



LINDENWOOD UNIVERSITY

Staff Guidebook



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Section 1:
Staff Guidebook Introduction

Staff Guidebook Overview

Welcome to Lindenwood! You are here because of your unique talents and your ability to contribute to the mission of the University and the greater good of the Lindenwood community. 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. The *Staff 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.

Please note that the policies, procedures, and guidelines contained in this guidebook are subject to change at any time.

Conformance with the Law

The contents of this guidebook have been drafted with the intent to conform with all laws. Anything stated herein shall be deemed subject to, and modified by, any current, amended, or future federal, state, or local law in order to be in conformance.

Letter from the President

Dear Lindenwood Community Members:

This guidebook is intended to support your efforts on 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.


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 exponential 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.

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 and working environment with which we are blessed.

Very sincerely yours,



James D. Evans, Ph.D.
President

Lindenwood History

Mary Sibley founded Lindenwood University in 1827 in the frontier town of Saint Charles, Missouri. "Lindenwood Female College" began as a finishing school for young women from well-to-do families but from its inception was committed to combining professional preparation 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.

George Sibley was a statesman, explorer, and entrepreneur. Mary Easton Sibley was the daughter of the first postmaster for the City of St. Louis.

In 1969, Lindenwood attempted to strengthen its financial base by becoming coed. In 1975, the 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 '70s and '80s, 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 Lindenwood University Board of Directors considered closing its 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 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 “Boone Campus” is the headquarters of Lindenwood’s Center for the Study of American Culture and Values, which offers programs in American Studies and Environmental Studies.

When linked with tighter overall management of the institution and aggressive recruiting and public relations campaigns, these changes resulted in a period of prosperity unprecedented in the University’s storied history. New construction arrived in 1996 with the building of the Hyland Performance 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 the late President Dennis Spellmann. A 138,000 square foot Fine and Performing Arts Center opened in the summer of 2008. Not only has the main campus expanded, but Lindenwood has branched out in the St. Louis region, adding sites in Belleville, Lincoln County, North St. Louis County, O’Fallon, South County, St. Louis City, Weldon Spring, Wentzville, and Chesterfield Valley. The Belleville site inaugurated a Day College in the fall of 2009. Annual student headcount anticipated for the 2009-2010 school year is 15,000.

Lindenwood’s recent growth has not been limited to enrollment, new buildings, and campus sites. Long known for athletic excellence, the University was accepted into the NCAA II Division in 2010, and the University’s academic programs continue to grow. Lindenwood’s Doctor of Education degree program attracts exceptional candidates who contribute to the University’s great reputation for education leadership. A major renovation of Harmon Hall sets an impressive stage for innovations within the School of Business and Entrepreneurship, which include the school’s specialized accreditation from the Association of Collegiate Business Schools and Programs. Lindenwood University’s Social Work program has been accredited by the Council on Social Work Education, and more programs are seeking specialized accreditation.

With President Evans’ dedication to excellence, future expansion will continue to be driven by the educational needs of Lindenwood’s students and the academic goals of the faculty.

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.

Section 2:

Human Resources Policies & Procedures

Human Resources Overview

Lindenwood University constantly endeavors to maintain its position as the best teaching University in the Midwest region. Therefore, attracting and fostering talented personnel is a critical priority. Lindenwood's leadership accomplishes this by

- recruiting and retaining compassionate, capable, committed, community-minded employees who are attuned to the Lindenwood mission and to the needs of our academic community,
- providing equitable compensation, benefits, and recognition systems that help retain and motivate employees,
- assuring that the University provides a fair and just work environment.

The following information details specific policies and procedures related to employment and to Lindenwood's commitment to employee satisfaction.

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 Human Resource Office should be contacted.

Harassment Statement

Lindenwood University does not tolerate harassment. The University complies with appropriate federal, state, and local laws pertaining to this matter. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute 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; (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; or (4) any other form of sexual harassment as defined by the EEOC or respective state counterparts, federal and state legislation, or interpretation by the courts.

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, even if that student is not directly under the employee's supervision, will not be tolerated.

Lindenwood University forbids all forms of harassment. Lindenwood University investigates each harassment complaint thoroughly and promptly. Investigations will be conducted in a sensitive manner, and, to the extent possible, confidentiality will be honored.

Disciplinary action up to and including termination will be imposed on employees engaging in such actions. Any matter involving harassment or discrimination should be brought to the immediate attention of the employee's supervisor or one of the University officers listed below:

Dr. Richard Boyle Vice President Human Resources/ Dean of Faculty 636.949.4477	Ms. Julie Mueller Vice President Operations & Finance/COO 636.949.4901	Dr. Jann Weitzel Vice President Academic Affairs/ Provost 636.949.4846	Dr. John Oldani Vice President Student Development 636.949.4993
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Equal Employment Opportunity and Affirmative Action Statement

Lindenwood University is an Equal Opportunity, Affirmative Action Employer. The University complies with appropriate federal, state, and local laws and provides equal employment opportunities and access to educational programs without regard to race, color, religion, gender, age, sexual orientation, national origin, veteran status, disability, or any other protected status to all qualified applicants and employees. Lindenwood University is committed to a policy of non-discrimination and dedicated to providing a positive discrimination-free educational work environment.

Any matter involving discrimination of any type should be brought to the immediate attention of the employee's supervisor or one of the University officers listed above.

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 study abroad and 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.

If inappropriate employee behavior is discovered, the University considers such actions as grounds for dismissal.

Indemnification

As part of the University's commitment to its instructors, 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.

Subpoena, University-Related Legal Actions

Prior to giving out any information, employees should contact their direct 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: Whistleblower Policy.**)

Employment Policies

Contracts and Employment-At-Will

Unless otherwise contracted, Lindenwood recognizes the employee's right to resign at any time for any reason; similarly Lindenwood may terminate an employee at any time for cause. Employees are expected to comply with all federal, state, and local laws at all times, whether on or off campus, and failure to do so is deemed unacceptable conduct. Any such violations determined to be egregious by the University are grounds for discipline or termination.

Grounds for discipline or termination include, but are not limited to,

- poor performance
- dishonesty
- theft
- security breaches
- insubordination
- fighting or threatening violence
- smoking in prohibited areas
- harassment of any kind
- absenteeism
- excessive tardiness
- discrimination
- vandalism
- working under the influence of alcohol or controlled substances
- being in possession of alcohol (except in approved areas)
- being in possession of controlled substances
- being in possession of a firearm (including parking lots and green spaces) unless in conjunction with a University class or activity
- unauthorized disclosure of confidential information
- plagiarism
- libel or slander of any individual associated with the University
- abusive or offensive language
- health and safety threats
- conduct not in keeping with Lindenwood philosophy or other violations

Grievance Procedure

Grievances with a person or the institution should be brought to the attention of the employee's immediate supervisor via a signed, written statement. The immediate supervisor will then seek resolution.

Grievances with the immediate supervisor should be brought in a signed, written statement to the executive management team:

Vice President for Human Resources/Dean of Faculty	(VP-HR/Dean of Faculty)
Vice President for Academic Affairs/Provost	(VP-AA/Provost)
Vice President for Operations & Finance/Chief Operating Officer	(VP-OF/COO)
Vice President for Student Development	(VP-SD)

Appeals Process

If an employee determines the resolution by the immediate supervisor is not satisfactory, she/he may appeal to the executive management team via a first or second signed, written statement.

If the employee determines the resolution by the executive management team is not satisfactory, an appeal may be made to the President via a second or third signed, written statement.

If the employee determines the resolution by the President is not equitable, that employee may appeal to the chairman of the Lindenwood University Board of Directors through a third or fourth signed, written statement.

Employee Benefits, Privileges, and Recognition

Employment Benefits

Health and Dental Insurance

Lindenwood offers employees and dependents health insurance coverage and dental coverage. Employees have the opportunity to extend temporarily their health and dental coverage at the University's rates 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 and dental coverage in effect at the time of the qualifying event. Employees have 60 days to elect COBRA after the termination of the previous policy. Please see the Human Resources/Payroll Office (Roemer 112) for additional details.

