Furlough Policy

Policy Overview

The purpose of this policy is to establish the authority for a budget-required mandatory furlough program. This policy would only be used during situations of severe budget shortfalls, as identified by the President and approved by the Board of Trustees.

Scope and Applicability

All employees, who earn more than a particular annualized salary as determined by the President, except for Adjunct Faculty Members and temporary employees, may be required to take one or more days of leave without pay pursuant to this policy. A furlough is an unpaid leave of absence during which time furloughed employees shall not perform any of their usual and customary job duties. Equity issues will be considered in the development of the plan.

Policy Statement

In the event of a severe budget shortfall facing the University, the Board of Trustees may determine that it is in the best interests of the University to implement a budget-required mandatory furlough program under the terms described in this policy. The President, with the approval of the Board of Trustees, is authorized to determine the number of furlough days that are required to make up for a budget shortfall. The number of furlough days taken by each employee shall be determined based solely on the annualized salary of each employee.

Definitions

1. Furlough - An unpaid leave of absence from work for a specified period of time.

Notice of Furlough/Pay Change

1. The number of furlough days will be communicated to employees as soon as possible and every effort will be made to provide notification at least 30 days in advance.

Furlough Policy Process

The following terms and conditions apply to the furlough policy:

1. Before a mandated furlough is implemented, an analysis to ensure its cost effectiveness will be conducted.
2. Employees are not permitted to work for the University in the furloughed position when taking furlough time.
3. Employees may not use accrued paid leave during periods of furlough.
4. Part-time employees with the identified full-time annualized salary as determined by the President shall be required to take furlough leave on a pro-rata basis, i.e. half-time employees shall take half the number of furlough leave days, etc.

5. Employees hired during a year that a furlough is mandated will be required to take furlough leave on a pro-rata basis, i.e., an employee working only six months in the year shall take half the number of furlough leave days, etc.
6. Except for University-wide mandatory furlough leave days that may be scheduled by the President, all mandatory furlough leave must be scheduled in coordination with the employee's supervisor. Furlough leave must be scheduled in coordination with the employee's supervisor in such a way as to avoid disruption of essential services of the University to the extent possible.
7. Furlough leave must be taken in full days (7.5 hours) or half-days (4 hours).
8. Faculty members may not schedule furlough leave for times in which they are scheduled to teach.
9. Supervisors may not schedule overtime for other employees to compensate for the loss of services of an employee on furlough leave. Employees who do not cooperate with the scheduling of their furlough leave shall have furlough leave days assigned to them.
10. Supervisors may not permit an employee to work overtime in a week in which the employee takes furlough leave.
11. No annual leave or other personal leave may be used on or in lieu of a period of furlough leave. Paid holidays may not be used as days of furlough leave.
12. An Employee will continue to accrue annual and sick leave as if they were in pay status.
13. Possible Reduction of some employee benefits, including retirement or life insurance may be required because of implementation of furlough leave.
14. As to those benefits which require employer and employee contributions to the University's retirement plan, the University will be responsible for making both the employer and employee contributions during the furlough. The employee remains solely responsible for making contributions that require only employee contributions.
15. All furlough leave days shall be documented on current leave request forms and marked as furlough leave for payroll and leave records.

Statement of Accountability and Responsibility

The President, through the Director for Human Resources, shall be responsible for enforcing Human Resources procedures and policies. Human Resources shall work with the different departments and offices to comply with this policy and develop procedures that will enforce this policy regarding awareness, prevention, and remediation.

The decision that a budget-required furlough is necessary is final and binding and not subject to challenge or review. However, employees with concerns about their mandatory furlough leave may schedule an appointment with the Human Resources or to the Vice President to whom their office reports to discuss circumstance and terms of the furlough.

6.9 Employment Record Data Changes

In order to obtain their position, employees have provided personal information, such as address and telephone number. This information is contained in their personnel file. It is the responsibility of each employee to keep their personnel file up to date by promptly notifying the Office of Human Resources of any changes in personal data. This includes, but is not limited to, name, mailing address, phone number, emergency contact information, beneficiaries, eligible dependents, marital status, and military status. Employees also should inform the Director of Human Resources of any specialized training or skills they acquire, as well as any changes to any required visas. Unreported changes can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach employees in a crisis could cause a severe health or safety risk or other significant problem.

