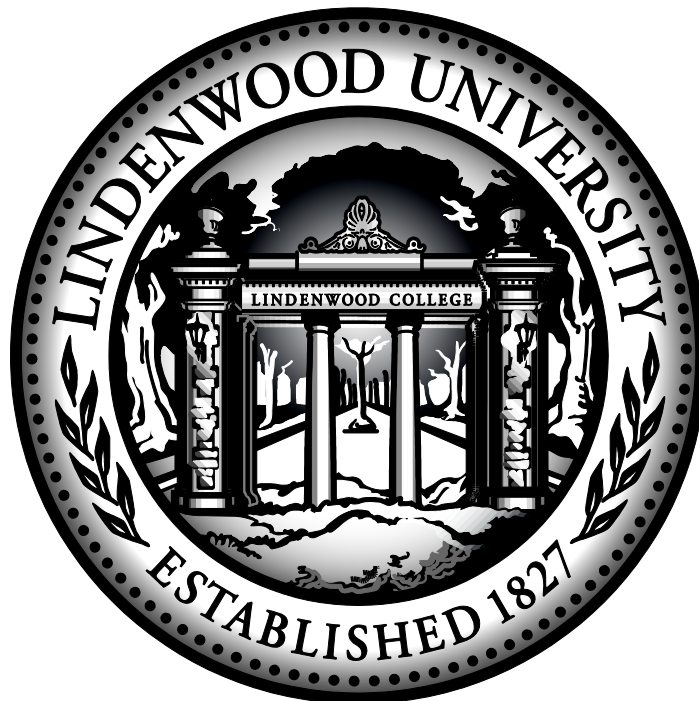


Staff Guidebook

December 2014



Contents

Receipt of Staff Guidebook	5
Staff Guidebook Overview	6
Employment At-Will Statement	6
Letter from the President	7
Lindenwood History.....	8
Mission Statement.....	10
The Lindenwood <i>EDGE</i>	10
Employee Code of Ethics	11
Diversity, Equality, and Inclusion Statement	12
Human Resources Overview	14
Legal Obligations and Policies	14
Disability Support	14
Sexual Misconduct.....	14
Fraternization	14
Equal Opportunity Employment and Harassment Statement	15
Indemnification	15
University-Related Legal Actions.....	16
Whistleblower Policy	16
Employment At Will.....	16
Disciplinary Policy.....	16
Grievance Procedure	18
Employee Compensation and Benefits.....	19
General Categories of Employment	19
Employment Status	20
Staff Employees Teaching Classes	20
Essential Workers	20
Safe Harbor Policy	20
Pay Stub Reviews.....	20
Non-exempt Employees.....	21
Assignment of Overtime to Non-Exempt Employees.....	21
Exempt Employees	21
Paycheck Disbursement.....	23
Employee Benefits.....	23

Health Insurance	23
Dental Insurance	24
Life Insurance	24
Disability Insurance	24
Vacation Pay.....	24
Vacation Carry Over.....	24
Personal Days	25
Sick Days	25
Absences	25
Family Medical Leave Act.....	25
Holidays	26
Unpaid Leave of Absence.....	26
Bereavement Pay	26
Jury Duty Pay.....	27
Military Leave of Absence.....	27
Employee Flexible Spending Account.....	27
Retirement	28
Tuition Grant	28
Faculty/Staff Scholarship Program	29
Privileges and Courtesies	29
LindenWell Employee Wellness Program	29
Computer Software	29
Dining Services	29
Event Tickets	30
Library Privileges	30
Recreational Facilities	30
Spirit & Supplies Shoppe.....	30
Employee Recognition	30
Employee Responsibilities	32
Academic Freedom.....	32
Confidentiality.....	33
Responsibility for Timely Reporting	33
Complaint Reports.....	33
Storage and Transfer of Confidential Student Information	34
“Red Flag” Identity Theft Prevention Program	34

Conflict of Commitment	34
Political Nonpartisanship	35
Intellectual Property Right Policy	35
Copyright Policy.....	35
Professional Responsibilities.....	36
Professional Appearance	36
Solicitation/Distribution.....	36
Royalty Donations	36
Strategic Planning Objectives and Process	36
LU Strategic Planning Processes & Timeline	37
Committees, Task Forces, and Councils.....	39
University and Faculty Task Forces.....	40
University Councils	40
Graduate Assistant Request.....	41
Expense Policies	41
Purchase Procedures	41
Course-Related Purchases	41
Agency Accounts	41
Requests for Withdrawals.....	42
Fundraisers.....	42
Facilities and Property Usage.....	42
Facilities Access	42
Meeting Space and Events Reservations	42
Maintenance and Repairs	43
Key Requests	43
Loss of Personal Property	43
Firearms Policy	43
Food and Drink	44
Smoking Policy.....	44
Parking and Parking Stickers	44
Identification Cards (ID).....	45
Copy Center Use.....	45
Computer Use and Social Media Policy	46
IT Change Policy	48
Information Backup and Recovery Policy	49

Electronic Accounts	49
Hardware and Software Requests.....	50
Extension Campus Requests	50
Software Copyright Compliance.....	50
Communication Policies and Procedures	51
Editorial Style and Approval.....	51
Forms and University Documents	51
Logo Use.....	51
Media Contact.....	51
Signature Policy	52
Surveys.....	52
E-Newsletters	52
Mail Procedures	52
Emergency Preparedness	53
Basic Emergency Action Plan	53
Building Exit Plans.....	53
Injuries/Accidents – Faculty/Staff	53
Injuries/Accidents—Students and Guests	53
Security Offices.....	54
Emergency Messaging System	54
Inclement Weather Policy for Staff Employees	54
Inclement Weather Announcements	55
Appendix A – Whistleblower Policy.....	56
Appendix B – Staff Handbook	58
Appendix C – Family Medical Leave Act Policy	65
Appendix D – Tuition Remission and Faculty/Staff Scholarship Program	72
Appendix E – Red Flag Identify Theft Program	78
Appendix F – Drug-Free Campus Policy.....	86
Appendix G – Intellectual Property and Patent Ownership Policy.....	87
Appendix H – P2P File Sharing Policy.....	91
Appendix I – Solicitation/Distribution Policy	93
Appendix J – Facilities Access Policy.....	95
Appendix K – Basic Emergency Action Plan	96

Receipt of Staff Guidebook

I have received a copy of the Lindenwood University Staff Guidebook, and I understand that I am responsible for reading the personnel policies and procedures described within it.

I agree to abide by the policies and procedures contained therein. I understand that the policies, rules, and benefits described in this employee guidebook may change without notice to me.

I understand that the Staff Guidebook is conveniently located on the Faculty and Staff Portal for my information and compliance, and that notification of changes for which I am responsible and accountable in the Guidebook will be announced in the *LU Digest*.

I understand that neither this guidebook nor any other communications by a management representative is intended to, in any way, create a contract of employment either express or implied.

If I have questions regarding the content or interpretation of this guidebook, I will bring them to the attention of my supervisor or the Office of Human Resources.

I also understand and agree that I am an employee-at-will and that I may resign from my position at any time with or without cause or notice and that my employment may be terminated at any time without cause and without prior notice.

Employee Signature

Date

This page should be signed and dated by the Employee and kept in the personnel file.

SECTION 1: STAFF GUIDEBOOK

INTRODUCTION

Staff Guidebook Overview

Welcome to Lindenwood! You are here because of your unique talents, your qualifications, and your ability to contribute to the mission of the University and the greater good of the Lindenwood community. This guidebook applies to staff members who work in any capacity for the Lindenwood University system. Please read this document carefully. These policies and procedures will support and guide you as you perform your professional duties.

This document contains general guidelines for safe and effective operating practices that apply throughout the University organizational system. The guidebook should not be considered a contract, either expressed or implied, between the University and employee. Moreover, these guidelines neither confer any obligation on Lindenwood University nor create any right to employment on the part of employees. Although all practices, policies, or procedures are not included, this guidebook will be a useful resource.

Please read through the guidebook carefully and retain it for future reference. The policies found here may be changed at the discretion of Lindenwood University at any time and without any notice as the University continues to grow and evolve. From time to time you may receive notification that the Guidebook has updated information for which you are responsible and accountable. The Guidebook is conveniently located on the Faculty and Staff Portal for your information and compliance. This guidebook is not intended to create any contractual rights or obligations and does not create a contract of employment, either expressed or implied.

If you have any questions regarding any of the information in the guidebook, please feel free to speak with the Vice President for Human Resources.

Employment At-Will Statement

Employment as a staff member with Lindenwood University is on an “at-will” basis and is for no definite period. This means that regardless of the date or method of payment of wages or salary, a staff employee may be terminated at any time with or without cause or notice. Likewise, an employee may resign from employment at any time with or without cause or notice. No one other than the President has the authority to alter the at-will status of employment or to enter into any employment contract for a definite period of time. Any such agreement altering the employment-at-will status must be in writing and signed by the President.

Letter from the President

Dear Lindenwood Staff Members:

This guidebook is intended to support your efforts conducted in behalf of the University and her most important constituents – our students. Understanding explicit policies, procedures, and expectations is a critical task incumbent upon all of us. I urge you to read this document in its entirety, refer to it often, and offer suggested changes when appropriate. This publication is designed to

- increase the efficiency of day-to-day operations,
- enable us to better serve our students,
- make our work more personally and professionally satisfying,
- enhance our collective commitment to the University and her mission.

In short, by making University policies and procedures clearer, we hope to empower you to excel and succeed in your important work as an employee.

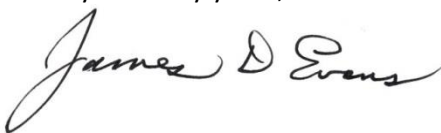
Although this guidebook is not an employment contract, it does represent the formal structure of our business operations and the behavioral norms endorsed and supported by the Lindenwood community. Accordingly, every member of that community is expected to abide by and support the policies and guidelines presented here.

Lindenwood succeeds, by and large, through our unique personal commitment to integrity, to each other, and to our students. We expect members of our student body to adapt well and contribute productively to a rule-governed society. We expect them to reflect maturity and appropriate priorities. We can expect no less of ourselves.

As Lindenwood continues to experience growth, we retain a deep concern for the individual while acknowledging that the rights of all are best protected by our commitment to the Golden Rule. No employee's personal needs should ever rise above the mission of our University. The academic freedom enjoyed by faculty must always be balanced by personal responsibility and accountability.

To that end, this Staff Guidebook will help us all stay on track and continue to put the needs of our students first. I thank you for your daily contributions to the uniquely respectful and dignified learning environment with which we are blessed.

Very sincerely yours,

A handwritten signature in cursive script that reads "James D. Evans". The signature is written in black ink and is positioned above the printed name.

James D. Evans, PhD President

Lindenwood History

Lindenwood Female College began as a finishing school for young women from well-to-do families but from its inception was committed to a combining a useful education along with academic pursuits, the social with the intellectual, and the spiritual with the physical. In short, Mary Sibley brought holistic higher education to the American frontier.

Lindenwood became a Presbyterian college in 1853 and still maintains a historical relationship with the Presbyterian Church. In 1918, Lindenwood became a four-year college, and in 1997, Lindenwood became a comprehensive University. Historical reviews and summaries of its development indicate that Lindenwood held to its original purpose, customs, and ideals through the mid-1960s. Soon, however, Lindenwood began to feel the impact of the economic pressure and rapid culture change that marked the decades of the '60s and '70s.

In 1969, Lindenwood attempted to strengthen its financial base by becoming coed. In 1975, Lindenwood Female College became The Lindenwood Colleges, a federation of four enterprises: The Lindenwood College for Women, The Lindenwood College for Men, The Lindenwood Evening College, and The Lindenwood College for Individualized Education. Graduate programs were also added to the mix.

During the 1970s and 1980s, the school suffered increasing operating deficits and accumulated substantial indebtedness. The demand for higher education was still present, but Lindenwood had drifted away from the institutional characteristics that would best serve that population. In the spring of 1989, the number of resident students had dropped below 1,000, the financial situation was dire, and there was no well-defined sense of purpose and direction. In view of the school's seemingly inexorable decline, the Board of Directors considered closing Lindenwood's doors permanently.

Instead of shutting down one of America's oldest institutions of higher education, however, Lindenwood's Board made a courageous decision to refound the school. This decision involved three major actions. First, the Board recruited an experienced President, Dennis C. Spellmann, and directed him to transform the University into a carefully managed institution. Second, the Board worked with the President and key members of the University community to rebuild the mission in a way that would bring Lindenwood back to its historical purpose and objectives. Third, the University community committed itself to implementing the rebuilt mission throughout all academic programs and in the day-to-day operations of the campus.

These actions launched a new era for Lindenwood that was based on a return to the fundamental precepts that had given rise to the original Frontier University: individualized, holistic, values-oriented higher education that combines the practical with the academic. Several significant changes and initiatives followed adoption of the revised mission: Dormitory visitation rules were re-established and enforced; a code of conduct was developed; programs aimed at developing a strong work ethic were put in place; the ideal of community service was made a prevailing expectation; a number of new co-curricular opportunities and student organizations were added; a serious, individualized advising system was implemented; and the general education curriculum was strengthened to merge a traditional liberating arts form of higher education with career preparation.

Lindenwood College became Lindenwood University in 1997. Just a year later, the administration recognized the unique possibilities presented by the University's rich frontier heritage, and Lindenwood

acquired the historic homestead built and maintained by Daniel Boone, his son, Nathan, and their families in rural Defiance, Missouri. The Historic Daniel Boone Home and Heritage Center provides students and professors a vibrant site for coursework and research and serves as a popular tourist destination.

New construction on the St. Charles campus arrived in 1996 with the building of the Hyland Arena. By the 1998-99 academic year, the unduplicated student count approached 9,500, the faculty had grown from fewer than 50 professors to more than 140, and the school had experienced nine consecutive years of balanced budgets and increasing revenues. In 2000, Lindenwood began building new residence halls—the first such construction in more than 30 years. In 2002, Lindenwood built a beautiful new campus center, which the Board of Directors named in honor of then-President Dennis Spellmann.

Provost James D. Evans, PhD, assumed the presidency during the 2006-2007 school year and continued the University's expansion. A 138,000 square foot Fine and Performing Arts Center opened in the summer of 2008, along with two more men's residence halls. A new President's residence, the Lindenwood House, was completed in 2010, and the Evans Commons opened for student use in 2011, and the Student Athlete Center was dedicated in 2013. Today Lindenwood has ten regional centers and a full-service campus in Belleville, Illinois. The Belleville site inaugurated a day college in the fall of 2009 and was recognized by the Higher Learning Commission as a full-service campus in 2011. New construction at both campuses keeps pace with continued growth in enrollment, which presently stands at nearly 16,000 system wide.

Under President Evans' leadership, Lindenwood has focused on expansion of academic offerings with the creation of three major new entities—The Center for Distance Learning, the School of Nursing and Allied Health Sciences, and the School of Sport, Recreation, and Exercise Sciences. Lindenwood University strives to be the preeminent representative of a new category in higher education—the teaching university. The teaching university does not aspire to be the bureaucratic, fragmented research university that populates the mainstream of higher education. Rather, it stands for teaching excellence and fiscal responsibility and seeks foremost to be accessible and affordable to students. Lindenwood offers more than 120 degrees at the bachelor's, master's, and doctoral levels.

Lindenwood is a member of and/or accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (www.ncahlc.org), the Accreditation Council for Business Schools and Programs, the Council on Social Work Education, the Commission on Accreditation of Athletic Training Education, the Missouri Department of Elementary and Secondary Education, and is fully endorsed by the Society for Human Resource Management. Lindenwood is a member of the Teacher Education Accreditation Council and the Council for Higher Education Accreditation.

As for sports, the great tradition of competitive success that helped rebuild the University in the late 20th century continues to this day. The St. Charles campus fields 27 NCAA Division II teams and belongs to the Mid-America Intercollegiate Athletic Association (MIAA). The Lindenwood University-Belleville campus fields 33 teams, 26 of which belong to the National Association of Intercollegiate Athletics. Lindenwood also fields more than two dozen varsity-level Student Life Sports teams that belong to various regional and national intercollegiate athletics associations.

With the Board of Directors' and the administration's dedication to academic excellence, future expansion will continue to be driven by the educational needs of Lindenwood's students and the

academic goals of the faculty. Mary Sibley ran a carefully managed school with a resourceful spirit and a clear purpose. She would have been proud of today's Lindenwood.

Mission Statement

Lindenwood University offers values-centered programs leading to the development of the whole person – an educated, responsible citizen of a global community.

Lindenwood is committed to

- providing an integrative liberal arts curriculum,
- offering professional and pre-professional degree programs,
- focusing on the talents, interests, and future of the student,
- supporting academic freedom and the unrestricted search for truth,
- affording cultural enrichment to the surrounding community,
- promoting ethical lifestyles,
- developing adaptive thinking and problem-solving skills,
- furthering lifelong learning.

Lindenwood is an independent, public-serving liberal arts University that has a historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

The Lindenwood *EDGE*

The following statement complements the University's Mission Statement and represents the traits of Lindenwood's graduates.

The Lindenwood *EDGE*

Educated

- Informed by the liberal arts and sciences
- Prepared for a modern career
- Engaged in lifelong learning

Disciplined

- Principled and values-based
- Self-starting
- Others-centered

Global

- Inter-culturally informed
- Open-minded
- Internationally connected

Effective

- Compellingly expressive
- Workplace proficient
- Leadership destined

Employee Code of Ethics

Lindenwood University Employee Code of Ethics

Revised & Approved by Board of Directors: 02/07/14

This code applies to all Lindenwood University employees, full- and part-time, including faculty members, graduate assistants, and all members of the staff and administration.

Lindenwood's Mission-Based System Lindenwood University's Code of Ethics is built upon the mission of the University and incorporates the founding principles of the institution. All conduct is expected to be concordant with and supportive of the Lindenwood University Mission statement, with particular emphasis upon a values base and good citizenship, as well as the development of those behavioral traits in our students.

A Student-First Ethic Each of us must recognize that we have a primary responsibility to the student and that our decisions and actions must serve that priority. Under no circumstances are students to be ignored, deferred, used primarily for one's personal purposes, or exploited.

Individual Responsibility The employee is expected to take responsibility for his or her job duties and behaviors, as well as for general demeanor and conduct during non- work hours. It is incumbent upon all personnel to reliably report to work with a positive attitude and a readiness to perform effectively.

Integrity Employees are expected to hold themselves to the highest standards of conduct and expression. Deliberate misrepresentation is not acceptable. It is not permissible for any employee to engage in false accusation, denial or distortion, or fabrication of alleged events or data.

Punctuality The Lindenwood community values timeliness. Students and members of the faculty, staff, and administration are required to appear punctually for work, meetings, ceremonial events, and off-campus commitments.

Ownership and Commitment Employees are expected to exhibit positive regard for the University in their daily activities, both on and off campus, and to work at all times in the best interest of Lindenwood and her students.

Follow-through When given an assignment or presented a situation or a request for help, the Lindenwood employee is obligated to respond in a timely and effective manner. If an employee is given an assignment by his or her supervisor, that employee is obligated to see the task through to completion and apprise the supervisor of having finished the project.

Reporting and Chain of Command Members of the Lindenwood community must strive to respect and cooperate with their supervisors. Similarly, supervisors are expected to exhibit respect and positive mentorship toward their employees and not let personal needs or biases affect the work relationship. It is inappropriate for an employee to routinely skirt around the official supervisor and report to an "unofficial" supervisor because he or she feels more comfortable in dealing with the latter person. The chain of command must be followed.

Personal Health and Conduct We strongly urge our employees to avoid practices and habits that are harmful to their physical and mental wellbeing and to adopt eating, sleeping, and exercise regimens that will help them remain optimally suited to perform their duties at the highest possible level. No member of the Lindenwood community is to display foul language or crude, disrespectful, or immature behaviors, either at work or after hours.

Favoritism The University's official stance is that it discourages favoritism and, to the extent possible, strives to avoid creating or allowing work situations that foster either of those problems. No employee should attempt to influence the fortunes of a friend or relative in the work environment in matters of being hired, co-worker disputes, supervisor-employee relationships, or eligibility for promotions, raises, or special recognition or rewards. Faculty members should not permit relatives or close friends to enroll in their classes if there are alternative courses or class sections available to fulfill graduation requirements.

Confidential Information All members of the Lindenwood community are required to abide by the stipulations of the federal Family Education Rights and Privacy Act. Beyond that statute, our employees are expected to use mature judgment to protect the sanctity of personal, classified, and confidential information about students and fellow employees.

Cyberspace Conduct Lindenwood employees are expected to exercise psychological maturity, respect for others, and netiquette when browsing the Internet and using email services. Cyberbullying, personal attacks, and rudeness stemming from the "safety" of digital distance are considered abuse by this institution. Members of our campus community are expected to identify themselves when communicating online and to take responsibility for their words and actions in regard to computer use.

Respect of Human Dignity Lindenwood employees are expected to respect the dignity of each human being. Under no circumstance is a person to be belittled, slighted, ridiculed, persecuted, alienated, or discriminated against in any other way based on race, disability, color, creed, ethnicity, sexual orientation, or political view."

Legal Infractions Lindenwood will not retain any employee who commits, is convicted of, or confesses – either explicitly or by legal maneuver – to having committed a crime.

Understanding Institutional Ethics More information is available from the Vice-President for Human Resources.

Diversity, Equality, and Inclusion Statement

Delineation:

Lindenwood University is proud of its diverse population, which includes faculty and staff from all corners of the world and students from all continents and nearly 100 countries. We believe that our diversity and commitment to valuing diversity, both in and out of the classroom, place us on the cutting edge of scholastic and pedagogical innovations, preparing our students to be educated, responsible citizens of a global community. Intentionally, we design our policies in such a manner that all stakeholders (whether students, employees, or visitors) will be treated with respect, dignity, fairness, equality, and inclusiveness in the pursuit and achievement of the objectives of their relationship with the University.