Paycheck Disbursement

Exempt employees are paid once a month. Non-exempt employees are paid twice a month. Paychecks may be picked up at the Roemer Business Office cashier's window or transmitted via direct deposit after 2:00 p.m. on payday.

To set up direct deposit of paychecks, employees should see the Human Resources/Payroll Office (Roemer 112) to obtain and submit the appropriate documentation. Pay stubs can then be picked up at the Roemer Business Office after 2:00 p.m. on payday.

Individuals may not pick up another employee's paycheck without prior written authorization from the employee. If an employee would prefer to have his/her paycheck mailed, he/she should contact the Human Resources/Payroll Office (Roemer 112) to make arrangement. Paychecks will be mailed on payday via regular U.S. mail.

Vacation, Personal, and Sick Days

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

- First year 5/6 of one day for each month of service prior to July 1st.
- Second year through ninth year 10 days each year.

- Tenth year 1 1/4 days for each month of service prior to July 1st.
- Eleventh year through nineteenth year, 15 days per year.
- Twentieth year 1 2/3 days for each month of service prior to July 1st.
- Twenty-first year and thereafter, 20 days per year.

Vacation requests must be submitted at least two weeks prior to the requested vacation date and are dependent on approval by the department supervisor. Staff members who have a Lindenwood email account can print a *Staff Vacation Request Form* from the *Forms and Guidebooks* folder on the Faculty & Staff Portal on the Website. Staff members who do not have an email account can obtain a copy of the form from their supervisor.

Staff members receive **2 personal days per year** and **6 sick days per year**. Forms related to personal days and sick leave must also be filled out.

Vacation Carry Over

Vacation shall not be accumulated or carried over from year to year without approval of the VP-HR/Dean of Faculty. Requests to carry over vacation must be in writing and approved by the immediate supervisor and then certified by the payroll office. If these approvals are obtained, the request shall be submitted to the VP-HR/Dean of Faculty's office no later than June 15.

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.

Holidays

The University observes eight holidays annually:

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

Sick Leave

Employees are entitled to six working days of sick leave per year, plus one additional day per year for each year's service up to six additional days, or a total of twelve working days per year after six years of service. A maximum of five days of sick leave may be used for a death in one's immediate family (see Bereavement below). One can accumulate a

maximum of 24 sick days, including days allocated for the present year. Sick Leave is intended for personal illness only. 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.

Sickness necessitating absence of fewer than three working days may be certified by the staff member 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.

Unpaid Personal Leave

At the discretion of the President, an employee may be granted time off without pay for personal reasons. Employees are required to use all accrued vacation prior to taking a personal 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 personal leave to the previously held position.

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.

Therefore, employees should schedule time off in advance whenever possible. Lindenwood University recognizes that unanticipated or emergency situations occur. These types of events are considered unscheduled absences. In these situations, employees must notify their supervisors as soon as possible. Further excessive, unscheduled absences will result in disciplinary action up to and including termination.

Bereavement

Employees may use a maximum of five days of sick leave 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 by seeking approval from the employee's immediate supervisor. Additional documentation may be requested.

Jury Duty

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.

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. Any compensation received for jury duty must be remitted to the University. Employees are required to return to work the next business day following the completion of the duty.

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, adoption, or foster care placement, 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 twelve weeks in any twelve-month period. Qualifying employees will use 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 Office for more details.

Military Leave

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 health care 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.

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 and have been employed at Lindenwood University for two years. (An exception can be made for those employees who have previously participated in TIAA/CREF.) Entrance into the program or any changes requested to an existing program must take place as of September 1 each year.

The University will equally match a dollar amount up to 5 percent of the employee's salary. A participant can contribute up to 20 percent of his or her monthly salary to the fund. Any questions concerning the retirement fund should contact the VP-HR/Dean of Faculty.

Tuition Remission

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. Children of full-time faculty and staff are eligible for four years of undergraduate tuition as full-time residential students.

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.

Privileges and Courtesies

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 at www.lindenwood.edu/technology.

Dining Services

Employees with dining privileges are granted five meals per week. These meals are specifically allocated for the lunch period, which is from 11:00 a.m. to 1:30 p.m. in the Spellmann Center cafeteria and the Lion Mart located in the Loft (Butler Hall).

However, 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) or 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 athletic events without charge. To attend events, employees must present a valid Lindenwood University identification card.

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

Tickets to film series presentations in Young Hall are free to anyone with a University ID, including alumni.

Library Privileges

Employees of the University have full library privileges. 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 during normal operating hours. If an employee would like to request an exception to the posted hours, he/she should contact the facility

supervisor.

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

This award recognizes 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. (See **Appendix B: Employee of the Month/Year.**)

SECTION 3:
General Policies and Procedures

Employee Conduct

Confidentiality

Employees 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, staff members should refer to the Whistleblower policy. (See *Appendix A - 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 Buckley Waiver giving permission for such disclosure. Employees should reveal information only to those specifically named in the waiver.** Electronic copies of student Buckley Waivers are available on the Faculty Folder Network Drive.

Conflict of Commitment

A "conflict of commitment" exists when external activities of an employee are so substantial or demanding of the employee's time and attention as to interfere with the individual's responsibilities to the unit, students, or the University.

Employment by the University is to be considered full-time and without interference from outside activities that are monetary or social in nature. Any such activities must be authorized by the President prior to onset of the activity. This policy does not pertain to employees who are in the National Guard or the Reserve Bank of the Armed Services. Failure to do so may result in termination from the University.

Drugs and Alcohol

Lindenwood University prohibits the unlawful use, possession, manufacture, and distribution of illicit 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.

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

Favoritism

No employee shall permit personal relationships or friendships with other Lindenwood employees to influence work-related decisions or behavior. Conspicuous violations of this rule shall result in reprimand and, if persistent, may result in termination.

Nepotism

No employee shall participate, either directly or indirectly, in a decision to appoint or hire a family member as an employee of the University. Nor should any employee supervise or formally evaluate any genetic or legal relative who has been hired by the University. Family member constitutes anyone who is related via blood or legal contract. An employee or supervisor who has a question pertaining to the relatives covered by the University's nepotism policy should contact his/her department head or the Human Resources Office.

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 they issue 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.

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 employee's supervisor.

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.

Expense Policies

Purchase Procedures

All purchases must be pre-approved by the Vice President for Operations and Finance/Chief Operating Officer or the President. Purchase requests shall be made by submitting a purchase requisition approved by the department head to the VP-OF/COO. If approved, the requisition will be forwarded to the Spirit & Supplies Shoppe for processing. The Spirit & Supplies Shoppe will create a purchase order/PO number and will forward it to the requestor. When the requestor receives the purchase order, the purchase may be made. Upon receipt of items, the employee shall attach the invoice to a copy of the purchase order and return it to the Spirit & Supplies Shoppe for processing.

In the event that a vendor does not accept purchase orders, a check for payment may be requested by filling out a check request form, obtaining the approval of the department head, and submitting it to the VP-OF/COO. If approved, the check request will be forwarded to Accounts Payable for processing. The check may be obtained from the Roemer Business Office Cashier window. One week should be allowed for processing.

All items requested for purchase should include three bids or price comparisons. Lindenwood University is a tax-exempt organization, so taxes should not be included. Tax exempt forms can be obtained from the Accounts Payable Office if needed.

Purchases made without prior approval or without a tax exempt form will not be reimbursed.

Agency Accounts

Agency accounts are handled by the Roemer Business Office. 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 VP-OF/COO for approval. In instances where vendors require advanced approval, a purchase requisition can be requested from the VP-OF/COO.

Student-Athlete Payments

If a student athlete is making payment for clothing or athletic gear, he or she should forward payment directly to the Roemer Business Office. (Make checks payable to Lindenwood University and indicate the sport.) Coaches and other staff members are not allowed to collect money under any circumstances. Each coach is responsible for providing the Business Office with a list of student athletes who plan to purchase items (along with dollar amount due), so their names can be highlighted by a Roemer Business Office representative confirming payment has been received. This authorizes the coach to release clothing/items to the student athlete. When the student athlete pays at the Roemer Business Office Cashier's Window, a hand receipt will also be generated.

