

2019

Employee Handbook



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LETTER FROM THE PRESIDENT

Belmont has experienced remarkable progress over the past years with a growing enrollment, innovative academic programs, new and improved facilities, and people like you who are committed to the vision and values of the university. The university has emerged as a premier teaching university bringing together the best of liberal arts and professional education in a consistently caring Christian environment. These are exciting times at Belmont and I am so pleased that you are now a part of our community of learning and service.

Just as we have come to agree that every student who comes to Belmont was created for a purpose and brings a set of God-given abilities, talents and passions to their work, we also believe that employees bring these same attributes to the workplace.

As a Belmont employee, you will play an integral role helping Belmont live out its mission to empower men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage and faith. As an employer, Belmont is committed to providing opportunities, resources, and tools to facilitate your personal and professional development.

This Employee Handbook has been designed as a guide to assist you in knowing about your work environment and responsibilities, along with the benefits you have as an employee of Belmont. I'm glad that you're here and look forward to our work together.

Sincerely,

A handwritten signature in black ink that reads "Bob Fisher". The signature is written in a cursive, flowing style.

Robert C. Fisher

INTRODUCTION

This handbook includes policies and procedures applicable to Belmont University employees. Belmont University endorses the plans, policies and procedures described herein, but it reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies or procedures in whole or in part at any time with or without notice. The language used in this handbook is not intended to create nor is it to be construed to constitute a contract between Belmont University and any one or all of its employees. Unless an employee holds a written contract of employment signed by the President or Provost promising employment by the University for a specific term of time, the employee is an employee-at-will. This means that either party may terminate the employment relationship at any time for any reason. The contents of this handbook supersede all other printed policy documents. Exceptions to any of the policies and procedures described herein may only be made with the expressed written approval of senior leadership.

NONDISCRIMINATION STATEMENT

Belmont University is a Christian community. The University faculty, administration, and staff uphold Jesus as the Christ and as the measure for all things. As a community seeking to uphold Christian standards of morality, ethics, and conduct, Belmont University holds high expectations of each person who chooses to join the community. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Sections 504 of the Rehabilitation Act of 1973, Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies, programs or activities; its admissions policies; or employment. Consistent with applicable civil rights law, the University seeks employees of Christian faith who are committed to the mission of the University. The University has appointed the director of the Office of Human Resources to serve as coordinator of compliance with Title VII and IX issues and questions for staff and faculty. The Director of Title IX Compliance and Prevention Programs serves as coordinator of compliance for Title IX issues and questions for students.

Inquiries or complaints should be directed to:

Leslie Lenser
Chief Human Resources Officer/Sr. Director
and Deputy Title IX Coordinator
Fidelity Hall, Room 426
1900 Belmont Boulevard
Nashville, TN 37212
615-460-6456
leslie.lenser@belmont.edu

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BELMONT UNIVERSITY MISSION, VISION AND VALUES

Vision

To be a leader among teaching universities, bringing together the best of liberal arts and professional education in a Christian community of learning and service.

Mission Statement

Belmont University is a student-centered Christian community providing an academically challenging education that empowers men and women of diverse backgrounds to engage and transform the world with disciplined intelligence, compassion, courage and faith.

- Belmont University is **student-centered**. The University provides an environment for students to develop intellectually, spiritually, socially and physically through experiences of learning and research, leading and serving, success and failure, and consideration and choice. Faculty, administration and staff commit themselves to guide and challenge students to develop their full potential in order to lead lives of meaning and purpose.
- Belmont University is a **Christian community**. Faculty, administration and staff uphold Jesus as the Christ and as the measure for all things. Students encounter Christian values relevant to personal growth, service, and spiritual maturity and are expected to commit themselves to high moral standards.
- Belmont University is **academically challenging**. The University offers rigorous undergraduate and graduate programs emphasizing knowledge and discernment, intellectual discourse and debate, and humble engagement of cultural and social perspectives within a framework of ethical and moral reflection. All learning contexts stress the skills and dispositions necessary for lifelong learning and sustaining the value of higher education in each person's professional and personal life.
- Belmont University welcomes men and women from **diverse backgrounds**. The University upholds the dignity of all and fosters an atmosphere of respect for the civil expression of divergent perspectives that enables students to learn, live, work and socialize together.
- Belmont University empowers men and women to **engage and transform the world**. The University prepares students to use their intellectual skills, creativity and faith to meet the challenges and opportunities that face the human community.

Values

As a student-centered Christian community with a rich Baptist heritage, Belmont University upholds the following core values as essential to intellectual, spiritual, personal and corporate life:

- Integrity
- Inquiry
- Collaboration
- Service
- Humility

THE ROLE OF THE BOARD OF TRUSTEES

The Board of Trust of Belmont University is comprised of up to fifty men and women elected by fellow board members. It is the role of board members to provide oversight of the university and to develop broad policies and guidelines under which the university operates and upon which its standards are maintained and measured. The board delegates to the President of the university, and in turn to other executive administrators, the authority to manage the university's operations under its oversight.

BELMONT HISTORY

In the mid-1800s, the land the university now occupies was known as the Belle Monte estate, the Victorian home of one of Tennessee's wealthiest couples, Joseph and Adelia Acklen. Their antebellum [Belmont Mansion](#) remains today, flanked by university buildings separated in age by more than a century.

The first educational institution on the estate was the original Belmont College (1890-1913), offering elementary school through junior college education to young ladies. The school merged with Ward Seminary to become the prestigious Ward-Belmont School for Women (1913-1951), and in 1951, with the support of the Tennessee Baptist Convention, the school became the co-ed Belmont College.

Since becoming Belmont University in 1991, Belmont has grown not only in size but in quality. The mansions, gardens and statues of Belmont's historic past now sit side-by-side with state-of-the-art facilities equipped with the best technology and faculty to educate today's students with the right tools for real world success.

Ranked No. 5 in the Regional Universities South category and named as a "Most Innovative" university by U.S. News & World Report, Belmont University consists of more than 8,000 students who come from every state and more than 36 countries. Committed to being a leader among teaching universities, Belmont brings together the best of liberal arts and professional education in a Christian community of learning and service. The University's purpose is to help students explore their passions and develop their talents to meet the world's needs. With more than 90 areas of undergraduate study, more than 25 master's programs and five doctoral degrees, there is no limit to the ways Belmont University can expand an individual's horizon.

I. EMPLOYMENT

Belmont University seeks to attract and retain highly qualified faculty and staff who share the University's values and will support its mission and vision – “to be a premier teaching University bringing together the best of liberal arts and professional education in a Christian community of learning and service.” Staff employees are those non-faculty, full-time, part-time, or temporary employees who work in the academic and administrative support areas of the University. Faculty members are those holding the rank of instructor, assistant professor, associate professor, and professor. Lecturers, Adjuncts and Fellows are also considered Faculty. Belmont values a diverse work force and encourages women and minorities to apply for all positions. Belmont University is an equal opportunity/affirmative action employer under all applicable civil rights laws. The University does not discriminate on the basis of race, sex, color, age, national or ethnic origin, sexual orientation, disability or veteran status in any aspect of employment or services. Belmont University exercises preference in employment on the basis of religion so that it may fulfill its vision and mission of offering an education in a Christian community of learning and service. As a community seeking to uphold Christian standards of morality and ethics, Belmont University holds high ideals and expectations of each person who chooses to join the community.

In upholding these ideals, Belmont proclaims the values of the worth of the individual; personal integrity; critical, independent thinking; self-discipline; and community responsibility and accountability, while it seeks to experience the growth and fulfillment which characterize a dynamic environment.

Acknowledging each person's freedom and responsibility, each employee should also recognize the occasional need to modify her/his behavior for the good of the Belmont community or of society at large. In this sense, all employees should strive to behave responsibly to create a climate of mutual respect. An employee's continued employment and participation in University life is conditioned upon her/his adhering to the behavior expectations of this statement. Employees who engage in behavior that betrays these values will be subject to disciplinary action up to and including termination of employment.

In affirming these values, the Belmont community expects each employee to exemplify behaviors consistent with these values in all facets of University life. The affirmation of these values also includes complying with federal, state and local laws both on and off campus.

Based on the values described on the previous pages, Belmont University has developed policies to assist its members in understanding what is expected of them and to assist the community at large to operate more smoothly, effectively and safely.

A. Office of Human Resources

The Office of Human Resources is responsible for coordinating services and programs related to employment, compensation, benefits, employee-relations policies, training and development. The office is also responsible for the University's Affirmative Action Program and Health Insurance Portability and Accountability Act (HIPAA) privacy plans. The Office of Human Resources is concerned with the welfare of all Belmont employees and will assist with work-related problems to promote good employee-employer relations.

B. University Staff Advisory Council

The primary purpose of the University Staff Advisory Council (USAC) is to encourage and facilitate a free and open exchange of ideas between staff and administration at Belmont University. Suggestions are solicited from the staff for new council members and the current USAC appoints representatives for two-year terms. This group asks for and receives input from administration about on-going operations and pertinent new policies at the University. This information is then relayed through campus-wide staff meetings.

C. Staff Responsibilities

Staff employees are expected to perform the assigned duties and responsibilities of their job as defined by its position description and may be required to perform other job-related duties as requested by their supervisors. Staff employees are expected to perform these work duties and responsibilities in a conscientious manner and to comply and cooperate with the directions of their supervisor and the leadership.

of the University. When employees report to work, the University expects employees to be physically prepared to work through their day. As a result, Belmont does not allow employees to sleep on the job. Employees who are unable to perform their duties due to sickness or weariness should contact their immediate supervisor about using sick leave to take the rest of the day off.

Belmont reserves the right to terminate employment if an individual is convicted of a crime, even if the crime did not occur on Belmont time or premises. If an employee is convicted of a crime, the employee is required to notify his or her immediate supervisor within five (5) days of the conviction. Failure to report a conviction, or being convicted of a crime that makes a person unsuitable for continued employment, may be grounds for termination of employment. Criminal convictions prior to employment at Belmont University will not necessarily bar employment. Falsification of application materials, however, including failure to disclose convictions or guilty pleas for any violation of the law, whether or not the employee served time, is grounds for termination of employment at any time after the falsification is discovered.

D. Identification Card

All employees must obtain a Belmont ID card from the Office of Campus Security. This card can be used as identification for several services offered on campus including: check cashing, Campus Store purchases, gym access, meal plans and checking out books from the library. For protection, employees may be asked to show their ID card.

E. Automobile Registration and Parking

Free parking areas are available to all employees. All cars parked on campus must be registered with the Office of Campus Security. This office issues parking decals that must be displayed on the vehicle. The University does not guarantee that parking spaces will be available, nor does the University assume responsibility for the car or its contents. Those who violate parking rules will be ticketed. Repeat offenders run the risk of having their cars “booted” by Campus Security.

F. Re-employment

Employment service for purposes of service awards, tuition reduction, tuition exchange, and leave accruals will be bridged for a break in employment of one year or less. Other benefit start dates such as insurance coverage and retirement plan participation will be based on the specific benefit plan provisions. Employees may contact the Office of Human Resources for benefit information.

G. Reporting Changes in Personal Information

All employees should report any name or beneficiary designation changes to the Office of Human Resources. Address information, tax-withholding allowances (W-4) and emergency contact information changes can be made directly through MyBelmont at <https://my.belmont.edu/> using links found in the “Personal Records” folder. Select the category that reflects the change(s) to be made. Employees without computer access can contact the Office of Human Resources for assistance.

H. Job Posting

Belmont University posts open positions for external candidates (individuals who do not currently work at Belmont) via the Belmont Career Site, jobs.belmont.edu. Current Employees must apply for open positions via the Internal Jobs Career Center in *Belmont Be you* (accessible through MyBelmont). Staff employees may apply for another position after they have been in their present job for at least six months. Staff employees who have been in a position for less than six months must receive prior approval from their supervisor before applying.

Belmont fosters an environment that encourages employee development and promotion from within. The hiring supervisor may request that the current supervisor provide a work reference. The prospective supervisor can request an appointment with the Office of Human Resources to view attendance records, performance evaluations and any disciplinary notes from the employee’s personnel file from the last two years.

I. Background Checks

Belmont University strives to provide the safest possible environment for students, visitors, faculty, staff and physical resources. To provide a safe environment and to protect the University's assets, including its employees, property and information, as well as to assist departments in hiring decisions, the University will conduct criminal background checks on all faculty and staff candidates who are offered employment. Background checks may include but are not limited to: confirmation of the individual's identity; credit information; motor vehicle driving record; review of an individual's criminal conviction record, if any; verification of any license; and certificate or degree required for the position.

For certain security-related positions, Belmont requires current employees and applicants to whom a conditional offer of employment has been extended to undergo medical examinations and pre-employment drug screening whenever management determines that these are necessary for the safe operation of the organization as consistent with business necessity.

J. I-9 Verification and E-Verify Compliance

To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees and students. Additionally, Tennessee state law requires that all private employers participate in the E-Verify program. E-Verify is a web-based program administered by the U.S. Department of Homeland Security, USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records and whether the new hire is authorized to work in the United States.

All Belmont employees must complete Section 1 of the I-9 form on day one of their employment and provide appropriate documentation. To maintain compliance, the appropriate Belmont University designee must also certify Section 2 of Form I-9 and prepare the E-Verify report within three (3) business days of the date of employment.

Any employee who fails to complete the I-9 within the three (3) day time period or for whom work authorization cannot be confirmed is ineligible to work at Belmont.

K. Transfers and Promotions

Transfers are defined as taking a new job within the same compensation group as the current job. A transfer may or may not involve a change in base pay. Promotions are defined as taking a new job within a higher-level compensation group and a higher level of responsibilities, challenges and skill requirements. Promotions typically include a change in base pay. For more information about the compensation system, employees may contact their manager or the Office of Human Resources.

For more information on faculty promotions, see the Faculty Handbook.

L. Employment of Family Members

Immediate family members may not be employed in situations where one family member has close supervisory responsibility over the other. For purposes of this policy, "immediate family" is defined as spouse, parents, grandparents, children, grandchildren, parent-in-law, brother, sister, brother-in-law, sister-in-law, son-in-law or daughter-in-law. Exceptions to this policy should be under rare circumstances and require approval from senior leadership.

M. Personnel File

Official personnel files are located in the Office of Human Resources. Personnel files are the property of Belmont University. The employee or anyone in a supervisory position over the employee may view this file by appointment with Human Resources. This file is open to the legal counsel of the University when needed for official legal matters relative to the University and to the senior leader responsible for any investigation involving the employee.

N. Outside Employment

Employees are permitted, but are not encouraged, to engage in outside employment or other work activity. Employees are cautioned to consider carefully the demands that additional work activity will create before seeking or accepting outside employment. Additional work should be of a nature that is consistent with Belmont's mission, vision and values. Belmont requires that employees' activities away from the job must not compromise the University's interests or adversely affect job performance and the ability to fulfill all responsibilities to the University.

Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, sleeping on the job, leaving early, refusal to travel or refusal to work overtime or different hours.

The unauthorized use of any Belmont offices, equipment, personnel or supplies to conduct private business or outside employment is expressly forbidden. Belmont also requires that employees not use their position at the University to solicit outside business for themselves. Belmont employees may not represent themselves as acting as an employee or agent of the University during any outside employment.

Employees who accept outside employment, including self-employment, shall notify their immediate supervisor.

O. Leaving Belmont

Staff employees planning to leave Belmont's employ should give a minimum of two weeks' written notice. Giving notice is good business practice and allows supervisors and human resources staff time to plan for a replacement as well as providing sufficient time to confirm the employee's final paycheck. Employees are expected to work the two-week notice period. Normally, vacation leave will not be granted during the notice period. Except in cases of gross misconduct, employees who have worked at least six months will be paid for vacation days that have accrued but have not been taken. Vacation pay will be paid in the last paycheck. Employees should contact the Office of Human Resources for information on continuation of benefits through COBRA, retirement plan options and for exit interview information.

A full-time faculty member wishing to resign before the ending date of his/her faculty appointment must give at least sixty (60) days' notice, in writing, to his/her Dean and the Provost. For more information regarding faculty separation, consult the Faculty Handbook.