Additionally, we strive to ensure the opportunities afforded by the University for learning, personal advancement, and employment are offered to all without discrimination; and that we always provide a safe, supportive, and welcoming environment for all students, employees, and visitors. Upholding a culture of diversity, equality, and inclusion means that we fully understand and accept the fact that people of different cultures, races, colors, genders, ages, qualifications, skills, experiences, religions, orientations, affiliations, sexual orientations, socio-economic backgrounds, abilities, disabilities, or countries of origin are simply fellow human beings who are different and have the right to be different without being mistreated or discriminated against on the basis of their differences. Therefore, all Lindenwood policies, facilities, resources, activities, and privileges, irrespective of individual differences, are made available and accessible to everyone in our community.

Commitment and Implementation:

At Lindenwood University, we will strive to do the following:

- Offer collaborative and integrated academic and sporting programs that provide mutually beneficial experiences (locally and internationally) to our diverse body of students.
- Pursue and promote mutual understanding, respect, and cooperation among our teaching and non-teaching staff, contractors, suppliers, and visitors to our community who represent the aforementioned differences.
- Respect the knowledge, skills, and experiences that every person in our community brings to the University.
- Design and operate flexible and easily accessible services, facilities, and activities whose procedures appropriately recognize the needs of both the able and disabled.
- Make every effort to ensure that no discrimination occurs among individuals or groups in the daily discharge of the University's work.
- Protect every member of our community against all forms of discrimination.
- Encourage and promote the empowerment and advancement of ethnic and gender minority groups within our community through academic and social activities, offering activities of special interest to them, and affording them equal-opportunity integration within our community.
- Make every effort to ensure that our current and future contractual agreements and obligations fully reflect and embrace our commitment to the philosophy and culture of diversity, equality, and inclusion as delineated in this statement.
- Encourage all faculty and staff members to promote diversity, equality, and inclusion in all locations within our community.

SECTION 2: Human Resources/Policies & Procedures

Human Resources Overview

The mission of the Office of Human Resources is to provide a quality education and experience for all Lindenwood University students by selecting the appropriate full-time faculty, adjunct instructors, staff, and administration to serve the students, and by supporting the professional and personal success and wellness of those employees throughout their employment at Lindenwood.

Legal Obligations and Policies

The contents of this guidebook, as well as University policies and procedures, have been drafted with the intent to conform to the laws of the land. Anything stated herein shall be deemed subject to, and modified by, any current, amended, or future federal, state, or local laws in order to be in conformance. Human Resource policies and procedures likewise require all employees to abide by applicable laws and all University policies.

Disability Support

If reasonable accommodations are required to enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions, the Vice President for Human Resources (VP-HR) should be contacted.

Sexual Misconduct

Lindenwood has a zero tolerance policy for any sexual misconduct, whether physical, verbal, or via the Internet. Unwanted sexual overtures, approaches, or attacks – and any sexual intention expressed or communicated to a minor – shall result in the immediate involvement of law enforcement agencies and dismissal from the University. Predatory behavior in person, in writing, or through electronic means is prohibited. Any student, faculty member, or staff member who engages in stalking or solicitation shall be reported to law enforcement officials and permanently dismissed/furloughed from the University. Lindenwood shall cooperate fully in supporting the prosecution of any such crimes.

Fraternization

Employees are prohibited, under any circumstances, to engage in any physical or improper social interaction with students, regardless of the student's age or consent to such conduct. Further, employees shall not date or entertain or socialize with students in such a manner as to create the perception that a dating relationship exists. In addition, consumption of alcohol with students is prohibited prior to, during, or after any school-related activity or trip, including athletic travel. If a

student initiates inappropriate behavior toward a staff member, that professor shall document the incident and report it to his/her supervisor.

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

Equal Opportunity Employment and Harassment Statement

Lindenwood University is an Equal Opportunity Employer. The University complies with Title VII of the Civil Rights Act of 1964 and other legislation, as amended, including the Equal pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age, or physical handicap. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational work environment. Illegal discrimination, including sexual harassment, is prohibited. Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited. Sexual harassment in which a faculty member makes sexual advances, requests sexual favors, or engages in any other verbal or physical conduct of a sexual nature toward a Lindenwood University student, even if that student is not directly under the faculty person's tutelage, will not be tolerated.

It is Lindenwood University policy that harassment of any kind or type, including but not limited to sexual harassment, shall not be tolerated and that disciplinary action up to and including termination will be imposed on employees engaging in such actions.

Any matter involving harassment shall be brought to the immediate attention of the school dean or one of the University officers listed below:

Dr. Deb Ayres
VP for Human Resources

Ms. Julie Mueller
VP for Operations & Finance

Dr. Jann Weitzel
VP for Academics

Dr. Ryan Guffey
VP for Student Development

Dr. Angela Wingo
Dean of Students
LU-Belleville

Dr. Cindy Manjounes/Dr. Marilyn Abbottl
Interim Deans of Academics
LU-Belleville

Indemnification

As part of the University's commitment to its employees, Lindenwood will protect against damage, loss, or injury due to work and/or decisions made in the best interests of the University. This policy is contingent on the University's determination that the incident is not caused by malicious intent or egregious negligence.

University-Related Legal Actions

Prior to giving out any information, staff members should contact their supervisor and the University's In-House Legal Counsel if confronted with any of the following:

- litigation related to the University
- threats of litigation
- contact by an attorney
- receipt of a summons or subpoena
- contact by a private investigator
- written or verbal notice of noncompliance with any federal, state, or local law

Whistleblower Policy

Lindenwood University requires directors, officers, and employees to comply with its Code of Ethics and observe high standards of business and personal ethics in the conduct of their duties and responsibilities in all matters, including those related to the University's Whistleblower Policy (See Appendix A). Both documents can be found on the Faculty and Staff Portal in the Forms and Handbooks folder under the Policies section.

Employment At Will

Employment as a staff member with Lindenwood University is on an "at-will" basis and is for no definite period. This means that regardless of the date or method of payment of wages or salary, a staff employee may be terminated at any time with or without cause or notice. Likewise, an employee may resign from employment at any time with or without cause or notice. No one, other than the President, has the authority to alter the at-will status of your employment or to enter into any employment contract for a definite period of time. Any such agreement altering the employment-at-will status must be in writing and signed by the President.

Disciplinary Policy

In order to ensure orderly operations and provide the best possible work environment, the University expects employees to follow rules of conduct that will protect the interests and safety of all employees. The University may exercise its discretion to utilize any form of discipline up to and including termination of employment, including verbal or written warnings. While one or more of these forms of discipline may be taken in connection with a particular employee, no formal order of procedures is necessary.

Each case is considered based on its own facts. In the case of misconduct or violation of the University's policies, immediate separation of employment may be appropriate depending on the facts based on management's judgment.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including separation of employment:

1. Insubordination or refusal to comply with the reasonable instruction of a manager and/or refusal to help out on special assignments.
2. Unsatisfactory attitude or one that detracts from job performance; malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; and willfully restricting work output or encouraging others to do the same.
3. Failure to meet job performance standards.
4. Violation of security or safety rules or failure to observe safety rules or University safety practices; failure to wear required safety equipment, or tampering with University equipment; and negligence or any careless action which endangers the life or safety of another person.
5. Logging/clocking in or out for another employee; recording the work time of another employee; allowing any other employee to record an individual's work time; and allowing falsification of any time card.
6. Using profane or abusive language at any time during work hours or while on any premises owned or occupied by the University.
7. Failure to notify the appropriate supervisor when unable to report to work; unreported and/or unexcused absences of two consecutive workdays; failure to obtain permission to leave work early for any reason during normal work hours; and failure to observe working schedules, including rest and lunch periods.
8. Making or accepting excessive personal telephone calls during work hours.
9. Working overtime without prior approval from a manager or refusing to work assigned overtime.
10. Reporting to work with extreme unprofessional or inappropriate dress, hair, or attire.

Occurrences of any of the following infractions, because of their seriousness, generally result in immediate separation without warning (this list is also non-inclusive):

1. Theft or careless use of University property or the property of fellow employees, unauthorized use, disclosure, borrowing, possession, or removal of any University property, including documents, from the premises without prior permission from management; unauthorized use of University equipment or property for personal reasons.
2. Engaging in criminal conduct, acts of violence or making threats of violence; intimidating, coercing, horse playing, fighting, or provoking a fight on University property; and negligent damage to property on or off the premises at any time for any purpose.
3. Gross or intentional violation of safety, health, or security rules, including unauthorized possession of weapons or explosives while on University property or business.
4. Violation of the Alcohol and Drug Policy.
5. Possession of dangerous or illegal firearms, weapons, or explosives on University property or while on duty.
6. Gambling on University property.
7. Immoral conduct or indecency on University premises.
8. Falsifying or misstating claims of injury.
9. Violation of any University rule or any action that is extreme in nature and is detrimental to

the University.

10. Dishonesty, falsification, or misrepresentation on application for employment or other work records; falsifying sick or personal leave; falsifying reason for leave of absence or other data requested by the University; and alteration of University records or other University documents.
11. Violation of non-disclosure agreement; giving confidential or proprietary University information to competitors or other organizations or to unauthorized University employees.
12. Violations of any University policy including a violation of the Anti-Harassment/Anti-Discrimination Policy.
13. Failure to cooperate with an investigation.

The above lists and guidelines are not a limitation on the University's right to terminate an employee at will. The University maintains the right to terminate an employee, with or without cause or notice, at any time.

Grievance Procedure

Lindenwood University supports the right of staff members to obtain the review of actions taken that they consider unfair or as an impediment to their success as an employee. A grievance will be considered a written complaint alleging a violation of University, school, division, or department policy or established practice. Established practice is based on customs or standards that are usually unwritten but of long-standing duration and for whose existence the grievant can offer evidence. The grievance procedure is only available to current employees. Former employees who have resigned or were terminated are not considered current employees. Issues concerning termination and/or discrimination/harassment are addressed in other policies listed in the Staff Handbook (Appendix B).

The grievance procedure begins when someone has a grievance with a person or the institution. The issue should be brought to the attention of the immediate supervisor via a signed, written statement. The immediate supervisor shall then seek resolution.

1. Upon receipt of the grievance, with all pertinent documentation attached, the immediate supervisor shall determine the appropriate measure(s) to resolve the grievance. The named respondent(s) shall have an opportunity to address the grievance. The grievant and respondent shall be notified in writing within seven days of receiving the grievance of either the resolution or the appropriate measures taken towards the resolution of the grievance. If the staff member's grievance is with the immediate supervisor, the written, signed statement along with all pertinent materials are to be submitted to the Vice President for Human Resources.
2. If the staff member is dissatisfied with the response of the immediate supervisor, he/she can appeal to the VP-HR within seven days of receipt of the initial adjudication. The appeal to the VP-HR shall be in a written, signed statement setting forth reason(s) for the dissatisfaction.
4. The immediate supervisor shall forward the grievance file to the VP-HR. The named respondent shall be notified in writing of the appeal by the VP-HR. The respondent shall have the opportunity to address the appeal. The VP-HR shall determine the resolution or appropriate measures to be taken, if any, to resolve the grievance and notify the grievant and respondent(s) in writing within seven days of receiving the appeal.

5. If the grievant remains dissatisfied, he/she shall within seven days submit a written request to the VP-HR for a hearing before a three-person subcommittee consisting of three members of the executive management team.
6. The VP-HR shall provide the subcommittee with a copy of the grievance file. Within seven days of receipt of the request for a hearing, the subcommittee shall set the date, time, and location for the hearing. The grievant, respondent, and respective immediate supervisors shall be present at the hearing. Either party to the grievance may request other staff members to speak to the issue(s). The subcommittee shall establish the procedural guidelines for conducting the hearing. Within seven days of the conclusion of the hearing, the subcommittee shall forward a written, signed recommended resolution to the VP-HR, grievant, respondent, and respective supervisor.
7. The VP-HR shall submit a copy of the subcommittee recommendation along with all supporting documentation to the President with his/her recommendation for consideration. The President shall issue a final administrative decision in writing to the grievant, respondent, respective supervisor, and VP-HR within fourteen days.
8. All time periods shall not include weekends or University observed holidays. Time periods may be extended for such reasons as, including but not limited to, an individual not being available due to vacation, holidays, outside of University contract period, scheduled University commitments, etc. All parties shall be notified of an extension of a required time period.
9. All parties to the grievance procedure shall respect the privacy of all parties and maintain all information acquired throughout the process, regardless of form, in strictest of confidence.

Employee Compensation and Benefits

General Categories of Employment

Every staff employee is in one of two employment classifications:

1) Non-Exempt

Non-exempt employees are those whose job duties make them subject to the provisions of the Fair Labor Standards Act (FLSA), which requires employers to pay one and one-half times an employee's regular rate of pay for any hours worked in excess of 40 per week.

2) Exempt

Exempt employees are those whose positions are supervisory, administrative, and professional as defined by the Fair Labor Standards Act. Exempt employees are not covered by the overtime pay requirement of the Fair Labor Standards Act.

Employment Status

1) Full-Time Employees

Employees in this category are scheduled to work 30 or more hours per week. Full-time employees are eligible for certain benefits after eligibility waiting periods are met.

2) Part-Time Employees

Employees in this category are scheduled to work up to 29 hours per week. Part-time employees are not eligible for benefits.

3) Temporary Employees

Employees in this category are those who are designated to work for a limited period of time, usually six months or less in duration. Temporary employees are not eligible to receive any employee benefits unless specific arrangements have been made.

Staff Employees Teaching Classes

Teaching classes at Lindenwood University is sometimes considered part of the job duties of qualified staff employees. When this is not the case, staff employees may be asked to teach a class in their field of study. If the class is taught outside of the regularly scheduled work day, the staff member may receive regular adjunct pay. If the class is taught during the employee's regularly scheduled work day, no pay will be awarded. Online classes will be paid at the regular adjunct rate, assuming all responsibilities associated with teaching the class are performed outside of the work day.

Essential Workers

Essential workers include public safety officers, groundskeepers, maintenance worker, housekeepers, the Special Projects Manager, the Director of Residential Life, and the contracted food service workers. All essential workers must report to work when the campus is closed due to inclement weather and during emergency situations, unless otherwise notified by the supervisor.

Safe Harbor Policy

It is the policy and practice of Lindenwood University to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that they are paid properly for all time worked and that no improper deductions are made, employees must record correctly all work time and review paychecks promptly to identify and to report all errors. Employees also must not engage in off-the-clock or unrecorded work.

Pay Stub Reviews

Lindenwood makes every effort to ensure employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the administration's attention, corrective measures are promptly made. Employees should utilize the LUHR self-service

portal to review pay stubs to ensure accuracy. If a mistake has occurred or if questions arise, the employee should follow the reporting procedure outlined below.

Non-exempt Employees

Employees should not work any hours outside of their scheduled workday unless the employee's supervisor has authorized the unscheduled work in advance. Employees should not start work early, finish work late, work during a meal break, or perform any other extra or overtime work unless they are authorized to do so and that time is recorded on their time card. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work they may perform but fail to report on their time card. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

If an employee is eligible for overtime pay, his/her hours must be reflected in ETime as part of the total hours worked each day. These hours must be accurately recorded in ETime. All employees are responsible for clocking in and out and for notifying their supervisor if an error is made or if they fail to do so upon arriving or leaving work. Time cards must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures, and meal breaks. At the end of each week, employees should review their completed time card for verification and approval. When pay checks are received, employees should verify immediately that they were paid correctly for all regular and overtime hours worked each workweek.

Assignment of Overtime to Non-Exempt Employees

Overtime work may be assigned to non-exempt employees by supervisors to meet operational needs of the University. Supervisors shall request the approval of anticipated overtime by the VP-HR. Overtime is paid to all non-exempt employees at the rate of one and one-half (1-1/2) times for overtime hours worked. Overtime is defined as all hours worked by non-exempt employees in excess of forty (40) hours, during a seven (7) day calendar week. The calendar week begins Saturday at 12:00 a.m. and runs through Friday at 11:59 p.m. Any absence within the week, whether paid (holiday, sick leave, or vacation) or unpaid, is not counted for the computation of overtime. The employee must actually work 40 hours before the time and one-half rate of pay is awarded.

Exempt Employees

If an employee is classified as an exempt salaried employee, he/she will receive a salary, which is intended to be compensation for all hours that may be worked for the University. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Employees will receive full salary for any workweek in which work is performed. However, under federal law, salary is subject to certain deductions. For example, absent contrary state law requirements, salary can be reduced for the following reasons in a workweek in which work was performed:

- Full-day absences for personal reasons, including vacation.
- Full-day absences for sickness or disability, since LU has a sick day pay plan and short-term disability insurance plan.
- Full-day disciplinary suspensions for infractions of safety rules of major significance (including those that could cause serious harm to others).
- Family and Medical Leave absences (either full- or partial-day absences).
- To offset amounts received as payment for jury and witness fees or military pay.
- Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies.
- The first or last week of employment in the event work less than a full week is worked.

Salary also may be reduced for certain types of deductions, such as for the employee's portion of health, dental, or life insurance premiums; state, federal, or local taxes, social security; or voluntary contributions to a 401(k) or pension plan. In any workweek in which the employee performed any work, his/her salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness, or disability.
- Absence because the facility is closed on a scheduled work day.
- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee has performed any work.
- Any other deductions prohibited by state or federal law.

Please Note: Employees will be required to use accrued vacation, personal, or other forms of paid time off for full- or partial-day absences for personal reasons, sickness, or disability.

To Report Violations of this Policy, Communicate Concerns, or Obtain More Information

It is a violation of the University's policy for any employee to falsify a time card or to alter another employee's time card. It is also a serious violation of University policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any manager or employee instructs another employee to (1) incorrectly or falsely under- or over-report hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, the instructed employee should not follow orders. Instead, the incident should be immediately reported to the Office of Human Resources.

If an employee has questions about deductions from pay, he/she should contact the Office of Human Resources immediately. If an employee believes his/her wages have been subject to any improper deductions or that pay does not accurately reflect all hours worked, he/she should report concerns to a supervisor immediately. If a supervisor is unavailable or if the employee believes it would be inappropriate to contact that person (or if the employee has not received a prompt and fully acceptable reply within three business days), he/she should immediately contact the VP for Human Resources, Dr. Deb Ayres, at (636) 949-4477. If the employee has not received a satisfactory response within five business days after reporting the concern to Human Resources and he/she is unsure who to contact to correct the problem, the employee should immediately contact the University In-House Legal Counsel Eric Stuhler at (636) 949-4617.

Every report will be fully investigated, and corrective action will be taken, up to and including discharge of any employee(s) who violates this policy.

Retaliation is Prohibited

In addition, the University will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the University's investigation of such reports. Retaliation is prohibited. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

Paycheck Disbursement

Exempt employees are paid once each month on the final business day of the month.

Non-exempt employees are paid every other Friday. All Missouri employees are required and all Illinois employees are encouraged to utilize direct deposit of paychecks. Direct deposit forms may be obtained in the Human Resources section of the Faculty/Staff Portal or on the J-Drive. Check stubs are available through the self-service portal on the LUHR webpage.

Employee Benefits

Lindenwood University offers a variety of different benefits for full-time employees. All enrollment forms and informational packets, including Summary Plan Descriptions, are available in the Human Resources Folder located on the "J-Drive" in a subfolder labeled "Employee Benefits Forms." For additional questions and/or concerns, please contact the HR Benefits Coordinator.

Health Insurance

Lindenwood offers a group health plan to full-time employees and their dependents. A dependent, as it relates to insurance, is defined as a child under the age of 26 who is not married, not a veteran, and who does not have any children for whom he/she provides more than 50% of support. The University will make a monthly contribution toward the cost of the monthly premium for participating employees. The University contribution will be determined annually. Coverage begins on the first day of the month following a 30 day wait period. The employee portion of the premium for exempt employees is deducted from their paychecks monthly. For non-exempt employees, the deduction is made bi-monthly or twice a month.

Participating employees that leave the University have the opportunity to temporarily extend their health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Continuation of coverage is available only when qualifying events cause coverage under the University's plans to end. Coverage under COBRA is limited to the health coverage in effect at the time of the qualifying event. Employees have 60 days to elect COBRA after the termination of the previous policy.

Employees should contact the Benefits Coordinator for additional details. Provider contact: Coventry 1-800-755-3901.

Dental Insurance

Full-time employees may voluntarily elect to participate in a group dental coverage at their own expense. The dental premium for exempt employees is deducted from their paychecks monthly. For non-exempt employees, the deduction is made bi-monthly or twice a month. The Summary Plan Description (SPD) controls the terms of the insurance plan. Provider contact: Guardian 1-800-541-7846.

Life Insurance

Full-time employees may voluntarily elect to participate in a group life insurance plan at their own expense. Please note that rates vary. The Summary Plan Description (SPD) controls the terms of the insurance plan. Provider contact: 1-800-541-7846.

Disability Insurance

Lindenwood University provides, at no cost to the employee, disability insurance for all full-time employees that have been employed at the University for a minimum of one year. Coverage begins after the employee has been certified as disabled for six months and will conclude on the upcoming first day of September. The Summary Plan Description (SPD) controls the terms of the insurance plan.

Vacation Pay

Full-time staff employees are eligible to accrue vacation based on the fiscal year of July 1 through June 30. Days earned and accrued throughout the year and are eligible for taking on the upcoming first day of July.