Student-Athlete Orders

The Roemer Business Office will not track orders. Its role is only to confirm that a payment for a particular student athlete has been received. It is the coach's responsibility to keep track of sizes, order forms, etc.

Fundraisers

Fundraising projects must be approved in advance by the Vice President for Institutional Advancement and the VP-OF/COO, in that order. Checks received as a result of a fundraiser should be made payable to Lindenwood University, annotated to indicate use of funds, and deposited through the Roemer Business Office.

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. 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 one of our campuses.

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 campus space but 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 *Policy on Facilities Access*. (See **Appendix C: Policy on Facilities Access**.)

Meeting Space and Events Reservations

To request a meeting space or to get approval for an event, employees should make a formal request through the "Request a Facility Online" link, which is located on the same Webpage as the campus calendar. Student organizations are required to make reservations through the Lindenwood OrgSync site. For further information, contact the Facilities Coordinator at 949-4613.

Event organizers must indicate any special requirements regarding the facility or catering. Student organizational events require the presence of a faculty or staff member.

Maintenance and Repairs

Requests for maintenance support for faculty or professional staff should be submitted to the Business Service Center (near West Clay) at 636-949-4922 or e-mailed 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).

Key Requests

Keys are ultimately authorized by the VP-OF/COO. However, in order to receive a key, the employee must obtain and have signed a key request form obtained from the department or division head and submit it to the VP-OF/COO. 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 Business Service Center (near the Spirit Shoppe).

Faculty members who are assigned to Elm Street classrooms may check out a key for the

semester in the office of the Provost.

In instances of lost keys, employees may be charged \$35.00 for the replacement. Appeals to the charge may be made to the VP-OF/COO.

Firearms Policy

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. 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. No food or drink (except liquids in plastic bottles with closable caps) is to be consumed in 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. The following areas are designated for smoking:

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

Parking and Parking Stickers

Each University employee is required to obtain a parking permit in order to park on University grounds. 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 at the Campus Security Office, 2021 First Capitol, Suite G.

No vehicles should be parked in any area not marked as a parking spot by white marking. 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)

With the submission of the appropriate tax forms to the Human Resources/Payroll Office (Roemer 112), the employee will be presented an employment slip, which should be shown to the Work and Learn Office (Spellmann 3rd Floor) to verify new employment at the University. At that time, an employee ID will be created.

If an ID is lost, the employee will pay \$10 to the Roemer Business Office, obtain a purchase receipt, and obtain a new ID from the Work and Learn Office.

Copy Center Use

Print requests can be sent via e-mail (copycenter@lindenwood.edu or x4616) or brought to the Copy Center with the completed work request form.

Copy Center Hours

Monday - Friday 7:00 a.m. - 1:00 p.m.
 2:00 p.m. - 4:30 p.m.

Please allow a 24-hour period to obtain materials. Upon completion of a request, the requester will be contacted via the contact information on the work request form. It is the employee's responsibility to pick up copies before the office closes. A student may not retrieve copies for employees unless the student's name was given to the Copy Center in advance by the employee.

For more information, contact the Copy Center:

copycenter@lindenwood.edu
939-4616

SECTION 4:
**Computer and Communication Policies
and Procedures**

Computer Policies and Communications Procedures

Computer Use

The Lindenwood University Computer Use policy applies to all computers connected to the Lindenwood University network whether they are personal or University owned computers. All employees must sign a usage agreement. At its discretion, the University reserves the right to restrict or deny the use of its network facilities and capabilities.

Individuals who are provided access to University computer facilities and to the campus-wide communications network assume responsibility for their appropriate use. The University expects individuals to be careful, honest, responsible, and civil in the use of the University network and computers. Computer and network facilities are provided primarily for educational use. These facilities have tangible value. Consequently, attempts to circumvent accounting systems or to use the computer accounts of others will be treated as forms of attempted theft.

Individuals may not attempt to damage or to degrade the performance of Lindenwood's computers and network and should not disrupt the work of other users. 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.

Individuals assume personal responsibility for the use of their accounts. Users may 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.

Physical 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.

Users with personal computers on the LU network are expected to take reasonable precautions to ensure the security of their systems. All computers require a valid, up-to-date virus-scanning program. Individuals may be held responsible for misuse by others that occurs on their systems.

Users are not permitted to register external domain names that reference systems on the LU network. It is prohibited to use Lindenwood University's network for commercial purposes. It is prohibited to connect any secondary physical network to the LU network without authorization. Providing services or running applications that consume excessive bandwidth on the LU network is prohibited.

No Lindenwood University system is to be used for illegal or criminal purposes. Users must observe intellectual property rights, including, in particular, copyright laws as they apply to software and electronic forms of information. Users are expected to report any evidence of

actual suspected violation of this policy to their Residence Director (students) or the Chief Information Officer (helpdesk@lindenwood.edu - (636) 949-4726).

CAMS and E-mail

CAMS is the campus administration system provided by Three Rivers CAMS Enterprise System. All employees who have a Lindenwood e-mail account can access forms and guidebooks on or off campus via the CAMS Faculty and Staff Portal, which can be accessed via the Portals tab on the main page of the University Website.

The University provides e-mail through Microsoft Outlook, which is installed on all employee computers. E-mail accounts can be accessed remotely through: www.lindenwood.edu/exchange. The use of Lindenwood's e-mail for non-business mailing list subscriptions is prohibited. This includes but is not limited to Groupon, Free Merchandise Sites, and sites similar in nature.

Our e-mail system is to be used principally for conducting Lindenwood business. Excessive personal use—defined as exceeding ten minutes per work day engaged in personal e-mail communications—is not permitted. The use of POP Mail or non-Lindenwood issued accounts (Yahoo, Gmail, Lycos, etc.) to conduct Lindenwood business is prohibited. Official Lindenwood business will be conducted using Lindenwood's official e-mail only.

Any personal e-mail 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.

Under no circumstances is any employee authorized to broadcast personal or political messages to either ad hoc or preconfigured distribution groups, whether internal or external, to the University.

Lindenwood employees are prohibited from sending or knowingly downloading e-mails that violate local, state, or federal laws or ordinances. All electronic transmittals sent over our system must conform to norms of common courtesy and decency. These transmittals must not contain off-color language or humor, obscene, profane, or tasteless images, or angry or disrespectful expressions, nor should they express personal or unfounded criticisms of the University or any members of the Lindenwood community. Use of the system to carry out threats or harassment will result in disciplinary action that may include termination of employment from the University.

Neither graphic images nor software attachments should be downloaded, opened, or transmitted via e-mail unless automatic virus-checking is turned on and functioning at the time of such operations. No one should open attachments that have questionable or unknown status as doing so can cause expensive, time-consuming damage and malfunction across the University's entire computer network.

All e-mails generated through or received by Lindenwood's e-mail system are property of the University and subject to examination by University officials for cause. However, statutes governing intellectual property rights will supersede the University's prerogatives in the case of copyrighted materials. Although Computer Services does not routinely monitor all e-mails, Lindenwood reserves the right to inspect any messages on our server at any time.

Failure to abide by these policies may result in rescission of an individual's e-mail privileges. Repeated violations of these strictures may be cause for dismissal.

Electronic Accounts

Requests for e-mail accounts 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/Dean of Faculty for approval. Approved accounts are handled by Information Services. (helpdesk@lindenwood.edu - (636) 255-5100). The supervisor is responsible for notifying Information Services immediately when a full-time faculty member leaves the University.