Should a departing employee owe Belmont money (i.e., unpaid student account, unpaid Campus Store charges, unpaid parking tickets, etc.) the amount owed will be deducted from the departing employee's final pay check.

P. Reductions to Employment

Restructures, reorganizations and reductions (reduction in force or RIF) may occur due to changing needs of the University. A full-time staff employee whose position of employment is eliminated or whose position is changed from full-time (benefits eligible) to part-time (benefits ineligible) may apply for open positions at Belmont as they become available. The Office of Human Resources and the respective senior leader should be notified in advance of the need to reorganize and/or reduce staff.

An employee whose position is eliminated by a reduction in force will be notified by his or her manager and the Office of Human Resources as soon as possible concerning any severance pay, accrued vacation pay and other available benefits such as continuation of health insurance through COBRA.

For more information about Faculty reductions in force see the Faculty Handbook.

Q. Training and Professional Development

Belmont University is a learning institution that values and encourages professional development of its critical human resources - the faculty and staff of the University. By assessing all current professional development programs and including participant feedback in future planning, the University strives to provide the most appropriate training and professional development for each individual and manager. This is important to the health of the institution and to the well-being and performance of our employees.

The Human Resources Development & Performance page on MyBelmont lists optional online and facilitated sessions available to all Belmont employees thru Be You U. All employees are required to complete the following online sessions: Diversity on Campus, FERPA: How to Protect Student Privacy in Higher Education, Preventing Discrimination on Campus, and Title IX for Higher Education. Employees also complete facilitated learning sessions on Belmont's six core competencies (all employees) and Sexual Harassment Prevention and Legal Wellness (supervisors).

II. COMPENSATION

Belmont University provides a total compensation package to employees composed of base compensation and benefits. Base compensation includes wages paid for hours worked or salary paid for a job performed. Benefits include all indirect compensation programs such as paid time off, insurance programs and retirement contributions.

Changes to staff employees' base pay are made in accordance with the University's broad banded compensation structure. The responsibilities and duties that appear on an employee's position description serve as the basis for placing the job within one of the University's compensation groups. Positions requiring similar duties, skills, qualifications and pay fall within the same broadband classification. On occasion, minimum wage requirements may mandate certain across-the-board raises. Belmont reserves the right to pay outside of the ranges both at the minimum and maximum level. For more information concerning the University's compensation structure, employees may contact the Office of Human Resources or speak with their manager.

For information on Faculty compensation see the Faculty Handbook.

A. Performance Management

Belmont University believes that sustained high performance and growth, both individually and collectively, are essential to the University's future success. Individual performance, specifically achievement of annual goals and objectives, directly impacts annual compensation. In addition, continued employee development will be required to ensure high performance. To that end, the University expects that employees and their supervisors will meet regularly to evaluate work goals and required competencies. Annual merit pay increases typically are awarded to those employees who meet or exceed job expectations.

B. Non-Exempt Employees and Exempt Employees

The Fair Labor Standards Act requires payment of overtime compensation to employees whose positions are classified as "non-exempt". Certain employees are "exempt" from overtime requirements. To be classified as an exempt executive, administrative or professional employee, the worker must be paid on a "salary basis" and meet certain definitions including the exercise of "discretion and independent judgment" in the performance of the job. Exempt employees do not receive overtime pay, and Belmont University does not recognize the practice of granting compensatory time off for exempt employees. For more information concerning whether a position is classified as non-exempt or exempt, employees may contact the Office of Human Resources or speak with their manager.

C. Work Schedules and Overtime

Normal business hours are 8 a.m. to 4:30 p.m., Monday through Friday, with a one-hour lunch. However, the hours a staff employee is expected to work will be determined by the need and established schedule in each department. Departments offer different services and work hours may vary. An employee's supervisor will inform him or her of the schedule and will give as much advance notice as possible when changes must be made. Overtime is defined as any hours worked in excess of 40 hours for non-exempt employees. All overtime hours must be pre-approved by the employee's supervisor. Hours over 40 worked will be paid at 1-1/2 times the regular hourly rate. For employees who normally work a 37.5-hour week, the first 2.5 hours over the regular hours will be paid at the regular hourly rate. Overtime will be calculated on "actual hours worked" and does not include paid time off hours. Non-exempt employees who work extra hours on a given workday may be permitted or required to take an equal number of hours off within the same workweek. Taking time off in lieu of overtime pay must be approved by the employee's supervisor and must be taken within the same work week. If the time off within the same work week is not taken, overtime pay will be given.

Any time spent by non-exempt employees using electronic communications for work purposes will be considered hours worked, is compensable and will count toward overtime eligibility as required by law. Some of the required communication include cellular/mobile telephones, text messaging devices, smartphones and computers. To avoid incurring unnecessary expense, non-exempt employees should not check for, read, send or respond to work-related emails, texts or phone calls outside of their normal work schedule unless specifically authorized based on their job duties or directed to do so by their supervisor.

Those employees working shifts that vary from the 8 a.m. to 4:30 p.m. should consult their supervisor regarding shift premiums.

D. Critical Services and Emergency Personnel

Some positions within the University have job responsibilities that are essential to the safety and well-being of students, employees and visitors to the Belmont campus. In addition, critical services employees maintain the overall functioning and maintenance of campus facilities and grounds. Critical services and emergency personnel include certain employees working in Maintenance and Landscaping within Facilities Management Services, Campus Security and Residence Life and may include others on a case-by-case basis. For more information concerning whether a position is classified as an emergency or critical services position, employees should speak with their manager or contact the Office of Human Resources.

Employees in emergency and critical services positions must report for work during their scheduled shifts unless notified by their manager. If an emergency or critical services employee cannot report to work due to inclement weather the employee must speak directly (no voice mail) to his or her manager in order to use a paid (vacation/floating holiday) day off. The time off will be unpaid if there is no vacation/floating holiday timed available.

E. Payroll Schedules

Staff employees are paid either monthly or bi-weekly. Those employees paid monthly will receive their paychecks on the 25th day of each month, or the last working day prior to the 25th. Employees paid bi-weekly will receive their paychecks every other Friday for the pay period ending on the previous Sunday. Unless otherwise designated, the workweek runs from Monday through Sunday. When holidays occur on Friday, checks will be issued on the last working day prior to the holiday.

Faculty are paid monthly and receive their paychecks on the 25th day of each month, or the last working day prior to the 25th.

F. Holiday Pay

Non-exempt employees who may be required to work the following holidays will be paid holiday pay plus their regular rate of pay for the actual hours worked.

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Labor Day
- Day After Thanksgiving Day
- Christmas Day
- Good Friday
- Independence Day
- Thanksgiving Day
- Christmas Eve

A minimum of three hours will be paid to any non-exempt employee who is scheduled to work on one of the above holidays.

G. Call-Back Pay

Non-exempt employees will be paid a minimum of three hours for an emergency call-back which requires them to return to campus after regular working hours.

H. Payroll Deductions

The following mandatory items are deducted from an employee's paycheck:

- Federal income tax
- OASDI tax
- Medicare tax
- Certain insurance premiums
- Unpaid Campus Store charges
- Unpaid parking tickets

- Unpaid balances on student accounts at the end of each academic term (August 1st, December 1st and May 1st)
- Other payroll deductions required by legal action
- The following may also, at the employee's discretion, be deducted from an employee's paycheck:
 - * Voluntary insurance premiums
 - * Gifts to the University
 - * Gifts to designated charitable institutions
 - * Retirement contributions

Although Belmont University takes every precaution to avoid paycheck errors, at times errors may occur. If it is believed that a deduction has been taken from an employee's salary improperly (one not allowed by law) the employee must immediately notify their supervisor. The supervisor should contact Payroll. If an error has occurred, an adjustment will be made promptly.

I. Service Awards

Belmont awards staff employees \$100 for each five years of continuous employment. Full and part time service is counted toward these awards. Any gap in employment of one year or less will be bridged and not count against continuous employment. Staff employees receiving service awards are recognized at the annual Staff Christmas Breakfast.

Faculty members receive a \$200 service award beginning with ten years of continuous employment and continue with an additional \$100 at five-year increments thereafter. Faculty receiving service awards are recognized at the annual Faculty Awards luncheon.

J. Positions Funded by Grants or External Contracts

Positions funded in whole or in part by grant or contract supported funds, are subject to termination by Belmont University at any time in the event of reduction or termination by the source of the grant or contract funds that support this position. Should a grant or contract supported position be eliminated, any accrued vacation hours will be administered under the terms of the grant.

III. Time Off

As part of the total benefit program for full-time employees, Belmont University provides a number of paid and unpaid leave programs. Employees may be absent with pay for the following:

- Bereavement Leave
- Holiday Leave
- Jury/Subpoena Duty
- Sick Leave
- Vacation Leave
- Military Training

Programs allowing employees to be absent without pay include:

- Leave under the Family and Medical Leave Act
- Tennessee Maternity/Paternity Leave
- Military Leave

A. Absent with Pay

BEREAVEMENT LEAVE

Belmont realizes that there is no way to put a time limit on the grieving process for a family member. Understanding that an employee must have time off work at these times, the University provides that an employee may be absent with pay for up to five days due to the death of a spouse, child or parent. An employee may be absent with pay for up to three days due to the death of a grandparent, grandchild, brother or sister. This policy includes "great," "step," and "in-law" of these relationships. In cases of an additional leave request connected with bereavement, the employee must arrange leave with his/her supervisor.

HOLIDAY LEAVE

Belmont staff employees in full time status receive 15 paid holidays each year. To be paid for a holiday, a staff employee must either work the day before and after the holiday or be in a leave-with-pay status the day before and after the holiday. All holidays falling on Saturday are observed on the preceding Friday. All holidays falling on Sunday will be observed on the following Monday. It is expected that holidays will be taken on the dates as listed. Exceptions may be made only with the supervisor's written approval. Any rescheduled holiday leave must be taken within 30 days.

- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day – plus the following Friday
- Christmas Holidays* – December 24 and 25, plus 3 approved days the week before or after Christmas.
- Two Floating Holidays – These two days may be taken at any time with the supervisor's approval. All floating holidays must be used during the calendar year and may not be rolled over. Employees hired on or before March 31 will receive two floating holidays; employees hired between April 1 and September 30 will receive one floating holiday; and employees hired October 1 through December 31 will not receive a floating holiday that calendar year.

Two floating holidays (15 hours) are provided to 12-month full-time faculty members in a full-time appointment each year during January. Unused floating days expire December 31 of each calendar year. For the first year of employment, faculty members hired on or before March 31 receive 2 floating holidays. Faculty members hired between April 1 and September 30 are given 1 floating holiday to use that calendar year. Floating holiday requests and approvals are made according to the Dean/College/Department procedures. This policy took effect June 1, 2012.

* The campus will not close during the Christmas holidays except for Christmas Eve and Christmas Day. Each staff member must schedule the additional three Christmas holidays during the week before or after Christmas with the approval of their supervisor.

Faculty members on 10-month contracts have the same holidays as students as shown on the University academic calendar, unless specifically noted otherwise.

JURY/SUBPOENA DUTY

If an employee is summoned for jury duty, his or her supervisor should be notified as soon as possible so arrangements can be made to fulfill the obligation. If the court excuses the employee from jury duty during working hours, the employee should report to work immediately.

If an employee is subpoenaed as a witness in a legal proceeding, the employee is expected to return to work as soon as possible after testifying. A copy of the subpoena must be provided to the supervisor upon request.

Belmont pays regular salary wages while an employee serves on jury duty or while subpoenaed in a legal proceeding. This payment will continue for as many weeks as are required to serve on the jury. Employees should discuss with their supervisor all arrangements for pay before the time to serve. Belmont will not require an employee to sign over any checks received for jury duty.

VACATION LEAVE

Full-time staff employees (those employees regularly working 30 hours or more per week) accrue vacation leave monthly. Biweekly paid employees accrue vacation leave during the first pay period of the month. Vacation leave information, along with sick leave and floating holiday leave, is stored in Belmont's administrative software system. The system stores this information in hours rather than in days.

- Leave hours are based on the number of years of full-time service to the University and can be accumulated to a maximum equivalent of twenty working days per year.
- Full-time staff employees working less than a regular 12-month schedule accrue vacation based on the accrual schedule below.
- Staff classified as part-time (those employees who regularly work 29 or fewer hours per week) or temporary employees do not receive vacation-leave benefits.
- All vacation leave must be approved and scheduled in advance with the employee's supervisor.
- Vacation days may not be taken before they are accrued except under unusual circumstances and with the prior approval of the employee's supervisor.
- If a paid holiday occurs during an employee's vacation, that day is counted as a holiday and not as a vacation day. When an employee is on leave without pay, vacation does not accrue.
- Employees may not receive pay instead of using vacation time while employed by Belmont University.
- After six months of employment, if an employee leaves the University's employ, except in cases of gross misconduct, vacation days that have accrued, but have not been taken, will be paid in the last paycheck.
- Leave information is printed on the employee's pay stubs and can be viewed online through MyBelmont, Banner Web, Employee, Time Off Current Balances and History.
- Belmont University believes all employees need a healthy balance between work and time away from work and should take their earned vacation leave. Only a maximum of 10 vacation days may be rolled over to the next year's vacation leave balance.

The month in which an employee's vacation hours rollover is based on the anniversary of the month when the employee became full-time (i.e. eligible to accrue vacation time).

Below are the monthly accrual and annual number of vacation days and hours earned for monthly and biweekly full-time staff:

Monthly Vacation Accrual in Hours for Various Work Schedules*					
Year for Accrual	Employees Working 37.5 Hour/Week	Employees Working 40 Hour/Week	Employees Working 30 Hour/Week	Employees Working 9, 10, or 11 Months	Total Annual Days by Year End
0-1	6.25	6.67	5.00	4.69	10
1-2	6.88	7.33	5.50	5.16	11
2-3	7.50	8.00	6.00	5.63	12
3-4	8.13	8.67	6.50	6.09	13
4-5	8.75	9.33	7.00	6.56	14
5-6	9.38	10.00	7.50	7.03	15
6-7	10.00	10.67	8.00	7.50	16
7-8	10.63	11.33	8.50	7.97	17
8-9	11.25	12.00	9.00	8.44	18
9-10	11.88	12.67	9.50	8.91	19
10+	12.50	13.33	10.00	9.38	20

*For employees paid bi-weekly, vacation accruals occur during the first bi-weekly payroll process of the month.

Max Vacation Leave Hours to Roll at Anniversary Year End**			
Employees Working 37.5 Hours/Week	Employees Working 40 Hours/Week	Employees Working 30 Hours/Week	Employees Working 9, 10, or 11 Months
75	80	60	56.25

Accrued vacation hours over the allowed maximum **plus that month's accrual must be taken and reported on the Leave Balance Report by the 14th of the anniversary month. Hours accrued over the allowed maximum will be forfeited.

Vacation Leave for 12-month Faculty

Faculty members who are designated as 12-month full-time faculty members accrue vacation leave. The leave is stored in Banner in hours. The faculty member will accrue 15 days (112.5 hours) up front when hired, and no additional accrual during the first year of employment. After one year of employment during the next anniversary month, the faculty member will begin accruing vacation leave monthly based on the following schedule:

Vacation Accrual for 12-month Faculty		
Year for Accrual	Monthly Accrual Amount - Hours	Total Annual Accrual Days
0-1	0	15 (accrued at beginning of contract)
1-2	10.00	16
2-3	10.63	17
3-4	11.25	18
4-5	11.88	19
5+	12.50	20

In the anniversary month, the maximum vacation leave that can be rolled over is 75 hours (10 days). Any vacation leave over 75 hours, plus that month's accrual will be lost if not taken and reported on the leave balance report that is due to Payroll on the 14th of the anniversary month. Vacation requests and approvals are made according to the Dean/College/Department procedures and may be taken in half day (3.75 hrs.) or whole days (7.5 hrs.) only. Vacation days may not be taken before they are accrued except under unusual circumstances and with the prior approval of the faculty member's supervisor. Monthly accrual is based on the faculty member's original full-time start date.

After six months of employment, if a faculty member leaves the University's employ, except in cases of gross misconduct, vacation days that have accrued, but have not been taken, will be paid in the last paycheck.