- First year 5/6 of one day for each month of service eligible for taking on or after the upcoming first day of July
- Second year through ninth year 5/6 of one day a month (10 days) eligible for taking on or after the upcoming first day of July
- Tenth year through fifteenth year 1 1/4 days a month (15 days) eligible for taking on or after the upcoming first day of July
- Sixteenth year and thereafter 1 2/3 days a month (20 days) eligible for taking on or after the upcoming first day of July

Vacation requests must be submitted through ETime and are dependent upon approval by the appropriate school dean or supervisor. Vacation requests must be submitted electronically at least two weeks prior to the requested vacation date.

Vacation Carry Over

No employee shall accumulate more than 40 vacation days. An employee who quits or is terminated is entitled to pro rata financial compensation for net accrued vacation days, not to exceed 40 days. Unused vacation days will be automatically carried over. However, employees shall have no more than 40 vacation days in their vacation accrual account at any time. Upon leaving the University, all unused vacation days will be paid to the employee on the final paycheck. If an employee moves from full-time status to part-time, the vacation days will remain in the employee's accrual account until he/she either

leaves the University and is paid for the days, or he/she returns to full-time status, at which time he/she is eligible to use the days.

Personal Days

Two personal days are awarded to full-time staff on July 1 of each year. Personal day requests must be submitted through ETime and are dependent upon approval by the office supervisor. Personal days are awarded at the time of hire and no waiting period exists for their use. Unused personal days are not paid out upon leaving the University.

Sick Days

Full-time employees are entitled to four hours of sick time per month for a total of six working days of paid sick leave per year in years one through six of employment. After six years of service, eight hours per month for a total of 12 sick days per year are earned, beginning on July 1. Full-time employees shall have no more than 24 sick days in their sick leave accrual account. A staff member using sick leave must notify his or her supervisor at the earliest possible time, so that arrangements can be made to cover essential job duties. Upon returning to work, an Absence Form must be completed by the employee and submitted to the supervisor for documentation in ETime. When sick absences exceed available sick leave, vacation, and personal days will be used until they are depleted, at which time the employee will not receive pay for further absences.

When an absence occurs immediately before or after a holiday or vacation, or requires an absence of more than three days of work, a physician's verification is required in order for the staff member to receive sick pay benefits. Employees on disciplinary notice for absenteeism may be required to present a doctor's verification for less than three days, at the supervisor's discretion.

Unused sick pay is not reimbursable upon separation from the University.

Absences

Out of consideration to coworkers, it is important to be prompt and dependable. Excessive absenteeism and tardiness places an additional burden on other employees and may affect services provided to students or others by Lindenwood University. Excessive, unscheduled absences will result in disciplinary action up to and including termination.

Family Medical Leave Act

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 Human Resources. More information is available in Lindenwood's FMLA Policy, which can be found on the Faculty and Staff Portal and in Appendix C. Information can also be found on the Employee Rights and Responsibilities under the Family and Medical Leave Act poster: <http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>.

Holidays

Full-time employees receive eight paid holidays annually:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day

Unpaid Leave of Absence

At the discretion of the VP-HR, a full-time employee may be granted time off without pay for personal reasons. Employees are required to use all accrued vacation, personal, and sick leave prior to taking an unpaid leave of absence. Whether or not an employee is granted a personal leave may depend upon job requirements, the availability of a temporary replacement, and the projected ability of the department/program to reinstate the employee after the leave. The University is under no obligation to return an employee who takes an unpaid leave of absence to a position at Lindenwood University.

Bereavement Pay

Bereavement pay is provided to full-time employees by using accumulated sick pay. A maximum of five days of sick pay, if available, is allowed in the event of a death in the immediate family. The immediate family is defined as:

- spouse
- parent
- stepparent
- sibling
- child
- stepchild
- grandparent
- father-in-law
- mother-in-law
- brother-in-law
- sister-in-law
- son-in-law
- daughter-in-law
- grandchild

One sick day may be used for extended family. Additional vacation time or unpaid leave may be taken if necessary if approved by the employee's immediate supervisor. Additional documentation may be requested.

Jury Duty Pay

Upon receipt of a jury duty summons, the employee should present a copy of the summons to his or her supervisor. The summons should indicate the beginning date of service and the anticipated end date of service. Absences will be designated as Jury Duty in ETime by supervisors.

Upon completion of jury duty, or at the end of each week for lengthy jury duty assignments, the employee must provide verification of attendance from the court indicating the dates of jury duty. This statement should be given to the employee's supervisor. Payment of salary or wages may not be approved until this statement has been received.

Employees will be paid regular salary or wages for any time scheduled to work while on jury duty for up to two weeks. An employee who has jury duty on a scheduled day off will not receive additional pay from Lindenwood University. Employees are required to return to work the next business day following the completion of the duty and are required to report to work when court is not in session.

Military Leave of Absence

Lindenwood University complies with federal, state, and local laws and honors and respects the rights and obligations of its staff members to serve in the U.S. armed forces. All staff members will be granted time off to serve in that capacity. Military service includes active duty, active duty for training, initial act of duty for training, inactive duty training, full-time National Guard duty, and absence from work to determine fitness, for any of the above types of duty. Employees must provide notice to their supervisor in writing in advance of military service.

Personal days and vacation days may be used for military leave as long as the employee has time available and/or accrued. Additional unpaid leave will be granted as necessary. Employees who follow the procedures outlined in the policy will accumulate seniority for the period of service in the armed forces and retain previously accumulated benefits subject to rules and regulations that might be imposed in those plans underwritten by insurance companies. During any period of paid leave, the University will continue normal contributions toward the cost of benefits. When military service is unpaid, the employee will pay the cost of benefits.

An employee may elect to continue his or her University healthcare benefits during a period of military service. Lindenwood University will continue to make contributions for medical insurance as long as the employee is using accrued time off. If the employee is on an unpaid leave, he/she will have to pay the full premium. An employee who is performing military service may elect to make employee contributions or elective deferrals to the University's retirement plan to the extent allowed by law.

For more information, contact the Benefits Coordinator at (636) 627-2589.

Employee Flexible Spending Account

Full-time employees may voluntarily elect to enroll in a group flexible spending account. The employee may choose the amount to contribute into the plan each month within the IRS guidelines outlined on the enrollment forms. Employees are responsible for their elected contribution until the plan renews during annual open enrollment. The University will NOT contribute to the employee's annual election.

Eligible participants have until March 15th of the following year to use any funds that have been contributed. Any funds not used by this date will no longer be available to the participant.

Retirement

Lindenwood University participates in the TIAA/CREF retirement program and invites its employees to join. In order to be eligible for the plan, individuals must be at least 21 years of age. The University will equally match a dollar amount up to five percent of the employee's salary after two years of employment at Lindenwood University. Direct questions concerning the retirement fund to the Benefits Coordinator at (636) 627-2589.

Tuition Grant

As a part of the benefit structure at Lindenwood University, full-time employees are eligible to obtain full tuition remission for themselves and their spouses at the bachelor's or master's level for any enrollment period at Lindenwood University. Dependents of full-time faculty and staff are eligible for four years of undergraduate tuition as full-time residential students. Dependents of employees with 10 years or more of service to Lindenwood University will receive 50% reduction in the cost of room and board, as well. A dependent, as it relates to tuition remission, is defined as a child under the age of 24 who is not married, not a veteran, not working toward a graduate degree, and who does not have any children for whom he/she provides more than 50% of support.

Employees who enroll in any program at Lindenwood beyond the master's level are eligible for partial tuition remission not to exceed the amount that would be spent were that employee enrolled in a master's program. Fees outside of the basic tuition grant are the responsibility of the employee.

To apply for the LU full-time Faculty, Instructors, and Staff Grant, employees should complete the appropriate Tuition Grant Form located in the Faculty and Staff Portal in the HR Section (also on the LUHR Self Service page). Submit it to HR, along with a copy of the course schedule. The same procedure should be followed for dependents. Once approved by HR, Financial Aid, and the Business Office will be notified. At that point, a Financial Aid Award Letter will be updated, and the recipient's Student Account will reflect the grant. (See Appendix D)

Lindenwood University participates in the Council for Independent Colleges' Tuition Exchange Program. The CIC Tuition Exchange Program (CIC-TEP) is a network of CIC colleges and universities willing to accept, tuition-free, students from families of full-time employees of other CIC-TEP institutions. CIC-TEP was planned and developed more than two decades ago with a goal of creating a true-access program, without any costly fees or cumbersome credit-debit limitations. 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, without regard to the number of students it exports. The true-access component is only one of the many special features that the program offers.

<http://www.cic.org/Programs-and-Services/Tuition-Exchange-Program/Pages/About-TEP.aspx>

Faculty/Staff Scholarship Program

One \$5,000 award is allocated for each faculty/staff member to award top high school graduates who have demonstrated significant academic and youth leadership performance. These awards are made available to each Lindenwood University faculty/staff member to nominate prospective students. For more details, see Appendix C.

Privileges and Courtesies

LindenWell Employee Wellness Program

LindenWell is a free and voluntary employee health and wellness program offered to all Lindenwood University faculty and staff. The program offers semester and yearly on-campus wellness services and activities.

The wellness program is consistent with the mission of Lindenwood University, which affirms a deep commitment to the development of the whole person. Through dedication to all areas of wellness, including physical, mental, social, and spiritual health, Lindenwood can inspire happiness and prosperity in the community.

For more information about the LindenWell, Employee Wellness Program, contact lindenwell@lindenwood.edu.

Computer Software

Employees may purchase Microsoft software products at a discounted rate through <http://lindenwood.onthehub.com>. Applications purchased through this site can only be used by active employees. Once the employee leaves the University, the license is no longer valid and must be removed from the employee's PC. Further information is available from the Department of Information Technology.

Dining Services

Full-time staff members have dining privileges provided by food services that include five meals per week during the fall, J-Term, and spring semesters. These meals are specifically allocated for the lunch period, which is Monday through Friday from 10:30 a.m. to 2:00 p.m. in the Spellmann Center Dining Hall, the Evans Commons Dining Hall, or the Grab-and-Go located in the Loft (Butler Hall). When dining at Spellmann, food must be consumed in the dining hall (no carry-outs). Staff IDs must be shown upon entry.

Meals may be purchased at any time during regular meal sessions on a cash basis. There is no employee discount for food at Java 101 (Spellmann Center) and Java 201 (Butler Library).

Event Tickets

Employees and members of their immediate families (see Bereavement section for definition of immediate family) will be admitted to regular season LU NCAA II and Student Life Sports without charge. To attend events, employees must present a valid Lindenwood University identification card.

Additionally, employees will be issued two complimentary theater or concert tickets per event upon request, on a space-available basis. Free tickets are available only for Lindenwood student productions.

Two tickets to LU Film Series presentations in Young Hall are free to anyone with a University ID, including alumni. Extra tickets can be purchased for \$5 cash.

Library Privileges

Staff members have full library privileges at Butler Library. Employees have access to all available materials such as books, subscriptions, data bases, and other resources. Materials may be checked out for up to three weeks with a current Lindenwood University identification card. Library databases can be accessed from extension locations with proper login information.

Recreational Facilities

Recreational facilities are available to employees and alumni at the Evans Commons during normal operating hours. Family members may enter the facilities for a \$5.00 fee.

Spirit & Supplies Shoppe

All Lindenwood employees are eligible for a 10 percent discount on materials sold in the Lindenwood Spirit & Supplies Shoppe. This discount will not be in addition to any seasonal or special pricings.

Employee Recognition

Employee of the Month/Year Awards

Employee awards recognize full- or part-time faculty and/or staff members who perform their duties at a high level and exhibit a positive and supportive attitude toward colleagues, students, and visitors. Nominees must have been employed at Lindenwood University for more than a year.

Employee of the Month

This award recognizes full- or part-time faculty and/or staff members who provide service to the University at a high level and exhibit a positive and supportive attitude toward colleagues, students, and visitors. Nominees must have been employed at Lindenwood University for more than a year.

Those interested in nominating someone for this award should write a 75-100 word summary explaining why a particular employee should be considered. Qualities and achievements worthy of mention might include exceptional performance, creative contributions, outstanding dedication, and/or consistent

support and a positive attitude. Nominations should be submitted to the President's Office prior to the first day of the month (or by 9 a.m. Monday if the 1st falls on a weekend) and should have the enthusiastic support of the employee's direct supervisor.

The Employee of the Month is chosen from nominees by the President and the VP-OF/COO. Monthly award winners receive a framed certificate and their names are engraved on the Lindenwood Employee of the Month plaque in Roemer Hall. Monthly award winners are automatically nominated for Employee of the Year.

Employee of the Year

Employee of the Year will be awarded annually at the Lindenwood University Christmas Party. (December's monthly winner will be considered for the following year's annual award). The Employee of the Year winner will receive a personal recognition plaque. He/she will also be commemorated with a photo display and an engraved name on the plaque in Roemer Hall.

SECTION 3: GENERAL POLICIES AND PROCEDURES

Employee Responsibilities

Academic Freedom

The following statement on academic freedom was formulated by a joint task force of the faculty's Educational Policies Committee and the Faculty Council and endorsed by the President and the academic administration in 2007:

Lindenwood University is committed to the idea that universities are centers of intellectual growth, exploration, creativity, and expression. It is incumbent upon the University, therefore, to create an atmosphere that is conducive to open, critical thinking. Central to that duty is the freedom to formulate and express ideas that advance the process of intellectual inquiry and education. Therefore, freedom of thought and word within the confines of higher education is central to effective education of the whole person.

Academic freedom also carries profound responsibilities. The University itself must take all precautions to protect the ability of faculty to express ideas and teach concepts that are germane to their respective subjects in research and publication as well as the classroom; the ability to do so without interference must remain unfettered. Some subjects of intellectual inquiry cause discomfort to some or all students and faculty members, yet failure to explore those topics would be to deny our responsibility as educators. Rather, the open exchange of ideas between faculty and students must be conducted in an atmosphere of mutual civility, respect, and attention toward the greater good of the University and its members.

Faculty members should neither be censored for expression of their views nor engage in self-censorship out of fear of recrimination; similarly, students should know that they have the right to express their views as well but will be held to the same standard of defense of those views. Academic freedom in no way implies a tolerance of disrespect, of bigotry, or of discrimination regarding age, race, national origin, religion, sexual orientation, or gender, nor should the academic freedom of one person interfere with the freedom of another.

Academic freedom also includes the right to freedom in research and publication. Faculty members are free to select topics, obtain data, and report findings in a manner that is scientifically and academically sound in one's field without censorship. Work that produces monetary gains will be based on standard practices and shall not be linked to nature of the research.

The freedom to associate, to speak, and to write are central to the republic itself. Therefore, it shall be the policy and practice of the University to permit a faculty member's exercise of the basic right of freedom of speech when outside the University itself and to be involved in community activities.

Confidentiality

Faculty and staff are expected to treat all information regarding students, employees, and institutional information as confidential. Employees are considered ambassadors for Lindenwood University. Information about students, employees, and Lindenwood University business must not be discussed. If there are complaint issues, employees should refer to the Whistleblower Policy.

Lindenwood University is morally and legally obligated to maintain the privacy of those whom we serve. Information regarding students is to be released only by authorized employees in accordance with established federal policies. The statute commonly known as the Buckley Act bars any release or disclosure of information concerning students' grades, social behavior, or any other information relevant to their attendance at Lindenwood University. Before discussing a student's confidential information with parents or guardians, ensure that the student has signed a FERPA Waiver giving permission for such disclosure. Faculty members should reveal information only to those specifically named in the waiver. Electronic copies of student FERPA Waivers can be viewed in student files in the CAMS Portal.

Responsibility for Timely Reporting

Every member of the Lindenwood faculty, staff, and administration is obligated to immediately report any circumstances, complaints, behaviors, documents (electronic or paper), or observations that reveal or indicate a threat to the wellbeing of students or other members of the University community. Any matter of this type must be reported to at least two campus authorities: (1) one's immediate supervisor or vice president and (2) the President's Office. It is not acceptable to withhold or postpone reporting because the information on the matter is incomplete; the possible trouble is discovered during the course of a class project or assignment, research project, or co-curricular initiative; filing a concern or complaint might upset another employee or one's supervisor; disclosing the information might disrupt or interfere with the completion of a newspaper article, video production, or a professional manuscript; the threat surfaces in the context of counseling or advising students.

Complaint Reports

Lindenwood is required by federal mandate to have a system for handling written student complaints. Complaints and their resolutions are entered into an electronic database by individuals in each school/office who have been designated as complaint resolvers. Each month, the vice presidents receive summary reports of all of the complaints that have been entered in the database that deal with issues in their areas.

A staff or faculty member who receives a written complaint from a student should attempt to resolve the complaint if it is within his/her purview. Once the complaint is resolved, information about the complaint and its resolution should be entered into the database or forwarded to a designated resolver in the school or office for entry. If the complaint is not something that the recipient can handle, it should be forwarded to the school/office resolver who will enter it and refer it to the appropriate

resolver in the school/office in question. For example, if someone in the Business Office receives a complaint about food service, s/he will enter the complaint into the database and refer it for resolution to the food service office. The resolver in that office will contact the student, resolve the issue, and enter the resolution into the system.

Storage and Transfer of Confidential Student Information

Any GPA or other sensitive information is stored only in the offices of the Provost, Associate Provost, and Academic Services. No undergraduates are permitted to see or work with any such confidential information. Lists transmitted from Academic Services to the Provost or Associate Provost are to be in a password-protected file and transferred on a thumb drive that is walked by the delivering party its destination at the office of the recipient. Upon receipt of a list of confidential information, the Provost or Associate Provost must immediately load the confidential files onto his or her hard drive, save them there in password-protected format, and immediately destroy the file on the thumb drive before returning or reusing it.

Any conferences on suspended students must be held in the Office of the Provost or Office of the Associate Provost, who will prepare hardcopy for any other participants. Those hardcopies must be collected and securely filed or destroyed immediately after each such meeting. They must not be permitted to leave the Executive Offices (which include that of the Associate Provost).

Any contact or call lists must be in hardcopy and must not contain any information about a student's academic status. Those lists must be hand delivered to the callers with an explanation of what is to be done with the list. Call lists must have phone numbers on separate sheets, and those numbers should be coded to match the corresponding student on the name sheet. However, advisors and coaches should already have the phone numbers of their charges.

“Red Flag” Identity Theft Prevention Program

In compliance with federal laws (Red Flags Rule regulations) designed to protect against identity theft, Lindenwood has developed an Identity Theft Prevention Program. The program provides guidelines for employees to identify red flags that indicate potential theft of personal information of students, employees, and University customers (Appendix E).

Conflict of Commitment

Pursuant to LU's policy, any current or future outside employment, undertaking of major projects, or commitments of time to outside organizations should be presented for approval by the Vice President for Human Resources. The purpose of this provision is not to control individual's free time, but to allow the University to assess potential conflicts and activities that may affect an employee's job performance or be contrary to Lindenwood's mission before it becomes a problem and jeopardizes employment with Lindenwood.

Outside employment or organized activities, such as public service clubs or political involvement (especially the amount of time spent for such activities), may adversely affect employment. A certain time is needed for rest, reflection, and renewal to be at the highest level of performance. Permission for outside employment or involvement in other activities will not be unreasonably withheld. Lindenwood encourages individuals to give back to the community and engage in activities that give joy

and pleasure.

Drugs and Alcohol

Lindenwood University prohibits the misuse of prescription drugs and the unlawful use, possession, manufacture, and distribution of unauthorized drugs and alcohol by its employees on its property or as part of any of its activities. Persons who violate this policy are subject to campus disciplinary action and referral to law enforcement agencies.

The level of disciplinary action will be determined by assessing the seriousness of the breach of policy, the effect of the conduct on the community, and the assessed probability that other violations will not be committed by the person(s) in the future. Lindenwood will work with local authorities to ensure local, state, and federal laws are enforced.

For more information, see the LU Drug-Free Campus Policy (Appendix F).

Exception: Alcohol may be consumed at designated locations for authorized functions.

Political Nonpartisanship

No office, organization, subdivision, student, or employee of Lindenwood University may use University resources, advertising channels, or work time to promote, assist, or express support for any particular candidate(s) pursuing election or appointment to a political office. No Lindenwood student, faculty member, or employee may use those resources or University work time on behalf of his/her personal political initiatives or state or imply that he/she speaks as a representative of the University when expressing personal support for a political candidate. No Lindenwood student, faculty member, employee, or entity is permitted to post, mount, erect, or stand a sign, banner, or poster of a political nature on any property owned, leased, or managed by the University.

This policy is in no way meant to deter students or organizations on campus from engaging in political discussions and debate. However, Lindenwood as an institution must remain politically neutral relative to candidates for office. Also, students may invite active candidates in to stump as long as the University issues equal invitations to the opposing candidates(s). The general principle is that Lindenwood allow political activities on campus only if they serve a clear educational purpose. Any such events must be approved by the Office of Student Development.

Intellectual Property Right Policy

Lindenwood University abides by federal and international law pertaining to intellectual rights. Any exception is stipulated in an individual contract with the inventor or content creator. For more information, refer to the Intellectual Property and Patent Ownership Policy (Appendix G) and the P2P File Sharing Policy (Appendix H) on the Faculty and Staff Portal.

Copyright Policy

It is the intent of Lindenwood University that all members of the University community comply with the provisions of the United States Copyright Law. The LU Copyright Policy serves to uphold the University's commitment to protecting the principles of intellectual property, as well as, protect the rights of its

faculty to make appropriate use of copyrighted works for acceptable educational purposes. This policy applies to all University faculty, staff, and students who wish to make use of copyrighted works, whether in print, electronic, or other form. Implicit in this policy is the Fair Use Act, which applies across the board to uses in the traditional classroom environment and the TEACH Act, which is an exception to the Fair Use Act for distance learning.

For this policy to be in effect, by law, all faculty members must be knowledgeable of this policy and they, in turn, must inform the students in their classes of this policy. To read the Lindenwood Copyright Policy, the Lindenwood Web Copyright Policy, and the Lindenwood Streaming Video Policy, go to the following webpage: <http://library.lindenwood.edu/research/copyright/index.html>.