Hardware/Software Requests

Requests for hardware or software must be submitted by the employee's supervisor. The requisition should include the user's full name, office location or class location, telephone number (if known), and appropriate access allowances and restrictions. The supervisor will complete the requisition form and forward it to Information Services. Information Services will determine the availability of the equipment or software and submit the request to the VP-OF/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 Information Services 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 Dean of Evening and Graduate Admissions when an extension-campus user leaves the University. The Dean of Evening and Graduate Admissions is then responsible for notifying Information Services (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/Dean of Faculty 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.

File Sharing

File Sharing software, including (but not limited to), Aimster, Gnutella, Madster, Ares (All versions), Hotline, Monolito, BearShare, Imesh, Napster, Bitorrent, Kazaa (All versions), NeoNapster, Bulbster, LimeWire and WinMX, is prohibited on the Lindenwood University network including residence halls, apartments, classrooms, public spaces, and faculty/staff offices.

Because our network and Internet connections are shared by many University services (the University library, Lindenwood University website, electronic mail, etc.), Computer Services monitors this traffic constantly to ensure reliable service for everyone. File sharing software can account for a large portion of traffic on the network.

Computer Usage

Obscene or harassing electronic communication is prohibited, as are messages that target individuals in a threatening manner. Individuals who send such communications will be remanded for disciplinary action and possible legal action. Computer Services reserves the right to monitor any computer activity on a LU computer or any computer connected to the LU network.

Computer Services reserves the right to deny system or network access on a temporary or permanent basis to anyone who violates these rules. This includes the ability to terminate processes or connections that threaten system or network security, performance, or integrity. The network administrator will attempt to notify the user of any such action.

Occasional personal Internet browsing and the use of social networking (Facebook, MySpace, Twitter, etc.) is acceptable as long as usage is not excessive, does not interfere with normal job duties, and does not violate any part of Lindenwood's computer usage policy. Playing games on Lindenwood University computers is prohibited. This includes online game websites and applications installed on Lindenwood assets not authorized by Information Services.

Communications Policies and Procedures

Editorial Style

All publications written by staff and faculty on Lindenwood's behalf must follow the *Lindenwood Style Handbook* issued by the University Communications Office at 1165 First Capitol Drive. This document specifies the preferred style for punctuation, titles, etc. Strictly adhering to these guidelines creates a uniformity that enhances professionalism and reader understanding.

Any employee writing on behalf of Lindenwood should follow these guidelines, which are available on the Faculty & Staff Portal in the Forms and Handbooks folder. Also refer to *The Least You Need to Know about Usage* tip sheet. **(See Appendix D: LU Style & Usage)**

Editorial Approval Procedure

All publications, printed or electronic, intended for public or mass distribution must follow the Lindenwood Editorial Approval Process. Details about approval procedures and approval forms can be found in the Forms and Handbooks folder via the Faculty and Staff Portal on the Website.

Survey Approval Procedure

There are many reasons to conduct surveys in a university setting. Some categories require prior approval and some do not.

Requires Prior Approval

- o Doctoral dissertation research
- o Master's degree thesis research
- o School assessments for specialized accreditation
- o Marketing research

- o Quality control research

Does Not Require Prior Approval (and should NOT include LU name or logo)

- o Faculty members' in-class assessments of instructional efficacy
- o Undergraduate student surveys for class projects

For more information about the survey approval process and related forms, access the Forms and Handbooks folder via the Faculty & Staff Portal on the Website.

Publication Approval

Any publication that costs \$2,500 or more to print needs prior approval from the President of the University. The President's Publication Approval Form can be accessed in the Forms and Guidebooks folder via the Faculty & Staff Portal on the Website.

Forms and University Documents

The latest versions of commonly used forms and documents are available on the Faculty Folder Network Drive and can also be accessed via the Faculty & Staff Portal on the Website.

Logo Use

The Lindenwood University logo was created in 2002 to give a consistent visual image to represent the University. The logo color was changed in 2010 to Vegas Gold. It is not to be stretched or modified in any fashion. There are two variations to the logo. One is the word "Lindenwood" with its double-looped O's. The other variation has an identifier attached below the word "Lindenwood"—Lindenwood University St. Charles, Missouri. These logos are available on the Faculty Folder Network Drive inside the logos folder and on the Faculty & Staff Portal on the Website. Any variations to these two logos must be approved by the University Communications Office at 1165 First Capitol Drive (next to Roemer Originals jewelry store.)

Also available are the Lindenwood University athletic logos. Please note that these Lion logos are for athletics only and are not to be used in any academic documents. No Lindenwood logo should be used in conjunction with any outside entities or events without prior approval from the University Communications Office.

Media Contact

The University Communications Office is responsible for assisting faculty, staff, and administrators in all media-related matters. Faculty and staff members should call the Director of Communications (636-949-4920) if they are aware of or involved in any media matters related to Lindenwood.

Media representatives and organizations are welcome on the Lindenwood campus only with

prior approval of the University Communications Office. If an employee is approached by a member of the media on any Lindenwood campus, he/she should call (636) 949-4964 and notify the PR staff. After hours, employees should call the after-hours campus security line (636) 262-4622 for the telephone number of the Director of Communications.

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 in the Executive Office 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.

Mail Procedures

Incoming Mail

Mail is received each morning, Monday through Saturday, at the Roemer mailroom. Mail for faculty, staff, and students is sorted. The same procedure is used for UPS, DHL, and FEDEX deliveries. Mail that has an incomplete address (incomplete, indecipherable, or missing name) may be opened to determine the recipient. If it is not possible to determine the addressee, and it is definitely for Lindenwood, the item will be sent to the office/individual deemed most appropriate.

Outgoing Mail

Faculty and staff outgoing mail sent from the Roemer mailroom Monday through Saturday must be University related. There are two pick-ups each on Monday through Friday (one in morning and another in the afternoon), and one pick-up on Saturday. Mail that is hand-addressed or is larger than a normal envelope can go only with the morning mail. Mail that is machine addressed or typed goes with the afternoon mail. Faculty and staff who wish to mail personal items may do so, but it is discouraged. The mailroom does not handle outgoing UPS, FEDEX, or DHL mail. The only time it will handle such mailings is when a package is being returned and the carrier has been notified. Personal mail may be sent through University mail if stamped by the sender. Mail delivered to the Roemer mailroom must be separated into appropriate bins (hand-addressed, machine addressed, oversize, international, and campus/student mail) to avoid having mailings return to Lindenwood and to ensure proper postage is placed on the mail.

Mail that needs to be mailed immediately must be delivered to the mailroom in sufficient time to ensure it can be processed. Mail for the morning pick-up should be in the bins before 9:30 a.m. (normal pick-up 10:30) and mail for the afternoon pick-up should be in the bins before 1:30 p.m. (normal pick-up 2:30 p.m.). The carriers will not pick up mail that

is not metered for them. However, the International Office has a daily non-holiday pick up schedule with United Parcel Service (UPS). If an employee wishes to ship documents overnight in the United States, he/she should contact the appropriate dean/director. The dean/director will then discuss the shipment with the VP-OF/COO who will approve the shipment and communicate that approval to the International Office.

Bulk Mail

For University purposes, bulk mail is mail that is being sent to at least 200 recipients and each piece is of the same size and weight. Additionally, bulk mail is general in nature, meaning each item is not specific to each individual (such as grades or bills). This type of mailing is handled by the department sending the mail.

The mail must be sorted by zip code (three digit 633xx, 634xx). As the mail is sorted, it must be stamped in the upper right corner with the University non-profit stamp, which ensures that the mailing will receive a discounted rate. The stamp is located in the Work and Learn Office (Spellmann Campus Center). There must be a total count of letters being mailed and a subtotal based on zip codes. This determines the cost of the mailing.

Once all necessary materials are obtained, the staff member should go to the 5th Street U.S. Post Office and ask for the bulk mailing department. At that time, the Post Office will request the total number of pieces and zip-code subtotals, as well as an example. The faculty member should ask for and complete a PS for 3602-N so the mailing can be recorded and a cost determined.

Finally, the staff member should take a check request for the amount to the VP-OF/COO. Upon receipt of the check, the entire bulk mailing should be taken to the U.S. Post Office located at 5th Street in St. Charles for mailing.