Employees can change personal information directly in iSolved for payroll purposes. Upon email request, employees may examine, but not remove or alter, information contained in their electronic personnel file.

6.10 Children in the Workplace

The presence of children in the workplace with the employee parent during normal business hours is to be avoided except in emergency situations. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the University's professional work environment.

If bringing a child to work with the employee is unavoidable, the employee must contact their supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. Consideration will not be given to allowing a child

with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied by and be under the direct supervision of the employee parent at all times.

6.11 Open Door Policy

The University is committed to an open door policy, which encourages employees to openly communicate with supervisors at all levels. Any problems or complaints should be first discussed with the employee's immediate supervisor. If a problem or complaint cannot be resolved with the supervisor, or if you are not comfortable addressing it with the supervisor, the employee is encouraged to address the situation with higher levels of supervision to assure a prompt and fair solution. For any complaints or problems that involve harassment, discrimination, or any alleged illegal conduct, the employee must immediately contact the Office of Human Resources or otherwise follow the reporting procedures in the Harassment-Free Environment policy.

6.12 Performance Evaluations

Depending on the employee's position and classification, employees and their supervisor may participate in a formal performance evaluation annually. The purpose of performance evaluations is for a supervisor and an employee to have a candid discussion about performance expectations and actual performance. Employees are encouraged to provide input during the review process. In addition to these formal performance evaluations, the University encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

6.13 Record Retention and Legal Notices

Coker University acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the University and its employees and possible disciplinary action against responsible individuals (up to and including discharge of the employee). Each employee has an obligation to contact the President to inform them of potential or actual litigation, external audit, investigation or similar proceedings involving the University that may have an impact on record retention protocols.

Legal notices are typically hand delivered documents by a process server and include summonses or other documents informing the University of legal action involving the University. These documents are generally extremely time sensitive and may require the University to take some form of action within a specific time frame.

The only University employees authorized to accept and sign for any legal notice is the

President and Legal Counsel. All employees should direct any individual attempting to deliver any legal notice to the Administration Building.

7. STANDARDS OF CONDUCT

7.1 Animals on Campus

The University strives to promote a safe and healthy living, learning, and working environment. For this reason, animals, except for fish, are prohibited from being inside all University-owned buildings, unless the animal is in the service of a person with a disability or the animal is being used in classroom instruction. Animals are allowed outside buildings on the University property, provided the animal is without a history of aggression; on a leash, under control and accompanied by the owner at all times; and that the owner cleans up after the animal. All students, employees and/or guests of the University accept full legal responsibility for their animal while on campus property including damage to property or injury to third persons.

7.2 Attendance and Punctuality

Punctual and regular attendance is an essential function of each employee's job at the University. Any tardiness or absence causes problems for fellow employees and supervision. When an employee is absent, others must perform their work.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for break periods or when required to leave on authorized business. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided.

In all cases of absence or tardiness, employees must provide their supervisor with an honest reason or explanation. Documentation of the reason may be required. Employees also must inform their supervisor of the expected duration of any absence. An employee must call or email their supervisor in advance of their regular starting time on any day on which the employee is scheduled to work and will not report to work. If you cannot personally contact your supervisor, you should have a reliable person do so.

Planned absences must be scheduled and approved in advance.

Excessive absenteeism (*excused or not*) may be grounds for discipline up to and including termination of employment (unless otherwise protected by law). Normally, if an employee has 3 unexcused absences during any rolling 12-month period, the employee will be subject to termination, even if not paid for those days. For purposes of this rule, being tardy or leaving early will be counted as one-half absence provided the employee has worked for at least 5 hours. Otherwise, the incident will be considered

one full absence.

Any employee who fails to report to work without notification to their supervisor for a period of three or more consecutive work days or more will be considered to have voluntarily terminated the employment relationship.