Professional Responsibilities

All members of the Lindenwood University faculty and staff are expected to conduct themselves in a professional manner and demonstrate respect for all members of the University community, as detailed in the University's Standards and Guidelines for Professional Development. Adjunct instructors are expected to follow the policies, procedures, and expectations outlined in the Adjunct Handbook, which is available on the Faculty and Staff Portal.

Professional Appearance

Faculty and staff are expected to dress according to generally accepted professional standards appropriate for the professional environment. For clarification and details, consult the relevant supervisor, school dean, or BV-division chair.

Solicitation/Distribution

Lindenwood University recognizes the responsibility to prevent disruption of normal business and avoid interference or disturbance to our students, visitors, and employees. Solicitation and distribution are prohibited unless approved in advance. Solicitation refers to employee(s) and/or non-employee(s) approaching anyone for the purpose of influencing him/her to take a specific action or make purchases as to matters or items not related to Lindenwood business. Distribution refers to handing out materials, supplies, brochures, etc., for non-Lindenwood business. (See Appendix I)

Royalty Donations

Any staff member or instructor (full-time, part-time, and adjunct) who requires students to use a text written by that employee is required to donate any royalties earned on books sold to Lindenwood student to either the Emergency Textbook Fund or the Student Travel Fund.

Strategic Planning Objectives and Process

Strategic planning at Lindenwood University is a committee-of-the-whole process, an endeavor that involves all offices, schools, and sectors, including the students as well as faculty, staff, administration, and the Board of Directors. The overarching goal is to conduct the annual formulation or reformulation of the strategic plan as a genuinely collegial effort that draws upon the interests, perspectives, and unique expertise of the entire University community.

The planning process flows from the University's mission statement and is developed to reflect and accomplish the purposes included in that proclamation. All key stakeholders are expected to participate in the undertaking to provide input not only on their individual service domains or disciplines but also on the formal assumptions underlying the plan and the general direction of the University's educational and developmental programs and operations.

The University's Strategic Plan is re-created or extensively updated every year. Each rendition of our strategic plan generally addresses the upcoming five-year interval. While it emphasizes several specific objectives for the next year, it also projects the University's vision for the next decade as well – the shared vision of the faculty, staff, administration, students, and Board.

Although the Board of Directors' Strategic Planning Committee formally calls for an update or revision of the strategic plan, most of the planning begins at the program or department level. The academic school or administrative office then collates and refines the plan for the larger unit. Next the President, Provost, and VP-HR meet with each academic school, each administrative unit, and the Lindenwood Student Government Association to review and refine the information submitted. Each of these sessions lasts about two hours, and sometimes longer.

There may be several iterations of this information exchange process, most via written electronic information transmissions, before the plan is submitted to the Board's Strategic Planning Committee for review and further refinement. That body, too, may request modifications or additional information from any sector of the University.

There are three basic procedures common to all offices, academic schools, and groups participating in this process:

1. Iterative discussions within each unit that generate the portion of the plan representing the unit's unique interests and objectives.
2. Review of and input into general strategic premises, directions, and University initiatives.
3. Lengthy, productive exchanges with the executive administration, both face-to-face and via written communications.

Each year, the faculty and staff of Lindenwood University engage in the development of the University-wide strategic plan. The process begins in September and concludes in July.

LU Strategic Planning Processes & Timeline

Early Sept. Strategic planning templates are made available to academic schools and BV- divisions, University offices, standing committees, LSGA, and the Alumni Association. Forms from the offices of Human Resources, IT, and Assessment are included, with an October 15 due date. The Provost informs the reporting units of the January 4 due date for submission of complete plan, which should reflect results of the HR, IT, and Assessment requests.

Mid-October The Board's Strategic Planning Committee reviews and considers modifications to Lindenwood's planning Assumptions, Premises, and Guidelines, sets general strategic

directions for the University, and commissions the Provost to initiate discussions of the annual University-wide planning process.

- Oct. Faculty/** The Provost apprises academic schools, BV-divisions, and University offices of the Staff Meetings strategic planning process for the upcoming fiscal year at the general faculty meeting in October, and employees are encouraged to begin working with their departments, schools, BV-divisions, and standing committees to create their plans for the next fiscal year and the next five fiscal years. All members of the reporting units are to be involved in the Strategic Planning process.
- Early Nov.** The Board formally approves the modifications of the planning Assumptions, Premises, and Guidelines, and the Provost communicates any approved changes to the reporting units.
- Mid-Nov.** Provost distributes an Excel file of action items from each reporting unit for update of current year's plan.
- December** Excel file of current year's strategic plan's action items due to Provost.
- Mid-January** The Board of Directors' Strategic Planning Committee reviews and clarifies strategic directions and identifies chief issues and goals and receives a progress report from the Provost.
- Mid-Feb. – Mid-March** On a two-year cycle, reporting units of the St. Charles campus meet with the President and the VP-AA to discuss their plans and provide input, suggestions, and recommendations on University-wide proposals and initiatives. The administrative officers answer questions and solicit further suggestions from the attendees. Reporting units in Belleville meet with the Belleville President according to a schedule that he/she devises.
- Late Feb.** Provost distributes an Excel file of action items from each reporting unit for update in of current year's plan.
- March** Final copies of the strategic plans from the reporting are forwarded to the Provost.
- April** The Provost prepares a working draft of Lindenwood's omnibus Strategic Planning Document to distribute to the Strategic Planning Committee of the Board of Directors.
- May 15** Excel file of current year's strategic plan's action items due to Provost.
- June** The Provost distributes copies of the draft to the full Board of Directors members of the Strategic Planning Committee and requests comments and suggestions. The Board's Strategic Planning Committee reviews feedback, and the Provost incorporates changes into the Strategic Planning Document.
- July** Copies of the final draft of the plan are made available to the Board of Directors for its Board Retreat and placed online for reference by faculty, staff, administrators, the

academic schools, BV-divisions, faculty committees, University offices, task forces, the LSGA, and the Alumni Association.

Committees, Task Forces, and Councils

An important employee role is played on committees, task forces, and councils that build on unifying principles and significantly impact academic and administrative decisions and directions for the future. Any of the standing committees in the University system may choose to have bi-campus meetings, or a committee on one campus may send representatives to observe or consult with the corresponding committee on the other campus.

University standing committees exist for the purpose of addressing long-term interests or concerns. Members of standing committees typically serve one- or two-year terms and are elected to represent their school, BV-division, or administrative office. The President reviews committee membership results. Standing committees have been authorized to function on each of the Lindenwood University campuses. The purview, responsibility, and authority of each standing committee is the same on each campus.

Assessment Committee

The principal responsibility of the Assessment Committee is to give guidance to the University assessment officers in the conduct of the assessment program. It also acts as a forum for the discussion of University assessment issues.

Council on Teacher Education (CTE)

The principal responsibility of the Council of Teacher Education is to review the assessment benchmarks of teacher education candidates to ensure that candidates have the knowledge, skills, and disposition to work as professional educators in schools.

Educational Policies Committee (EPC)

The principal responsibility of the Educational Policies Committee is to review, formulate, and propose academic policies and educational goals of the University. The committee works to create consistent policy, increase academic integrity, standardize the curriculum, and assist in developing smooth administration of University policy and curriculum.

General Education Committee

The principal responsibility of the General Education Committee is to maintain consistency of course requirements that lead to a well-rounded liberal arts education. The members of the GE committee will monitor the implementation and integrity of the general education program across the academic schools on the heritage campus as well as on all extended campuses and for both the traditional day program and the evening program.

Academic Standards & Process Committee (ASPC)

The principal responsibility of the Academic Standards Committee is to provide advice and counsel to the University's faculty and administration on matters related to adherence to the stated academic standards of the University. Further, the committee reviews and audits the procedures being used to ensure quality as well as the results of those procedures and renders recommendations and solutions to the VP-AA/Provost for particular cases in which interpretation of academic policy is needed. The ASPC complements the Educational Policies Committee (EPC) by monitoring and ensuring implementation of

the academic quality guidelines formulated by the EPC and suggesting changes in academic policy and practices to the EPC.

Institutional Review Board (IRB)

The principal responsibility of the Institutional Review Board is to protect the safety, privacy, and rights of human subjects recruited to participate in research performed by students, faculty, and staff at Lindenwood University.

Study Abroad Committee (SAC)

The primary responsibility of the Study Abroad Committee is to promote study abroad among the faculty and students and help faculty to set up study abroad opportunities while maintaining the academic integrity of study abroad programs offered at Lindenwood University.

Student Engagement and Retention Committee (SERC)

The primary responsibility of the Student Engagement and Retention Committee is to promote the engagement of traditional residential and commuter day students in ways that support retention and persistence to graduation.

University and Faculty Task Forces

When needed, task forces are created to discuss and recommend policy. A task force is usually in place for at least one semester and typically remains active for up to two years. A few task forces continue meeting indefinitely. The task forces currently include each of the following:

- Bi-Campus Standing Committee
- Catalog Committee
- Council for Educational Leadership
- Faculty Recruitment Committee
- Honors Panel
- Distance Learning Committee
- Student Engagement and Retention Committee
- Speakers Bureau
- Technology Committee
- Wellness Committee

University Councils

The University has five councils that address comprehensive issues affecting the University system as well as individual campuses and student constituencies. The councils are herein briefly described:

Faculty Council	Representatives from each academic school and division are elected to serve on this council to address important issues affecting faculty members.
Deans' Council	The Deans' Council is a forum for decision making by University deans, academic and non-academic.
Staff Advisory Council	Representatives from each campus division are elected to serve on this council to address important issues affecting staff members.

President's Council	Vice Presidents, chief officers, select directors, and Faculty Council Chairs serve on this council to address issues affecting the University system and to advise the President of the University system.
Student Services Council	Representatives from major offices that serve students as well as a representative of LCIE serve on this council to address ways to improve student services.

Graduate Assistant Request

Graduate assistants are an integral operational component to the Lindenwood community. Therefore, requests for new or continuing graduate assistant support should be submitted to the appropriate dean or supervisor, who will make annual recommendations to the VP-HR.

Expense Policies

Purchase Procedures

To request the procurement of goods, such as office supplies or classroom materials, employees should make a request through their supervisor. The supervisor will make a formal requisition through the online Business Portal. In many cases, purchases will be made with vendors through the Internet.

If an employee has to purchase an approved item at a store, he/she must take a copy of the University's tax exempt form in addition to other relevant paperwork to the place of purchase. Purchases made without prior approval of the Vice President for Operations and Finance/COO or without a tax exempt form will not be reimbursed. Store receipts must be submitted following the purchase.

Requests for computer-related goods should be submitted to the Department of Information Technology. Requests for educational books, DVDs, and other media resources go to the Dean of Library Sciences. Requests for goods containing written text and/or artwork must receive prior approval from the Office of Public Relations and must be approved by the highest-ranking campus administrator.

Course-Related Purchases

Academic purchases are made utilizing the same process as staff purchases listed above; however, such purchases must include the class name, the number of students in the class, and any associated lab fee.

Agency Accounts

Agency accounts are handled by the Roemer Business Office or designee. Employees responsible for student organizations or groups may utilize agency accounts. Agency accounts are established to provide organizations and activities with a University account to execute the following transactions:

1. Depositing funds obtained by fundraiser projects.
2. Student payments associated with dues, clothing, etc.
3. Payment processing for approved expenditures.

Requests for Withdrawals

Check requests should be completed for approved expenditures from an agency account. Check requests are then forwarded to the Vice President for Operations & Finance/COO for approval. In instances where vendors require advanced approval, a purchase requisition can be requested from the vice president.

Fundraisers

System-wide fundraising projects must be approved in advance by Institutional Advancement (x4939 – 120 S. Kingshighway, St. Charles). All fundraisers must be documented through the use of the Solicitation Approval Form, which can be accessed on the Faculty and Staff Portal in the Forms and Handbooks folder in Process Forms section.

Facilities and Property Usage

Facilities Access

The student is the reason the University was founded and remains the reason for our continued existence and operations. Lindenwood's grounds, buildings, facilities, curricula, personnel, and programs have the preeminent purpose of serving the student – now and in the future – including any prospective student who is visiting any Lindenwood campus or center.

All University personnel are stewards of their respective domains on campus but not the owners of those domains. Each employee is responsible for the orderly and responsible care and functioning of his/her Lindenwood space but is not entitled to unreasonably exclude students and friends of the University from normal and expected admittance to and participation in our facilities.

To ensure full access to our resources, each building or facility manager must produce a scheduling and access policy and procedure for his/her venue for approval (and possible modification) by the President or the President's delegate. Facility managers must also understand and comply with the Facilities Access Policy (Appendix J).

Meeting Space and Events Reservations

To request a meeting space or to get approval for an event on the St. Charles campus, a faculty member must make a formal request to the Facilities Coordinator, whose office is located in the Student Life and Leadership offices in Evans Commons. Call (636) 949-4613 for help making online reservations. The Facilities Coordinator handles reservations for all events spaces except for the President's Conference Room in Roemer Hall. To reserve that space, contact mcollins@lindenwood.edu. A list of available spaces can be found on the Faculty and Staff Portal in the Room Availability folder.

To request a meeting space or get approval for an event on the Belleville campus, employees must make a formal request to the respective building manager.

Maintenance and Repairs

Requests for maintenance support for faculty or professional staff on the St. Charles campus should be submitted to the Campus Facilities Office (near West Clay) at (636) 949-4922 or emailed to maintenance@lindenwood.edu. The full name of the requester, a telephone number where he/she can be reached, the office or location of the item in need of repair, and a description of the problem and requested assistance must be provided. Technology repairs should be directed to the Help Desk (helpdesk@lindenwood.edu).

For maintenance emergencies after hours, contact security at (636) 262-4622 or (636) 949-4911. The maintenance contact for the Belleville campus is the Facilities Manager who can be reached at (618) 239-6005. Follow the procedure as outlined above. Technology repairs should be directed to helpdesk@lindenwood.edu.

Key Requests

At the St. Charles campus, keys are ultimately authorized by the Vice President for Operations and Finance/COO. However, in order to receive a key, the employee must obtain and have signed a key request form obtained from his/her supervisor and submit it to the vice president. If authorized, the University will provide a key within five working days.

At the Belleville campus, key requests must be submitted to an office supervisor or an academic division chair. If authorized, the University will provide a key within five working days.

NOTE: Keys must not be loaned to any unauthorized person or duplicated. Employees who violate these restrictions will be subject to loss of access to previously authorized areas.

When employees change office locations or leave the University, old keys must be returned to the key master located in the Campus Facilities Office (St. Charles) or to the supervisor/division chair (Belleville). Lost keys will result in a fee of \$35 per key.

Faculty members who are assigned to Elm Street classrooms in St. Charles may check out a key for the semester in the Office of the Provost.

Loss of Personal Property

The University is not responsible for lost or stolen personal property. Employees are strongly encouraged to properly secure or keep personal property with them at all times.

Firearms Policy

The University's Firearms Policy states that no person is permitted to carry firearms or other weapons—either concealed or visible—on Lindenwood property or to any Lindenwood class (offered anywhere), except by duly sworn law enforcement officers who are on duty or working security on a Lindenwood campus or center. Off-duty police officers may carry completely concealed weapons to their Lindenwood classes only if authorized to do so by their employer and the state of Missouri or Illinois.

Lindenwood shooting team members and coaches must comply with established firearms handling policies and procedures.

Food and Drink

No food or drink (except liquids in plastic bottles with closable caps) is to be consumed in the J. Scheidegger Center for the Arts. No food or drink (except liquids in plastic bottles with disposable caps) is to be consumed in performance spaces, auditoriums, studios, lecture halls, or classrooms without prior permission of the instructor. When allowing food and drink to be consumed, the instructor is responsible for the removal of all waste materials.

Smoking Policy

University policy prohibits smoking in Lindenwood owned and leased buildings to protect the health, safety, and comfort of University students, employees, and visitors. Nonsmoking areas include entrances, exits, outside stairways to buildings, outdoor passageways to entrances, windows, indoor and outdoor facilities, and any outside locations at the time when an event is taking place. E-cigarettes are included in the directives outlined in this section. The following areas are designated for smoking:

St. Charles Campus

Butler Hall - Side area at pool entrance & War Memorial area
Welcome Center - Behind the building
Library - Between library and Roemer/ Between library and Young Hall
Roemer - Between Roemer and Library
Young - Between Young and Library
MAB - Sidewalk between MAB and Warner Hall
Spellmann - 1st Floor – Patio outside of the Connection/3rd Floor – Between Parker and Spellmann
Butler Hall - Side area at pool entrance & War Memorial area
Welcome Center - Behind the building
Library - Between library and Roemer

Belleville Campus

Smoking is completely prohibited on the campus and in all residential facilities. Smoking on the premises of other Lindenwood sites and locations is determined by the particular administration and any city ordinances posted on the sites.

Parking and Parking Stickers

Campus parking and vehicular regulations are designed to minimize congestion, maintain safety, enhance security, and maximize the use of existing parking facilities. Annual \$2.00 parking stickers are available for purchase in the Security Office (St. Charles) or Student Services (Belleville). Stickers may also be available at the LUCC or off-campus sites. Each University employee is required to obtain a parking permit in order to park on University grounds.

No vehicles should be parked in any area not marked as a parking spot. The fire lane is designated by yellow marking around all curbs on campus. Parking in a fire lane will result in a parking fine and possible towing. Parking in no-parking zones or courtesy lanes is prohibited. Parking in handicapped parking by those who are not disabled is also prohibited. Violators will be ticketed and/or towed at the owner's expense.

Identification Cards (ID)

University photo ID cards can be obtained from the Work and Learn Office (Spellmann 3rd Floor) in St. Charles or from Student Services on the lower level of Old Main Hall in Belleville. IDs are required for lunch and for picking up tickets to student performances and sporting events.

Copy Center Use

St. Charles

Faculty members have access to free copies of classroom materials at the Copy Center (Spellmann 3rd Floor). Print requests can be sent via email (copycenter@lindenwood.edu) or brought to the Copy Center with the completed work request form. Students may not retrieve copies of final exams without prior written permission from the professor. For more information, contact the Copy Center at (636) 949-4616 copycenter@lindenwood.edu.

Belleville

Copiers are located in a number of buildings and are available to all faculty members. For large runs, contact the mailroom manager in the lower level of Old Main Hall.

Off-Campus Sites

Copiers are available at off-campus centers.

SECTION 4: COMPUTERS & COMMUNICATIONS

Computer Use and Social Media Policy

All Lindenwood employees must abide by the following Computer Use and Social Policy:

LU Computer Use and Social Media Policy

Revised & Approved
by
Board of Directors: 02/07/14

The following guidelines and rules constitute Lindenwood University's Computer Use Policy. Exceptions to these guidelines and rules require the written permission of a dean/division chair and the Chief Information Officer. Violation of any of these rules or guidelines may result in termination of employment.

- **Appropriate Use:** Individuals who are provided access to University computer facilities and to the campus-wide communications network assume responsibility for their appropriate use.
- **Attachments:** No one should open attachments from an unknown or questionable source as doing so can introduce damaging viruses that result in costly repairs.
- **Bandwidth:** Providing services or running applications that consume excessive bandwidth on the LU network is prohibited.
- **Commercial Use:** It is prohibited to use Lindenwood University's network for commercial purposes.
- **Content:** Viewing, sending, or authoring obscene, profane, uncivil, disrespectful, or harassing electronic material or messaging is prohibited, as are messages that target individuals in a threatening manner.
- **Criminal Activity:** No Lindenwood University system is to be used for illegal or criminal purposes.
- **Criticism:** Emails and social media entries must not contain personal or unfounded criticisms of the University or any members of the Lindenwood community.
- **Damage and Disruption:** Individuals must not attempt to damage or to degrade the performance of Lindenwood's computers and network or disrupt the online work of other users.
- **Email Use:** The email and network systems are to be used principally for conducting Lindenwood business. Excessive personal use—defined as exceeding 10 minutes per work day engaged in personal email communications—is not permitted. Any personal email transactions should take place only during regular work breaks, unless they are of a time-critical nature, e.g., related to a family emergency or an urgent financial or medical matter. *While employees may choose to send personal email communications, an individual does so at his or her own risk and should have NO EXPECTATION OF PRIVACY IN ANY EMAIL SENT OVER LINDENWOOD'S EMAIL SYSTEM USING*

LINDENWOOD COMPUTERS. Please remember that deleting emails or files from a Lindenwood email account or computer does not necessarily mean it has been erased from the University's system. ALL EMAILS GENERATED THROUGH OR RECEIVED BY LINDENWOOD'S EMAIL SYSTEM ARE PROPERTY OF THE UNIVERSITY AND SUBJECT TO EXAMINATION BY UNIVERSITY OFFICIALS [for cause]. Lindenwood reserves the right to inspect any messages on our server at any time.