Employee Mailboxes

Mail for the staff and faculty is separated into the appropriate individual or section mailbox. It is important that the mailroom be informed of any changes in faculty or staff in order to ensure that the mail is sorted properly. This is a responsibility of the individual and the section dean/director.

Oversize mail will be marked with the individual's name and placed on the shelves in the Roemer mailroom. A note will also be placed in the mailbox notifying the recipient that the item has been received and can be picked up. Usually, a telephonic notification will also be made. Because of the amount of oversize mail that is received daily and the limited space in the mailroom, it is imperative that oversize mail be picked up as soon as possible. Individuals must show ID when receiving oversize mail. Only the addressee may receive the mail; it will not be given to someone else without permission.

Student Mailboxes

Student mail is delivered to the Spellmann Center mailroom in the afternoon. It is separated into individual boxes and will normally be available by 3:00 p.m. Mail that is oversized will be listed on a separate posting outside the mailroom. Students should check mail daily. Mail delivered on Saturday will not be available until the next Monday. Students who wish to pick up oversized mail may normally do so between 8:00 a.m. and 5:00 p.m. Monday through Friday. There is no service on weekends.

Individuals must show ID when receiving oversized mail. Only the addressee may receive the mail; it will not be given to someone else without permission. Students who receive mail under multiple names need to inform the mailroom of these names to ensure delivery.

SECTION 5:
Emergencies and Cancellations

Emergency Preparedness

Injuries/Accidents – Faculty/Staff

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.

Injuries/Accidents—Students

At times employees must deal with students who 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.

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

Lindenwood University Campus Security

Phone Numbers:

Weekday Daytime Dispatch (8:00 AM - 4:00 PM) - **(636) 949-4922**

Security Direct Line - 24/7 - **(636) 262-4622**

Secondary Line - Evening/Weekend - **(636)-262-4623**

Kurt Smith, **Director of Public Safety and Security**

Phone/Ext. **(636) 949-4687**

For further information on how to handle emergencies, refer to (*Appendix F - Emergency Procedures*)

Cancellations and Emergency Alerts

Emergency Text Messages

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. Students are prompted by e-mail when they enroll to enter their mobile phone numbers into the system. The service is free to users. All employees, including faculty, are encouraged to sign up at www.getrave.com/login/lindenwood.

School Cancellations

When it is necessary to cancel classes, announcements will be posted on the Lindenwood University website, local designated television and radio stations (including LUTV and KCLC).

The Lindenwood Instant Message System provided by Rave will be used to announce cancellations and other notifications as needed.

Appendix A - Whistleblower Policy

Policy Standards and Applications

General

Lindenwood University ("LU") 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. 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 and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates 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 and exclusive 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.

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 – Vice President for Human Resources

Adopted by the Board of Directors: November 3, 2006

Appendix B - Employee of the Month/Year Awards

Recognizing Outstanding Employees

Employee of the Month

This award recognizes 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.

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. The winner will be selected by President, the VP-OF/COO, as well as the President's Council.

Appendix C - Policy on Facilities Access

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 one of our campuses.

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 campus 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 D - LU Style & Usage

The Least You Need to Know about Usage (Excerpt from the *LU Style Handbook*)

Every Lindenwood employee who creates publications or documents on behalf of the University should follow these usage guidelines, which can be found in more detail in the back of the *LU Style Handbook*. The handbook can be found on CAMS via the Faculty & Staff Portal. (Exceptions to these guidelines are limited to literary and magazine-style publications such as *The Confluence*.)

► Academic Degrees

Use an apostrophe in casual reference to a bachelor's degree, a master's degree, etc. (Note the lack of capitalization in these casual references.) However, there is no possessive in formal references, such as Bachelor of Arts or Master of Science.

Example:

He has a bachelor's degree, and he's going back to school for his master's.
She was awarded a Master of Arts in Teaching from Lindenwood University.

Use such abbreviations as B.A., M.A., LL.D, and Ph.D. only after a full name (never after just a last name). Include periods in academic titles. When used after a name, an academic abbreviation is set off by commas.

Example:

James Evans, Ph.D., spoke at the convention.

► Bulleted Lists

Rules on bulleted lists are imprecise; however, please follow this approach. If your list is preceded by a complete sentence, you should use a colon followed by bulleted sentences that begin with a capital letter and end with a period. If the sentences are merely short fragments, you can omit the period. If the sentence that precedes your bulleted list is incomplete, then you omit the colon and the bulleted sentences should start with a small-case letter and end with a comma, except for the last sentence, which ends the sequence with a period. If the bullets are complex and contain commas within sentences, you may use semi-colons at the end of each bullet.

Example #1:

Assessment is important for the following reasons:

- The feedback helps improve the quality of coursework.
- Analysis facilitates constant improvement.
- It's required by the HLC.

Example #2:

Assessment is important because

- feedback helps improve the quality of coursework,
- analysis facilitates constant improvement,
- it's required by the HLC.

► Capitalization – Titles & University

Capitalize formal University job titles regardless of their relationship (or lack of a relationship) to a formal noun, but only when the complete formal title is used (including President Evans, which is a complete title) or when an approved shortened version of the title precedes a name. Also routinely capitalize references to the U.S. President.

The titles of other university officials would only be capitalized following *AP Stylebook* rules, which calls for capitalization only when the title precedes the official's name. Capitalize University in reference to Lindenwood even when the name is not associated with the term.

Example #1:

President Evans is going to the meeting. The President is going to speak to faculty members. Dr. Jann Weitzel, Vice President for Academic Affairs, is also going to the meeting. The vice president is a regular speaker. Dr. Weitzel is also Lindenwood's Provost. The Provost will stay late to greet the president of Fontbonne University. He was supposed to bring along students from that university but there was a change of plans.

► Capitalization – Offices/Schools

Capitalize University office and school titles when the complete title, or an *LU Style Handbook* abbreviation, is used. Capitalize departments when the word "department" follows the title.

Examples #1:

The Lindenwood Office of Undergraduate Admissions is supervised by the Dean of Undergraduate Admissions. Dean Joe Parisi also has lots of responsibilities. Students who visit admissions get a chance to talk with Parisi. To find out more, visit Undergraduate Admissions.

Example #2

Faculty members from the journalism, philosophy, and mathematics programs are busy this time of year. Members of the Philosophy Department seem busier than usual. That's because philosophy professors, like English professors, do a lot of preparation.

► Commas

Use the serial comma in delimiting items in a series.

Example:

The flag is red, white, and blue. (not "The flag is red, white and blue.")

► Dates

With complete dates, days are not given as ordinals. (In other words, don't use st, nd, rd, th, etc.)

Examples:

The annual fashion banquet will be held March 11, 2010. (Not March 11th, 2010.)

The sixth annual football banquet will be held April 15, 2010.

Include a comma before *and* after the year when it is part of a complete date within a sentence:

Example:

Students are going to the Boone Home March 20, 2010, for a special project.