For more information, employees should speak with their supervisor or contact the Office of Human Resources.

SICK LEAVE

Sick leave is an absence with pay when an employee or a member of the employee's immediate family is unable to work because of illness, injury or for required medical attention. Immediate family is defined as a spouse, child or parent who is dependent on the employee for care. This policy includes "step" of child/parent relationships.

- Full-time staff employees working less than a regular 12-month schedule accrue sick leave based on the accrual schedule below.
- Part-time employees (those employees who regularly work 29 or fewer hours per week) and temporary employees do not receive sick leave benefits.
- Sick leave may be accumulated to a maximum of 90 days.
- Sick days are accumulated during all absences with pay. In no case may accumulated sick leave days be converted to pay.
- Sick leave of more than five or more consecutive work days must be reported to HR and supported by medical evidence which shall include: (1) a reason for the absence, (2) a certification of the employee's inability to work, (3) any work-related restrictions following return to work.

Employees must speak directly (no voicemail) with their supervisor as early as possible and explain their inability to work, generally no later than 30 minutes from the beginning of the workday. During an absence, the employee must keep his/her supervisor informed of continuing need to be absent. A supervisor has the right to require a letter from the employee's physician at any time before sick leave pay will be authorized, if the absence appears to be excessive.

Faculty members requesting sick leave for the faculty member's own absence or for a member of the faculty member's immediate family must arrange the leave with the department chairperson, and if necessary with the dean. An extended leave may require re-negotiation of salary or benefit provisions as recommended by the Dean to the Provost.

Monthly Sick Leave Accrual in Hours for Various Work Schedules*				
	Employees Working 37.5 Hours/Week	Employees Working 40 Hours/Week	Employees Working 30 Hours/Week	Employees Working 9, 10 or 11 Months
All Years	7.5	8	6	5.53
Maximum Sick Leave Accrual in Hours for Various Work Schedules				
	Employees Working 37.5 Hours/Week	Employees Working 40 Hours/Week	Employees Working 30 Hours/Week	Employees Working 9, 10 or 11 Months
All Years	675	720	540	498

*For employees paid bi-weekly, sick leave accruals occur during the first bi-weekly payroll process of the month.

When an employee has exhausted accrued sick days, but does not return to work, he or she may be terminated unless a formal request for Family and Medical Leave has been submitted and approved. Employees may contact the Office of Human Resources for additional information on the Family and Medical Leave Act.

An employee who has exhausted all paid leave may be eligible for donated days through the Catastrophic Leave Donation Policy. Refer to the Catastrophic Leave Donation Policy for eligibility criteria to receive donated leave.

An employee who is disabled by illness or injury beyond a three-month period may be eligible for long-term disability benefits and should contact the Office of Human Resources.

FACULTY PAID MEDICAL LEAVE (FPML)

To be eligible for Faculty Paid Medical Leave (FPML), the faculty member must be in full-time appointment or be a full-time lecturer and have a qualifying Family and Medical Leave Act (FMLA) condition and meet all the other provisions of the FMLA including at least one year of service. This leave will run concurrently with FMLA leave (and the TN Maternity/Paternity Act if appropriate).

Deans and department chairs will continue to work with faculty members as they are currently when a faculty member must be absent for five days or less due to a short-term illness or condition. These occasional "sick" days off from work are paid and are not tracked within Belmont's Banner HRIS nor are they part of the FPML policy.

This FPML policy provides 10 days (75 hrs.) paid medical leave after one year of employment for 10-month faculty and 12 days (90 hrs.) for 12-month faculty. The leave is stored in Banner in hours. At the beginning of each subsequent year of service an additional 10/12 days (75/90 hrs.) will be accrued in Banner until the maximum of 675 hours is reached.

Beginning FPML balances will be determined using the faculty member's original full-time hire date and status as a 10-month, 12-month or full-time lecturer and using the relevant accrual amounts. Accrued but unused FPML hours will not be paid out if the faculty member leaves Belmont's employ.

BELMONT UNIVERSITY CATASTROPHIC LEAVE DONATION POLICY

The purpose of a catastrophic leave donation policy is to aid Belmont University employees who are experiencing serious medical hardship or catastrophic illnesses and have exhausted all paid leave by giving them temporary salary and benefit continuation. The policy allows employees to donate vacation leave to a “bank” to be used by co-workers who meet the eligibility requirements. Eligibility is only awarded to those employees who have exhausted all forms of paid leave (i.e., vacation, floating holidays and sick days) and meet the definition of having a “serious medical hardship or catastrophic illness or injury” and who have also contributed at least one (1) vacation day to the Catastrophic Leave Donation Fund. For more information, view the complete policy on the Human Resources Website at <https://my.belmont.edu/> or contact the Office of Human Resources.

A 12-month full-time faculty member who has exhausted all paid FPML may be eligible for donated days through the Catastrophic Leave Donation Policy. Refer to the Catastrophic Leave Donation Policy for eligibility criteria to receive donated leave.

LEAVE FOR MILITARY TRAINING

Employees who are members of the National Guard or Reserve Corps are eligible, annually, for up to 10 working days’ leave with pay for military training purposes. If military payments are less than the employee’s wages or salary for the period, the University will reimburse the employee for the difference upon presentation of the military pay vouchers. If military payments equal or exceed the employee’s salary or wages, the employee will not receive University funds for the period served. Employees on approved leave for military training for up to 10 days continue to accrue vacation and sick leave at the normal rate.

FACULTY ABSENCE FROM CLASS

In planning an absence, a faculty member should discuss the matter with the department chairperson and file an absence approval form with the dean, indicating the disposition of the classes during the anticipated absence. The absence must be approved by the chairperson and the dean before it is taken. Arrangements should be made at least a week ahead of the anticipated absence. In the event an emergency arises, and a faculty member cannot teach his/her class, he or she should call the departmental office so that a proper arrangement may be made for the class.

B. Absent Without Pay

FAMILY AND MEDICAL LEAVE (SEE FMLA POSTER – APPENDIX 1)

Under the federal law, the Family and Medical Leave Act (FMLA), an employee is eligible for 12 weeks of leave if he or she has worked for the University for at least 12 months and, has worked a minimum of 1250 hours in the twelve months prior to the FMLA request. The University guarantees its eligible employees a total of 12 workweeks of unpaid leave in a 12-month period for the following purposes:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for a child after birth, placement for adoption or foster care;
- To care for a spouse, child or parent who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.
- Employees requesting leave will be required to use accrued sick leave, Floating Holiday(s) and vacation leave as part of the 12-week Family Medical Leave. Once all accrued leave is exhausted, the balance of the FMLA leave is unpaid. Eligible employees seeking to use FMLA leave are required to provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable or as soon as is practicable when the need is not foreseeable. Generally, this means within one or two business days of learning of the need to take FMLA leave.
- Faculty members that do not accrue leave may be unpaid for the entire FMLA leave depending upon the length of time requested.

Employees requesting leave must provide sufficient information for the University to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or

circumstances supporting the need for military family leave. Employees may also be required to provide a certification and periodic recertification supporting the need for leave.

The University will inform employees requesting leave whether they are eligible under FMLA within 5 business days of receiving the request for FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the University will provide a reason for the ineligibility. If the employee is eligible for FMLA leave they will have 15 calendar days to return the completed certification form if required. When the certification is returned to the Office of Human Resources, the Designation Notice will be given to the employee within 5 business days absent extenuating circumstances. This notice will either designate the leave as FMLA or not FMLA or it will advise the employee that the certification is not sufficient and advise the employee how to cure any deficiency. The University can require the employee to secure second and third medical certifications should the University believe there is reason to doubt the validity of the initial certification. In this case the employee has 7 calendar days to cure any deficiency. If the employee cures deficiency with further information, the University will issue the Designation Notice within 5 business days designating leave as FMLA or not.

It is the employee's responsibility to provide sufficient information for the employer to determine if the leave qualifies for FMLA protection and the anticipated timing and duration of the leave. Failure to respond to reasonable University inquiries regarding FMLA may result in denial of FMLA protection if the University is unable to determine whether the leave is FMLA-qualifying.

A note or form completed by the employees' health care professional will be required before the employee can return to work from FMLA. If the leave is taken intermittently a doctor's release can be requested up to once every 30 days if reasonable safety concerns exist regarding the employee's ability to perform his/her duties based on the serious health condition for which they are taking intermittent leave.

During the FMLA leave period, the University will continue to pay its share of the employee's benefits payments under Belmont's group health insurance plan and extend any other benefit for which the employee is eligible. The employee must reimburse the University the amount of insurance premium payments and/or tuition reduction benefits if he or she does not return to work at the expiration of the leave period.

Note: If the employee has accrued sick leave or vacation hours available, any premiums for employee, dependent health/dental insurance, and supplemental insurance deductions will be withheld from his/her payroll check. If the leave continues into an unpaid status the employee's portion of any premiums for insurance coverage is due by the tenth day of each month. Checks should be made payable to Belmont University and be submitted to the Office of Human Resources. Upon return from leave, the employee is entitled to his or her former position or an equivalent position with equivalent pay and benefits. However, the University may, in its discretion, deny an employee who is among the top ten percent of the University's paid personnel the right to return to his or her job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the University. Employees may contact the Office of Human Resources for a Request for FMLA form and for additional information about rights and responsibilities under FMLA.

An employee who has exhausted accrued sick and vacation days may be eligible for donated days through the Catastrophic Leave Donation Policy. Refer to the Catastrophic Leave Donation Policy for eligibility criteria to receive donated leave.

An employee who is disabled by illness or injury beyond a 90-day period may become eligible for long-term disability benefits and should contact the Office of Human Resources.

CALCULATIONS FOR FMLA INTERMITTENT LEAVE FOR FACULTY

Eligible faculty members may accrue paid medical leave to be used in conjunction with FMLA leave. For more information about Faculty Paid Medical Leave (FPML), please consult Section III.A.

When a faculty member who is eligible for FMLA is taking the leave intermittently, the information below provides guidance for calculating the amount of FMLA time used. The guidance is for informational purposes only. Human Resources reviews each situation individually to determine how to calculate intermittent leave for FMLA. The overall percentage of workload that is reduced determines the hours needing to be calculated as FMLA leave time and to be covered by FPML. The federal law that defines FMLA provides a maximum of 12 weeks of time off for eligible employees for qualified medical leaves including maternity/paternity and the State of TN provides an additional 4 weeks of time off for

maternity/paternity leave, or 16 weeks. Even though Belmont's payroll system pays faculty members a monthly salary, it translates this into 162.5 hours/month using 37.5 work hours/week.

The method to compute how much medical leave time is taken when decreasing the number of classes taught as a result of intermittent FMLA leave works by the understanding that duties attended to outside the classroom including service activities and professional development will be reduced by an amount of time proportionate to the reduction in classroom time. Therefore, during a 15 week semester, assuming a standard 12-hour teaching load, each three workload units reduced would incur a 25 percent reduction in the standard 37.5 hour work week, or a reduction of 9.375 hours. These hours would then be counted as FMLA leave time against the 12 weeks of allowed leave time in a 12 month rolling period. It would also be unpaid leave time, unless FPML or other available benefit leave time was available to cover the lost hours. The table below demonstrates the calculation:

Calculations for Intermittent Leave by Reducing Classes Taught During a 15-Week Semester for Faculty Teaching 12 Workload Hours					
Workload Reduction	Normal Workload	FMLA Reduction of 1 Class	FMLA Reduction of 2 Classes	FMLA Reduction of 3 Classes	FMLA Reduction of 4 Classes
Reduction in Workload Hours Taught	0 Credit Hours	3 Credit Hours	6 Credit Hours	9 Credit Hours	Full Leave (Not Intermittent) 12 Credit Hours
Reduction in Work Hours	0%	25%	50%	75%	100%
These calculations assume that activities outside of those related to classroom time would decrease proportionately to the reduction in classroom work.					

The next calculations involve reduction in classes taught for faculty who have an annual workload of 18 hours. Therefore, during a 15 week semester, assuming a workload of nine units, each three workload units reduced would incur a 33.3 percent reduction in the standard 37.5 hour work week, or a reduction of 12.5 hours. These hours would then be counted as FMLA leave time against the 12 weeks of allowed leave time in a 12 month rolling period. It would also be unpaid leave time, unless FPML or other available benefit leave time was available to cover the lost hours. The table below demonstrates the calculation:

Calculations for Intermittent Leave by Reducing Classes Taught During a 15-Week Semester for Faculty Teaching 9 Workload Hours				
Workload Reduction	Normal Workload	FMLA Reduction of 1 Class	FMLA Reduction of 2 Classes	FMLA Reduction of 3 Classes
Reduction in Workload Hours Taught	0 Credit Hours	3 Credit Hours	6 Credit Hours	Full Leave (Not Intermittent) 9 Credit Hours
Reduction in Work Hours	0%	33.3%	66.6%	100%
These calculations assume that activities outside of those related to classroom time would decrease proportionately to the reduction in classroom work.				

MILITARY FAMILY LEAVE ENTITLEMENTS UNDER FMLA

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

TENNESSEE MATERNITY AND PATERNITY LEAVE

While the University treats pregnancy-related illness and disability as any other illness or disability, the University permits in accordance with Tennessee Code Annotated 4-21-408 an employee (mother or father) who has been employed full-time for at least 12 months to be absent for a period not to exceed four months (16 weeks) on an unpaid maternity/paternity leave for pregnancy, childbirth, adoption and nursing the infant. Employees must request this leave three months in advance unless there is a medical emergency that prevents notice being given. The first 12 weeks of this leave will run concurrently with Family and Medical Leave.

During the Tennessee Maternity and Paternity Leave period, the University will continue to pay its share of the employee's benefits payments under Belmont's group health insurance plan and extend any other benefit for which the employee is eligible. The employee must reimburse the University the amount of insurance premium payments and/or tuition reduction benefits if he or she does not return to work at the expiration of the leave period.

Leaves for the care of a child must be taken within 12 months of the date of birth, adoption or placement.

UNIFORMED SERVICES EMPLOYMENT AND RE-EMPLOYMENT RIGHTS ACT

Regular full- and part-time University employees whose military obligations interrupt or interfere with their employment have certain job protection provided by the Uniform Services Employment and Reemployment Rights Act of 1994. The Act protects members of National Guard units, reservists, inductees and enlistees into the Armed Forces who volunteer for or are ordered to active duty for the federal government.

Employees called to active duty must notify the Office of Human Resources in writing of their departure and provide a copy of official military orders when they become available.

Full-time employees with at least two years of service with the University who are called to active military duty will be compensated by the University at a rate that supplements the difference in pay between their salary and the military pay for one year from the date the leave begins or until such a time that the military pay exceeds their University salary. These same employees who are covered under the University's health insurance policy will be allowed to continue the health insurance for the duration of active duty. It is the responsibility of the employee to pay their portion of the health insurance premium while on active military duty.

Such leave may not exceed five years in duration. During the leave, an employee called to active duty may continue to have long-term disability insurance and life insurance if he or she pays the full cost of the benefit. If an employee called to active duty wishes to continue his or her life insurance or long-term disability insurance, the employee must make payment arrangements with the Office of Finance and Accounting at the start of his or her leave of absence. Likewise, employees returning from active military duty are entitled to available benefits upon re-employment. Employees returning from military leave will resume their previous vacation accrual rate.

If an employee who is called to active duty during a national emergency has a spouse or dependent child who is eligible for tuition assistance and meets the requirements of the policy on tuition assistance that benefit will remain in effect while the employee is on active military duty. All provisions of the tuition

assistance policy will apply.

Upon re-employment following a call to active duty, employees who are participants in the University's retirement plan at the time they are called for active duty, will be considered as not having a break in service for purposes of the retirement plan. There will be no requirement to re-qualify for participation in the retirement plan upon re-employment. In addition, upon re-employment, the University will make any plan contributions that it would have made if the employee had not been on a leave of absence for active military service. However, the University will contribute no interest or earnings to the employee's retirement account. Plan participants returning to employment are also provided an opportunity under federal law to make certain retroactive voluntary contributions that they could have made had they not been on military leave and the University will match such contributions consistent with the retirement plan.