- **External Domains:** Users are not permitted to own external domain names that are utilized for Lindenwood business unless otherwise approved by one's school dean or division chair and the Chief Information Officer.
- **Hacking:** Unauthorized intrusion into, manipulation of, or theft of another's data is prohibited.
- **Intellectual Property Rights:** Users must observe intellectual property rights in accordance with the Lindenwood University Copyright Policy, the Lindenwood University Intellectual Property Rights Policy, and the Lindenwood University P2P File Sharing Policy.
- **Legal Compliance:** Lindenwood employees are prohibited from sending or knowingly downloading software or data that violate local ordinances or state or federal laws.
- **Mailing Lists:** The use of Lindenwood email accounts for non-business mailing list subscriptions (such as Group-on) is prohibited.
- **Outlook:** Lindenwood business conducted via email should be limited to the user's LU Outlook account. Personal email accounts should not be used to transmit LU communications.
- **Passwords:** Users must not disclose their passwords or otherwise make Lindenwood's facilities available to unauthorized individuals. Moreover, the possession or collection of other's passwords is prohibited.
- **Personal Accounts:** Individuals assume personal responsibility for the use of their accounts.
- **Personal Computers:** Users with personal computers on the LU network are expected to take reasonable precautions to ensure the security of their systems and will be held responsible for misuse by others.
- **Personal/Political Messaging:** Broadcasting personal or political messages to either ad hoc or preconfigured distribution groups, internal or external to the University, is prohibited.
- **Policy Application:** The Lindenwood University Computer Use policy applies to all computers, mobile devices, etc., connected to the Lindenwood University network, whether they are personal or University owned.
- **Policy Subordination:** This policy does not supersede or remove employee directives relative to computer use and email as defined in Faculty or Staff Handbooks.
- **Property:** Statutes governing intellectual property rights will supersede the University's prerogatives in the case of copyrighted materials.
- **Purpose:** Computer and network facilities are provided primarily for educational use.
- **Restrictions:** At its discretion, the University reserves the right to restrict or deny the use of its network facilities and capabilities.
- **Secondary Networks:** It is prohibited to connect any secondary physical network to the LU network without authorization.
- **Security:** Individuals may not attempt to circumvent security systems or to exploit or probe for security holes in any Lindenwood network or system, nor may individuals attempt any such activity against other systems accessed through Lindenwood's facilities.
- **Theft:** Theft, rearrangement, or damage to any University computer or network equipment, facilities, or property is strictly prohibited and will be reported to the police. This includes all public computer labs, network equipment, wiring, and circuits.

- **User Privilege:** The use of technology on campus is a privilege, rather than a right, and a violation of the aforementioned policies could result in a suspension of network privileges or even termination of employment depending on how egregious the action is.

Requests for email accounts and CAMS access must come from the employee's supervisor. The supervisor will send the user's full name, office location, telephone number (if known), and appropriate access allowances and restrictions to the VP-HR for approval. Approved accounts are handled by the Department of Information Technology. (helpdesk@lindenwood.edu - (636) 255-5100)

Email addresses will be issued after the request has been made in writing by the employee's supervisor, and information will be emailed to the supervisor or placed in his/her mailbox. The supervisor is responsible for notifying the Department of Information Technology immediately when an employee leaves the University.

IT Change Policy

Operational Hours

1. Definition
 - a. Operational hours for the IT department are defined as follows:
 - i. Monday – Thursday 7 a.m. – 7 p.m.
 - ii. Friday 7 a.m. – 5 p.m.
 - iii. Saturday 8 a.m. – 4 p.m.
2. During operational hours, all emergencies are handled by the IT staff.
3. Outside operational hours, issues that arise are addressed the next business day, with the following exceptions:
 - a. University-wide server/network interruption
 - i. Email and/or text messages are sent to the server and/or network administrator
 - b. Environmental issues with probable service interruption
 - i. Environmental controls in the data center are monitored, and when the defined threshold is met, the network administrator is texted.

User Acceptance

1. New Employees
 - a. The dean or supervisor completes an LU Access Form that denotes demographic location and access needed to perform his/her duties and submits it to the Office of Human Resources. The Office of Human Resources notifies the various offices of access needed. Access can include email, ID card, portal access, PCCCommon, Long Distance code, CAMS access, Business Portal, Digital Measures, Blackboard, and specific network drives.
2. Current Employees
 - a. For change in job duties or location, the dean or supervisor completes an LU New Hire and Change Form that denotes the change and submits it to the Office of Human

Resources. The Office of Human Resources notifies the various offices to update records as needed.

Information Backup and Recovery Policy

Lindenwood University Backup and Recovery Policy 2014
Purpose
Consistent backups serve as a snapshot in time to guard against tampering and corruption as well as a first line of disaster recovery should no other options for recovery arise. Conversely, backups should be purged periodically to limit liability in the face of lawsuits.
Scope
The backup and recovery policy for Lindenwood University applies to all production servers currently under the explicit control of central IT.
Policy
For backups at Lindenwood, there is a backup hierarchy; first to disk, then to remote Disk Arrays in the DR Site. All production servers containing dynamic data are backed up Monday through Friday, excluding Exchange servers, which are not backed up due to high data volume. These backups rotate out every 7 days. All high-priority production servers are replicated weekly, either Saturday or Sunday. These replicas rotate out every seven weeks. The first Sunday of every month, the last replica disk backups are archived to remote storage disk arrays. Monthly disk array backups are kept for at max one year (best practice from Internet). Whenever possible, the last archive set from December of each year will be kept as a yearly backup for financial systems only. For email, an archiving appliance will be used to record communications for up to 10 years. Yearly financial backups are kept up to a maximum of 7 years; direct restore capability maintained for up to 7 years. Monthly disk array space is recycled as it expires. Existing obsolete backup tapes are kept in storage at the DR site until they expire and are properly recycled.

Electronic Accounts

Requests for email accounts and CAMS access must come from the employee's supervisor. The supervisor will send the user's full name, office location, telephone number (if known), and appropriate access allowances and restrictions to the VP-HR for approval. Approved accounts are handled by the Department of Information Technology. (helpdesk@lindenwood.edu - (636) 255-5100)

Email addresses will be issued after the request has been made in writing by the employee's supervisor, and information will be emailed to the supervisor or placed in his/her mailbox. The supervisor is responsible for notifying the Department of Information Technology immediately when an employee leaves the University.

Hardware and Software Requests

Requests for hardware or software must come from the employee's supervisor. The requisition should include the user's full name, office location, telephone number (if known), and appropriate access allowances and restrictions. The supervisor will complete the requisition form and forward it to the Department of Information Technology. The Department of Information Technology will determine the availability of the equipment or software and submit the request to the Vice President for Operations & Finance/COO or the President for approval.

After approval, it may take up to six weeks to complete the purchase. Installation of the equipment /software then will be added to the schedule and the persons involved will be notified.

The supervisor is responsible for notifying the Department of Information Technology when a piece of equipment or software is no longer required. Two weeks should be allowed for removal.

Extension Campus Requests

The procedures listed above apply as well to extension campus requests for hardware/software. However, the site coordinator is responsible for notifying the Director of Extension and Corporate Admissions when an extension-campus user leaves the University. The Director of Extension and Corporate Admissions is then responsible for notifying the Department of Information Technology (helpdesk@lindenwood.edu - (636) 255-5100).

Software Copyright Compliance

As a part of its compliance with federal copyright law, Lindenwood University employs a procedure to respond to bona fide notices of copyright violation by copyright holders. This procedure operates as follows:

The Digital Millennium Copyright Agent for the University requests that the Network Operations Center block the Internet Protocol (IP) address alleged to be in violation of federal law and provide the agent with the identity of the user or party responsible for the computer (responsible party). The agent then notifies the user or responsible party of the notice and requests a cease and desist statement. Upon receipt of that statement, the agent requests that the Network Operations Center unblock the IP address.

Because intentional file sharing of material for which the user does not have the copyright holder's permission is a violation of the University policy, the user shall report to the VP-HR office for disciplinary processing. These procedures help to protect the user against copyright holders going through legal processes to obtain the identity of the user.

In the case where the copyright notice is the result of a computer compromise (electronic activities that cause damage to a computer), or a hacking, and not the intentional activity of file sharing on the part of the computer's user, the agent shall instruct the user to fix the computer or to make an appointment with the Helpdesk (helpdesk@Lindenwood.edu) to have it fixed. The agent will request the block be lifted upon receipt of information that the machine has been repaired.

Communication Policies and Procedures

Editorial Style and Approval

Most publications produced by the Lindenwood Office of Public Relations and follow LU's *Style Handbook*. Academic and institutional documents generally follow *LU Editorial Guidelines*. Both documents can be found on the Faculty and Staff Portal in the Forms and Handbooks folder under the Editorial Policies/Forms section.

All promotional publications, whether printed professionally by the PR staff or produced on a faculty member's computer, must be formally approved. To start the approval process, submit a Publication Request Form at the beginning of the planning process. The form can be found on the Faculty and Staff Portal in the Forms and Handbooks folder. Documents must have an accompanying Editorial Log that is signed off on by the Public Relations Coordinator and the Director of Executive Communication

Forms and University Documents

The latest versions of commonly used forms and documents are available on the Faculty and Staff Portal as well as on the Faculty Folder Network Drive. There is a separate site on My Computer for the Belleville campus.

Logo Use

Logos for Lindenwood University can be found on the Faculty Drive in the Logos folder. Logos should only be used for official Lindenwood documents, and the documents must be free of grammatical, punctuation, and spelling errors. The Belleville campus versions of the LU logos appear in maroon. Sports logos that contain the images of a lion (St. Charles) or a lynx (Belleville) should be, in most cases, reserved for sports-related editorial content.

Media Contact

Employees at the St. Charles campus and at extension centers should call the Lindenwood University Office of Public Relations at (636) 949-4913 if they are aware of or involved in any media matters related to Lindenwood. Employees at LU-Belleville should contact the Assistant Vice President and Executive Director of Community Relations at (618) 239-6031.

If an employee on the St. Charles campus or an extension center is approached by a member of the media for an ambush interview, he/she should immediately call (636) 949-4913 and notify the PR staff. Belleville employees who are approached by a member of the media for an ambush interview should immediately call (618) 239-6031 or (314) 504-0036 to notify the Assistant Vice President and Executive Director of Community Relations.

To reach the St. Charles public relations professionals after hours, contact security at (636) 262-4622. To reach the Belleville campus Assistant Vice President and Executive Director of Community Relations after hours, call (314) 504-0036.

Signature Policy

Lindenwood employees shall not include another Lindenwood employee's signature on any document without written, signed approval from the signature holder. Further, University officials wishing to include the President's signature on a document shall have that document reviewed and approved by the Director of Executive Communication followed by a review and approval by the President prior to general distribution. This policy applies to all University faculty, staff, and students. Further, all authorized monetary signatures are approved by the Board of Directors and implemented via the President.

Surveys

Surveys may be conducted for research or assessment purposes with prior approval. All surveys must have the approval of the Provost, unless they are exempt from the need for approval, and they must be error-free. The University has an account with www.surveymonkey.com. To use this account, contact an assigned survey administrator. For more details, see the LU Survey Guidelines on the in the Forms and Handbooks section. For more information on surveys, contact the Director of Executive Communication at (636) 949-4977.

E-Newsletters

Electronic newsletters may be used to promote programs or to keep stakeholders informed about new policies and procedures. Follow *LU Digest* submissions guidelines and send announcements directly to ludigest@lindenwood.edu. All e-newsletters that represent Lindenwood must be accurate and error-free. The University has an electronic newsletter account that may be used by LU programs and offices. For more information on e-newsletters, contact the Director of Executive Communication.

Mail Procedures

Mail traveling between the St. Charles and Belleville campuses is handled by a courier service. Each campus handles U.S. Postal Service mail as follows:

St. Charles

Mail is received each morning, Monday through Saturday, at the Evans Commons. Schools and offices make arrangements for pickup. Outgoing mail is also processed by the Evans Commons mailroom. Only official mail will receive University postage. Faculty members can send personal letters if they provide the stamps. For information on sending bulk mail (200 pieces or more), contact Mike Tolman at (636) 949-4563

Belleville

Incoming mail is delivered each morning. Outgoing mail should be in the mailroom by 5 p.m. the previous day. For information on bulk mail (200 pieces or more), contact the Belleville Dean of Students.

SECTION 5: EMERGENCIES AND CANCELLATIONS

Emergency Preparedness

Basic Emergency Action Plan

Please refer to the Basic Emergency Action Plan (Appendix K), which can be found on the Security tab of the LU website.

Building Exit Plans

Every building has a building emergency exit plan. To accept the plans for the St. Charles campus and extension centers, consult the Security webpages. All employees should be familiar with the building(s) they occupy and be prepared to help students and visitors in emergencies.

Injuries/Accidents – Faculty/Staff

Emergency kiosks and phones are available on the St. Charles and Belleville campuses for emergency use.

In the event of an emergency, 911 should be called immediately. Lindenwood University provides workers compensation benefits for all employees in accordance with federal, state, and local laws if a compensable injury is incurred in the course of employment.

Employees should immediately report all injuries incurred on the job, no matter how insignificant, to their supervisor. The employee must also complete an incident report. The supervisor will instruct the employee where to obtain any necessary medical treatment. If the medical provider certifies that the injured/ill employee is unable to work, a leave of absence may be initiated. The employee or the supervisors must submit the incident report immediately to the VP-HR.

Injuries/Accidents—Students and Guests

At times members of the campus community and guests to our campuses suffer injury or illness. In the event of an emergency, 911 should be called immediately. If the injury or illness is not life threatening, campus security should be called for assistance. An incident report must be completed.

Please note it is important to err on the side of caution and call 911 in instances where individuals appear to be unconscious or are otherwise impaired.

If the student needs to be transported to the hospital, 911 should be called. Employees should not transport students or campus visitors in University or personal vehicles. If the student is transported to the hospital, Campus Security will notify the legal guardians.

Security Offices

St. Charles Campus

John Bowman
Director of Public Safety and Security
110 S. Kingshighway
St. Charles, MO 63301
(636) 949-4687
Campus Security: (636) 949-4911
St. Charles Police Department: 911 or (636) 949-3300

Belleville Campus

Tom Coppotelli
Director of Public Safety and Security
2600 West Main Street, Old Main Hall
Belleville, IL 62226
(618) 671-6088
Campus Security: (618) 239-6081
Belleville Police Department: 911 or (618) 234-1212

Emergency Messaging System

During emergencies, the University alerts students, staff, and faculty via the Lindenwood instant message system provided by Rave. This important service enables quick mass communication in the event of school closings or campus crises. The service is free to users.

Employees can update cell phone information in order to receive emergency texts by logging onto the Faculty and Staff Portal and clicking on Emergency Text Messaging under the Services tab near the bottom of the left menu. Then click the update button. (Please Note: It may take up to 24-48 hours for cell phone numbers to be updated.)

Inclement Weather Policy for Staff Employees

When the CAMPUS is CLOSED due to inclement weather, all exempt and non-exempt employees are credited with *closure pay* for hours they would have worked had the campus been open. Essential workers who are REQUIRED to report when the campus is closed, receive regular pay like all other staff employees PLUS emergency or *inclement weather pay* for all hours actually worked during the time period the campus is closed. Employees who are on sick leave or vacation when the campus is closed for inclement weather will not receive closure pay.

When CLASSES are CANCELLED, but the CAMPUS is OPEN, all staff employees and service contractors are expected to maintain a normal work schedule. During inclement weather when road conditions are

hazardous and may endanger employee safety, supervisors are encouraged to adjust work schedules to allow for employees to arrive late or leave early based upon the circumstances. Employees should be allowed to make-up missed work time **during the same work week**. Staff employees who are unable report to work or to make up missed time during the work week may use accrued vacation, personal, or sick time.

Inclement Weather Announcements

Should weather conditions create potentially hazardous conditions, Lindenwood University (LU) will evaluate the situation and take into consideration the safety of faculty, staff, and students as well as the services that must be provided despite the inclement weather. After this careful evaluation and depending on the hazardous weather conditions (e.g., tornado, snow/ice, etc.), an alert will be sent to applicable students, faculty, and staff via a Rave system text message and Lionmail, as necessary. This alert will detail the appropriate action required of faculty, staff, and students as well as essential services that must be provided despite the occurrence of inclement weather.

In the unlikely event that LU alters the normal work and/or class schedule, an announcement will be posted on the University's homepage (lindenwood.edu and belleville.lindenwood.edu). An announcement will also be distributed via Lionmail, the Rave system, and local media stations or whatever is deemed most appropriate for the weather conditions.

Separate announcements may be made regarding evening classes, where evening classes are defined as those classes starting at or occurring after 4 p.m.

Only the President (or, in the President's absence, the Provost or Associate Provost) has the authority to cancel classes in the event of severe weather. The University maintains its teaching, research, and service activities in accordance with established schedules and operational demands. To this end, suspension or cancellation of classes due to inclement weather will be avoided whenever possible. Because certain essential functions of the University must be provided at all times, campus operations will not be suspended in the event of severe weather even though day-time classes may be canceled.

Appendices

Appendix A – Whistleblower Policy

LU Whistleblower Policy
Revised & Approved
by
Board of Directors: 08/09/06

General

Lindenwood University (“LU”) requires directors, officers, administrators, and employees to comply with its Code of Ethics and observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of LU, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, administrators, and employees to comply with the Code of Ethics and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, administrator, or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. Any retaliation against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within LU prior to seeking resolution outside LU.

Reporting Violations

The Code addresses LU’s open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with someone in the Human Resources Department or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Code to LU’s Compliance Officer, who has specific responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or you are uncomfortable with following LU’s open door policy, individuals should contact LU’s Compliance Officer directly. In the event the complaint involves the LU Compliance Officer, the complaint is to be reported directly to the President of the University.

Compliance Officer

The LU Compliance Officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the President, the

Chairman of the Board of Directors, and/or the finance and audit committee. The Compliance Officer has direct access to the finance and audit committee of the board of directors and is required to report to the finance and audit committee at least annually on compliance activity. The LU Compliance Officer shall be appointed by the Chairman of the Board of Directors.

Accounting and Auditing Matters

The finance and audit committee of the LU Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the finance and audit committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within five (5) business days. All reports will be promptly investigated and, if warranted, appropriate corrective action will be taken.

Compliance Officer

Appointed by the Chairman of the Board of Directors

Appendix B – Staff Handbook

STAFF HANDBOOK 2015-16

**Approved by the
Board of Directors
November 21, 2014**

This booklet does not constitute an employment contract, either expressed or implied.

MISSION STATEMENT

Lindenwood University offers values-centered programs leading to the development of the whole person – an educated, responsible citizen of a global community.

Lindenwood is committed to

- providing an integrative liberal arts curriculum
- offering professional and pre-professional degree programs
- focusing on the talents, interests, and future of the student
- supporting academic freedom and the unrestricted search for truth
- affording cultural enrichment to the surrounding community
- promoting ethical lifestyles
- developing adaptive thinking and problem-solving skills
- furthering lifelong learning

Lindenwood is an independent, public-serving, liberal arts university that has an historical relationship with the Presbyterian Church and is firmly rooted in Judeo-Christian values. These values include belief in an ordered, purposeful universe, the dignity of work, the worth and integrity of the individual, the obligations and privileges of citizenship, and the primacy of the truth.

INDIVIDUAL EMPLOYEE RESPONSIBILITIES

The mission of the University focuses on providing an opportunity for our students to gain a solid values-based education. This mission requires a commitment to the welfare and education of our students that reaches well beyond the formal classroom. Employees are expected to conduct themselves at all times in a responsible and professional manner that exemplifies respect and serves the best interests of all members of the University community. As a condition of employment, employees must abide by and actively support the University's mission statement and the policies and procedures described in this handbook, the University catalogs, the Student Handbook, the Staff Guidebook, and any other published policy.

CRITERIA FOR ANNUAL REVIEW AND EVALUATION

The University requires that all employees possess moral integrity and shall conduct themselves professionally in the fulfillment of their responsibilities at the University. Employee performance is reviewed annually, and salary adjustments are based upon individual merit, institutional needs, and available resources. Lindenwood University ensures fair employment practices.

TERMINATION FOR CAUSE

The administration may dismiss an employee at any time for cause, defined as failing to fulfill one's professional duties or to conduct oneself according to acceptable professional standards. Performance problems that are cause for dismissal shall include but are not limited to the following:

- 1) poor work execution
- 2) incompetence, defined as lack of sufficient ability, education, training, or experience to perform adequately
- 3) failure to carry out assigned duties
- 4) unethical conduct
- 5) posing a threat to the safety and security of the campus, the work environment, or the reputation of the University

BENEFITS

The benefits policies and practices in this booklet are subject to change subject to Board approval.

1) Admission to Campus Activities

During the academic year, the employee and immediate family will be admitted without charge to most campus activities (music, drama, athletic, etc.) upon presentation of a University identification card.

2) Insurance

- a. Eligibility for all Insurance benefits is limited to full-time faculty and staff only.
- b. The items and conditions of these insurance benefits are governed by the policy itself. For a complete summary of benefits see the employee Benefits Coordinator.

3) Disability Insurance

Lindenwood University currently carries disability insurance in behalf of its employees. There is a waiting period of one year before new employees are eligible for disability benefits. Once one becomes eligible, benefits do not start until one has been certifiably disabled for six months. The employee is covered by the disability insurance in effect for the contract year. The staff will be notified in writing of any changes that may occur during the contract year. A Summary Plan Description (SPD) provides coverage details. A copy of the SPD is available from Human Resources.

4) Health/Hospitalization/Major Medical

Lindenwood University currently has a group health plan available for full-time staff members. The University will make a monthly contribution toward the cost of insurance for participating employees. The University contribution will be determined annually. Employees may also purchase a dental-coverage option. A Summary Plan Description (SPD) provides coverage details for health and dental insurance. A copy of the SPD is available from Human Resources.

5) Retirement Plan

Lindenwood University participates in the TIAA/CREF retirement program and invites its full-time employees to join. Eligibility for the plan: (1) 21 years of age and (2) employed at Lindenwood University for two years. (An exception can be made for those employees who have previously participated in any educational institution's retirement plan.)

The University will match employee contributions to the retirement plan up to 5% of the employee's gross income.

6) Paid Sick Leave

Full-time employees are entitled to six working days of paid sick leave per year plus one additional day per year for each year's service up to six additional days, or a maximum of twelve working days per year after six years of service. One can accumulate a maximum of 24 sick days, including days allocated for the present year. When an employee's sick-day reserve is exhausted, any additional days missed shall result in pro rata reductions in the employee's paycheck(s) until the sick pay overage is fully amortized.