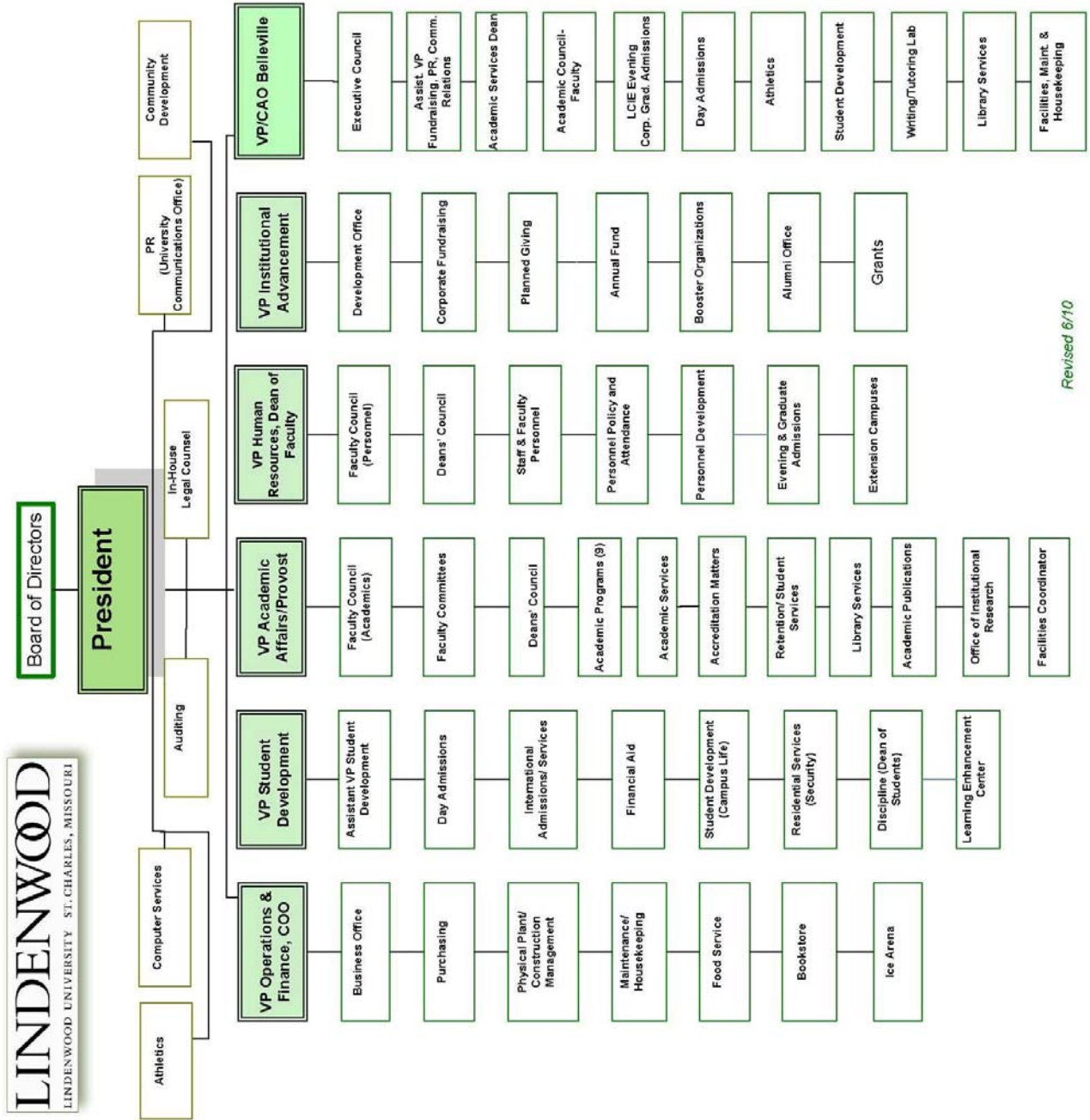
► Time Elements

When referring to a specific time, use the traditional style: 4 p.m. (instead of 4pm) and 4:30 p.m.

When defining morning vs. afternoon or evening, use: p.m. *or* a.m. (not am or pm, and not AM or PM)

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Appendix E - University Organizational Chart



Revised 6/10

Appendix F - Emergency Procedures

The purpose of an emergency program is the safety and protection of the building's occupants. The evacuation of any area that becomes involved in an emergency situation must begin immediately if a real emergency situation is underway. The method and direction of evacuation will be governed by the layout of the building and the location of the emergency. Persons evacuating the building should proceed to the closest unencumbered exit.

This booklet contains information on emergency situations and procedures to follow should an emergency occur. Please read it carefully and familiarize yourself with the location of emergency equipment and exits throughout the building.

Lindenwood University buildings are equipped with smoke detectors, emergency lighting and fire extinguishers on each floor. The St. Charles Fire Department conducts frequent inspections to determine the conditions of the buildings' safety equipment. If the tenant has determined the need to evacuate its personnel, and after an area has been completely cleared of its occupants, no one should return to the site until it has been declared safe by the responsible authorities. Always remember to stay off the building elevators if an emergency is underway.

Medical Emergency and Work Related Injury

Medical Emergency

- Do not move a seriously injured person unless the person is in a life-threatening situation (i.e. falling debris, fire, explosion).
- Someone should stay with the injured person, if possible. Keep the victim as calm and comfortable as possible. Employ Universal Precautions for all body fluid discharges. **(Assume all such discharges are contaminated).**
- **Dial 911 (9-911 on in-house phone) for injuries requiring immediate attention.** Be prepared to provide:
 - Nature of the injury
 - Location of the emergency exists
 - The number you are calling from and, if possible, have someone stay close
 - to that number until aid arrives
 - Send someone to meet and guide the emergency crew
 - Notify the Director of Security (636) 949-4687, switchboard (636-949-2000) and/or Maintenance Office (636) 949-4922 before 5 p.m. and (636) 262-4622 after 5 p.m. Give your name, location, and telephone number. Provide as much information as possible: nature of injury or illness, whether victim is conscious, type of treatment being administered, etc.
- Return to the victim and remain with the victim until campus security or emergency crew arrives.

Emergencies for Students and Employees:

St Joseph's Medical Center
300 First Capitol Drive
St. Charles, MO 63301
(636) 979-5000

Work Related Illness and Injuries (Employees)

Work related illnesses and injuries that occur on the Lindenwood University, St. Charles campus should be treated at the employee's health care provider. Transporting students or other employees to Emergency Care Centers results in full liability on the part of the one transporting the injured. Students can report to any healthcare facility if they choose to seek non-emergency treatment. 911 should be called in the event of a life threatening injury or condition.

Student Health and Safety

Student Health/Wellness and Campus Safety

If a student has an accident on University property, the student should report the accident to the Director of Campus Safety and Security at **(636) 949-4687**. If a student suffers an accident or illness while attending classes, the student should notify the instructor. The University will take necessary steps to intervene in a medical emergency while the student is on campus. If paramedic services or hospitalization is required, the student is financially responsible. The student must fill out an accident form that can be found in the Security Office. (CSC-G)

Student Accident Insurance

For students registered in credit courses, the University provides accident insurance in a designated amount for injuries sustained while participating in University-sponsored activities. The activity must take place on University premises or on any premises designated by the University. Students are also covered while traveling to and from College-sponsored activities as a member of a group under University supervision. It is the **student's** responsibility to report injuries promptly to the instructor or to the Director of Public Safety and Security.

Crime

Any student, prospective student, faculty or staff person who has been a victim of or a witness to a criminal activity that occurred on any of the grounds or facilities of Lindenwood University is encouraged to report this information to the Director of Public Safety and Security or the Student Development Office and fill out a crime report. It is University policy to assist the police in any investigation.

Bomb Threat

- Most bomb threats are received by telephone.
- Remain calm and attempt to obtain as much information as possible from the caller by using the checklist following this page if you have it available. If your phone has Caller ID, also list the source of the call if available.
- Notify the **Director of Public Safety and Security (636) 979-4687/ Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m. or call 911**, giving your name, location, and telephone number. Inform them of the situation, including any information you may have as to the location of the bomb, time it is set to explode, time you received the call and any distinguishing information about the caller.
- **DO NOT USE THE FIRE ALARM or HAND-HELD RADIOS.**
- Inform your supervisor.
- If you should spot a suspicious object, package, etc., which may be a potential bomb, **DO NOT TOUCH, MOVE, EXAMINE, OR DISTURB THE OBJECT.**
- If instructed to evacuate, follow the Emergency Evacuation Plan. Do not reenter the building until instructed to do so.