A regular employee called to active duty who is released from active duty with an honorable discharge is entitled to be restored to his/her former position or to a position of like seniority, status and pay on the same terms and conditions as if the employment had not been interrupted.

An employee called to active duty who, upon release, has a service-related disability which makes him or her no longer qualified, with reasonable accommodations, to perform the duties of the former position and for whom job restructuring is not feasible, will be offered an alternative position for which he or she is qualified with reasonable accommodations. If an employee who was called to active duty requests re-employment in an alternative position, he or she must be employed in a position that provides seniority, status and pay, as similar as possible to the former position.

An employee ordered to active duty for a period of 31-180 days must apply for re-employment within 14 days of release from active duty. An employee ordered to active duty for a period of 181 days or more must apply for re-employment within 90 days of release from active duty.

IV. Employee Benefits

A. Insurance Benefits

The University supplements the cost of medical, dental, vision, basic life and long-term disability insurance for all full-time employees. Belmont University offers benefits to the spouses and eligible dependents of the University's full-time employees. The University defines spouse to include the individual to whom the eligible employee is legally married. Employees are responsible for paying the cost of medical, dental and vision insurance on their dependents. All insurance premiums are paid through payroll deduction.

Full-time employees are eligible for group insurance benefits on the first day of the month following date of hire. Insurance enrollment forms must be completed before coverage can take effect. Employees have the option to decline coverage at the time of hire and at open enrollment.

Belmont schedules an open enrollment period for insurance benefits during the month of November each year. Changes to current selections can be made during this open enrollment period. Changes made during the open enrollment period take effect January 1 of the following year. Certain qualifying events may allow changes to coverage selections outside of the open enrollment period. Employees may contact the Office of Human Resources for information on what constitutes a qualifying event. Changes made due to a qualifying event must be made within 30 days of the event. The following is a brief introduction of the insurance benefits that are currently provided. For complete details, employees may contact the Office of Human Resources or visit the HR Website at <http://my.belmont.edu>.

HEALTH INSURANCE

Belmont University currently offers medical insurance options through a preferred provider network. Belmont offers a Preferred Provider Plan (PPO) and a High Deductible Health Plan (HDHP). Medical, dental, and vision insurance are unbundled, meaning an employee may elect, for example, employee only coverage for medical insurance and family coverage for dental insurance. Belmont University neither recommends nor accepts liability for services provided by any of the medical providers within the network.

DENTAL INSURANCE

Belmont offers dental insurance through a preferred provider plan. The level of coverage for in-network and out-of-network services are the same, except that the in-network percentage of benefits is based on the discounted fee negotiated with the provider and the out-of-network percentage of benefits is based on the usual and customary rates in the geographic area in which the expenses are incurred.

VISION CARE PLAN

The vision care plan offers a network vision plan for Belmont.

TAX SAVING SPENDING ACCOUNTS

Belmont offers a health care flexible spending account (FSA) that allows employees enrolled in the PPO plan to set aside pre-tax dollars to pay for out-of-pocket health care expenses that are not covered by medical dental or vision plans such as co-pays or deductibles. Funds \$500 and under will be rolled over to the next plan year. Employees selecting the HDHP option are automatically enrolled in a health savings account (HSA) which includes both employer and employee contributions. Funds in an HSA belong to the employee and any remaining amounts can be carried from year to year including after the employee leaves Belmont.

A Dependent Care Spending Account allows employees to set aside pre-tax money to pay for dependent care expenses for their family. Dependent care expenses must be for a dependent who is younger than age 13, or spouse or dependent incapable of self-care.

LIFE INSURANCE

Belmont provides group life insurance at no cost to the employee equivalent to one times the employee's annual base salary rounded to the next higher thousand to a maximum of \$100,000.

A life insurance beneficiary designation form must be completed and returned to the Office of Human Resources. Policy beneficiaries may be changed at any time. Contact Human Resources for coverage and premium details.

OPTIONAL LIFE INSURANCE

Belmont offers an optional voluntary life insurance policy to full-time Belmont employees up to \$200,000 guaranteed issue at the time of hire. The employee may elect up to 5X annual salary (\$500,000 maximum) with a few medical questions.

Premiums are based upon the employee's age and level of coverage. Coverage for dependents is available provided the employee purchases a policy on him or herself. Spouse coverage is up to 100% of the elected employee amount up to a maximum of \$250,000 with a guaranteed issue amount of \$25,000 and up to \$10,000 on dependent children. One rate covers all child/children regardless of the number of children in the family. Premiums are payroll-deducted on an after-tax basis. Proof of insurability is required if the selection is not made the time of hire. Contact Human Resources for coverage and premium details.

LONG-TERM DISABILITY INSURANCE

Belmont provides long-term disability insurance. If an employee becomes completely disabled due to injury or sickness and the disability continues without interruption longer than the 90-day elimination period, the insurance company will pay 60 percent of base salary to a maximum of \$8,500 per month.

The value of the premium Belmont University pays for your basic LTD will be reported as imputed income (gross-up) in your pay. The purpose of imputed income is to provide a tax-free disability benefit in the event you should become disabled. You will automatically be enrolled in the basic LTD plan.

WORKERS' COMPENSATION INSURANCE

The Workers' Compensation Laws of Tennessee protect all Belmont employees in the event of an occupational injury or disease. Employees should refer to the Safety and Wellness Policies and Programs section in this handbook for additional information.

CONTINUATION OF INSURANCE BENEFITS (COBRA)

Federal and state law gives certain rights to continue an employee's group health and welfare insurance coverage beyond the date when the coverage would otherwise end. The employee must have a qualifying event to continue coverage at the employee's expense under COBRA. Qualifying events are certain events that would cause an employee to lose health coverage under a group health plan.

The following are examples of a qualifying event:

- Termination of the employee's employment
- Reduction of the employee's work hours (from full-time to part-time)
- Death of the employee
- Divorce or legal separation of the employee and the employee's spouse*
- A dependent child ceases to be a dependent under the insurance plan the employee becomes eligible for Medicare.*

*The employee, the employee's spouse, or the employee's dependent is responsible for notifying the Office of Human Resources of any events marked with an asterisk.

HEALTH BENEFITS FOR PRE-65 RETIREES

Belmont University offers retiring staff and faculty employees the option of continuing on the University's current health, dental and vision plan until the earlier of age 65 or Medicare eligibility, whichever comes first. Employees choosing this benefit pay the full cost of all monthly premiums established by Belmont University. A number of conditions apply:

- The employee must currently be in a benefits eligible position and be at least 59.5 years of age by the month of the retirement.
- The employee must have a total of at least 15 years of benefits eligible service at Belmont University.
- This benefit applies only to the retiring employee. The retiring employee can elect to continue some or all of the current health, dental or vision plans.
- The employee's spouse and any (IRS defined) dependents can elect COBRA coverage as defined by law, up to 36 months of coverage from the date of the employee's retirement.
- Administration of the Pre-65 retiree coverage will be handled by the current COBRA administrator that is in use by Belmont University. The amount of the monthly premiums will be the current amount for COBRA coverage. As with COBRA coverage, if the retiring employee does not pay the monthly premiums by the monthly deadlines, then the coverage is dropped with no ability to reinstate coverage.
- The retiring employee must elect coverage within 60 days from their Belmont University retirement date. If they do not elect and pay for coverage by the deadline, they cannot elect coverage at a later date.
- Retiring employees who have other health coverage or become eligible under another plan (for example, they take another job or their spouse has another plan) are not eligible for Belmont University's retiree plan.
- Coverage for the retired employee automatically ends on the end of the month of their 65th birthday or earlier if they become Medicare eligible.
- During the annual enrollment period for benefits, retired employees who are on the plan may elect to drop any or all of their plans in a similar process to what is required of current employees but they cannot add coverage at this time if they previously declined it.

SUPPLEMENTAL INSURANCE

Various types of supplemental insurance may be offered and available for purchase by Belmont employees at group rates and paid through payroll deduction. For more information visit the HR Website at <http://my.belmont.edu>.

B. Social Security

Social Security benefits are paid for death, total disability and retirement, provided the employee has been covered by Social Security for a period of time sufficient for eligibility. Belmont shares the cost of this benefit by matching the employee contribution. Benefit claims should be filed with the local Social Security office.

C. Tuition Reduction Benefit for Undergraduate Programs

Employees

Employees who have been employed on a full-time basis at Belmont University for at least six (6) months are eligible to receive a reduction of tuition and student fees. The following terms and conditions apply to the receipt of this benefit:

- A 100% tuition reduction is available for regular undergraduate coursework.
- The employee tuition reduction benefit is only available for completion of one undergraduate degree.
- Employees that are degree seeking must meet the entrance requirements of the University and continuing academic standards appropriate for the degree they are seeking. Employees receive tuition reduction for up to seven semester hours in each of the fall and spring semesters per year at Belmont. Tuition reduction is available for a total combination of seven credit hours taken during both summer sessions.

- Employees wishing to enroll in more than seven credit hours may do so, however, they are responsible for paying the full rate of tuition for any hours above the seven allowed by the tuition reduction benefit.
- The reduction benefit includes the student fee only. Recipients are responsible for paying all other course fees, books, equipment, computer hardware and software, travel expenses and any incremental tuition over the standard tuition rate (for example excess tuition for required international studies).
- Employees participating in the tuition reduction benefit may enroll in one three-hour course per semester that meets during the employee's regular working hours. The employee must request supervisor's approval prior to scheduling participation in a course that meets during regular working hours. If the employee is approved by his or her supervisor to take a course during work hours, the employee and supervisor will schedule time for the employee to make up work time missed while in class.
- During summer sessions, recipients may take one 3-hour course in either the first or second summer session during regular working hours in the summer with supervisor's approval.
- The additional four semester hours for which the employee is eligible must be taken outside the employee's regular working hours. If course enrollment is limited, students who pay tuition will receive preference over employees receiving the reduction benefit.
- Employees receiving tuition reduction will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- Employees are responsible for paying any unpaid balances on their student accounts. If these balances have not been paid by the end of the academic term (August 1, December 1 or May 1), the University will deduct the amount of the account balance from the employee's pay.

Spouse and Dependent Children

Spouse and dependent children (under the age of 25 and claimed as dependents on employees' federal income tax returns) of full-time employees are eligible to receive a reduction of tuition for undergraduate coursework. The following terms and conditions apply to the receipt of this benefit:

- Spouse and dependent children will be expected to pay all fees.
- The employee tuition reduction benefit is only available for completion of one undergraduate degree for each spouse and/or dependent.
- Spouse and dependent children are eligible to receive a tuition reduction on undergraduate coursework according to the following schedule:
 - 0 - 1 Year of Full-Time Employment 10 percent Tuition Reduction (fees excluded)
 - 1 - 2 Years of Full-Time Employment 25 percent Tuition Reduction (fees excluded)
 - 2 - 3 Years of Full-Time Employment 50 percent Tuition Reduction (fees excluded)
 - 3 - 4 Years of Full-Time Employment 75 percent Tuition Reduction (fees excluded)
 - 4+ Years of Full-Time Employment 100 percent Tuition Reduction (fees excluded)
- Spouse and dependent children that are degree seeking must meet the entrance requirements of the University and continuing academic standards appropriate for the degree they are seeking.
- Tuition reduction for spouse and dependent children is available for undergraduate courses only. The employee shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit. Recipients are responsible for paying all student fees, course fees, books, equipment, computer hardware and software.
- Employees are responsible for paying any unpaid balances on the student account. If these balances have not been paid by the end of the academic term (August 1, December 1 or May 1), the University will deduct the amount of the account balance from the employee's pay.
- Employees must request an "override" through Belmont Central or the Office of Student Financial Services for spouse or dependent children credit hours over 16 per semester.
- Spouse and dependent children may also take courses during the summer sessions using the Tuition Reduction benefit.

Part Time Adjuncts and Lecturers

Upon completion of five consecutive years of teaching service (at least one course per year) or other employment at Belmont University, current adjunct faculty will be allowed to take undergraduate or graduate classes using the tuition reduction benefit. This benefit is not extended to spouses or dependent children of adjuncts. This tuition reduction benefit is provided for undergraduate or graduate classes for the adjunct faculty member during any semester when they are teaching. Scheduling classes is done in consultation with the department chairperson or dean. Details about the undergraduate tuition reduction benefit are found in Section IV. C of this handbook. Details about the graduate program tuition reduction are found in Section IV. E of this handbook.

Former Employees, Spouses and Dependents

Former employees who held positions of full-time employment at Belmont University for at least 10 years are eligible to receive a reduction of tuition in undergraduate tuition for their spouse and dependent children (under the age of 25). The following terms and conditions apply to the receipt of this benefit:

- Former employees, their spouse and dependent children will be expected to pay all fees including books and equipment such as computer hardware and software. Those with 10 years of prior service receive a tuition reduction of 50 percent. An additional 5 percent reduction is awarded for each full year of service over 10.
- For purposes of this policy, a former employee is a person who meets the length of service requirement whose employment with the University ceased because of death, disability, retirement or voluntary resignation.
- Tuition reduction for former employees, their spouse and dependents is available for undergraduate courses only.
- The former employee shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.

Additional Provisions

The following additional terms and conditions apply to the tuition reduction benefit whether received by a current or former employee or his/her spouse or dependent children.

- Student employees are not eligible for the tuition reduction benefit.
- Recipients registering for Belmont West/East or study abroad programs may not apply the tuition reduction benefit to tuition costs/charges, special program fees or additional expenses associated with these programs where no formal tuition exchange agreements are in place between Belmont University and the outside University where the student wishes to study. For example, where no formal tuition exchange agreement is in place between the outside University and Belmont, students are responsible for the entire amount of tuition charged by the outside University in addition to room and board, travel expenses, etc. For more information concerning study abroad opportunities, contact the Office of Study Abroad.
- Dependent children eligible for the benefits provided by this policy include only those children lawfully claimed by the employee as dependents on his/her most recent federal income tax return.
- Those who are eligible to receive the tuition reduction benefit may apply for other forms of institutional aid administered by Belmont. These other forms of aid include, but are not limited to, scholarships based on athletic or academic ability, need or other criteria regardless of whether the scholarship was originally funded by the University or by a third party. If such institutional aid is awarded, the recipient must choose between receiving the aid or receiving the tuition reduction benefit.
- The tuition reduction benefit shall constitute Belmont's match for purposes of any externally-funded scholarship programs that require Belmont to match the funds paid to the University on behalf of the scholarship recipient. Where externally-funded and administered scholarships are designated for tuition only, these funds will be applied to the student's account before the tuition reduction benefit. If such funds may be used for other expenses such as room and board, they will be preserved for this purpose. If the combination of tuition reduction benefit and external scholarship money exceeds the amount owed to Belmont, the tuition reduction benefit will be reduced accordingly.
- Tuition reductions are extended only once per course. If it is necessary to repeat the course for any

- reason, the recipient will be charged tuition for the course at the current credit hour charge.
- If employment ceases before an academic term has concluded, the tuition reduction benefit will be prorated to apply to that portion of the term in which the employee was employed. The balance of tuition will be due and payable according to the University's standard student account payment policy.
- An application for tuition reduction benefit must be completed and returned to Belmont Central or the Office of Student Financial Services at least six weeks prior to the first day of class in each academic term in which the recipient wishes to claim the benefit. Applications are available in Belmont Central or can be downloaded from the Office of Human Resources website.
- The employee shall be responsible for any personal income tax liability created by the receipt of the benefit.

D. Tuition Exchange Program

Belmont University participates in Tuition Exchange, Inc., an association of participating institutions in a reciprocal scholarship program for undergraduate coursework. Tuition exchange is only available for dependents of eligible employees and children of deceased employees who are otherwise eligible for undergraduate reduction. To be eligible for this benefit however, the employee needs to have been in a full-time position for four or more years by the dependent's first semester. More information is available on the TE website at www.tuitionexchange.org and by contacting the Office of Human Resources.