A maximum of five days of sick leave may be used for a death in one's immediate family. Up to 5 days of an employee's accrued sick leave may be used to care for an ill minor child in one's immediate family, each year. During sickness of a colleague, employees are expected to assume the colleague's duties with no additional compensation. A staff member using sick leave must notify his or her supervisor of each separate instance at the earliest possible time, so that arrangements can be made to cover missed duties.

Sickness necessitating absence of fewer than three working days may be certified by the employee except when such occurs immediately before or after a holiday or personal vacation. Other absences must be verified by a physician.

Sick leave is not reimbursable at the termination of employment at Lindenwood University.

7) Vacation

Vacation is based on Lindenwood University's fiscal year July 1st through June 30th and is accrued in advance as follows:

- a. First year 5/6 of one day for each month of service prior to July 1.
- b. Second year through ninth year 10 days each year.
- c. Tenth year 1 1/4 days for each month of service prior to July 1.
- d. Eleventh year through fifteenth year, 15 days per year.
- e. Fifteenth year 1 2/3 days for each month of service prior to July 1.
- f. Sixteenth year and thereafter, 20 days per year.

No employee shall accumulate more than 40 vacation days. Accrued vacation days donated to the University shall not be replaced by other unused vacation days. Consequently one's accrual limit shall be permanently reduced by the number of days donated.

Scheduling of vacation will be made with the approval of department supervisors for coordinating vacation schedules to ensure the normal efficiency and operating procedures of the departments.

An employee who quits or is terminated is entitled to pro rata financial compensation for net accrued vacation days.

8) Holidays

The University observes eight holidays annually. However, offices may be open on some holidays. Employees who work these days will receive other days off. Holidays to be observed include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve Day, and Christmas Day. When the holiday occurs on a weekend, the previous or following weekday is granted as the holiday. In addition to the observed holidays, each staff member is permitted two personal days per year.

9) Other - The following benefits are provided all employees:

- a. Workman's Compensation. An employee may not collect both workman's compensation and regular salary concurrently.
- b. Unemployment Insurance
- c. Social Security and Medicare (FICA)

Please note that benefits apply to full-time employees only. There are no benefits for part-time employees other than those mandated by law.

COURTESIES

1) Family Medical Leave

Lindenwood will grant a leave of absence to regular full-time and regular part-time employees (for those who qualify) for the care of a child after birth or adoption or placement with the employee for foster care, the care of a covered family member (spouse, child, or parent) with a serious health condition, or in the event of an employee's own serious health condition. Leaves will be granted for a period of up to 12 weeks in any 12-month period. Qualifying employees will utilize their personal and vacation days at the onset of this period. They will also receive coverage under the University medical plan during this period. Employees should consult with the Human Resources Department for more details.

2) Military Leave

In compliance with the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA) and any state laws, Lindenwood University will grant a military leave of absence in appropriate circumstances. Please advise Human Resources of induction into military reserve or National Guard training or active duty requirements as early as possible.

An employee who voluntarily or involuntarily enters active duty in the United States armed forces will be reinstated to a similar position upon honorable release from military service in accordance with USERRA. Employees must provide their supervisors with advance written notice of military service. Personal days and vacation days may be utilized for military leave as long as the employee has time available and/or accrued. Additional unpaid leave will be granted as necessary. Employees who follow the procedures outlined in the policy will accumulate seniority for the period of service in the armed forces and retain previously accumulated benefits subject to rules and regulations that might be imposed in plans underwritten by insurance companies. During any period of paid leave, the University will continue normal contributions toward the cost of benefits. When military service is unpaid, the employee will pay the cost of benefits.

An employee who is performing military service may elect to make employee contributions or elective deferrals to the University's retirement plan to the extent allowed by law.

3) Leave of Absence

In special circumstances, an employee may be granted a leave of absence for a specified time agreed to by the immediate supervisor and approved by the President. With the exceptions of accrued sick leave or vacation, no salary is granted with a leave of absence. Insurance and hospital benefits are the employee's responsibility during a leave of absence.

4) Professional Leave

Professional leave is defined as an approved absence from corporate and individual responsibilities to participate in professional development activities. Professional leave must be approved in writing at least four weeks in advance by the appropriate supervisor and the President.

JURY DUTY

If a full-time employee is called to jury duty, the employee will continue to receive his/her regular salary. All monies received from the court during this period must be turned over to the University.

ASSIGNMENT OF OVERTIME

Overtime work may be assigned to meet operational needs. Such overtime shall be at the request and approval of one's supervisor.

Overtime will be paid to all non-exempt employees at the rate of one and one-half (1 1/2) times for overtime hours worked. Overtime is all hours worked in excess of forty (40) hours during a seven (7) day calendar week by non-exempt employees. The work week begins on Saturday and runs through Friday.

Any absence within the week, whether paid (holiday, sick leave, or vacation) or unpaid, is not counted for the computation of overtime. The employee must actually work 40 hours before the time and one-half comes into play.

UNAUTHORIZED OVERTIME

Overtime shall not be paid to employees taking work home. All overtime shall be performed at a designated work site or area and must be expressly pre-authorized by one's supervisor. Overtime will not be paid to those employees who report early, stay in at lunch, or remain after work hours, unless specifically authorized to do so.

EXEMPT EMPLOYEES

Administrative, professional, and supervisory personnel are considered exempt/salaried employees and are expected to work those hours necessary to assure satisfactory performance of their respective duties and responsibilities and are not eligible for overtime pay or compensatory time off.

CONDITIONS OF EMPLOYMENT

1) Full-time, Regular Employees

All full-time, regular staff employees have permanent status and will remain at their current position until a change is authorized reflecting one of the following:

1. Promotion and/or job title change
2. Change from full-time to part-time
3. Termination (normally with a two week notice under honorable conditions)

2) Part-Time Employees and Independent Contractor

Unless otherwise specified, part-time employees and independent contractor will not receive fringe benefits.

PERSONNEL POLICY & PROCEDURES

As a condition of employment, employees must support and abide by the University's mission statement and the policies and procedures described in this handbook, the University catalogs, the Student Handbook, the Staff Guidebook, and any other published policy.

1) Drug-Free Workplace

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. All employees are required to comply with the provisions of the University's Drug Free Campus Policy. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off Lindenwood University premises while conducting Lindenwood University business. A report of a conviction must be

made within five (5) days after conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

2) **Equal Employment Opportunity Policy**

Lindenwood University is committed to providing equal employment opportunity to all our employees. This policy applies to all personnel actions and procedures, including recruitment, hiring, training, promotions, terminations, compensation, benefits and all other terms and conditions or privileges of employment. This policy is to be administered without regard to race, color, religion, national origin, age, sex (including pregnancy), disability, marital status, veteran's status, sexual orientation, genetic information, and any other characteristic protected by federal, state, or local laws. If you feel there has been a violation of this policy, you should immediately contact Human Resources. Every employee is responsible for assisting the University in the implementation of this policy, and every employee is expected to adhere to this policy not only in practice but also in spirit.

3) **Disability Accommodation Policy**

As stated in our Equal Employment Opportunity Policy, Lindenwood University provides employment opportunities without regard to disability. Lindenwood University will not discriminate against a qualified disabled individual in regard to application, hiring, advancement, discharge, compensation, training, or any other terms, conditions, or privileges of employment. We will make a reasonable accommodation for any known physical or mental limitation of an otherwise qualified individual, unless doing so imposes an undue hardship on the University. Any request for an accommodation should be made to Human Resources.

EMAIL POLICY

The email and network systems are to be used principally for conducting Lindenwood business. Excessive personal use--defined as exceeding 20 minutes per work day engaged in personal email communications--is not permitted. Any personal email transactions should take place only during regular work breaks, unless they are of a time-critical nature, e.g., related to a family emergency or an urgent financial or medical matter. While employees may choose to send personal email communications, an individual does so at his or her own risk and should have *NO EXPECTATION OF PRIVACY IN ANY EMAIL SENT OVER LINDENWOOD'S EMAIL SYSTEM USING LINDENWOOD COMPUTERS*. Please remember that deleting emails or files from a Lindenwood email account or computer does not necessarily mean it has been erased from the University's system. *ALL EMAILS GENERATED THROUGH OR RECEIVED BY LINDENWOOD'S EMAIL SYSTEM ARE PROPERTY OF THE UNIVERSITY AND SUBJECT TO EXAMINATION BY UNIVERSITY OFFICIALS*. Lindenwood reserves the right to inspect any messages on our server at any time.

Use of the Lindenwood University computer network is predicated on the signing of the compliance with the Lindenwood University use policy.

ANTI-DISCRIMINATION/ANTI-HARASSMENT POLICY (Adopted by Board of Directors - 11/19/93; modified on 11/03/06 and 2/11/11)

Lindenwood University is an Equal Opportunity Employer. The University complies with Title VII of the Civil Rights Act of 1964 and other legislation, as amended, including the Equal pay Act of 1963, the Age Discrimination in Employment Act of 1967, the Americans With Disabilities Act of 1990, and other legislation which prohibits discrimination in employment and access to educational programs because of race, color, national origin, sex, age, or physical handicap. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational work environment. Illegal discrimination, including sexual harassment, is prohibited. Harassment on the basis of sex is a violation of Section 703 of Title VII. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2)

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Retaliation against or intimidation of a person who has filed a complaint of sexual harassment is also prohibited. Sexual harassment in which an employee makes sexual advances, requests sexual favors, or engages in any other verbal or physical conduct of a sexual nature toward a Lindenwood University student or employee, even if that person is not directly under the employee's supervision or tutelage, will not be tolerated.

It is Lindenwood University policy that harassment of any kind or type, including but not limited to sexual harassment, shall not be tolerated and that disciplinary action up to and including termination will be imposed on employees engaging in such actions.

Any matter involving harassment shall be brought to the immediate attention of the school dean or one of the University officers listed below:

Dr. Deb Ayres
VP for Human Resources

Ms. Julie Mueller
VP for Operations & Finance

Dr. Jann Weitzel
VP for Academics

Dr. Ryan Guffey
VP for Student Development

Dr. Angela Wingo
Dean of Students
Lindenwood University - Belleville

Appendix C – Family Medical Leave Act Policy

Family and Medical Leave Policy

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 Human Resources.

I. Eligibility

FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must: (1) have been employed by Lindenwood University for at least 12 months (which need not be consecutive); (2) have been employed by Lindenwood 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.

II. Entitlements

The FMLA provides eligible employees with a right to leave, health insurance benefits and, job restoration provided that the employee returns to work during or at the end of the 12-week leave period. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. 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 his/her 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 an employee’s spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operation.

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 healthcare provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions 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, and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Servicemember 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 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 servicemember.

A "covered servicemember" means a 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. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that the injury or illness may render the servicemember medically unfit to perform duties of the member's office, grade, rank, or rating.

C. 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.

D. 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 termination, to the extent permitted by law.

E. 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.

F. Restoration of Employment and Benefits

If an employee during or at the end of 12-week FMLA leave period, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits, and other employment terms. 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.

G. Notice of Eligibility for FMLA Leave

Employees requesting FMLA leave will receive written notice from Lindenwood University telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible within 5 business days of a request for leave. When eligible for FMLA leave, employees will receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) Lindenwood 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 Medical Certification Form will also be provided to the employee at this time.

H. Designation of FMLA Leave

The Designation Notice will be provided to the employee within 5 business days (absent extenuating circumstances) of Lindenwood receiving enough information to determine whether the requested leave is FMLA eligible. Lindenwood University may retroactively designate leave as FMLA leave with written notice to employee.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

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

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform 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 Lindenwood 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 covered military member being on active duty or called to active duty status; 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 Human Resource'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 Lindenwood University has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. 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 Lindenwood 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.

B. 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 Human Resources and make a reasonable effort to schedule treatment so as not to unduly disrupt University operations, subject to the approval of an employee's healthcare 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, Lindenwood 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.

C. 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 Lindenwood University with timely, complete, and sufficient medical certifications. Whenever Lindenwood University requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. Lindenwood shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least 7 calendar days to cure deficiencies.

Lindenwood 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, Human Resources may contact the employee's healthcare provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide Human Resources with authorization allowing it to clarify or authenticate certifications with healthcare providers, Lindenwood University may deny FMLA leave if certifications are unclear.

Whenever Lindenwood 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 healthcare provider or, if applicable, the healthcare 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 Lindenwood 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 healthcare providers differ, Lindenwood may, at its expense, require employees to obtain a third, final, and binding certification from a healthcare provider designated or approved jointly by Lindenwood University and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, Lindenwood may require employees to provide recertification of medical conditions giving rise to the need for leave. Human Resources 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 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. Lindenwood may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, Lindenwood may require employees to provide 1) a copy of the covered military member's active duty orders or other documentation issued by

the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's 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 active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, Lindenwood may require employees to obtain certifications completed by an authorized healthcare provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, Lindenwood 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.

E. Substitute Paid Leave for Unpaid FMLA Leave

Employees will be required to use any accrued paid time (vacation or sick pay) while taking unpaid FMLA leave. The use of paid time during FMLA leave time does not extend the length of FMLA leave, and the paid time will run concurrently with an 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.

Upon written request, Lindenwood will allow employees to use accrued paid time to supplement any paid disability benefits.

F. 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 Lindenwood University notifies employees of other arrangements, whenever employees are receiving pay from Lindenwood during FMLA leave, Lindenwood 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 to Human Resources by the 1st of each month.

Lindenwood's obligation to maintain healthcare coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, Human Resources will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse Lindenwood for the cost of the premiums Lindenwood paid for maintaining coverage during their unpaid FMLA leave.

IV. Coordination of FMLA Leave with Other Leave Policies

For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please contact Human Resources.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact Human Resources. Lindenwood 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. Lindenwood will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation.

For more information, see the Employee Rights and Responsibilities Under the Family and Medical Leave Act poster:

<http://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf>

Appendix D – Tuition Remission and Faculty/Staff Scholarship Program

Faculty/Staff Scholarship Program

Lindenwood University has announced the faculty/staff scholarship nomination program. One \$5,000 award is allocated for each faculty/staff member to award top high school graduates who have demonstrated significant academic and youth leadership performance. These awards are made available to each Lindenwood University faculty/staff member to nominate prospective students.

The student will receive a \$5,000 annual Lindenwood scholarship if he or she meets the following criteria:

1. Candidate must apply and remain continuously enrolled as a full-time undergraduate resident student in good academic and social standing.
2. Candidate must be a new student not previously contacted by Lindenwood University, and does not have to be a freshman. Academic scholarship programs are restricted to freshman status.
3. Candidate must receive no other institutional aid except as approved by the Vice President for Enrollment Management.
4. Candidate must complete a financial aid application to determine eligibility for state or federal aid.
5. Candidate must understand that any additional outside grants or scholarships will first replace Lindenwood University funding.
6. All grants/scholarships awarded by Lindenwood are subject to students meeting the admission requirements set forth by the university and are not transferrable to other Lindenwood University campuses.
7. Lindenwood University grants/scholarships are intended for individual use and are not intended for any group, institution, or organization.
8. Lindenwood University grants/scholarships may not be combined or stacked.
9. Participation in extracurricular activities and/or student life sports will not be in addition to the Outstanding Student grant/scholarship programs.
10. NCAA athletic scholarships will be in addition to the Outstanding Student Grant/Scholarship programs.

ADJUNCT FACULTY MERIT SCHOLARSHIP

Each adjunct member of the Lindenwood faculty shall be encouraged to select each year one (1) scholarship recipient subject to the above criteria. The nomination from the adjunct faculty member must be sent to the Director of Day Admissions.

Amount of Award: \$4,000 Scholarship plus \$2,400 Work and Learn Award renewable each year provided the student establishes and maintains good academic status (C average) and social standing.

LINDENWOOD UNIVERSITY
Full-time Staff and Faculty
Grant Form for Evening and Online Programs

Staff/Faculty Member Name: _____

Department: _____

Length of Service: _____

Grant Recipient Name: _____

Degree Program: _____

Graduate or Undergraduate: _____

Relationship to Staff/Faculty Member: _____

*If the student is a child of the Staff/Faculty Member, is the student: Dependent / Independent

**As determined on federal tax forms*

Staff/Faculty Signature

Date

Dean of Evening Admissions Signature

Date

- **Any and all other funding or reimbursement must be applied prior to the application of any Lindenwood grants. An award of one Lindenwood grant precludes eligibility for additional Lindenwood grants.**
- **Grant amounts are \$70/credit hour for graduate students and \$60/credit hour for undergraduate students.**
- **Independent children of faculty and staff members with 0-9 years of service to Lindenwood will receive a grant of \$70/credit hour for graduate programs and \$60/credit hour for undergraduate programs. Independent children of staff and faculty members with 10 or more years of service to Lindenwood University will receive \$140/credit hour for graduate students and \$120/credit hour for undergraduate students.**
- **Dependent children of faculty and staff members will receive 100% tuition coverage, but the student will be responsible for all fees applicable to the degree program and coursework.**

STUDENT RECOMMENDATION SCHOLARSHIP PROFILE

NAME

LAST: _____ **FIRST:** _____

ADDRESS

STREET: _____ **HOME PHONE:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DATE OF BIRTH: _____ **E-MAIL:** _____

HIGH SCHOOL: _____ **GRADUATION DATE:** _____

GPA: _____ **ACT/SAT:** _____ **CLASS RANK:** _____

COMMUNITY SERVICE INVOLVEMENT:

ORGANIZATION	DIRECTOR	PHONE
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1. _____	_____	_____
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2. _____	_____	_____
----------	-------	-------

3. _____	_____	_____
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EXTRACURRICULAR INVOLVEMENT: (Music, Athletic, Drama, etc.)

ACTIVITY/SPORT	INSTRUCTOR/COACH	PHONE
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1. _____	_____	_____
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2. _____	_____	_____
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3. _____	_____	_____
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ACADEMIC/MAJOR INTEREST:

**LINDENWOOD UNIVERSITY
FACULTY/STAFF SCHOLARSHIP RECOMMENDATION**

The following student has been recommended as a candidate for the Faculty/Staff Scholarship. Please evaluate the candidate and return this form to: **Lindenwood University, Undergraduate Admissions, 209 S. Kingshighway, St. Charles, MO 63301.**

NAME OF STUDENT _____

Attribute	Excellent	Good	Average	Below Average
Academic Performance				
Character				
Community Service				
Leadership Ability				
Motivation to Succeed				

Please elaborate on any aspects of the candidate's academic background and community service accomplishments you believe are pertinent.

Thank you for your assistance.

Name: _____ **Title:** _____

High School: _____

E-Mail: _____ **Phone** _____

Signature: _____ **Date:** _____

LINDENWOOD

THE LINDENWOOD UNIVERSITY SCHOLARSHIP FOR DEPENDENT CHILDREN OF EMPLOYEES

Employee / Retiree Information

Name: _____ Dept: _____

Dependent Information

Name: _____ Enrollment Year: _____

Student ID #: _____ Semester: _____

The Lindenwood University Scholarship for Dependent Children of Employees is available to full-time (100% time appointment) Lindenwood employees' and retirees' children who meet the admission criteria and want to attend classes at Lindenwood as full-time traditional day students. The scholarship covers all resident tuition and 50% nonresident tuition up to a maximum of 18 credit hours per semester for regularly enrolled students. The maximum award for each child of a Lindenwood employee is the earlier of the accrual of twelve semesters or the accrual of 128 hours to meet graduation requirements. (Effective Fall 2011)

Service matrix for resident students:

1-10 Years of Service = 100% of the current Tuition Benefit.

10+ Years of Service = 100% of the current Tuition Benefit, and 50% Room and Board Benefit.

The following guidelines are applicable to Lindenwood employees' and retirees' dependent children who participate in the Scholarship for Dependent Children of Employees.

- 1. FAMILY MEMBER:** Any dependent child born to an employee or retiree, or legally adopted by an employee, or a stepchild residing in the same household as an employee or retiree may qualify for the award. Submission of the employee's most recent federal tax return is required to document dependency status.
- 2. ELIGIBLE RETIREE:** Any retiree who retired from Lindenwood after five years or more of continuous full-time service.
- 3. CANDIDATE:** An employee's or retiree's dependent child who is eligible for enrollment at Lindenwood in an undergraduate degree granting program. Scholarships are not granted for non-degree study or second undergraduate or graduate degrees.
- 4. MAXIMUM SCHOLARSHIP (1-10 Years):** Scholarships will not exceed a maximum of a full tuition award (fall and spring only) for resident students and ½ tuition award for commuter students for each dependent child of a Lindenwood employee or retiree.
- 5. ENROLLMENT REQUIREMENTS:** Eligible students must be enrolled on a full-time

basis (12-18 credit hours for undergraduates) each semester in order to receive the scholarship award. Continuation of the scholarship requires consecutive enrollment and the successful completion of 24 semester credit hours per academic year for undergraduate students with a minimum grade point average of 2.0 for undergraduates.

****Exception: The scholarship will cover tuition for students who are not enrolled full time only if they are in their last semester of coursework before graduation. The student must provide documentation of degree plan from academic advisor.***

6. PROGRAM ADMINISTRATION: This program is administered through the Office of Human Resources and the Office of Undergraduate Admissions.

7. APPLICATION PROCESS: Candidates must complete a Scholarship for Dependent Children of Employees application each semester. Completed applications must be submitted to the Financial Aid Office no later than one week prior to the first day of class.

ADDITIONAL STIPULATIONS:

1. Candidate must apply and remain continuously enrolled as a full-time undergraduate resident student in good academic and social standing.

2. Candidate must receive no other institutional aid except as approved by the Dean of Day Admissions.

3. Candidate must complete a financial aid application to determine eligibility for state or federal aid. This aid will subsidize Lindenwood funding.

4. Candidate must understand that any additional outside grants or scholarships will first replace Lindenwood University funding.