7.3 Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using University communication systems or equipment and employee provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants (including iPhone, Blackberry or similar text messaging devices), pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Acceptable Uses of Our Systems

Employees may use our Systems to communicate internally with co-workers or externally with customers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

University Control of Systems and Electronic Communications

All Electronic Communications contained in University Systems are University records and/or property. Although an employee may have an individual password to access our Systems, the Systems and Electronic Communications belong to the University. The Systems and Electronic Communications are accessible to the University at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, reviewing, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. Users have no legitimate expectation of privacy in regard to their use of the Coker University systems. Employees have no legitimate expectation of privacy related to Electronic Communications or information stored on our Systems.

The University's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to employee-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

The University may access voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the University deems it appropriate to do so. The reasons for which the University may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that University operations continue appropriately during the employee's absence.

Further, Coker University may review Internet usage to ensure that such use with University property, or communications sent via the Internet with University property, are appropriate. The reasons for which the University may review employees' use of the Internet with University property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that University operations continue appropriately during the employee's absence.

Personal Use of Our Systems

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or the University's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by the University at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, employees should not use our Systems for communication or information that employees would not want revealed to third parties.

Prohibited Uses of Our Systems

The University's policies prohibiting harassment, in their entirety, apply to the use of University's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law. Examples of prohibited uses include, among other things, sexually-explicit messages, images, cartoons, or jokes; ethnic or racial slurs; or any other message or image that may be in violation of University policies.

In addition, employees may not use our Systems:

- to access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.
- To download, save, send or access any defamatory, discriminatory or obscene material;
- To download, save, send or access any music, audio or video file except when required by your job;
- To download anything from the internet (including shareware or free software) without the advance written permission;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of the University or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and,
- In connection with the violation or attempted violation of any law.

Electronic Forgery

An employee may not misrepresent, disguise, or conceal their identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mailbox, password, etc. without prior written approval of the account owner and without identifying the actual author.

Intellectual Property Rights

Employees must always respect intellectual property rights such as copyrights and trademarks. Employees must not copy, use, or transfer proprietary materials of the University or others without appropriate authorization.

System Integrity, Security, and Encryption

All Systems passwords and encryption keys must be available and known to the University. Employees may not install password or encryption programs without written permission. Employees may not use passwords and encryption keys belonging to others.

Applicable Laws

Numerous state and federal laws apply to Electronic Communications. The University

will comply with applicable laws. Employees also must comply with applicable laws and should recognize that an employee could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Use of Social Media

Coker University respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. When using social media as a part of their official duties, and/or when presenting oneself in social media settings as a university representative, employees must comply with applicable University policies governing employee conduct and acceptable use of electronic and information resources.

In all instances, Employees must adhere to the following rules:

All rules regarding confidential information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.

Whether the employees are posting something on their own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the University and also expresses either a political opinion or an opinion regarding the University's actions that could pose an actual or potential conflict of interest with the University, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is the poster's personal opinion and not the University's position. This is necessary to preserve the University's good will in the community.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or violent is forbidden. University policies apply equally to employee social media usage.

Coker University encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment and are encouraged to be respectful of the University, its students, its alumni, and other University employees. Employees should avoid personal complaints about supervisors, co-workers, students, or engage in other behavior that will reflect negatively on your or the University's reputations. Employees with any questions should review the guidelines

above and/or consult with their supervisor.

Consequences of Policy Violations

Violations of this policy may result in disciplinary action up to and including immediate termination of an employee's employment as well as possible civil liabilities or criminal prosecution. Where appropriate, the University may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the Office of Human Resources for advance clarification

7.4 Inspections

Coker University reserves the right to require employees while on University property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on University or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the University or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

7.5 Workplace Conduct and Discipline

The University expects its employees to observe "common sense" rules of honesty, good conduct, general job interest, safe practices, and to adhere to generally accepted customs of good taste.