E. Employee Tuition Reduction for Graduate Programs

Employees who have been full-time employees at Belmont University for at least six (6) months may be eligible to receive a 75% reduction of tuition for courses in the University's graduate programs. The following terms and conditions apply to the receipt of this benefit:

- Each Belmont employee who is admitted to a graduate program may take up to seven graduate hours a semester at a 75% reduction of published graduate tuition.
- As of September 1, 2011, the published graduate tuition will be reduced 75% for graduate coursework. Employees enrolled in a graduate program prior to this date will be grandfathered at the previous graduate rate for the duration of the program.
- The employee tuition reduction benefit is only available for completion of one graduate degree.
- Tuition reduction does not apply to any doctoral programs.
- Employees wishing to enroll in more than seven graduate credit hours may do so, however, they are responsible for paying the full graduate rate of tuition for any hours above the seven allowed by the tuition reduction benefit.
- Staff members utilizing the tuition reduction benefit may enroll in up to three hours per semester of courses that meet during the employee's regular working hours. During summer sessions, recipients may take up to three hours in either the first or second summer session during regular working hours. The staff member's supervisor must approve the scheduling of all courses in which the employee is a student during regular working hours.
- The additional four semester hours for which the employee is eligible must be taken outside the employee's regular working hours.
- Employees receiving tuition reduction will not be counted as students registered for a class for purposes of determining whether the class meets minimum enrollment requirements.
- The reduction benefit includes the student fee only. Recipients are responsible for paying for all other course fees, books, equipment, computer hardware and software, travel expenses and any incremental tuition over the standard tuition rate (for example excess tuition for required international studies). Where no formal tuition exchange agreements are in place between the outside University and Belmont, students are responsible for the entire amount of tuition charged by the outside University. For more information, please speak with your graduate program office and contact the Office of Study Abroad.
- If course enrollment is limited, students who pay tuition will receive preference over employees receiving the reduction benefit.
- Full-time student employees are not eligible for the tuition reduction benefit. Tuition reductions are extended only once per course. If it is necessary to repeat the course for any reason, the recipient will be charged tuition for the course at the then current credit hour charge.

- Applications for graduate tuition reduction are available from Belmont Central or can be downloaded from the Human Resources website.
- An application for tuition reduction benefit must be completed and returned to Belmont Central or the Office of Student Financial Services at least six weeks prior to the first day of class in each academic term in which the recipient wishes to claim the benefit.
- Employees shall be responsible for any personal income tax liability created by the receipt of the tuition reduction benefit.
- Employees are responsible for paying any unpaid balances on their student accounts. If these balances have not been paid by the end of the academic term (August 1, December 1 or May 1), the University will deduct the amount of the account balance from the employee's pay.
- If employment ceases before an academic term has concluded, the tuition reduction benefit will be prorated to apply to that portion of the term in which the employee was employed. The balance of tuition will be due and payable according to the University's standard student account payment policy.

F. Retirement Plan Options

To ensure that all employees have an opportunity to establish savings to use at retirement, Belmont University provides several options including a 403(b) defined contribution plan, a Roth 403(b) plan and a 457(b) plan that are available for all eligible employees. Currently Belmont uses the investment services provided by (1) the 403(b)(9) Retirement Plan for Belmont University offered through GuideStone Financial Resources and (2) Teachers Insurance and Annuity Association - College Retirement Equities Fund (TIAA-CREF). Employees may choose to use the vendor of their choice.

Belmont University has a 403(b) tax-sheltered annuity plan which is a defined contribution plan – the benefit at retirement will be determined by the amount the employee and the University have contributed. Employees may begin making pre-tax contributions to either plan as soon as they are employed at Belmont. The maximum employee pre-tax contributions allowed are defined by IRS and federal regulations.

Beginning January 1, 2019 all employees will automatically be enrolled in the GuideStone Financial Resources account with an employee contribution of 3% of their gross base salary. To opt out of this enrollment or choose a different vendor or amount, employees should complete the Retirement Plan Enrollment Form.

Employees are qualified to receive tax-sheltered employer matching contributions once they enter the 403(b) retirement plan. The University will match dollar for dollar any employee contributions made to the annuity plan up to a maximum contribution of 5% of the employee's gross base salary. Gross base salary does not include: overtime, stipends, overloads, awards, bonuses or miscellaneous pay. Employees must contribute to the program to receive the matching university contributions. Employee and employer contributions are fully vested at 100 percent from the date when participation in the program begins.

All Belmont employees, including staff and faculty who work at least 1000 hours on an annual basis, are eligible for the University contribution matching for the 403b plan except student employees enrolled and regularly attending classes offered by Belmont who are also performing services for the University.

Belmont University also offers a Roth 403(b) option. Roth 403 (b) contributions are taxable contributions into a retirement account whose principle and earnings when distributed are tax free if they meet the definition of "qualified distributions". Qualified distributions of Roth 403 (b) are those that are made after a 5-taxable year participation period has been met and are made on account of a participant's attaining age 59 ½, death, or becoming disabled. Limits apply to all participant contributions combined, whether traditional, Roth or both.

Belmont University offers a 457(b) Plan. This is a non-qualified retirement option and would allow additional contributions on a tax-deferred basis. These contributions can be made concurrent with the 403(b) elective deferrals. The plan would allow individuals to contribute up to the IRS annual regulatory limit.

Employees should contact the Office of Human Resources for complete information on these benefits or see the Benefits section of the Human Resources Web pages at <http://my.belmont.edu> for more information including the retirement contribution and change forms.

G. Faculty Phased Retirement

A voluntary phased retirement program is available for any eligible Belmont University tenured faculty member. This phased approach to retirement is available for those who prefer a gradual transition to a date certain full retirement. It enables departments, schools and colleges to plan for the replacement of faculty members in advance of their actual full retirement.

Eligibility

This plan is open to all full-time, tenured faculty members whose age plus years of service equals at least 70 and who have at least 15 years of service. This age and service number is determined as of September 1 of the year for which the faculty member is applying.

Terms

The phased retirement agreement will be a three-year Provisional Appointment (reference Faculty Handbook, Section 2.4.2). The faculty member must work a minimum average of 50% work load for a minimum 50% pay during the term of the agreement. Fifty percent work load not only refers to teaching but proportionate University service, office hours and committee assignments as well. Duties could be performed evenly across both semesters or the individual could work full-time one semester and have no specific assigned duties the next semester. In the case of the latter, non-teaching duties, such as committee assignments and advising will be distributed to existing full-time faculty in a manner similar to sabbatical or study leaves. In either case, the faculty will receive 50% pay for the academic year.

Workload agreements must be included in the phased retirement agreement and approved by the department chair (or primary unit/division head) and the Provost. Workload agreements normally should reflect the same type of work for which the faculty member has been hired in the past. For example, if the faculty member has been hired in the past for classroom teaching, the workload agreement should also be stated in terms of classroom teaching. In rare cases where a mutually agreed workload requires an overload in one semester, the regular faculty overload pay policy will apply (reference Faculty Handbook, Section 2.13.3 and 2.15.5) and will be denoted in the faculty contract.

A faculty member in the final year of a three-year phased retirement agreement may request a one-year extension. Such requests must be made in writing to their dean no later than May 1 of the final year of the three-year phased retirement agreement. If the request is supported by the dean, it will be shared with the Provost for final consideration. The faculty member will be notified by June 1 of the status of the request.

A faculty member in phased retirement will be considered in a full-time position at half load and will receive all other benefits of a full-time faculty member except as is expressly addressed in this policy or in the faculty handbook. A faculty member in phased retirement will continue to participate in established performance evaluation processes and will continue to receive performance based salary increases.

Retirement plan contributions by the University shall continue at the current 5% level based on 50% pay under the phased retirement program. Employee retirement plan contributions will be based on actual base pay. Summer school and other stipends are not considered base pay for retirement matching purposes. University contributions to group insurance plans (including health insurance) shall continue as if the faculty member were at 100% time. Or, if the faculty member wants to decline coverage on the Belmont University health insurance plan, Belmont University will pay monthly to the faculty member 1/12 of the employer's annual share of the then cost of the least expensive health insurance option available for employee only coverage in 12 equal monthly payments during the phased retirement period. This is taxable income to the faculty member.

During the phased retirement period if the faculty member wants to again sign up for health, dental or vision insurance, the faculty member may do so during open enrollment typically in November of each year for coverage beginning January 1 of the following year, or the faculty member must have experienced a qualifying event as defined by the IRS.

During phased retirement, the employee may begin retirement plan distributions as permitted under the terms of the retirement plan.

During the period of phased retirement, the University must continue to be the faculty member's primary professional commitment. A faculty member on phased retirement may not accept a full-time position with another employer.

The maximum number of faculty members that can be approved for phased retirement in any academic year is seven. Therefore, the maximum number of faculty in phased retirement at any one time would be twenty-one.

Procedure

A formal letter of application will be made to the Dean of the appropriate College by May 1 of the spring semester 15 months before the beginning of the contract year for which phased retirement is to begin. The faculty member will be notified by the Provost by that August 1 of the status of the application for the next academic year. For example, the faculty member notifies the Dean by May 1 of 2018 for application for phased retirement beginning August 1, 2019.

If there are more applicants for voluntary phased retirement than the University can support in a given year, length of service will be the main criterion in reaching a decision. If an individual is not approved for voluntary phased retirement in the year in which he or she applied, they may apply again in the subsequent year. All phased retirement agreements must include a waiver under the Age Discrimination in Employment Act and an irrevocable agreement to retire at the end of the term of the agreement.

Guidelines

All individual faculty retirement agreements must be approved by the Provost. In approving such agreements, the Provost must determine that the agreement meets the overall needs of the University. Approval of an individual retirement agreement by the Provost is discretionary and no faculty member has the right to such an agreement.

Such agreements must include the surrender of tenure rights and a waiver under the Age Discrimination in Employment Act.

Once a faculty member is approved for phased retirement, he or she must surrender their private campus office. Shared office space with computer equipment and telephone will be provided if at all possible.

Faculty approved for phased retirement will not be permitted to teach summer school unless the University has need for these services and specifically ask faculty to teach. In the unlikely event that a faculty member who is in phased retirement teaches a summer school class, the compensation will be at the standard summer school rate based on the faculty member's full time salary.

H. Athletic Pass

The Belmont ID card allows the employee and one guest to be admitted to all athletic events played at "home," with the exception of basketball. Basketball games require employees to reserve tickets. A free ticket for the employee and one guest can be reserved at www.belmontbruins.com. Post-season events are excluded.

I. Retirement Gift

Full-time employees who are retiring from active service and who are at least 55 years of age will receive a one-time gift from the University, based on the following schedule:

- After 10-14 years of full-time service - \$250
- After 15-19 years of full-time service - \$325
- After 20-24 years of full-time service - \$400
- After 25 or more years of full-time service - \$500

J. Employee Assistance Program (EAP)

Belmont University provides to employees and their family members the Employee Assistance Program services that are offered through Guidance Resources. The EAP, which provides services for clinical, emotional and work-life issues, is voluntary and confidential. Privacy is guaranteed under the law when an employee self-refers. Employees can access EAP services 24 hours a day, 365 days a year by calling 1-877-595-5281 or 1-800-697-0353 (TTY/TDD). The EAP customer service line is staffed by highly trained master's and doctoral level clinicians who can assist with a wide range of concerns. Employees are eligible for three (3) visits per issue with a licensed provider at no cost. For online access, go to

K. Health Services and Belmont University Pharmacy

Health Services is dedicated to the maintenance and/or restoration of good health and provides confidential services to faculty and staff. Services provided include health care for acute illnesses such as allergies, sinus infections, bronchitis, ear infections, flu, sore throats and headaches and for minor injuries. Physical exams, immunizations, allergy injections, blood pressure checks, health counseling and referral services are also provided. There is no charge for the office visit; however, there is a nominal charge for any lab services rendered and vaccines are provided at cost.

Prescriptions and over-the-counter medications may be purchased at the Belmont University Pharmacy.

Belmont Employees receiving pharmacy benefits from the University enjoy the added benefit of a 3-month supply of medication for only 2-month co-pays. Belmont employees also receive a 10% discount on over-the-counter medications.

L. Check Cashing

Employees may cash personal checks up to the amount of \$20 at The Belmont Store and at Belmont Central (located in the Gabhart Student Center). Employees who have had three checks returned due to insufficient funds will have their check-cashing privileges revoked.

M. The Belmont Store Discount and Charge Policy

The Belmont Store extends a 20 percent discount on eligible merchandise to faculty and staff. Payment may be made by MasterCard, Visa, Discover, American Express, cash, check or by establishing a Staff Charge Account. Faculty and staff who wish to charge items at The Belmont Store should present their Belmont ID and complete a payment agreement. Only faculty and staff signing the charge agreement will be eligible for charge privileges.

The payment agreement includes:

- A \$300 limit per semester (higher limit available, subject to approval of The Belmont Store management).
- All charges must be cleared twice a year. In the event the balance is not paid at the end of the semester (May 1 and January 31), the University has the option to deduct payments from the employee's payroll check. Accounts that require payroll deduction will be closed. Future charge privileges will be available only with the approval of The Belmont Store management.
- No charges on personal accounts may be made during the month of May, due to fiscal year closing.
- Any account that carries a balance over 90 days will be entered as "inactive," allowing no further charges and closed at the dates specified if not paid as policy requires.
- A 20 percent discount.
- A 1.5 percent service charge on unpaid balances after 30 days.

N. Library

The Lila D. Bunch Library offers access to approximately 369,000 items, including over 260,000 ebook titles, and carries subscriptions to hundreds of databases and full-text periodical titles online. Access to the library's electronic collections are available from office or home for Belmont students, faculty, and staff. The library's physical collection includes over 12,000 music CDs, 17,000 scores, and archival journal content in our collection of 30,000+ microfiche documents. With its primary goal to enhance the University's academic program, Bunch Library strives to provide a well-rounded, accessible collection based on the curriculum. The library offers information literacy instruction as well as individualized research assistance. Public access computers are located in the Research Services area on the first floor of the library, with additional computers on the third floor. The library provides access to printers, including a large format printer, copy machines, and book and image scanners. The Gallery of Iconic Guitars and the Leu Art Gallery are located within the library. The library is open seven days a week with 24 hour access during the school year.

O. Fitness & Recreation

The Department of Fitness & Recreation, located in the Beaman Student Life Center offers facilities, programs, and services designed to help patrons improve their health and well-being through a variety of avenues. The facility houses a full-size basketball court, a rock climbing wall, two racquetball courts, a group fitness studio, and a fitness center with free weights, weight machines, cardiovascular machines, and functional training accessories to help patrons improve their quality of life through exercise that mirror activities of daily living.

FitRec also offers patrons the opportunity to find their fit through personal training – either in one-on-one or small group (two to four patrons) formats. Personal trainers work with patrons to develop exercise routines that are conducive to their schedule and lifestyle in order to achieve the goals that they set together. In addition, FitRec hosts several group fitness classes throughout the week that occur at times specifically identified to complement a work-life balance. These classes come in a variety of formats (i.e. Spin, Pilates, Yoga, Bootcamp, etc.) and are led by an instructor who provides participants with options or challenges to make the class experience right for them.

Current faculty and staff members have access to the Fitness Center by scanning their ID card. Employees may purchase memberships for eligible members of their immediate family (spouse or dependent child between the ages of 16-18 years old) and are also able to checkout recreational or outdoor equipment, as well as utilize the locker rooms and shower facilities on-site. For more information concerning memberships, locker rentals, or any of the programs mentioned above, contact FitRec at 615-460-6313 or Beaman.center@belmont.edu.

P. Bruin Bucks

Bruin Bucks are dollars on a declining balance account and may be used as a check card at many food service locations on and off campus. To add Bruin Bucks to your employee ID, take a check, credit card or cash to Belmont Central or Dining Services. Employees receive a 10% discount on food purchases at the Corner Court made with Bruin Bucks. Lost cards can be reported at Dining Services and any remaining Bruin Buck balances can be transferred onto a new ID card.

Q. Wellness Program

Belmont University offers a Wellness Program to staff and faculty through Blue Cross Blue Shield of TN. Employees can take part in healthy activities and programs that interest them and earn rewards as a result. Activities include taking a Personal Health Assessment and getting an annual preventive medical exam. Employees can earn up to \$500 in rewards for participating and reaching certain wellness goals. You must actively enroll in the BCBST Wellness Blue Access plan to participate. For more information, employees may visit the HR Website at <http://my.belmont.edu>.