(Continued)

***BOMB THREAT
RECORDING FORM***

Exact wording of threat

Questions to Ask

When will the bomb explode? _____
Where is the bomb? _____
What does the bomb look like? _____
What kind of bomb is it? _____
What will cause it to explode? _____

Did you place the bomb? _____
Why? _____

Caller's voice and manner description: (Circle appropriate items)

female	male	familiar*	accent	distinct	disguised
calm	angry	loud	soft	slow	rapid
excited	sobbing	laughing	profane	incoherent	slurred
lisp	raspy	cracking	stutter		

If familiar, who did the caller sound like? _____

Background noises: (Circle appropriate items)

street noises	trains/airplanes	whistle sounds	animal noises
house noises	music	radio	television
office machines	general office	cell phone	static
party noises	PA system	clear	

Date and time call was received

Date _____/_____/_____ Time _____ a.m./p.m.

Chemical Spills

Chemical Spills – Immediately Dangerous to Life or Health

If a chemical spill takes place that, in the opinion of the person responsible for such material, poses an immediate threat to themselves or other building occupants, the following steps should be taken:

- Sound the building fire alarms if there is any reason to believe the released material may affect individuals outside the immediate spill area. Make reasonable attempt to direct evacuating individuals away from the immediate spill area.
- If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for at least 15 minutes.
- **Call Director of Public Safety and Security (636) 949-4687/ Residential Services (636) 949- 4922 before 5 p.m. or (636) 262-4622 after 5 p.m. or 911.** Be prepared to give: building, floor/ room number, type of incident, chemical(s) involved, and an estimate of the volume of material(s) involved.
- Initiate the Regional Emergency Evacuation Plan.
- Ensure that medical assistance is obtained for those injured or exposed (safety shower, medical attention, etc.). Continue to rinse body contact areas with large amounts of water for at least 15 minutes unless directed otherwise.

Chemical Spills – Not Immediately Dangerous to Life or Health

Chemical spills involving materials for which the person responsible has definitive information indicating that the released material does not pose an immediate threat to him/her or other building occupants should be handled in the following manner:

- If you are thoroughly familiar with the hazards of the spilled material, you have been trained to confine and cleanup spills, and you have access to appropriate personal protective clothing and equipment, attempt to confine the spread of the spill as much as possible.
- If you come into physical contact with the spilled material, remove any contaminated clothing immediately and flush all areas of bodily contact with large amounts of water for at least 15 minutes.
- **Call the Director of Public Safety and Security (636) 949-4687/ Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m. or 911.**

Be prepared to give the building, floor, room number, type of incident, chemical(s) involved, and an estimate of the volume of material involved.

- Residential Services will then notify the appropriate department(s) to assist in the cleanup of the released materials.

Earthquake

During the Quake

- If you are indoors, stay there. Get under a desk or table, or stand in a doorway or corner. Stay clear of windows, bookcases, and outside walls. **DO NOT USE THE ELEVATORS!**
- If in a crowded public place, do not rush for the doors. Move away from display shelves containing objects that could fall.

After the Quake

- Exit building as quickly as possible.
- Check for injuries. Apply first aid. Do not move seriously injured individuals unless they are in immediate danger.
- Do not use the telephone immediately unless there is a serious injury, fire, or gas leak. Telephones should be kept available for emergencies.
- If you suspect or know that someone is trapped in the building, notify emergency personnel on the scene first and then a member of the University emergency response team. Give the time when the victims were last seen, number of victims, and their last known location.
- Do not touch downed power lines or damaged building equipment.
- Where applicable, turn off all natural gas, oxygen/acetylene tanks, etc.
- Clean up spilled medicines, bleaches, gasoline, or other chemicals. If a spill is significant in amount, utilize Chemical Spills Emergency Procedures.
- If building is damaged, initiate the Regional Emergency Evacuation Plan and do not enter until directed to do so by emergency personnel or a member of the University emergency response team.
- If you evacuate, immediately go to designated area on the regional evacuation plan. Be sure to account for yourself, so time will not be wasted by emergency personnel who may be looking for you.

- Be prepared for aftershocks.

Fire

Lindenwood provides fire extinguishers and evacuation routes in all of its buildings. Know the location of the fire alarms, extinguishers, and fire evacuation routes/ fire exits in the area in which you are working. As you leave, be prepared to help those having trouble moving to the exits.

- **PULL ALARM AT EXIT DOOR.** Upon discovering a fire, explosion or smoke in the building, close the door to the room where the fire is located, and immediately activate the fire alarm system.
- **CALL FOR HELP.** After sounding the alarm, call the **Director of Public Safety and Security (636) 949-4687/ Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m. or 911** if time permits. Identify yourself and the location of the fire (floor and room number if possible). **Sounding the alarm automatically notifies the fire department.**
- **WARN OTHERS.**
- **ATTEMPT TO EXTINGUISH *ONLY* IF YOU CAN DO SO SAFELY.**
- **EVACUATE IMMEDIATELY UPON ALARM.** Follow the Emergency Evacuation Plan and do not re-enter the building until instructed to do so.
- Do not use elevators during a fire emergency. Use stairs. Power outages will leave you stranded and trapped on the elevator.
- Assemble in the closest parking lot away from the drive lanes and fire lanes. Stay clear of the building.
- Advise fire fighters on the scene if you suspect someone may be trapped.
- Do not re-enter the building until instructed to do so by the fire department or other authorities.

When the Fire Alarm sounds you must assume that it is a real fire. Go to the main fire panel and find the location of the alarm. Check out the location and if it is a false alarm, then silence the alarm and let everyone know that it is safe to enter the building. If it is a real fire, allow the alarm to sound until it is safe to enter the building.

Substance Abuse

Knowingly possessing, using, transmitting, or being under the influence of a controlled substance, unauthorized drug, or alcohol in University buildings, at University functions, or on University grounds is prohibited at all times.

An individual thought to be under the influence of a controlled substance, alcohol, prescription or non-prescription drug **whose behavior is disruptive to the educational process** will be requested to leave and report to the Dean of Student's office; if the Dean of Students is not available, the student will be interviewed and assessed by an alternative officer of the University.

If the individual refuses to leave/continues to stay in the area:

- The instructor should dismiss the class if in a classroom.
- All persons should leave the area.
- You should note the description of the individual and his/her location; provide the name if possible.
- You should call the **Director of Public Safety and Security (636) 949-4687/ Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m. or 911.**

After the situation has been resolved, document the incident in writing and supply a copy to the Dean of Student's office within 24 hours.

If the individual is not disruptive but suspected of being under the influence of a controlled substance, immediately report the individual to the appropriate administrator. If the individual is a student, then report to the Dean of Students (636) 949-4980 or **Director of Public Safety and Security (636) 949-4687 and/or Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m.** If the individual is an employee then contact the Office of Human Resources (636-949-4477). The Dean of Students will act as back up if necessary.

Severe Weather

Tornado or Severe Thunderstorm Watch

- Facilities staff/security will monitor radio for weather information.
- Bring all persons inside the building.
- Close window blinds.

Severe Thunderstorm Warning

Be prepared to move to place of shelter if threatening weather approaches.

- Keep people indoors and away from windows. If large hail begins to fall, it may be necessary to seek shelter.
- Report injuries and damage to the **Director of Public Safety and Security (636) 949- 4687/Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m.**

Tornado Warning

If an actual tornado has been identified in the area by spotters and/or radar

- Seek shelter immediately; move students and staff to safe areas. Recommended shelter areas are stairwells, rest rooms, or corridors. Do not stand in front of glass doors, windows, elevator lobbies or in an atrium. Do not get into elevators during a tornado.
- Assist individuals with physical disabilities to the shelter areas.
- Stay away from windows and exterior walls.
- Shelter – Main Building – first floor interior walls and classrooms without windows and interior walls.
- Shelter – Plaza – Any office not on an outside wall
- Shelter – Other locations – Inner hallways and classrooms without an outside wall.
- Where applicable, turn off all natural gas, oxygen/acetylene tanks, etc.
- Monitor weather conditions via radio and contact the pertinent law enforcement agencies.
- Remain in safe (shelter) area until warning expires.
- Students who live in non-traditional housing may seek shelter in the lower level of the Performance Arena.

Tornado Aftermath

- After the tornado is clear, leave badly damaged buildings; do not attempt to return to the buildings unless directed to do so by emergency personnel or campus security.
- See Medical Emergencies regarding care of injured persons.