The University expects a certain standard of behavior from its employees. All employees are expected to perform their duties using good judgment and in accordance with University policies. The following are not considered to be inclusive, but are examples of unacceptable behavior. This behavior may result in disciplinary action, up to and including termination:

- Excessive absenteeism or tardiness
- Unauthorized absence from work area
- Unacceptable job performance
- Violation of safety rules and safety practices
- Theft
- Failure or refusal to follow instructions (insubordination)
- Gambling on University property
- Fighting or attempting to fight on University property
- Bringing unauthorized firearms or other weapons on University

- property
- Sleeping or appearing to sleep on the job
 - Possession, distribution, or use of prohibited substances on the job
 - Reporting to work or working under the influence of alcohol and/or drugs
 - Unauthorized removal of University property
 - Threatening, intimidating, coercing, or abusing another person (verbal or written)
 - Horseplay
 - Falsification of any report or record
 - Failure to cooperate with requests to work overtime
 - Destruction of University property or another employee's property
 - Failure to report an on-the-job accident or injury
 - Use of bulletin boards, computers, telephones, or any other University property in violation of University policies
 - Negligence or any careless action which endangers the life or safety of you or another person
 - Insubordination
 - Smoking on campus
 - Careless or reckless driving of University vehicles
 - Failure to immediately report damage to, or an accident involving, University property
 - Immoral, indecent, or disorderly conduct (such as fighting)
 - Sexual or other unwelcome harassment, or inappropriate behavior
 - Leaving the work area or University property without permission
 - Failure to accurately record actual hours worked on timesheets
 - Failure to adhere to any of the policies identified outside the scope of this list
 - Any activity in conflict with the University's interests
 - Failure to discharge duties while under an alternative work schedule agreement
 - Any unapproved outside employment while on a leave of absence

Obviously, not every type of misconduct can be listed. The University reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The University will deal with each situation individually and nothing in this Handbook should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help to ensure that the University remains a safe and desirable place to work.

7.6 Confidentiality

Coker University, both as an educational institution of higher learning and an employer, requires the strict confidentiality and security of the institution's records, in compliance

with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other federal, state and local laws as applicable that affect the dissemination and use of confidential or protected information and records.

Administrators, faculty, staff and student workers (Employees) who have access to such information and/or records shall safeguard the privacy and confidentiality of such information and/or records and shall not disclose or disseminate such information and/or records (in whatever form maintained) to any unauthorized person or entity.

Violations include, but are not limited to:

1. Engaging in any unauthorized or inappropriate use of information and/or records, or permitting such unauthorized or inappropriate use;
2. Obtaining or attempting to obtain personal benefit or permitting others to obtain or attempt to obtain personal benefit from the use or disclosure of any confidential information and/or records that an Employee accesses in the course of their work assignment or otherwise;
3. Exhibiting or divulging the contents of any record or report to any person or entity, except in the conduct of the Employee's work assignment and/or responsibilities in accordance with Coker University policies;
4. Knowingly including or causing to be included in any record or report a false, inaccurate, or misleading entry;
5. Removing any official record or report (or copy thereof) from the office where it is kept, except in the performance of the Employee's work assignment and/or responsibilities in accordance with Coker University policies; and
6. Aiding, abetting, or acting in conspiracy with any other person to violate or compromise the confidentiality of protected information or records, or to violate this Employee Code of Responsibility.

Employees are expected to immediately report any threatened or actual violation of this policy to the Office of Human Resources. Violation of this policy may include disciplinary action up to and including termination. Where the Employee is a student, disciplinary action may also include suspension or expulsion from the University, or such other academic or other sanctions as the University deems appropriate.

7.7 Separation

For most positions, in order for an employee to terminate employment voluntarily in good standing, the employee should submit a letter of resignation, at a minimum, two weeks prior to the date of departure. Voluntary separation includes resignation or

retirement.

Upon separation of employment, whether voluntary or involuntary, employees are required to return all items belonging to the University (including, but not limited to, credit cards, electronic devices, keys, Staff/Faculty ID, parking pass). To the extent permitted by law, the University will withhold from the employee's paycheck the cost of any items not returned when required. Employees that do not give at least a two week notice may forfeit any right to be paid for unused vacation and/or sick time.