V. Policies and Guidelines

A. Sexual Harassment and Sexual Misconduct Policy

Statement of Policy

Belmont University is a Christian community of learning and service. Our community is committed to the dignity and worth of every individual, which is embodied in our Community Commitment to Individual Worth. Sexual misconduct is the antithesis of this Community Commitment. Because of our faith commitment, community values and obligations of federal law under Title IX of the Education Amendments of 1972, members of the Belmont community, guests, and visitors have the right to be free from sexual misconduct and from retaliation for reporting incidents of sexual misconduct. Accordingly, the community rejects and responds assertively to sexual misconduct violations. When violations are found, Belmont will take action calculated to stop the behavior, ameliorate its effects, and/or prevent the behavior from reoccurring. Such action is likely to include, but is not limited to, suspension, expulsion, or dismissal of the person who violated this policy. This policy statement is aided and supported by the university's Substance Free Community Policy as well as by its practice of providing secure, single sex on campus residential living areas.

Preemption Clause

The following process alters the general Accountability Process found in the Bruin Guide and the Employee Handbook. This process governs the community's response to sexual misconduct violations. When an incident involves multiple alleged violations, one of which is an alleged violation of the Sexual Misconduct Policy, this process will control for all violations.

Jurisdiction

The university retains the right to address violations of its Sexual Misconduct Policy when the violation involves: a Complainant and a Respondent that are both members of the Belmont community, such as, but not limited to, students, faculty, staff, and contractors and (1) the incident occurred on campus; (2) the incident occurred at an off-campus Belmont activity or event; or (3) the incident occurred off-campus and denies or limits the ability of the Complainant to participate in or benefit from Belmont's educational programs or activities.

When the Complainant or Respondent is not a member of the Belmont community, it limits the authority the university can exercise over that individual. In those situations, the university retains the right to conduct an investigation and provide appropriate remedies. The Title IX Coordinator may continue under the Sexual Misconduct Accountability process, refer the Respondent to a more appropriate university process for a response, close the matter, or take other action within the administrative discretion of the Title IX Coordinator.

The Sexual Misconduct Policy and Other Policy Violations¹

The well-being and safety of Belmont community members is of critical importance to our community. Accordingly, special consideration will be given in cases where concern over other violations of policy may create a disincentive for Belmont individuals to report violations of the Sexual Misconduct Policy.

If a person(s) reports a violation of the Sexual Misconduct Policy, the university will not pursue any other violations it learns of related to the incident. These violations may include, but are not limited to, violations of the Substance-Free Community Policy, Visitation Policy, Sexual Values Policy, etc. This applies to the person making the report, witnesses or others who may be able to provide information, and the person who experienced the sexual misconduct if he or she is someone other than the reporting person.

The university's goal in not pursuing potential violations by others involved is to encourage reporting. It does not condone those violations. Accordingly, this special consideration will not excuse any violations by someone found to be in violation of the Sexual Misconduct Policy.

¹ The Sexual Misconduct Policy, in part, addresses non-consensual sexual behavior. This policy is not to be confused with the community's policy regarding consensual sexual behavior. Please refer to the "Sexual Values Policy" in the Community Commitment to Self-Control section of the Bruin Guide for expectations related to consensual sexual behavior. Consent is defined under the Definition section of the Sexual Misconduct Policy.

Definitions

- A. Consent: Belmont University defines consent as follows. Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual behavior. Consent to any one form of sexual behavior cannot automatically imply consent to any other forms of sexual behavior. Previous relationships or prior consent cannot imply consent to future sexual behavior. Consent cannot be given by someone under the age of 18. Consent cannot be given by someone who is incapacitated.
- B. Coercion: Words or conduct that, viewed from the perspective of a Reasonable Person, substantially impair a person's ability to voluntarily choose whether to engage in a particular sexual act (e.g., Sexual Contact or Sexual Intercourse). Coercion is something more than mere seduction or persuasion. Coercion includes, without limitation:
 - i. Physical force; and
 - ii. words and /or conduct that would cause a Reasonable Person to fear imminent harm to the person's health, safety, or property or that of a third person; threat of the loss of a job benefit; or kidnapping of the person or a third person.
- C. Incapacitated (or Incapacitation): A temporary or permanent state in which a person cannot make informed, rational judgments (e.g., judgments concerning Sexual Contact, Sexual Intercourse, or Sexual Exploitation) because the person lacks the physical or mental capacity to understand the consequences of their words and/or conduct; and /or the person is unable to physically or verbally communicate consent.
- D. Preponderance of the Evidence: The amount of evidence that causes one to conclude that an allegation is probably true (i.e., more likely true than not true). If the evidence on a particular allegation is equally balanced, then that allegation has not been proven by a preponderance of the evidence.
- E. Complainant: A person who asserts that he/she has been subjected to Sexual Misconduct. This term does not imply pre-judgment concerning whether the person was subjected to Sexual Misconduct.
- F. Respondent: A person who is responding to an allegation of Sexual Misconduct or Relationship Violence. This term does not imply pre-judgment concerning whether the person committed Sexual Misconduct.
- G. Responsible Employee: A Belmont employee who has the authority to redress sexual misconduct, who has the duty to report incidents of sexual misconduct, or whom a student could reasonably believe has this authority or duty.
- H. Sexual Misconduct: For the purposes of this policy, "Sexual Misconduct" is defined as domestic violence, dating violence, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation and stalking.

Violations

The following behaviors violate this Sexual Misconduct Policy, betray our Community Commitment to Individual Worth and are contrary to the provisions of Title IX of the Education Amendments of 1972. All individuals are protected from the following behaviors regardless of their sexual orientation and/or gender identity. Alcohol or drug use does not absolve a person of responsibility for committing a violation.

1. Sexual Harassment

Sexual Harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- i. Such conduct is made an explicit or implicit condition of an individual's academic status or employment; or
- ii. Refusing or submitting to such conduct is used as a basis for academic or employment decisions; or
- iii. Such conduct creates a hostile environment in which the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or

the individual's ability to benefit from the university's educational experiences or services because it is sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard.

Sexual harassment can include: Conduct that involves a bargained-for exchange of submission to sexual activity for professional or academic favors; conduct that creates a hostile or offensive working or learning environment; or an act of retaliation committed by a faculty member, staff person, or student that adversely affects a person's employment or educational pursuits because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

Sexual harassment may include, but is not limited to, the following behavior:

- a suggestion by a supervisor or professor that sexual involvement with him/her would improve the employee's chance for promotion or the student's chance for a good grade;
- repeated unwelcome sexual attention (sexual comments, questions about an individual's sexuality or sex life, repeated requests for dates after previous request rejected);
- repeated and gratuitous comments about one's own sex life and desires;
- repeated undesired physical contact, such as brushing up against someone;
- sexual violence, such as sexual assault and other forms of non-consensual sexual contact.

2. Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, and that is without consent and/or by force.

Non-consensual sexual contact may include, but is not limited to, the following behavior:

- intentionally contacting another's breasts, buttock, groin, or genitals;
- intentionally touching another with any of the above-mentioned body parts;
- making another touch you or themselves with or on any of the above-mentioned body parts; and
- any intentional bodily contact in a sexual manner, regardless of whether it includes breasts, buttocks, groin, genitals, mouth or other orifice.

3. Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman, and that is without consent and/or by force.

Non-consensual sexual intercourse may include, but is not limited to, the following behavior:

- Non-consensual vaginal penetration by a penis, object, tongue or finger;
- Non-consensual anal penetration by a penis, object, tongue, or finger; and
- Non-consensual oral contact (mouth to genital contact or genital to mouth contact).

4. Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct violations.

Sexual exploitation may include, but is not limited to, the following behavior:

- invasion of sexual privacy;
- prostituting another person;
- non-consensual video or audio-taping of sexual activity;
- non-consensual photography of a community member while nude or partially nude, or the non-consensual distribution of such a photo or video;
- going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);

- engaging in voyeurism;
- knowingly exposing another person to an STI or HIV without that person's informed consent;
- exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals; and
- sexually-based stalking and/or bullying may also be forms of sexual exploitation.

5. Domestic and/or Dating Violence

Domestic and/or dating violence is a pattern of assaultive and controlling behaviors that one person uses against another with whom they are in an intimate relationship in order to gain or maintain power and control in the relationship.

Domestic and/or dating violence may include, but is not limited to, the following behavior:

- physical violence;
- sexual violence;
- verbal abuse;
- emotional abuse;
- intimidation;
- destruction/theft of personal property;
- threats.

6. Stalking

Stalking is a course of conduct of two or more occurrences directed at a specific person that would cause a reasonable person to:

- i. fear for his or her safety or the safety of others; or
- ii. suffer substantial emotional distress.

Actions Following an Incident

A. Immediate Steps

Get to a safe place, such as a Residence Assistant's or Residence Director's room, the campus security offices (located in Gabhart Student Center) or a trusted friend's room or off-campus residence. If you are off campus and injured, call 911 for immediate help. If you are on campus and injured, call Campus Security at (615) 460-6911 for immediate help. Campus Security will come to your aid and summon Metro emergency responders.

If you have been the victim of non-consensual sexual intercourse, it is strongly recommended that you visit an emergency room as soon as possible for a rape evidence examination to preserve evidence and support your opportunity to make decisions later. If possible, take a trusted friend or relative with you to the hospital to provide additional support. Belmont personnel from the Office of Student Affairs are available to accompany you to the hospital. All victims of sexual assault must go to Metro General Hospital. If you go to any other hospital emergency room you will be routed to Metro General Hospital. Metro General Hospital is located at 1818 Albion St, Nashville, TN, 37208.

Deciding whether or not to report a crime to police may be difficult for you. If you decide to go to the hospital, by procedure hospital staff will alert the police of your arrival. It is up to you if you would like to file a police report or talk to a police officer. You will be asked if you would like a sexual assault counselor to assist you at the hospital. This counselor is trained to help you think through your options as well as answer any questions that you might have throughout the entire process.

Until you decide whether or not to have evidence collected it is very important to remember that there are things that you should not do:

- DO NOT shower or brush your teeth, if at all possible.
- DO NOT go to the bathroom, if at all possible
- DO NOT drink or smoke

- DO NOT change your clothes or underwear. If you have removed this clothing, bring it with you to the hospital in a paper bag. This may preserve a lot of evidence.

B. Reporting Sexual Misconduct to the University

1. Confidential Resources

The University's Support Advocate is a primary source serving as a confidential advisor to provide support, assistance, and knowledge of resources, rights, and referrals to victims of crimes such as sexual assault, domestic or dating violence, harassment, and stalking. The Support Advocate may be reached at 615-584-9011 (mobile). Belmont's Support Advocate is:

Marlene Hall
Assistant Chief of Programming, Advocacy, and Outreach
Office of Campus Security
Belmont University
Phone: 615-460-5661
Email: marlene.hall@belmont.edu

Additionally, individuals may seek confidential, professional assistance in the form of counseling, advocacy and/or support related to their experience or a friend's experience of sexual misconduct via the following Belmont services:

- Counseling Services at 615-460-6856
- Health Services at 615-460-5506
- University Ministries Pastoral Care at 615-460-6419

2. Non-Confidential Resources

The University has designated certain employees as "Responsible Employees" for reporting violations of the sexual misconduct policy. These employees include, but are not limited to, officers in Campus Security, members of the faculty, and staff members in Residence Life, the Dean of Students office, Athletics, and Human Resources. Any person may report sexual misconduct to a Responsible Employee regardless of whether he or she was the one who directly experienced the sexual misconduct.

Alternatively, any person may report sexual misconduct directly to the Title IX Coordinator. Belmont's Title IX Coordinator is:

Lauri Chaudoin, J.D.
Director of Title IX Compliance and Prevention Programs
Freeman Hall, Third Floor
Office: 615-460-6894
Email: lauri.chaudoin@belmont.edu or TitleIX@belmont.edu

Leslie Lenser
Chief Human Resources Officer/Sr. Director & Deputy Title IX Coordinator
Office of Human Resources
Fidelity Hall
Office: 615.460.5443
Email: leslie.lenser@belmont.edu

C. Reporting Sexual Misconduct to External Authorities

Behavior that violates the Sexual Misconduct Policy may also constitute illegal criminal acts. The university's accountability process is separate and distinct from any criminal process a person may wish to pursue. A person may pursue both simultaneously. The university will assist individuals with beginning the process of contacting the Nashville Metropolitan Police Department.

Alternatively, a person may contact the Nashville Metropolitan Police Department directly. The Sex Crimes Section is open from 7:30 AM to 11 PM, Monday through Friday, though detectives are on-call 24 hours a day. To report a crime occurring locally to external authorities, please contact: Nashville Metropolitan Police Department's Sex Crimes Section at 615-862-7540.

D. Non-Belmont Resources

Additionally, the following is a list of non-Belmont resources who can assist individuals who have been affected by sexual assault. Belmont University does not have a contractual relationship with any of the resources listed below. They are simply listed as a courtesy to community members. Individuals should determine for themselves whether they feel the agency will meet their needs.

- 24-hour Sexual Assault Hotline at 800-879-1999
- Crisis Intervention Hotline (crisis counseling) at 615-244-7444
- National Domestic Violence Hotline at 800-799-7233
- 24-hour Suicide Prevention Lifeline at 800-273-8255
- Weaver YWCA Domestic Violence Center at 615-242-1199

Request for Privacy

- A. A Complainant has the right to make a request for privacy. The Title IX Coordinator will honor a Request for Privacy, except when there is a substantial risk to the safety or orderly operation of the community. To evaluate whether the risk of such harm exists, the Title IX Coordinator will consider, among other factors, whether the following factors exist:
- i. The Respondent has a demonstrated pattern of behavior violating the Sexual Misconduct Policy;
 - ii. The Respondent has threatened further violence;
 - iii. The Respondent used a weapon;
 - iv. There is more than one Respondent alleged to have violated the Sexual Misconduct Policy during the incident; and/or
 - v. The community is at an increased risk of future acts occurring due to the unique circumstances of the incident (e.g. recurring off-campus house party, occurring during school-related travel, etc.).
- B. Complainant should be aware that his/her request for privacy may hinder the Title IX Coordinator's ability to take remedial actions. This is particularly true for remedial actions aimed at the Respondent.
- C. A Complainant may reopen a report in which a request for privacy has been granted. Complainant should note that the passage of time may inhibit the university's ability to effectively investigate a reopened report.

Sexual Misconduct Accountability Process

For the purposes of this section, the Title IX Coordinator includes the university's identified Title IX Coordinator and Deputy Title IX Coordinators, as well as their designees. The Title IX Coordinator coordinates the Sexual Misconduct Accountability Process. This responsibility includes, but is not limited to, decisions related to routing reports of alleged sexual misconduct to Deputy Title IX Coordinators, granting Requests for Privacy, assigning Investigator(s), pursuing Alternative Administrative Resolution, and determining responsibility. In consultation with other appropriate campus leaders, the coordinator also assigns sanctions and remedies.

A. Support Advisors

Throughout the Sexual Misconduct Accountability Process, both parties are entitled to a Support Advisor of their choosing to attend any meetings with the Title IX Coordinator, the Deputy Title IX Coordinator, the Intake Officer or any assigned Investigator(s). An advisor is solely for support and may not speak, present information for consideration, or otherwise directly influence the process. Any attempt to do so can result in the Title IX Coordinator taking action against the advisor up to and including permanent removal from the process and alleging a separate failure to comply violation against the advisor's party. The community member involved in the investigation, rather than his/her advisor, shall communicate directly with the university officials involved in the Title IX process. The University cannot guarantee equal advisory rights, meaning that if one party selects an attorney as their advisor, the university is not obligated to provide an attorney to any other party.