- Report all damages and injuries to the **Director of Public Safety and Security (636) 949- 4687/ Residential Services (636) 949-4922** before 5 p.m. or **(636) 262-4622** after 5 p.m.
- Do not attempt to turn on/off or use utilities or equipment.

Utility Failure

If the utility failure is not wide-spread, immediately call the **Director of Public Safety and Security (636) 949-4687/Residential Services (636) 949-4922** before 5 p.m. or **(636) 262-4622** after 5 p.m. Be prepared to give

- Location; including floor
- Room number
- Nature of the problem
- Person to contact and extension.

If any of the following occurs in the evening or on the weekend please contact Residential Services at (636) 262-4622.

Electrical Failure

Turn off computers in offices and classrooms and leave them off for 30 minutes after the power comes on to give the staff time to bring up servers again. Emergency lighting is temporary and is not provided to continue building operations. Evacuate darkened areas with caution.

All employees and students should report to common areas and wait for instructions on cancellations/ closings and other general announcements. If the electrical failure occurs during evening classes, then classes will be canceled and the school will close unless shelter is needed during a severe storm.

Elevator Failure

If you are trapped in an elevator, activate elevator alarm and/or use the emergency telephone (if available). **NEVER ATTEMPT TO EXIT AN ELEVATOR STOPPED BETWEEN FLOORS.**

Telephone Failure

If there is a power failure it is possible there will be a telephone failure also.

Flooding/Plumbing Failure

Do not touch energized electrical appliances while you are standing in an area filled with water. Contact the **Director of Public Safety and Security (636) 949-4687/Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m.** immediately.

Natural Gas Leak

If you detect the odor of natural gas, leave the area and contact the **Director of Public Safety and Security (636) 949-4687/ Residential Services (636) 949-4922 before 5 p.m. or (636) 262-4622 after 5 p.m.** Do not use any spark-producing devices such as electric motors, switches, etc.

Workplace Violence

Restraining Order

If a student, faculty, or staff member has a restraining order against someone, a copy of that order should be on file with the Dean of Students Office so that the University is aware of the situation. Reasonable steps will be taken to insure the safety of that individual. If a faculty/staff member has the restraining order, the Dean of Students office and the Human Resources office will have a copy. If a student has a restraining order, there will be a copy on file in the Director of Security's office.

Abusive or Threatening Individual

1. Stay calm and collect your thoughts. Assess the level of the threat. Don't risk staying in a situation if you think physical attack is possible.
2. If the situation is dangerous, go to a safe place and call Security at 636-262-4622.
3. If the situation does not appear to be dangerous, take steps to de-escalate the conflict:
 - Move individual to a private area away from an audience
 - Use a clear, calm, strong voice
 - Keep your body language non-threatening
 - Thank the individual for bringing the concern to your attention
4. If you are unable to de-escalate the situation, call for assistance from an administrator.
5. Document the events even if you solved the problem. Give documentation to the appropriate administrator.

If an Individual Has a Weapon in His/Her Possession

- Do not attempt to approach, escort or disarm the individual.
- Get a description of the individual(s) and their location(s).
- Do not use words that threaten or intimidate.
- Be respectful; do not shame, blame, or judge the individual.
- Listen to the individual and allow them to ventilate.
- Do not argue; let them express their anger.
- Empathize with the individual; imagine yourself in the same situation.
- Ask the individual how the problem may be solved.
- Think about possible ways to solve the problem.
- If you are unable to solve the problem, ask for help.
- Notify the **Director of Public Safety and Security** (636) 949-4687 before 5 p.m. or (636) 262-4622 after 5 p.m.

Weapons Suspected in the Classroom

- Seek out the nearest colleague
- Confidentially tell the colleague that you suspect a student has a weapon in class.
- Give the name/seat location of the student who is suspected.
- Tell the colleague to inform an administrator immediately.
- Continue class and lesson. The administrator will notify the Police Department.

Weapons Pulled or Displayed

- If a student/intruder pulls a gun in class, **DO NOT** try to disarm the individual.
- Remain calm. Tell the rest of the class to remain seated and stay calm.
- **STAY AWAY** from the student/intruder with the gun. Talk to the individual in as controlled a manner as possible.
- Ask the individual to put the gun down and move away from it.
- Do what you can to get the attention of another colleague and the Administration so that help can be summoned.

Hostage Incident

- Notify Police (911) and **Director of Public Safety and Security** (636) 949-4687 before 5 p.m. or (636) 262 4622 after 5 p.m.
- Follow the instructions of the hostage taker.
- Do not try to disarm or negotiate with the hostage taker.
- Do not offer yourself as a hostage.
- Do focus your attention on what is happening and make mental lists of events and a description of the perpetrator(s).
- If hostages are taken away, make sure you know who they are and remember what the hostage taker says at this specific moment in the incident.
- When it is feasible, contact an administrator for help.
- When police arrive, trust them and follow their instructions.

Missing Person Procedures

This policy is to identify procedures in case an on-campus resident is missing for more than 24 hours.

- Inform each student that they have the option to identify an individual that the institution can contact no later than 24 hours after the time the student is determined missing according to the institution's official notification procedures.
- Report a missing student as soon as possible to campus security.
- Resident Directors need to provide each student a way to register confidential contact information in the event a student is determined missing for more than 24 hours.
- Institute a policy that allows students to inform someone they trust as to where they are going and if they are going to be gone for more than 24 hours.
- Advise each student under 18 years of age (who is not emancipated) that the institution must notify a custodial parent or guardian no later than 24 hours after the time the student is determined missing.
- After 24 hours, security and the University administration will determine when to notify the local authorities.

Annual Fire Reporting Procedures

Each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall, on an annual basis, publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards of that institution, including-

(A) Statistics concerning the following in each on-campus student housing facility during the most recent calendar years for which data are available:

1. The number of fires and the cause for each fire;
2. The number of injuries related to a fire that result in treatment at a medical facility;
3. The number of deaths related to a fire; and
4. The value of property damage caused by a fire;

A description of each on-campus student housing facility fire safety system, including the fire sprinkler system;

The number of regular mandatory supervised fire drills;

Policies or rules on portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty and staff; and

Plans for future improvements in fire safety, if determined necessary by such institution.

Provide a copy of the report on an annual basis, to the Vice President of Student Development and Vice President of Operations on the statistics required to be reported.

Current information to the campus community- Each eligible institution participating in any program under this title shall:

Make, keep, and maintain a log recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire; and

Make annual reports to the campus community on such fires.

Responsibilities of the Dean of Students- The Dean shall make the statistics submitted under 1A to the Vice Presidents available to the public; and

(B) In coordination with nationally recognized fire organizations and representatives of institutions of higher education, and other organizations that represent and house a significant number of students-

1. Identify exemplary fire safety policies, procedures, programs, and practices, including the installation, to the technical standards of the National Fire Protection Association, of fire detection, prevention, and protection technologies in student housing, dormitories, and other buildings;

2. Disseminate the exemplary policies, procedures, programs and practices described in clause (i) to the Administrator of the United States Fire Administration;

3. Make available to the public information concerning those policies, procedures, programs, and practices that have proven effective in the reduction of fires; and

4. Develop a protocol for institutions to review the status of their fire safety systems.

Rules of construction- Nothing in this subsection shall be construed to-

Authorize the Dean of Students to require particular policies, procedures, programs, or practices by institutions of higher education with respect to fire safety, other than with respect to the collection, reporting, and dissemination of information required by this subsection;

Affect section 444 of the General Education Provisions Act (the Family Educational Rights and Privacy Act of 1974) or the regulations issued under section 264 of the Health Insurance Portability and Accountability Act of 1996

Create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or

Establish any standard of care.

Compliance report- The Dean of Students shall annually report to the appropriate authorities regarding compliance with this subsection by institutions of higher education including an up-to-date report on the Dean's monitoring of such compliance.

Evidence- Notwithstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court, agency, board, or other entity, except with respect to an action to enforce this subsection.

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