7.8 Equipment and Vehicle Usage

When operating University equipment or vehicles, employees are expected to exercise care and follow all operating instructions, safety standards, and guidelines. An employee must notify the appropriate personnel if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The following guidelines must be adhered to when operating University equipment or a University vehicle:

- Prior to use, employees are required to be familiar with the operation of the equipment or vehicle. If you are not comfortable operating the equipment or vehicle, you must immediately notify your supervisor and stop using the equipment or vehicle.
- Vehicle drivers are required to have a valid South Carolina driver's license or equivalent authorization from another state and must have a satisfactory driving record and be employed by the University.
- Employees must follow applicable traffic laws including speed limits and seatbelt laws. Passengers are required to wear seatbelts.
- The use of alcohol, drugs, or medications that may cause drowsiness 24 hours prior to operating University equipment or vehicles is prohibited.
- Employees must inspect the University's equipment and vehicles immediately after use for potential problems. Also, employee operators must perform general cleanup of all equipment and vehicles directly after use. Any concerns should be immediately reported to your supervisor.
- Vehicles shall not to exceed the maximum capacities recommended by the manufacturer. All questions regarding capacity should be addressed with the Business Office.
- Vehicles must be returned on a full tank of gas.
- The use of mobile devices is prohibited while operating University equipment or vehicles. The improper careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as

excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination.

7.9 Communication Devices

Telephones and Personal Cell Phones

Personal use of telephones and cell phones (including calls and text messaging) during work hours, regardless of the phone used can interfere with employee productivity, safety and be distracting to others. While at work, employees must exercise the same discretion in using a personal cell phone as for the use of University phones. Employees are encouraged to limit personal calls and/or text messages to during breaks and meal periods to the extent possible and to ensure that friends and family members are aware of this policy. The University shall not be liable for the loss of or damage to personal cell phones brought into the workplace. Employees shall not use personal cell phones in place of University provided communication devices.

Personal Use of University Provided Communication Devices

Where job or business needs demand immediate access to an employee, the University may issue a business cell phone, and/or two-way radio for work-related communication. The personal use of University issued devices and equipment is not permitted. The University may audit a University issued device or equipment for compliance purposes.

Employees in possession of University issued devices and equipment (i.e., cell phone, pager/beeper, two-way radio, etc.) must protect the equipment from loss, damage or theft. Upon resignation, termination of employment or at any time upon request, an employee must produce the equipment for return or inspection by the University.

To the extent permitted by law, employees unable to present the equipment in good working condition within a reasonable time (usually 24 hours) may be required to bear the cost of replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss, to the extent permitted by law.

Failure to comply with this policy may lead to disciplinary action, up to and including termination.

Communications while Driving

Employees who drive on University business must abide by all state or local laws prohibiting or limiting communication device use while driving. Further, even if usage is permitted, employees may choose to refrain from using any communication device while driving. "Use" includes, but is not limited to, talking or listening to another person

or sending an electronic or text message.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while driving, and permitted by law, employees must use a hands-free option and advise the caller that they are unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill University needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their communication devices while driving will be solely responsible for all liabilities that result from such actions.

Texting and emailing while driving is prohibited in all circumstances.

7.10 Conflict of Interest

To ensure an employee's objectivity and independence of judgment in the exercise of their duties for the University, all employees must avoid any actions or situations which would create a conflict of interest, a potential conflict of interest or the appearance of a conflict of interest between the employee and the University. Employees must disclose all situations to the Office of Human Resources.

An employee is considered to have a conflict of interest when:

- The employee or a member of their immediate family has a financial or other personal interest that impairs or might appear to impair the employee's independence of judgment in the discharge of responsibilities to the University, or
- The employee or a member of their immediate family may receive a material, financial or other benefit from knowledge or information confidential (including self-employment) or service (whether compensated or not) that competes with, conflicts with, or compromises the University's mission and interests, as determined in the sole discretion of the University.

Immediate family is defined as spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the employee's household.

A direct personal interest occurs if there will be a benefit to a University employee or to a member of the employee's immediate family, or to any business enterprise (including self-employment) in which the employee or any member of the employee's immediate family has a substantial interest, or to any business enterprise in which the University employee or an immediate family member serves as a director or an officer.

Common examples of situations that may involve conflicts of interest include:

- Business between the University and an entity that is owned by the employee or a member of the employee's immediate family.
- Gifts received by an employee from third parties who are transacting business with the University or who have an interest in decisions or activities of the University.
- Outside employment.

Conflicts of Interest Relating to Gifts

Employees and members of their immediate families who receive a personal gift or other favors in circumstances which may raise an issue concerning a conflict of interest must decline the gift, return the gift, or disclose the circumstances of the gift to their Supervisor. The Supervisor will then determine whether receipt of the gift creates a conflict of interest and will advise the employee accordingly.