5. All grants/scholarships awarded by Lindenwood are subject to students meeting the admission requirements set forth by the University and are not transferrable to other Lindenwood University campuses.

6. Lindenwood University grants/scholarships are intended for individual use and are not intended for any group, institution, or organization.

7. Lindenwood University grants/scholarships may not be combined or stacked.

8. Participation in extracurricular activities and/or student life sports will not be in addition to the Employee Dependent Scholarship.

9. NCAA athletic scholarships will be in addition to the Employee Dependent Scholarship.

I have read the above-mentioned guidelines and understand that all requirements must be met in order to receive the scholarship.

Employee Signature: _____ **Date:** _____

Signature Approval: _____ **Date:** _____

For Office Use Only		
The following award will be in place for the following terms:		
_____ semester of 2____ to _____ semester of 2____		
LU: _____	PELL: _____	MSG: _____
CWL: _____	SUB: _____	USUB: _____
OTHER: _____	PERS: _____	PERK: _____

Appendix E – Red Flag Identify Theft Program

LINDENWOOD UNIVERSITY

IDENTITY THEFT PREVENTION PROGRAM

- I. BACKGROUND
- II. PURPOSE AND SCOPE
- III. DEFINITIONS
- IV. IDENTIFICATION & DETECTION OF RED FLAGS
- V. APPROPRIATELY RESPONDING WHEN RED FLAGS ARE DETECTED
- VI. CONSUMER REPORTS-ADDRESS VERIFICATION
- VII. TRAINING
- VIII. OVERSIGHT OF THIRD PARTY SERVICE PROVIDERS
- IX. PROGRAM ADMINISTRATION
- X. UPDATING THE PROGRAM
- XI. BOARD APPROVAL

I. BACKGROUND

In response to the growing threats of identity theft in the United States, Congress passed the Fair and Accurate Credit Transactions Act of 2003 (FACTA), which amended a previous law, the Fair Credit Reporting Act (FCRA). This amendment to FCRA charged the Federal Trade Commission (FTC) and several other federal agencies with promulgating rules regarding identity theft. On November 7, 2007, the FTC, in conjunction with several other federal agencies, promulgated a set of final regulations known as the "Red Flags Rule". The Red Flags Rule became effective November 1, 2008. However, the FTC has deferred enforcement of the rule through August 1, 2009 in order to give institutions additional time in which to develop and implement the written identity theft prevention programs required by the Red Flags Rule regulations.

The Red Flags Rule regulations require entities with accounts covered by the Red Flags Rule regulations, including universities, to develop and implement a written Identity Theft Prevention Program (hereinafter, the "Program" or the "Identity Theft Program") for combating identity theft in connection with certain accounts. The Program must include reasonable policies and procedures for detecting, preventing, and mitigating identity theft and enable the entity with covered accounts to:

1. Describe and define relevant patterns, practices, and activities, dubbed "Red Flags", signaling possible identity theft and incorporate those Red Flags into the Program;
2. Detect Red Flags;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Ensure the program is updated periodically to reflect changes in risks.

This document outlines the required Red Flags Rule Program of Lindenwood University and is extended to encompass not just financial or credit accounts but any University account or database for which the University believes there is a reasonably foreseeable risk to the University, its students, faculty, staff, constituents, Board members, or customers from identity theft.

II. PURPOSE AND SCOPE

The purpose of this program is to ensure the compliance of Lindenwood University with the Red Flags Rule regulations, to identify risks associated with identity theft, and to mitigate the effects of identity theft upon the University, employees, students, constituents, Board members, and customers.

The requirements of this program apply to all Lindenwood University campuses, to the employees of such campuses, and the third parties with whom Lindenwood University contracts to perform certain functions on its behalf.

III. DEFINITIONS

Account: Account means a continuing financial relationship established by a person with Lindenwood University, including an extension of credit, such as the purchase of services or property involving a deferred payment.

Covered Account: The Red Flags Regulations define the term "covered account" to mean (1) "an account that a financial institution or creditor offers or maintains primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions ..." and (2) "any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers, or to the safety and soundness of the financial institution, or creditor from identity theft, including financial, operational, compliance, reputation, or litigation risks."

For the purposes of the University's Identity Theft Program, the term "covered account" is extended to include any University account or database (financial or otherwise) for which the University believes there is a reasonably foreseeable risk to the University, its students, faculty, staff, constituents, Board members, or customers from identity theft.

Credit: "Credit" means "the right granted by a creditor to a debtor to defer payment of debt or to incur debts and defer its payment or to purchase services or property and defer payment therefore."

Creditor: "Creditor" means "an entity [i.e. Lindenwood University] that regularly extends, renews, or continues credit; any entity that regularly arranges for the extension, renewal, or continuation of credit; or any assignee of an original creditor who participates in the decision to extend, renew, or continue credit."

Financial Institution: "Financial institution" means "a State or National bank, a State or Federal savings and loan association, a mutual savings bank, a State or Federal credit union, or any other entity that has an account belonging to a consumer."

Identity Theft: "Identity theft" means "fraud committed using the identifying information of another person."

Red Flag: "Red Flag" means "a pattern, practice, or specific activity that indicates the possible existence of Identity Theft."

Service Provider: "Service provider" means "a person that provides a service directly to the financial institution or creditor [i.e. credit reporting agency or collection agency]."

Transaction Account: "Transaction account" means "a deposit or account (i.e. at a bank or savings and loan) on which the depositor or account holder is permitted to make withdrawals by negotiable or transferable instrument, payment orders of withdrawal, telephone transfers, or other similar items for the purpose of making payments or transfers to third persons or others. Such term includes demand deposits, negotiable order of withdrawal accounts, savings deposits subject to automatic transfers, and share draft accounts."

IV. IDENTIFICATION & DETECTION OF RED FLAGS

A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of identity theft. The following Red Flags are potential indicators or warning signs of potential or actual identity theft or similar fraud. Anytime a Red Flag or a situation resembling a Red Flag is apparent, it should be investigated for verification. The examples below are meant to be illustrative. Anytime a Lindenwood University employee suspects a fraud involving personal information about an individual or individuals, the employee should assume that this Identity Theft Program applies and follow protocols established by his/her office for investigating, reporting, and mitigating identity theft.

Examples of Red Flags:

Alerts, Notifications or Warnings from a Consumer Reporting Agency

1. A fraud or active duty alert is included with a consumer report.
2. A consumer reporting agency provides a notice of credit freeze in response to a request for a consumer report.
3. A consumer reporting agency provides a notice of address discrepancy.
4. A consumer report indicates a pattern of activity that is inconsistent with the history and usual pattern of activity of an applicant or customer, such as:
 - a. A recent and significant increase in the volume of inquiries;
 - b. An unusual number of recently established credit relationships;
 - c. A material change in the use of credit, especially with respect to recently established credit relationships; or
 - d. An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

Suspicious Documents

1. Documents provided for identification appear to have been altered or forged.
2. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
3. Other information on the identification is not consistent with information provided by the person opening a new covered account or the customer presenting the identification.
4. Other information on the identification is not consistent with readily accessible information that is on file with the University, such as a signature card or a recent check.
5. An application either appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

1. Personal identifying information provided is inconsistent when compared against external information sources used by the University. For example:
 - a. The address does not match any address in the consumer report; or
 - b. The Social Security Number (SSN) either has not been issued or is listed on the Social Security Administration's Death Master File.
2. Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.
3. Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the University. For example:
 - a. The address on an application is the same as the address provided on a fraudulent application; or
 - b. The phone number on the application is the same as the number provided on a fraudulent application.
4. Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the University. For example, the address on the application is fictitious, possibly a mail drop or prison or the telephone number is invalid or is associated with a pager/answering service.
5. The SSN provided is the same as that submitted by other persons opening an account or other customers.

6. The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other persons opening accounts or other customers.
7. The person opening the covered account or the customer fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.
8. Personal identifying information provided is not consistent with personal identifying information that is on file with the University.
9. The person opening the covered account (or the customer) cannot provide authenticating information beyond that generally would be available from a wallet or consumer report (such as answers to "challenge questions").

Suspicious Account Activity or Unusual Use of Account

1. Shortly following the notice of a change of address for a covered account, the University receives a request for a new, additional, or replacement card, or for the addition of authorized users on the account.
2. A new account is used in a manner commonly associated with known patterns of fraud. For example, the student fails to make the first payment or makes an initial payment but no subsequent payments.
3. A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example nonpayment when there is no history of late or missed payments or material changes in the use of the account.
4. A covered account that has been inactive for a lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage, and other relevant factors).
5. Mail sent to the customer is returned repeatedly as undeliverable even though transactions continue to be conducted in connection with the customer's covered account.
6. The University is notified that the customer is not receiving paper account statements.
7. The University is notified of unauthorized charges or transactions in connection with a customer's covered account.

Alerts from Other

The University is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

V. APPROPRIATELY RESPONDING TO DETECTED RED FLAGS

Once potentially fraudulent activity is detected, an employee should inform his/her supervisor that he/she has detected an actual or potential Red Flag or has identified a similar area of concern of identity theft. The supervisor should determine the validity of the Red Flag.

If it is found that a situation of identity theft has occurred, the Division or Department Head should inform the Business Office of the matter so that it is documented as part of the monitoring portion of this program.

If the Red Flag indicates that a fraudulent transaction has occurred, the Division or Department Head should attempt to mitigate the effects of the transaction. Consideration should be given to the type of Red Flag identified, type of transaction, relationship with the victim of the fraud, availability of contact information for the victim of the fraud, and numerous other factors. Appropriate actions may include but are not limited to:

1. Canceling the transaction;
2. Not opening a new account or closing the account in question
3. Notifying and cooperating with appropriate law enforcement;
4. Notifying the Chief Operating Officer, Chief Financial Officer, and In-House Legal Counsel of the University;
5. Notifying Senior Administration Personnel of the University;
6. Notifying the customer that fraud has been attempted or that it has occurred;
7. Changing any passwords or other security devices that permit access to relevant accounts and/or databases;
8. Continuing to monitor the account or database for evidence of identity theft;
9. Alternatively, determining that no response is warranted after appropriate evaluation and consideration of the particular circumstances.

In all situations where it is discovered that a Red Flag has been positively identified, the office responsible for the account shall document what occurred and describe its review of the matter and any specific actions taken to mitigate the impact of the effects of the actual or potential identity theft discovered. Such documentation shall also include a description of any additional actions the office believes are systemically necessary within that office (such as updating policies and procedures) in response to identified Red Flag to handle or prevent similar situations in the future.

VI. CONSUMER REPORTS-ADDRESS VERIFICATION

Any University office that obtains and/or uses consumer reports from a Consumer Reporting Agency that finds a discrepancy between the address on file with the University and the address on the report should attempt to form a reasonable belief that the University is dealing with the actual student being researched or investigated and not another person with the same or similar name.

The office may reasonably confirm the accuracy of the consumer's address by:

1. Verifying the address with the consumer about whom it has requested the report;
2. Reviewing its own records to verify the address of the consumer;
3. Verifying the address through third-party sources;
4. Using other reasonable means.

The office must provide the consumer's address that it has reasonably confirmed to be accurate to the Consumer Reporting Agency as part of the information it regularly furnishes for the reporting period in which it establishes a relationship with the consumer.

VII. TRAINING

Staff training is required for all employees, officials, and contractors who likely will come into contact with accounts or personally identifiable information that may constitute a risk to the University or its students.

The Division or Department Head of each office that maintains a covered account under this program is responsible for training such employees by familiarizing them with the policies contained herein.

As part of the training, all requisite employees, officials, and contractors should be informed of the contents of the University's Identity Theft Program and afforded access to a copy of this document. In addition, all requisite employees, officials, and contractors should be trained by the Division or Department Head of each office regarding how to identify Red Flags and what to do should he/she detect a Red Flag or have similar concerns regarding an actual or potential fraud involving personal information.

VIII. OVERSIGHT OF THIRD PARTY SERVICE PROVIDERS

It is the responsibility of the University to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. Before the University may engage a service provider to perform an activity in connection with one or more of the University's covered accounts, the University must take the following steps to ensure the service provider performs its activities in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risks of identity theft:

1. The University must require that the service provider has identity theft policies and procedures in place;
2. The University must make the service provider aware of the University's Identity Theft Program by providing a copy of this document and require said provider to report to the University any Red Flags it identifies.

IX. PROGRAM ADMINISTRATION

Responsibility for overseeing the administration of this program has been delegated by the Board of Directors to the University President (for general oversight) and the University's Vice President for Operations and Finance (for general execution), with compliance monitoring responsibility to be performed by the Business Office. On an annual basis, and as part of the University's Compliance Monitoring Plan, the Business Office will confer with the University offices that maintain covered accounts under the program to review each office's list of covered accounts, training and policies, procedures, and practices as they relate to preventing, detecting and mitigating identity theft; as well as the definitive identification of Red Flags or similar incidents documented by the offices who maintain covered account under this Program. The Chief Financial Officer of the Business Office will create an annual report based upon that office's annual conferences with University offices that maintain covered accounts, and assess the effectiveness of the University's Identity Theft Program as a whole. As part of the report, the Business Office will make recommendations for updating or modifying the program as appropriate. The annual report will be provided by the Chief Financial Officer of the Business Office to the Vice President for Operations and Finance for review and presentation to the University's President and Board of Directors.

X. UPDATING THE PROGRAM

On an annual basis, as part of the University's Compliance Monitoring Plan, the program will be re-evaluated by the Vice President for Operations and Finance to determine whether all aspects of the program are up to date and applicable. This review will include an assessment of which accounts and/or databases are covered by the program, whether additional Red Flags need to be identified as part of the program, whether training has been implemented, and whether training has been effective. In addition, the review will include an assessment of whether mitigating steps included in the program remain appropriate and whether additional steps need to be defined.

XI. APPROVAL OF THE POLICY

Under the Red Flags Regulations, implementation and oversight of the Identity Theft Program is the responsibility of the governing body or an appropriate committee of such governing body. Approval of the initial plan must be appropriately documented and maintained. After its initial approval of the Program, the governing body may delegate its responsibility to implement and oversee the Identity Theft Program. As the governing body of the Lindenwood University, the Board of Directors as of the date below hereby approved the initial Identity Theft Program. Having made such initial approval, the Board of Directors hereby delegates the responsibility for implementing, monitoring and overseeing the University's Identity Theft Program to the University Administration, in accordance with procedures stipulated herein.

Approved by the Board of Directors this 1st day of August, 2009.

Appendix F – Drug-Free Campus Policy

Lindenwood University Drug-Free Campus Policy

Introduction

Lindenwood University Board of Directors and the Administration seek to provide a safe, secure, healthful, drug-free work, campus and community environment. Additionally, the University intends to comply fully with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989. Employees of the College are expected and required to report to work in appropriate mental and physical condition. In addition to information outlines, institutional policies, and programs designed to implement Federal legislation on this issue. University policy also provides for a biennial review of these policies and programs to determine their effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Employee Compliance

Each employee of the University will, as a condition of employment, agree to abide by the provisions of this policy which implements the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act of 1989.

Prohibited Employee Conduct

Employees will not engage in unlawful manufacture, distribution, dispensing, possession, or use of controlled substances, illicit drugs, or alcohol while on University property or engaged in any University related activity. Controlled substances include, but are not limited to – narcotics, depressants, stimulants, hallucinogens, cannabis (marijuana), and prescription drugs except when used in accordance with instructions from a proper medical authority.

Employee Disciplinary Action

Employees who violate this policy are subject to a range of disciplinary actions which are outlined on the following page. The disciplinary action taken in a particular situation will depend upon the circumstances of the individual situation and the judgment of appropriate University officials.

In conjunction with or in lieu of the imposition of any disciplinary actions, employees may (1) be referred to appropriate local, state, or federal law enforcement agencies for prosecution, or (2) be required to complete an appropriate counseling or rehabilitation program.

Appendix G – Intellectual Property and Patent Ownership Policy

Intellectual Property and Patent Ownership Policy March 2013

The purpose of this policy is to encourage research, publication, and creativity while protecting intellectual property of the University and its faculty, staff, and students.

I. Ownership Policy

Faculty and Staff

Lindenwood University owns the copyright to any works created by faculty and staff in the course of their University duties, with significant University support, or done through the use of University equipment or staff. This includes, but is not limited to, copyright in works such as publications, software, web design, patents, graphic and artistic work, photographs and other visual images, audio recordings, music, dramatic, or theatrical work, and data compilations. Upon request, the University may, but is not required to, grant the employee a non-exclusive license to use the work for mutually-agreed purposes.

(a.) Faculty Responsibilities. Each faculty member who participates in the creation of a work is responsible for his or her contribution to such work including, without being limited to, ensuring that his or her contribution to such work does not violate or infringe on any copyright, any right of privacy, or any other right of any person, and that work is not libelous, obscene, or otherwise contrary to law. Each faculty member is responsible for obtaining any necessary permission for the use of any copyrighted materials for faculty member contributions to such work.

(b.) Exceptions. The President or the President's designee has the authority to negotiate exceptions to this section. These exceptions are valid only if in writing and if signed by the President and the employee.

Students

Student Rights. "Student Works" are those works produced by Lindenwood students in fulfillment of class assignments as projects for academic credit or as projects with co-curricular or extra-curricular organizations. Student Works' primary purpose is educational. Student Works are owned by the student(s), subject to a non-exclusive, royalty-free license to use the Student Work for the University's educational, promotional, and public relations purposes if the Student Work is not a confidential educational record.

(a.) Student Responsibilities. Each student who participates in the creation of a Student Work is responsible for his or her contribution to such Student Work including, without being limited to, ensuring that his or her contribution to such Student Work does not violate or infringe on

any copyright, any right of privacy, or any other right of any person, and that such Student Work is not libelous, obscene, or otherwise contrary to law. Each student is responsible for obtaining any necessary permission for the use of any copyrighted materials the student contributes to in such Student Work.

(b.) Limitation on Transfer Rights to Student Works. Student Works may also have market value. However, if a student markets, commercially distributes, or transfers such works to a third party, he or she may hinder faculty supervision of the work, thereby limiting the primary educational purpose of the Student Work. Students should also be sure that their marketing, commercial distributions, or transfer of rights does not infringe upon the rights of co-authors of the Student Work. Any Student Work that is produced by more than one student is subject to the following policy, and all students agree, as a condition of their attendance at the University, to abide by the provisions of this policy.

Students agree to wait until every student who contributed to the Student Works has either graduated from Lindenwood University or is no longer enrolled before distributing their own interest in joint Student Work. This temporary limitation on distribution of joint Student Work includes distribution in any manner, such as by sale or other transfer of the ownership or other rights, licenses, lease, loan, gift, or otherwise. Students may, however, enter joint Student Work in festivals or competitions. Students shall make joint Student Work available to other students and to faculty members of Lindenwood University who participated in creation of the Student Work for any use relating to his or her education or to the education of such other students. The dean of the appropriate school at Lindenwood University may, in his/her sole discretion, in consultation with the Vice President for Academic Affairs and the President of the University, waive these restrictions for any reason satisfactory to the dean.

(c.) Lindenwood Credit. Lindenwood University will decide whether or not to put its name on a given Student Work. If so requested by the appropriate dean at Lindenwood University, the student(s) who owns each Student Works agrees to credit in such Student Work, in a manner satisfactory to the dean, any donor to Lindenwood University whose donation contributed directly to the production of such Student Work.

(d.) Destruction of Student Work. It is the obligation of the student to retrieve his or her work. The University has no obligation to preserve student work and reserves the right to destroy it after the end of the semester in which the work was created.

II. Disclosure

Employees or students who create works in which the University may have an ownership interest should make an immediate disclosure, in writing, to the dean of their respective School.

III. Additional Patent Provisions

The goal of the inventions and patent policy is to ensure that discoveries, inventions, and other creations generated by faculty, staff, and students of Lindenwood University are utilized in ways most likely to benefit the public.

The University seeks to assist its faculty and other researchers in properly disclosing their scholarly work, in complying with applicable laws and formal agreements, and in gaining the protection available under United States laws governing patents. Likewise, the University seeks to ensure that commercial benefits are distributed in a fair and equitable manner that recognizes both the contributions of the inventors and the interests of Lindenwood University.

(a.) Definition of Invention: Inventions means any and all ideas, processes, inventions, machines, technology concepts, designs, manufacture, programs, trade secrets, compositions of matter, discoveries, and other proprietary information, or an improvement thereof, whether patentable or unpatentable, that has been or are created, discovered, acquired, conceived, or reduced to practice.

(b.) Administration: The administration of this patent policy will reside with the President, the President's designee, or a committee appointed by the President. The invention shall be evaluated as to commercial value and whether it should be patented. All parties shall work together to ensure that all sales or licensing of invention and/or discoveries are implemented to bring the inventions and/or discoveries to the public while securing financial reward for the University and the inventors.

(c.) Procedure: University personnel may be required to sign a Patent Agreement with the University that will detail the party's patent-related rights and responsibilities and the ownership of the invention as provided herein. The absence of such a signed agreement will not in any way be interpreted as lessening or reducing the University's claim on such inventions and the rules set forth herein shall apply.

(d.) Ownership: Ownership of inventions, including any intellectual property rights therein, that are conceived or reduced to practice by faculty, staff, or any other person performing research or engaging in work or study at the University, where such inventions are created or discovered within the course of their employment or with substantial use of University resources, personnel, or facilities beyond the usual office and library provisions, will reside with Lindenwood University. Inventions or discoveries that are made off University premises, are unrelated to teaching and professional activities, and without University support and resources are exempt from this policy.

(e.) Students: Any student invention will be deemed made under Universities auspices and therefore the property of the University pursuant to the patent policy only if it is made in the course of the students' staff-guided or assigned research projects in research courses or on a voluntary basis. Royalties from the University's licensing of any student invention will be shared with the student on the same basis that royalties are shared with faculty or staff employees.