B. Initial Review

i. Students

In matters involving allegations of sexual misconduct by a Belmont student, a Belmont employee if reported by a student, or a non-Belmont affiliate, the Deputy Title IX Coordinator will review the Complainant's statement and determine if the initial reported behavior falls under the purview of the Sexual Misconduct Policy. If the Deputy Title IX Officer determines that the written statement contains an allegation of sexual misconduct, the Deputy Title IX Coordinator will recommend that the matter:

1. continue under the Alternative Administrative Resolution Process;
2. continue under the Formal Sexual Misconduct Accountability Process; or
3. result in other action within the administrative discretion of the Title IX Coordinator.

ii. University Employees

In matters involving allegations of sexual misconduct by a Belmont employee that does not have any student connection, the Title IX Coordinator will review the initial report and determine if the initial reported behavior falls under the purview of the Sexual Misconduct Policy. If the Title IX Coordinator determines that the written statement contains an allegation of sexual misconduct, the Title IX Coordinator will refer the matter to the Department of Human Resources for further investigation and adjudication.

C. Interim Measures

Belmont University will take appropriate measures to protect the Complainant, on an interim and permanent basis, to ensure equal access to its education programs and activities, as well as, to employment. In all cases, remedies—both interim and permanent--can include, but are not limited to, the following:

- Interim separation from the university;
- Removal from or modification of living arrangements;
- Removal from or modification of academic courses;
- Removal from or modification of co-curricular program and activities, including athletics;
- Placement of an administrative hold on a student's accounts prohibiting access to transcript request and other services, including the issuance of a diploma;
- Escort by Campus Security while on campus;
- No-Contact Orders between involved individuals;
- No-Trespass Order on Belmont's campus for an individual;
- Advisory letter. For example, a letter informing a person, organization, team, etc. that actions or behavior that created an environment conducive to violations of the Sexual Misconduct Policy should end immediately or result in a further response by the university;
- Alleging violation(s) of other university commitments or policies for a person, organization, team, etc. whose actions or behavior created an environment conducive to violations of the Sexual Misconduct Policy;
- Assistance with retaking coursework or withdrawing from a course(s) without penalty;
- Assistance locating an off-campus counselor if on-campus counseling cannot meet needs; and
- Any necessary emergency action at the discretion of the Title IX Coordinator, including interim separation from the university.

D. Alternative Administrative Resolution Process

- i. At any time following the initial review and prior to a determination of responsibility, at the request of the parties, at the recommendation of the Deputy Title IX Coordinator or at the discretion of the Title IX Coordinator, any matter other than one involving an allegation of non-consensual sexual intercourse may proceed through the Alternative Administrative Resolution Process.
- ii. The Title IX Coordinator will put all parties on notice of the commencement of an Alternative Administrative Resolution Process by email notification. Additionally, the Respondent will receive a copy of the written statement submitted by the Complainant. An email to a Belmont-provided email address or any attempt to contact non-Belmont individuals is

considered notice. All parties may choose to meet with the Title IX Coordinator to discuss the process. This meeting shall be limited to procedural information only. The Title IX Coordinator will not discuss the merits of the allegations with either party.

- iii. An Alternative Administrative Resolution Determination is final. It formally ends the university's accountability process related to the alleged incident of sexual misconduct, absent new behavior. Accordingly, individuals are advised to give thoughtful consideration on what they desire the university to do in response to an alleged violation of the Sexual Misconduct Policy before requesting Alternative Administrative Resolution.
- iv. In determining whether to grant Alternative Administrative Resolution, the Title IX Coordinator will consider factors such as, but not limited to, substantial risk to the safety or orderly operation of the community, the severity of the allegations, and timing in the process.
- v. Alternative Administrative Resolution allows the Title IX Coordinator to assign sanctions and remedies intended to stop, ameliorate, and prevent the reoccurrence of the sexual misconduct as well as any other violation(s); and create an informational record of the incident for internal purposes and consideration, such as—but not limited to— use in future accountability proceedings, use in recommendations for study abroad, consideration in granting positions that represent the university, and conferring university awards.
- vi. Alternative Administrative Resolution does not allow the Title IX Coordinator to make a determination of responsibility; suspend, expel, dismiss, or place a Respondent on institutional probation status with the university; or create a university conduct record that is subject to internal and external disclosures under FERPA.
- vii. The Title IX Coordinator will strive to deliver resolution letters outlining any sanctions and remedies to the Complainant and Respondent within 60 days from the date of the initial review, barring institutional breaks or other reasonable cause at the sole discretion of the Title IX Coordinator with notice to the parties.
- viii. Neither a Complainant nor Respondent may appeal an Alternative Administrative Resolution.
- ix. An Alternative Administrative Resolution is a final action and ends university involvement. A report may not be reopened.

E. Formal Sexual Misconduct Accountability Process

- i. At the recommendation of the Deputy Title IX Coordinator's initial review or at the discretion of the Title IX Coordinator, the complaint may proceed in accordance to the Formal Sexual Misconduct Accountability Process.
- ii. The Title IX Coordinator will put all parties on notice of the commencement of a Formal Sexual Misconduct Accountability Process by email notification. An email to a Belmont-provided email address or any attempt to contact non-Belmont individuals is considered notice. All parties may choose to meet with the Title IX Coordinator to discuss the process. This meeting shall be limited to procedural information only. The Title IX Coordinator will not discuss the merits of the allegations with either party. The Respondent will learn the nature of the allegations prior to being interviewed by the investigator(s).
- iii. The Title IX Coordinator maintains the right to review whether reason to continue exists during the Formal Sexual Misconduct Accountability Process. If at any time the Title IX Coordinator determines that there is no reason to continue the matter, the Title IX Coordinator has the sole discretion to end the Formal Sexual Misconduct Accountability Process with notice to the parties.
- iv. The Title IX Coordinator will assign at least one (1) neutral investigator to the investigation. The investigators will be Belmont employees who are trained on a yearly basis to conduct these types of investigations, or other trained, qualified individuals as determined by the Title IX Coordinator.
- v. Once assigned, an Investigator will contact the parties to schedule an interview. A maximum of three attempts will be made to contact the parties using either his or her Belmont provided email account or the contact information provided in the initial report.

- vi. The Investigator(s) reserves the right to schedule the time, date, and location at his/her sole discretion and may take under consideration such factors as a person's schedule, Investigator(s)' schedule, prejudice to the person of delaying the interview date, the time necessary to collect information, nature of the alleged violation(s), and other factors. The parties may participate in person (preferred), in writing, by phone, or electronically.
- vii. The Investigator(s) shall not meet with the Complainant and Respondent at the same time.
- viii. The Investigator(s) should interview the parties regarding the Complainant's written statement. In addition, the Respondent will be provided a copy of the written statement submitted by the Complainant at least forty-eight (48) hours prior to his/her participation in any interview. An investigator shall not consider any evidence about the parties' prior sexual conduct with anyone other than each other. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.
- ix. During an investigation, parties may:
 - 1. Present information in any form (personal account, text messages, emails, etc.) regarding what happened during the alleged incident;
 - 2. Inform the Investigator(s) of any witnesses of the alleged incident and provide their contact information; and/or
 - 3. Not provide information in response to questions at his or her choosing.
- x. In consultation with the Title IX Coordinator, the Investigator(s) will determine whether information is relevant to determining what happened during an incident. Accordingly, the Investigator(s) may redirect or not allow information to be shared.
- xi. The Investigator may meet with individuals that have information regarding what happened during an incident as many times as he or she reasonable believes is necessary to collect information.
- xii. All in-person interviews will be recorded.
- xiii. The Investigator(s) will prepare a transcript for the parties and their witnesses based on the information provided at the interview(s). Once this transcript is prepared, the Investigator(s) will email the transcript to the parties and provide a deadline to approve the transcript via email acknowledgement. The parties shall inform the Investigator(s) of any discrepancies within the transcript and make any necessary amendment prior to approving the statement.
- xiv. Witnesses are expected to cooperate with all university investigations. In some circumstances and at the discretion of the Title IX Coordinator, a witness may be compelled to participate. Investigator(s) will attempt to contact a witness no less than 3 times. If the witness does not respond after the third attempt, the Investigator(s) will determine that the witness does not want to participate in the investigation. Witnesses who elect not to participate in the investigation are prohibited from presenting any information regarding the alleged conduct for the remainder of the investigation, including the appellate stage, unless the information was not available at the time of the request.
- xv. Prior to completing an investigation, the Investigator(s) shall email all final transcripts and evidence to the parties for their review. The parties shall have two business days to review the information and submit a final statement based on the information. If a party fails to provide comment within the two business day period, the university will proceed with the accountability process under the assumption that all information in the investigatory file is accurate. Following the two business day period of review, the Investigator(s) will submit the entire investigatory file to the Title IX Coordinator for determination of responsibility.

F. Determination of Responsibility

- i. The Title IX Coordinator will review the investigatory file and make a determination of responsibility regarding the alleged violation(s).
- ii. The determination of responsibility will be based upon the preponderance of the evidence; accordingly, the Title IX Coordinator will determine whether it was more likely than not an alleged violation(s) occurred.

- iii. Based on the investigatory file, the Title IX Coordinator may find the Respondent responsible for the alleged violation or not responsible for the alleged violation.
- iv. Prior to making a determination, the Title IX Coordinator may ask the Investigator(s) to clarify information, conduct further investigation through follow-up questions, give an opinion on the credibility of the information, and address any other concerns relevant to his or her deliberations.
- v. Prior to making the determination, the Title IX Coordinator may consider granting an Alternative Administrative Resolution if requested by the Complainant or Respondent or proceeding with the Alternative Administrative Resolution Process at their discretion.
- vi. If the Respondent is found responsible, the Title IX Coordinator will assign sanctions and remedies in consultation with other appropriate campus leaders.
- vii. The Title IX Coordinator will deliver written outcome letters to both the Complainant and Respondent, which state the determination of responsibility and any sanctions or remedies, generally within 60 days from the date of the initial review, barring institutional breaks or other reasonable cause at the sole discretion of the Title IX Coordinator with notice to the parties.
- viii. Determination of Responsibility, sanctions, and remedies will become part of the Respondent's university conduct record and may be shared both internally and externally in accordance with the person's FERPA rights.

G. Sanctions or Remedies

In accordance with his or her authority and in consultation with other appropriate campus leaders, the Title IX Coordinator may assign sanctions or remedies. Sanctions and remedies are calculated to stop the behavior, ameliorate its effects, and/or prevent the behavior from reoccurring. Absent any other escalating factors, the community's response to a person's first violation for non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation consistently includes separation from the community via suspension, expulsion, or dismissal as well as additional sanctions. In all cases, sanctions for violation(s) can include, but are not limited to, the following:

- Verbal Reprimand;
- Written Reprimand;
- Removal of University Housing. A person removed from Belmont housing for accountability reasons will be responsible for all housing charges assessed for the semester he/she is removed and will forfeit any applicable housing deposit. Additionally, the student will be responsible for the complete payment of his/her current meal plan, unless he/she receives an exemption from University Housing;
- Restitution;
- Fines;
- Reflection Essays;
- Letters of Apology;
- Required attendance in educational seminars, programs, etc.;
- Drug Testing;
- Loss of privileges, such as the privilege to move off-campus, membership in co-curricular organizations, etc.;
- Permanent No-Contact Orders between involved individuals;
- Permanent No-Trespass Order on Belmont's campus for an individual;
- Limited Probation. Limited Probation is defined as a period of time during which any further violation of the same nature within the Community Code of Conduct puts the student's status with the university in jeopardy. If the student is found "responsible" for another violation of the same nature during the period of Limited Probation, serious consideration will be given to imposing a sanction of Institutional Probation, Suspension or Expulsion. Limited Probation could potentially affect the students' ability to represent the university in leadership positions or on athletic teams, participation in student activities or study abroad opportunities, entrance into university residence halls or other areas of campus, or contact with another specific person(s). The university may choose to treat violations of a different nature either as separate from the limited probation or extend the limited probation to encompass that behavior. In those circumstances, the university will consider the totality of the students' conduct record when determining an appropriate sanction;

- Institutional Probation. Institutional Probation is defined as a period of time during which any further violation of the Community Code of Conduct puts the student's status with the university in jeopardy. If the student is found "responsible" for another violation during the period of Institutional Probation, serious consideration will be given to imposing a sanction of Suspension or Expulsion. Institutional Probation could potentially affect his/her ability to represent the university in leadership positions or on athletic teams, participation in student activities and study abroad opportunities, entrance into university residence halls or other areas of campus, or contact with another specific person(s);
- Suspension from Belmont University. Separation from the university for a specified period, which includes loss of all tuition, fees, coursework and other privileges of an enrolled student; and
- Expulsion from Belmont University. Separation from the university without the possibility of readmission. A student will lose all tuition, fees, coursework and other privileges of an enrolled student.

H. Appeal Request & Review

- Only Determinations of Responsibility and any related sanctions or remedies may be appealed. Alternative Administrative Resolution Determinations may not be appealed.
- Both the Complainant and Respondent may submit an appeal. An appeal request form should be completed and submitted to the Title IX Coordinator, within five business days from the date the person is delivered his or her outcome letter. The person requesting the appeal is responsible for clearly stating the reason for appeal as well as any supporting materials. The form is available from the Title IX Coordinator.
- The form should state the reason(s) for appeal and information that supports the reason.
- Reasons for appeal are limited to:
 - Procedural error, which may have a bearing on the Determination of Responsibility, sanctions, or remedies;
 - New information that was not available at the time of the investigation which may have a bearing on the initial decision(s); and/or
 - Information demonstrating that there is no way a reasonable person could have arrived at a similar Determination of Responsibility, sanctions, or remedies as the Title IX Coordinator absent bias.
- The Title IX Coordinator will notify the Complainant when a Respondent has filed an appeal and vice-versa. An email to a Belmont-provided email address or any attempt to contact non-Belmont individuals is considered notice.
- The Title IX Coordinator will assign an Appellate Officer to review the appeal request form.
- The person may request to meet with the Appellate Officer. Requests are granted at the discretion of the Appellate Officer.
- The Appellate Officer will decide whether or not to grant an appeal. If the Appellate Officer finds no reason for appeal exists, then the original response and any sanctions will stand. If the Appellate Officer finds a reason for appeal exists, he or she has the option of recommending to the Title IX Coordinator that: the original determination of responsibility as well as sanctions and remedies should stand as is; the original determination of responsibility should stand but sanctions and remedies should be modified; or the determination of responsibility should be reversed, sanctions should be reversed, and remedies modified or reversed. The appellate officer cannot increase sanctions.
- The Appellate Review will be delivered to the Complainant, Respondent, Title IX Coordinator and Dean of Students within 10 business days of receipt of the appeal request form, absent extenuating circumstances.
- All Appellate Reviews will automatically be reviewed by the Associate Provost and Dean of Students, who will determine the final outcome of an incident. The Associate Provost and Dean of Students will take the Appellate Review under consideration and communicate to the Complainant and Respondent the final Determination of Responsibility, sanctions, and/or remedies within 10 business days of delivery of the Appellate Review ("Final Outcome").
- There is no review of the Associate Provost's and Dean of Students' Final Outcome.

- xii. Suspensions, expulsions, and dismissal will not take effect until the Final Outcome is complete, except in the case of an emergency action.

Rights and Responsibilities Relative to Relationships between University Employees or University Employees and Students

Belmont's faculty and staff have the responsibility to maintain congenial relationships of a professional nature with students. Such relationships often enhance the workplace efficiency and educational processes of the University.

All university employees are prohibited from having relationships of a romantic nature with any person who is enrolled as a student at Belmont University unless the employee is married to the student and the marriage took place prior to the employment or enrollment of the parties. Faculty and staff are prohibited, in the absence of prior approval from their dean or supervisor, from teaching, supervising or having academic or co-curricular responsibilities over a spouse or child. This policy also applies to third parties who are not Belmont employees but who supervise or oversee students' curricular or co-curricular experiences. Belmont employees are further prohibited from having relationships of a romantic nature with another Belmont employee over whom they have direct or indirect supervisory authority. Violations of this policy can result in disciplinary action up to and including termination of employment.