Conflicts of Interests Relating to Business Transactions

Employees must disclose to the Office of Human Resources any arrangement, agreement, purchase, sales, or other transaction between them or their immediate families and the University when direct personal interest is involved. In addition, exempt employees must complete a "Conflict of Interest Disclosure Statement" in the spring semester of each year thereafter, and return the statements to the Office of Human Resources.

Legal Counsel will, together with the President or appropriate Vice President, review any disclosures of potential conflicts on the Conflict of Interest Disclosure Statements to determine whether the transaction is inappropriate (including transactions where a conflict has not been disclosed). In the event of a conflict, potential conflict, or appearance of a conflict of interest, the University retains the sole discretion to act in the best interest of the University and terminate the conflict as it deems appropriate.

Conflicts of Interest due to Outside Employment

Employees must annually disclose to their Supervisor and the Office of Human Resources any outside employment (including self-employment) or other work, compensated or not.

7.11 Relationships with Students

Employees are encouraged to foster congenial, professional relationships with students. Such relationships promote the educational process, mission and vision of the University.

Employees are encouraged to use their University email account, telephone and internet access for communications with students.

Employees are strictly prohibited from engaging in romantic, sexual or intimate relationships with any student. The responsibility for protecting the integrity of the professional relationships between employees and students shall be upon the employee.

Failure to adhere to this strict prohibition shall result in disciplinary action, which may lead to termination in the total and sole discretion of the University President.

7.12 Professionalism

During business hours, employees must present a professional appearance and dress according to the requirements of their position. Employees appearing for work inappropriately dressed may be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work. Professional appearance should also be the norm when working in an alternative location.

Employees should consult the Office of Human Resources with any questions regarding what constitutes appropriate attire.

If an employee has special circumstances to be considered under this policy (including medical or religious circumstances), the employee should address the situation with the Office of Human Resources. If, for safety or other business reasons, the special circumstance cannot be reasonably accommodated, the employee may be required to comply with the policy, transfer positions, or leave the University.

7.13 Smoke-Free Campus

In recognition of the health, safety and comfort benefits of smoke-free air and the responsibility to provide and maintain an optimally healthy and safe working environment, Coker University is a smoke-free campus. For purposes of this policy, "smoking" means inhaling, exhaling, burning, carrying or possessing any lighted tobacco products, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products, including electronic cigarettes that emit smoke.

Smoking is prohibited at all times, and at all locations of Coker University's campus, including University-owned facilities, properties, grounds and vehicles. This includes but

is not limited to the following:

- all interior space on the Coker campus and property owned or leased by Coker University, including all off-site locations on which courses are offered;
- all outside property or grounds of property owned or leased by Coker University, including areas such as walkways, breezeways, parking lots, and patios;
- all vehicles leased or owned by Coker University; and
- all indoor and outdoor athletic facilities.

Advertising, sale, or distribution of tobacco is prohibited on campus.

Tobacco industry and related company sponsorship of campus groups, events, individuals, and departments is prohibited. This includes scholarships, sponsorship of faculty positions, and recruiting for employment. Tobacco industry and related company sponsorship of athletic events and athletes is prohibited.

Littering any University property, whether owned or leased, with the remains of tobacco products is prohibited.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using Coker facilities are required to abide by the Smoke-free Campus Policy. Organizers of such events are responsible for communicating and enforcing this policy to attendees.

A violation of this policy may result in disciplinary action, up to and including termination.

7.14 Reporting Financial Misconduct

In order to promote a productive and safe work environment, Coker University is committed to providing all members of the University with a community that discourages financial misconduct and fraud.

Policy

It is University policy to encourage employees, who have reason to suspect that an employee is engaged in financial misconduct or fraud, to report that information to the proper authority without fear of retaliation.

“Financial misconduct” is defined as an action by an employee 1) which is undertaken in connection with the employee’s official duties, and 2) which is illegal, fraudulent, or a gross waste of University funds/resources. (See Exhibit A for examples)

All University employees are encouraged to report financial misconduct to one of the following:

1. The supervisor
2. President or any Vice President of the University. The employee should not investigate the matter.

Supervisor – Responsibilities

When complaints of financial misconduct arise, supervisors - are required to promptly report the information to the President or any Vice President. Failure to promptly report financial misconduct within the scope of this policy may result in disciplinary action.