(f.) Expenses and Distribution of Income: An account will be opened to which expenses associated with patenting and marketing inventions will be charged. Expenses include, but are not limited to, invoiced costs such as legal fees, patent filing fee, licensing agent fees, development fees, production fees, and other out-of-pocket expenses. Revenues attributable to a particular invention will first be used to recover expenses incurred according to the following formula:

- One hundred percent (100%) of the income shall go to the University until all its out-of-pocket expenses associated with the protection and exploitation of the invention have been reimbursed. After the University's full recovery of expenses, the net revenues received by the University will be distributed as follows: fifty percent (50%) to the University and fifty percent (50%) to the inventor.
- In the event of multiple inventors, the inventors will be expected to agree among themselves on the fractional distribution of each inventor's share of any royalties. The inventors shall sign a written agreement specifying the fractional distribution of their share of royalties. The inventor's share will continue even if he/she leaves Lindenwood University.

- In the event of multiple departments or schools included in an invention, the department and school will be expected to agree among themselves on the fractional distribution of each inventor's share of any royalties. The departments or schools shall sign a written agreement specifying the fractional distribution of their share of royalties.

(g.) Dispute Resolution: In the event of any dispute regarding a decision of the committee, or a decision of the inventors in the case of multiple inventors, under this policy, including, without limitation, the ownership of an invention or the allocation of the inventor's share of royalties, the President shall have the final decision concerning the University's position in the matter.

Appendix H – P2P File Sharing Policy

Lindenwood University File Sharing Policy March 2013

Purpose

Lawful use of Peer-to-Peer (P2P) technologies is allowed at Lindenwood University. However, using P2P file sharing applications to obtain copyrighted materials (e.g., music, videos, textual material, etc.) without the permission of the owner or distributor is prohibited. Running P2P file sharing applications on University computers also introduces the risk of inadvertently sharing files containing sensitive University data. The purpose of this policy is to prevent the use of Peer-to-Peer file sharing applications in order to illegally obtain copyrighted or licensed material.

Scope

This policy applies to all students, faculty and staff, and other individual's using University information technology resources or data and responds to requirements of the Higher Education Opportunity Act of 2008 that requires universities to develop plans that effectively combat the unauthorized distribution of copyright materials.

Policy

1. Use of Peer-to-Peer file sharing applications for the unauthorized acquisition or distribution of copyrighted or licensed material is prohibited on any University computer or University network. Furthermore, P2P file sharing applications commonly used for these illicit purposes may not be installed on any University computer, and technological deterrents will be used to block their use on the University network.
2. Any violation of this policy may result in the suspension of access to network resources or other appropriate University discipline, up to and including termination of employment and/or expulsion. In addition, the unauthorized acquisition or distribution of copyrighted or licensed material, including unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.
2. Lindenwood University shall annually inform students of this policy and associated procedures, consistent with the requirements of the Higher Education Opportunity Act of 2008.

Definitions

1. Digital Millennium Copyright Act (DMCA) - A Federal copyright law for the digital environment establishing how alleged copyright infringements are to be handled and establishing liability limitations for "online service providers."
2. Peer-to-Peer (P2P) - A network environment where participants share their resources (such as files, disk storage, or processing power) directly with their peers without having to through an intermediary network host or server.

3. Peer-to-Peer File Sharing Applications - Programs or services that use P2P technology to share music, movies, software, or other digitally stored files.
4. University Computer - Any computer considered to the property of Lindenwood University.
5. University Network - Any part of data network physically located on the campus. This includes wireless networks and the network serving academic and athletic buildings, student residence halls, and other student housing.

Roles and Responsibilities

1. Chief Information Officer (CIO) – The CIO will determine the set of prohibited P2P file sharing applications and be responsible for technology-based deterrents used to enforce this policy.
2. Associate Provost – The Associate Provost is responsible for notifying all students at all campuses about this policy at the beginning of every term.

Procedures

1. The Chief Information Officer will maintain and publish a list of P2P file sharing applications that are commonly used for unauthorized acquisition or distribution of copyrighted or licensed material. These applications cannot be installed on University computers and will be blocked on the network using appropriate technology-based deterrents.
2. A University website will provide information about alternatives to illegal file sharing and about programs to combat unauthorized acquisitions or distributions of copyrighted or licensed material.
3. Consequences for the infringement of this policy or the Digital Millennium Copyright Act (DMCA) will be handled according to the following procedure:
 - a. First Offense: Oral or Written Warning
 - b. Second Offense: One Week Restriction from Internet Use
 - c. Third Offense: Termination, Suspension, or Expulsion

Questions/ Waivers

The Chief Information Officer (CIO) is responsible for this policy. The CIO or designee must approve any exception to this policy. Questions relating to this policy and the list of prohibited P2P file sharing applications should be directed to the CIO.

Appendix I – Solicitation/Distribution Policy

Solicitation/Distribution Policy

Lindenwood University recognizes the responsibility to prevent disruption of normal business and to avoid interference or disturbance to our students, visitors, and employees. Solicitation and distribution are prohibited unless approved in advance.

Definition:

- Solicitation refers to students, employee(s) and/or non-employee(s) approaching anyone for the purpose of influencing him/her to take a specific action or make purchases as to matters or items not related to Lindenwood business.
- Distribution refers to handing out materials, supplies, brochures, etc., for non-Lindenwood business.

Any students, recognized Student Organizations, campus departments, or outside organizations providing a service to students can request permission to solicit. The following promotions are prohibited:

- Items which compete with any Evans Commons' or University contracts, products, and/or services unless special approval is granted
- Items with the Lindenwood logo
- Credit card vendors and applications
- Bars and night clubs, happy hour specials, etc.

General Solicitation Policies

1. Any student, recognized Student Organization, campus department, non-employee or outside organization who intends to solicit employees/students or distribute literature for any purpose must request permission, in writing, at least forty-eight (48) hours prior. The request should be submitted to the Director of Student Life & Leadership, aroyal@lindenwood.edu, or the Director's designee, stating the purpose of the proposed visit and the name of any person(s) wanting access to any campus of Lindenwood University.
2. The Director of Student Life & Leadership or the designee will attempt to locate an appropriate designated area for use by the non-employee or organization.
3. Items or literature may not be distributed in any designated work/study area.
4. The use of the Lindenwood University's internal campus mail system for solicitation purposes is prohibited, except for charitable solicitations that may be approved by the Director of Student Life & Leadership.
5. Organizations may not allow another organization to solicit under its name or use their scheduled space. Doing so will result in the organization forfeiting the scheduled space and may subject the organization to suspension of privileges.
6. All approved solicitation must be conducted in compliance with the Student, Faculty, and Staff Handbooks, the procedures established by the Office of Student Life & Leadership, and must comply with all applicable laws and University policies.

7. Any solicitation undertaken at a University athletic event or facility must be approved by the Athletics Department, and must be conducted in compliance with the solicitation policy established by that department.

Advertising:

1. Only preapproved fliers shall be posted on campus. Approved posters receive the seal of approval from the Director of Student Life & Leadership and will be distributed by departmental staff only.
2. No posted material shall contain derogatory remarks or personal attacks against any individual or organization, or promote alcohol or nudity. Such material shall constitute immediate cancellation of bulletin board posting privileges.
3. Fliers shall not to be posted on paint, glass, brick, furniture, trees or any other area besides bulletin boards.
4. Chalk advertisements are allowed on concrete on areas other than the heritage campus. The chalk design has to be preapproved by the Director of Student Life & Leadership. The request must be submitted at least two full workdays prior. Non-permanent water-soluble chalk must be used. The chalk advertisement must be removed within forty-eight (48) hours.

All disputes over content of the solicitation material and/ or policies shall be decided by the Director of Student Life & Leadership.

Appendix J – Facilities Access Policy

Facilities Access Policy

The student is the reason the University was founded and remains the reason for our continued existence and operations. Our grounds, buildings, facilities, curricula, personnel, and programs have the preeminent purpose of serving the student – now and in the future – including any prospective student who is visiting any Lindenwood campus or center.

In the management of our programs and facilities, we must also be mindful of our obligations to the interests of various friends, supporters, benefactors, alumni, parents, and other Lindenwood stakeholders. They have the right to certain courtesies when on campus.

Decisions on access to and use of any of our programs or facilities must be based on the legitimate interests of present and future students and consideration of the normal and justified expectations of friends of Lindenwood. This principle has the following implications:

- All University personnel are stewards of their respective domains on campus but not the owners of those domains. Each of us is responsible for the orderly and responsible care and functioning of his/her Lindenwood space but not entitled to unreasonably exclude students and friends of the University from normal and expected admittance to and participation in our facilities.
- Reasonable, legitimate requests for facilities usage, visitation, or viewing should be accommodated whenever possible without the expression of hesitation, resentment, or a proprietary attitude. These facilities include but are not limited to all educational, production, and performance spaces in the J. Scheidegger Center, the Hyland Arena, the Spellmann Center, the Lindenwood University Cultural Center, our various athletics facilities, our classroom buildings, and the Lindenwood Commons.
- All offices and space managers are to cooperate with Lindenwood’s Admissions and Institutional Advancement offices regarding access to and viewing of any and all buildings by visitors to campus, including prospective students and their families, group tours, and present, past, and future benefactors and friends of the University.
- The Admissions and Institutional Advancement offices may at times request access to spaces with very little notice, for necessary reasons beyond their control. If at all possible, those requests are to be honored to the best of the ability of the manager of the requested space or facility.
- All requests for access should be treated with appropriate judgment and courtesy, without remonstrance or unjustified demurrers. Each building or facility manager will produce a scheduling and access policy and procedure for his/her venue for approval (and possible modification) by the President or the President’s delegate.

Deliberate attempts to frustrate reasonable student (or other stakeholder) access to and participation in University spaces for personal or proprietary purposes will be considered undesirable employee conduct and will be addressed accordingly.

Appendix K – Basic Emergency Action Plan

Lindenwood University Basic Emergency Action Plans

St. Charles Campus

John Bowman

Director of Public Safety and Security

(636) 949-4687

Campus Security: (636) 949-4911

St. Charles Police Department: 911 or (636) 949-3300

Belleville Campus

Tom Coppotelli

Director of Public Safety and Security

(618) 671-6088

Campus Security: (618) 239-6081

Belleville Police Department: 911 or (618) 234-1212

BASIC EMERGENCY ACTION PLAN – Active Shooter

This section of the BEAP should be activated in the event an active shooter.

Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life-threatening acts should immediately seek shelter and call the LU Public Safety and Security Office and 911.

The Building Emergency Coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by using several methods including, telephone, e-mail or word of mouth.

When contacting 911, give them the following information:

- Location of the shooter
- The number of shooters, if known
- Description of the shooter and type of weapons
- The number of people at your location

What to do if you are inside the building when violence occurs:

Evacuate

- Have an escape route and plan in mind
- Leave your belongings inside
- Keep your hands visible
- Don't let someone slow you down by inaction
- Once outside, stop people from entering the building
- Call 911, and give the police an update on what is happening

Hide Out

- Hide in an area away from the shooters view
- Block and lock the door. Use whatever is available to block the door
- Turn off the lights
- Silence your phone
- Stay quiet

Take Action

- As a last resort, and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with physical aggression and attempt to incapacitate the shooter
- Use chairs, tables or anything you can throw or hit the shooter with

DO NOT UNLOCK THE DOOR FOR ANYONE. Once the situation has been resolved, local police and university security officials will unlock the door and provide you with instructions. The police and campus security will coordinate the building's security once it is secure.

BASIC EMERGENCY ACTION PLAN - EARTHQUAKE

This section of the BEAP will be activated when a sustained earthquake occurs.

Earthquakes occur without warning. Some earthquakes are instantaneous tremors and others are significant sustained events followed by aftershocks. Individuals should take emergency action immediately and additional actions will be implemented after the quake stops.

An earthquake may cause noticeable shaking of the ground and building. This shaking will vary in Intensity (i.e., mild tremors to shaking sufficient to destroy buildings.).

When a significant earthquake occurs, occupants should immediately take cover. Suggested locations inside buildings that provide cover include the following:

- Getting under a desk or heavy table and hold on
- Kneeling in a corner of an interior wall with your head and face covered
- Standing in a doorway and bracing your hands and feet against each side
- Stay away from glass, bookshelves, and wall hangings

NOTE: Do not seek cover under laboratory tables or benches; chemicals could spill and harm personnel. Once the shaking has stopped, gather valuables and quickly leave the building. **DO NOT USE ELEVATORS.** All employees should gather at a predetermined location. Occupants who come into

contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual or take them to the nearest stairwell landing and seek assistance from an emergency responder outside the building. The Building Coordinator will conduct roll calls to ensure all employees are out of the building.

Be prepared for aftershocks. Although smaller than the main shock, aftershocks cause additional damage and may bring weakened structures down. Aftershocks can occur in the first hours, days, weeks, or even months after the quake. Follow the same procedures as for earthquakes.

If building occupants cannot be accounted for, the Building Emergency Coordinator may direct personnel to search for the missing people but instruct personnel NOT TO RE-ENTER THE BUILDING. The Building Emergency Coordinator should call police or the LU Office of Public Safety and Security for assistance.

The Campus Facilities Office and local fire and police departments will consult and make a decision on whether employees can return to their workstations or be dismissed for the day. The Building Emergency Coordinator will give direction to employees based on that decision.

BASIC EMERGENCY ACTION PLAN - FIRE

This section of the Building Emergency Action Plan will be activated in the event of the following:

- Fire alarm activation
- Fire discovered by building occupant

Any faculty, staff, student, or visitor that becomes aware of a fire shall immediately activate the building fire alarm system. The fire alarm system will in turn notify all building occupants that a fire emergency exists.

This is accomplished through sounding an audible alarm and a visual flashing light. The University Evacuation Policy mandates that the building shall immediately be evacuated. All faculty, staff, students, and visitors will regard any activation of a fire alarm as a true fire emergency unless there has been previous notification of the fire alarm system being tested.

The person activating the fire alarm shall contact LU Public Safety and Security or call 911 and advise authorities of the fire situation in the building.

All occupants will immediately evacuate the building utilizing the posted evacuation routes. Occupants may collect their valuables (purse, coat, etc.) if time permits and should close the door upon leaving. Any occupant who comes into contact with a student or visitor should direct them to evacuate the building. Any occupant that comes into contact with a physically disabled individual should assist that individual from the building or to the nearest stairwell landing and seek assistance from an emergency responder outside the building. **DO NOT USE ELEVATORS.**

Only occupants trained to operate a fire extinguisher should make an attempt to extinguish the fire. Those who have not been trained shall immediately evacuate the building.

Only if the fire is very small, such as an incipient stage fire, should those trained occupants attempt to

extinguish the fire. If the fire is not contained, involves flammable solvents, is spreading rapidly, is partially hidden behind a wall or ceiling, cannot be reached from a standing position, or if it becomes difficult to breathe in the room, one should not attempt to extinguish the fire or cease the attempt to and immediately evacuate the building.

Once out of the building, all occupants should gather to be counted at a pre-determined location. The Building Emergency Coordinator will conduct a roll call of employees to determine if everyone has vacated the building. No employee should leave the assembly area, either to re-enter the building or leave the campus, until advised to do so by the Building Emergency Coordinator.

The Building Emergency Coordinator will provide information to the police dispatcher, fire department or any other emergency response agencies on the scene. This information may include, but is not limited to the following:

- Location of the fire
- Name and Location of disabled individuals requiring evacuation assistance
- Status of the evacuation, personnel missing that may still be in the building
- Special hazards associated with the building

DO NOT RE-ENTER THE BUILDING UNTIL FIRE OFFICIALS GIVE THE ALL CLEAR SIGN.

BASIC EMERGENCY ACTION PLAN - MEDICAL EMERGENCY

Implement the BEAP for medical emergencies for any injury or illness that requires more than simple first aid.

Immediately contact the LU Office of Public Safety and Security and local police to report the emergency.

When reporting the emergency, provide the following information:

- Type of emergency
- Location of the victim
- Condition of the victim
- Any dangerous conditions

Comfort but do not move the victim.

Have someone standby outside the building to "flag down" the ambulance when they reach the vicinity of the building.

Once the victim has been cared for and is transported, normal worker injury reporting procedures should be followed.

BASIC EMERGENCY ACTION PLAN - SEVERE WEATHER

This section of the BEAP will be activated in the event of a severe weather situation.

This notification will advise building occupants of the type of warning (thunderstorm or tornado) and to implement the Emergency Action Plan - Severe Weather.

Once occupants have been notified of a THUNDERSTORM WARNING, they should take no other steps than to ensure that they are prepared if conditions deteriorate.

Once occupants have been notified of a TORNADO WARNING, they should gather their valuables and take cover in the nearest Severe Weather Shelter area in the building. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a physically disabled individual should assist that individual to the Severe Weather Shelter areas. Office doors should be closed upon exiting. Building occupants should take cover in the areas determined safe.

The Building Emergency Coordinator will conduct roll calls to ensure that all employees are in the shelter areas. If an employee is missing, the Building Coordinator will make a determination whether it is safe to search for the missing employee(s) and solicit someone to locate them and direct them to the shelter areas.

If injuries or building damage occurs, notify local police (911) or call the LU Office of Public Safety and Security.

Once the warning period has expired, the Building Emergency Coordinator will give the word for employees to return to their workstations or go home.

BASIC EMERGENCY ACTION PLAN - UTILITY OUTAGE

This section of the Building Emergency Action Plan for power outage should be activated in the event of a utility outage.

Employees will become aware of utility outages by the obvious absence of that particular utility:

- No Lights, Computers not working - Electric
- Toilets won't flush, drinking fountains not working - Water
- Inability to place outgoing telephone calls - Telephone
- Building won't warm up during winter - Steam or Gas
- Building won't cool in summer - Electric or Chilled Water

The Building Emergency Coordinator or other administrative staff should contact the Lindenwood University Office of Public Safety and Security to report the problem and obtain any available information.

While a power interruption does not usually cause emergencies within a facility or injuries to its employees, hazards may be created by outages. The Building Emergency Coordinator in conjunction with campus authorities will determine the appropriate course of action. The Building Emergency Coordinator should consider the following issues:

- Dangers from tripping and injuries due to lights being out
- Person(s) being trapped on elevators

- Dangers of extreme heat and cold on employees
- Inability to contact responders if an emergency occurs while telephones are out
- Sanitation problems due to no water

The Building Emergency Coordinator will make a decision regarding the continuance of work in the building during a utility interruption. Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions. Any occupant that comes into contact with a visitor or student that is physically disabled should assist those individuals.

If laboratory research is underway during a utility interruption and the interruption will affect the research, the research should cease until the utility has been restored. Experiments, chemical processes, and operating electric equipment should be stopped in a manner that would not cause additional problems.

If anyone is trapped on an elevator, immediately call Public Safety and Security for assistance.

BASIC EMERGENCY ACTION PLAN - WORKPLACE VIOLENCE, TERRORISM

This section of the BEAP should be activated in the event any type of workplace violence or act of terrorism. Building occupants will become aware of a violent act by the sounds of an explosion, gunfire, scuffling, or by observation of events that could only be intentional acts of violence. The person(s) who observe these life- threatening acts should immediately seek shelter and call Public Safety and Security or 911.

The Building Emergency Coordinator should attempt to communicate to everyone in the building that a perpetrator of workplace violence is in the building. This may be done by using several methods including, telephone, e-mail or word of mouth. Different types of workplace violence require different actions:

Explosion - If an explosion occurs, building occupants should leave the building using the same evacuation plan and procedures as they would for a fire.

Threatening Phone Calls / Bomb Threat – In the event that the facility receives a threatening phone call or bomb threat, the call receiver is to maintain an open line of communication with the caller for as long as possible. If possible, the call receiver is to complete the ‘Threatening Call / Bomb Threat Checklist,’ Lindenwood security and local police are to be contacted as soon as possible.

Gunfire - If you become aware of gunfire occurring in the building, take refuge in a room that can be locked. The room should also provide limited visibility to anyone that is outside of it. Secure the door and hide under a desk, in a closet or in the corner. **DO NOT UNLOCK THE DOOR FOR ANYONE.** Once the situation has been resolved, local police and University officials will unlock the door and provide you with instructions.

Physical Threat - If someone's actions pose a physical threat to you, evacuate the area and report these actions to your supervisor. Contact LU Public Safety and Security.

Toxic or Irritant Gas - Immediately evacuate the building using the same evacuation plan and procedures as used for a fire.

Hostage Situation - Immediately vacate the area or seek safe, secure shelter, take no chances to endanger the life of the hostage. Contact local police as soon as possible by dialing 911. In the event someone is hurt and/or a fire is caused by these events, advise the local police department.

The Building Emergency Coordinator and Lindenwood University Office of Public Safety and Security will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work.

The Building Emergency Coordinator will participate in any post-incident critique regarding the emergency.

Any occupant who comes into contact with a student or visitor should direct them to take appropriate actions.

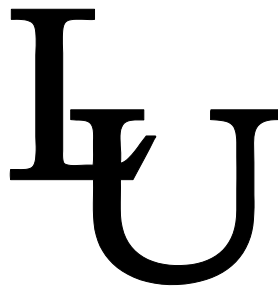
ACTIONS TO TAKE AFTER THE EMERGENCY

Once the emergency is over and the building has been returned to the occupant, the Building Emergency Coordinator will determine if the building occupants should return to work or be released. If they are released, employees will be advised when to return to work.

The Building Emergency Coordinator and LU Public Safety and Security will coordinate the building's security once the Incident Commander releases the building. This group will also contact building occupants and advise them on when to return to work.

The Building Emergency Coordinator will participate in any post-incident critique regarding the emergency.

The Building Emergency Coordinator will contact campus facilities officials regarding any property damage caused by the incident. In the event an employee is injured, normal worker injury reporting procedures should be followed.



Office of Human Resources

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