Supervisors should exercise reasonable care in dealing with suspected financial misconduct to avoid:

- Perpetuation of baseless allegations
- Premature notice to persons suspected of misconduct and/or disclosure of suspected misconduct to others not involved with the investigation
- Violations of a person's rights under law

Accordingly, a supervisor or department head faced with suspected financial misconduct:

- Should not contact the person suspected to further investigate the matter or demand restitution.
- Should not discuss the case with anyone other than the President or any Vice President or a duly authorized law enforcement officer.
- Should direct all inquiries from any attorney retained by the suspected individual to the University's Legal Counsel.
- Should direct all inquiries from the media to the University's Office of Marketing and Communication.

Director Reporting and Assessment – Responsibilities

After notification of financial misconduct, the President or their designee will review the information provided and they will discuss with other appropriate members of management to determine if an investigation is warranted, keeping in mind the need for confidentiality. If warranted, the President or any Vice President will insure that an investigation is performed and recommend appropriate action.

Employee Protections

The University will protect employees who report financial misconduct as described

below:

- The University will use best efforts to protect employees against retaliation. It cannot guarantee confidentiality in all cases. The University will endeavor to keep the employee's identity confidential, unless (1) the person agrees to be identified; (2) identification is necessary to allow the University or law enforcement officials to investigate or respond effectively to the report; (3) identification is required by law; or, (4) the person accused of financial misconduct may be entitled to the information in disciplinary proceedings.
- University employees may not retaliate against an employee with the intent or effect of adversely affecting the terms or conditions of employment. See Exhibit B for examples of reprisals or retaliation.
- Employees who believe that they have been retaliated against may file a written complaint with the Director of Human Resources. A proven complaint of retaliation may result in a proper remedy for the person harmed and the initiation of disciplinary action, up to and including dismissal against the retaliation. This protection from retaliation is not intended to prohibit supervisors or department heads from taking action, including disciplinary action in the usual scope of their duties and based on valid performance related factors.
- Employees must be cautious to avoid baseless allegations (i.e., those made with reckless disregard for their truth or falsity). People making such allegations may be subject to University disciplinary action.

7.15 Health and Safety

The health and safety of employees and others on University property are of critical concern to Coker University. The University intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the University's premises, or in a product, facility, piece of equipment, process or business practice for which the University is responsible should be brought to the attention of management immediately.

Periodically, the University may issue rules and guidelines governing workplace safety and health. The University may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor

as soon as possible, regardless of the severity of the injury or accident.

7.16 Closing Statement

This Employee Handbook is intended to give employees a broad summary of things they should know about Coker University. The information in this Handbook is general in nature and, should questions arise, HR should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this Handbook, Coker University, in its sole discretion, may always amend, add to, delete from or modify the provisions of this Handbook and/or change its interpretation of any provision set forth in this Handbook. Employees should not hesitate to speak to University administration if they have any questions about the University or its personnel policies and practices.

Exhibits

Exhibit A

Examples of Financial Misconduct

Examples of financial misconduct include, but are not limited to, the following:

1. Forgery or alteration of documents
2. Unauthorized alteration or manipulation of computer files
3. Fraudulent financial reporting
4. Pursuit of a benefit or advantage in violation of the University's Conflicts of Interest Policy
5. Misappropriation or misuse of University resources, such as funds, supplies, or other assets
6. Authorizing or receiving compensation for goods not received or services not performed
7. Authorizing or receiving compensation for hours not worked

Exhibit B

Examples of Retaliation

Examples of reprisal or retaliation include, but are not limited to, the following:

Denial of adequate staff to perform duties

1. Refusal to assign meaningful work
2. Unwarranted and unsubstantial letters of reprimand or unsatisfactory performance evaluation
3. Demotion
4. Reductions in pay
5. Denial of promotion
6. Suspension
7. Dismissal
8. Encouraging coworkers to behave in a hostile manner toward the reporting employee