B. Nondiscrimination Policy

Belmont University is a Christian community. The University faculty, administration, and staff uphold Jesus as the Christ and as the measure for all things. As a community seeking to uphold Christian standards of morality, ethics, and conduct, Belmont University holds high expectations of each person who chooses to join the community. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Sections 504 of the Rehabilitation Act of 1973, Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies programs or activities; its admissions policies; or employment. Consistent with applicable civil rights law, the University seeks employees of Christian faith who are committed to the mission of the University. The University has appointed the director of the Office of Human Resources to serve as coordinator of compliance with Title VII and IX issues and questions for staff and faculty. The Director of Title IX Compliance and Prevention Programs serves as coordinator of compliance for Title IX issues and questions for students.

Inquiries or complaints should be directed to:

Leslie Lenser
Chief Human Resources Officer/Sr. Director
and Deputy Title IX Coordinator
Fidelity Hall, Room 426
1900 Belmont Boulevard
Nashville, TN 37212
615-460-6456
leslie.lenser@belmont.edu

Lauri Chaudoin
Director of Title IX Compliance
and Prevention Programs
Freeman Hall, 3rd Floor
1900 Belmont Boulevard
Nashville, TN 37212
615-460-5661
lauri.chaudoin@belmont.edu

Right and Responsibility to Be Free from Discriminatory Harassment

Belmont University is committed to providing an environment in which all persons are safe from harassment and intimidation, and are valued for who they are as individuals created in the image of God. Belmont prohibits harassment of any kind and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. Harassment can include verbal, visual or physical conduct that denigrates or shows hostility or aversion toward an individual or that of his/her relatives, friends or associates for any reason, and that (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment and educational opportunities.

Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, student, staff and faculty.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts directed toward any individual or group, and (2) written or visual material that denigrates or shows hostility or aversion toward any individual or group and that is placed on walls, bulletin boards or elsewhere on the employer's premises, or circulated in the workplace.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge, if appropriate. Those who have a complaint regarding harassment should contact the provost or the director of human resources who will conduct an investigation in accordance with the Complaint Procedure for Harassment and Discrimination, which follows.

Belmont will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If an employee feels he or she has been subjected to any such retaliation, he or she should report it in the same manner in which the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with official investigations.

Complaint Procedure for Harassment and Discrimination

If an individual suspects that his/her rights under any of the above-stated policies have been violated, that person may register a complaint with the Provost/direct vice president or the Director of Human Resources. Upon receipt of a complaint, which alleges a violation of these policies, the Provost/direct vice president, or the Director of Human Resources, or their designee, shall begin an investigation of the charge(s). An investigation shall include an interview with the person filing the complaint, the person(s) accused of violating the non-discrimination and anti-harassment policies and any person designated by either of the principle parties as witnesses to the incident in question. The goal for completion of the investigation shall be within 30 days of receipt of the complaint, however, in the discretion of the Provost/direct vice president or Director of Human Resources, completion of the investigation may take longer than the 30-day goal period. The matter shall then be presented to the Provost/direct vice president in the form of written recommendations. At the Provost's/direct vice president's discretion, the Provost/direct vice president may accept the recommendations, interview the persons involved, direct further investigation by the university and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel. The completion goal for this process, and final decision on the merits by the Provost/direct vice president, shall be within 60 days of receipt of the complaint by the university, except, however, that the time for completion may be extended at the discretion of the Provost/direct vice president. The decision of the Provost/direct vice president shall be final. Throughout this process, the university will strive to keep the identities of the complaining party and the accused confidential, to the extent reasonably possible.

Harassment Awareness Workshops for Faculty and Staff

The University regularly conducts face-to-face workshops and on-line courses for faculty and staff to promote awareness and to prevent harassment and sexual misconduct. These are modifiable for use with intact groups, as requested or needed.

C. Purchasing Policy and Guidelines

This purchasing policy is intended to provide for the procurement of goods and services necessary to support the mission, goals and objectives of Belmont University, while ensuring that University resources are protected and maximized and that requirements of the sponsoring agencies are met for sponsored research expenses. Belmont University does not have a centralized purchasing and receiving operation.

This means that each college and department which purchases goods or services must insure that basic internal control procedures are followed as outlined in this policy statement. The policy is also designed so that goods and services acquired by the University are in compliance with Internal Revenue regulations, federal cost regulations under Office of Management and Budget (OMB) Circular A-21, and donor guidelines. Belmont University is exempt from state sales tax in Tennessee. Tax exempt certificates should be used only when the purchase is being made directly for the University and when using university funding only. Tax exemption cannot be taken when using a personal debit/credit card or check. Belmont University's exemption does not extend to student groups or organizations without appropriate authorization from the Student Affairs Office or to personal purchases.

This document outlines policies and procedures in general terms to allow reasonable discretion for employees who make purchases and should not be expected to cover every possible situation. This policy applies regardless of the funding source. In cases of sponsored programs or restricted discretionary funds, the terms of the grant, contract or donor's limitations may be more restrictive than the University's policy. In cases where these limitations are less restrictive, the University's policy will apply. Exceptions to this policy may be approved by the Provost or Vice President for Finance and Operations (or designee) and must be clearly justified as beneficial to the University. Colleges and departments may, at their discretion, impose greater but not less control than required by this policy.

i. Requisitions and Purchasing

Required Approvals for Purchases

Purchases must be approved by a University employee who has direct knowledge of, and responsibility for, the transaction. Purchases should be approved in accordance with the University's *"Purchasing Approval Matrix"*. Delegation of approval or signature authority does not relieve the dean or vice president of responsibility for insuring compliance with University purchasing policies and procedures or any other regulatory constraints and/or requirements. Purchases must not be approved unless adequate funds are available within the identified funding source.

ii. Bids

The bidding process helps to ensure that Belmont receives quality goods and services at the best possible price and terms. It is strongly encouraged that a minimum of three documented bids be obtained for all purchases totaling \$25,000 or more. Exceptions to this should be pre-approved by the Vice President of Finance & Operations. The documented bids should accompany the Purchase Order when submitted to Accounting for pre-approval. Certain sponsored contracts or grants may require bids or justification for sole sourcing for lesser purchase amounts.

iii. Conflicts of Interest

Any actual or perceived conflict of interest by either the person initiating the request for goods or services or by an individual approving the request must be disclosed to the Provost or the Vice President of Finance & Operations. The Belmont Conflict of Interest Form should be completed. A decision will be made as to whether the purchase should be approved. This includes, but is not limited to, any circumstances which may provide financial gain to the employee or a member of his or her family or household or to a business partner. Refer to the *Belmont Conflict of Interest Policy* for further guidelines. All employees involved in the purchasing of goods and services should review this policy annually and ensure that they are in compliance with it.

iv. Purchase Orders

A purchase order is required for all items above \$2,000 except those noted below. A purchase order is required for all furniture and equipment purchases greater than \$500. All purchase orders for furniture and equipment will require the approval of the Vice President of Finance & Operations. The purchase order should be completed and approved **prior to making a purchase commitment**.

For purchases of \$2,000 or less, a purchase order is not necessary but still requires appropriate approval in accordance with the University's *"Purchasing Approval Matrix"*.

All purchases for office or classroom remodeling or redecorating must have a purchase order and must be coordinated in advance through the Office of the Director of Facilities Management Services regardless of the size or funding source.

Invoices for maintenance agreements and professional services do not require a purchase order provided a prior written agreement or contract has been negotiated and approved. Professional services include such services as provided by accountants, attorneys, architects, consultants, engineers, and guest lecturers/speakers.

v. Purchasing Cards

The purchasing card program provides a more efficient method for purchasing small dollar items. The purchase card replaces purchase orders for small dollar items where no value is added by going through the formal purchasing system. Travel and entertainment charges are not allowed in the purchasing card program. Faculty and staff traveling should apply for the University Travel Card. Please refer to Travel & Entertainment policy for additional guidelines. Employees who are approved as Departmental Travel Coordinators can use the Purchasing Card to pay for faculty/staff airline tickets, registration fees and pre-paid lodging. The purchase card is not intended to replace the traditional purchasing process for goods purchased in excess of \$2,000 per transaction or where value is added by using the purchasing system. There are situations, even though the amount is under \$2,000, where the purchase card should not be used, but where such transactions should follow the regular method of procurement and payment. These include:

- Professional services
- Computer, equipment, furniture and inventory items
- Fuel for personal or motor pool vehicles
- Travel and entertainment charges
- Interdepartmental charges
- Personal charges of any nature.
- Cell phone purchases or monthly bill payments.
- ****NOTE**** All computers, hardware, software, printers, external drives, and USB flash drives of any type must be purchased by contacting the Service Desk.

Receiving

For all purchases \$2,000 or more, acknowledgement of receipt of goods and services must be performed by a Belmont employee other than the employee who authorized the purchase of goods. For all purchases less than \$2,000, it is desirable that acknowledgement of receipt of goods and services be performed by a Belmont employee other than the employee who authorized the purchase.

Payment

i. Purchasing Card

For purchases of less than \$2,000, the purchasing card is the preferred method of payment. Other forms of payment, including check requests and petty cash transactions should be used only when payment via the purchasing card is not accepted by the vendor. The purchasing card monthly report should be fully completed on-line by the card holder and appropriately approved by the designated card approver that was

assigned at the time of card issuance. Completed forms and all appropriate documentation must be submitted to accounting or the request will be returned to originating department.

ii. Check Requests

Check request forms are used to authorize payment to vendors for invoices received from vendors in direct bill circumstances. Check requests made by Tuesday at noon are available on Friday. Requests submitted by Thursday noon will be ready by Tuesday of the following week. All check requests should be appropriately approved in accordance with the University's "*Purchasing Approval Matrix*". Completed forms and all appropriate documentation must be submitted to accounting or the request will be returned to originating department.

iii. Petty Cash

Purchases under \$50 that cannot be made with a University purchasing card should be made or reimbursed from petty cash. All *petty cash slips* should be approved by departmental budget managers before submission to Accounting for final processing. Upon final approval the petty cash should be obtained at Belmont Central. No employee can approve or sign off for their own expenses. Completed forms and all appropriate documentation must be submitted to accounting or the request will be returned to originating department.

iv. Expense Reimbursements

Employees seeking reimbursement for business expenses they paid for using the Travel Card or other personal methods should complete the *Expense Reimbursement Form* and submit to their supervisor for review and approval. These should then be forwarded to the departmental budget manager for further processing and approval. In no circumstances can employees approve or sign off on their own expense reimbursement. Completed forms and all appropriate documentation must be submitted to accounting or the request will be returned to originating department.

v. Purchase Orders

When accounting receives an active purchase order along with vendor invoice/receipt that has been properly approved it will be processed for payment. Invoice totals different from the amount of the purchase order will be paid if the difference is less than 10% of the total purchase order and does not exceed \$500. In all other situations, the invoice will be referred to the appropriate budget manager for resolution and payment authorization. Completed forms and all appropriate documentation must be submitted to accounting or the request will be returned to originating department.

Forms

All purchasing related forms may be downloaded from the Forms page of the Office of Finance and Accounting Website at <http://my.belmont.edu>. Contact the Office of Finance and Accounting for questions.

Specific Purchase Transactions

i. Furniture and Equipment

All furniture and equipment items in the custody of Belmont University, regardless of how acquired, must be accounted for at all times. *See Fixed Asset Policy and Guidelines.* Refer to Purchase Order section above for proper use when acquiring furniture and equipment. Each department of the University is responsible for maintaining a current inventory of fixed assets and submitting to the Accounting Office for upload into the Fixed Asset Software.

ii. Expenditures for University Outreach, Development and Community Hospitality

Belmont University relies on student tuition funds and donor contributions for the majority of its revenue. The following guidelines help the Belmont community in exercising responsible stewardship. Academic and administrative offices may use funds for outreach, program and unit development, and community hospitality with these guidelines.

- Hospitality expenses should be targeted primarily toward prospective students, development opportunities and selected recruitment activities. Daily and ongoing hospitality expenses (i.e., coffee, soft drinks, bottled water, and food) for the benefit of faculty, staff and students are inappropriate and not allowed. Meals for employees during normal work hours when no overnight travel is involved (i.e. working lunches) are against University policy and will not be reimbursed.
- Modest expenses for events designed to maintain and build community and morale (i.e. back-to-school or end-of-year events for students; for celebrations of exceptional achievement toward department, school, University or University goals) are acceptable. Expenses for more frequent events or events individual in nature (i.e., birthday parties, Administrative Professional's Day, or Boss's Day) are not acceptable. Receptions for faculty and staff departures or retirements require the specific prior approval of a dean or vice president before the event may take place.
- Catering expenses for annual departmental retreats are acceptable however must be approved in advance by a vice president. This approval should be well documented. Catering expenses for programmed events with external guests present such as student award ceremonies, BURS or Teaching Center events are acceptable. Catering for routine and regularly reoccurring meetings of faculty and staff are not acceptable. The University's approved and preferred vendor for on campus catering is Sodexo.
- The University sends flowers for the death or hospitalization of any faculty or staff member or for members of the immediate family (husband, wife, and child). The offices of the President, Provost, Finance and Operations and Development are authorized to send flowers.
- It is inappropriate for a Belmont faculty or staff employee to spend University funds for personal non-business related purchases. It is inappropriate to use Belmont funds for the following:
 - Any purchase that reflects unfavorably upon the University, such as alcoholic beverages.
 - Solicited donations or political contributions.
 - Personal gifts to students, other than de minimis graduation gifts, or personnel.
 - Groceries, bakery goods, meals for personal consumption.
 - Supplies and equipment for personal use.
 - Purchases of clothing items for personal use.
 - Purchases intended solely to deplete budget funds. Accounting principles require equipment, supplies, services, or travel expenses that benefit a future academic year to be allocated to that academic year.
 - Gasoline purchases and transportation to and from work.

ii. Printing

The University Copy Center is available for most printing and copy jobs. Departments should use the Copy Center for these services and will incur an interdepartmental charge. Refer to the Copy Center website for further guidelines and description of their services.

iii. Travel

The University offers employees who travel as part of their job a Travel Credit Card. To apply for this card contact the Accounting Department. All travel related charges for employees should be paid for by either using the University Travel Card or other personal methods. As described in section III.E, flights and prepaid lodging can be paid for by the Departmental Purchasing Card by contacting the Departmental Travel Coordinator. Employees should complete the Expense Reimbursement Form and submit all itemized receipts in order to receive reimbursement for travel charges. Cash advances will not be allowed for normal travel related expenses. Cash advances will only be approved on a case by case basis by the University Controller. Refer to the University's "*Travel and Entertainment Policy*" for further guidelines.

iv. Postage

The University Mail Center should be used for all postage needs. An interdepartmental charge will be posted for these services. Refer to the Mail Center's website for further guidelines and descriptions of their services.

v. Telephone Services

Phone service is provided by the University and tracked by departmental codes. Contact departmental budget manager for long distance code. Departmental budgets will not be charged for long distance charges.

vi. Cell Phones

Employees who have a justified need for business use of a cell phone should obtain approval from department head or vice president in order to use University funds to pay for the phone and the monthly service charges. Complete the Cell Phone Reimbursement Requirements and Documentation form to initiate reimbursement. Purchasing cards should not be used to pay for these charges.

Audit

As a part of the University's internal control procedures, the Office of Institutional Effectiveness will perform periodic reviews of purchase orders, check requests, petty cash vouchers, purchasing card statements and all documentation to verify compliance with policies and procedures. Failure to adhere to adopted policies and procedures will be noted and discussed with departmental directors and vice presidents.

D. Travel and Entertainment Policy and Guidelines

Overview

This policy is intended to provide faculty and staff direction in the manner and extent funds may be expended for the purposes of travel, entertainment, and hospitality. Business-related entertainment expenses are defined as reasonable food, beverage, and incidental costs associated with the conduct of Belmont University business. The University must ensure that funds are used judiciously and appropriately in support of its activities. It is also designed so that these expenses are in compliance with Internal Revenue regulations, federal cost regulations under Office of Management and Budget (OMB) Circular A-21, and donor guidelines.

Scope of Policy

This policy applies to the following individuals traveling, entertaining or incurring non-travel business expenses on behalf of the University, whether using a University travel card or submitting reimbursement requests:

- Faculty and Staff of the University
- Undergraduate and graduate students
- Approved non-employees

This document outlines policies and procedures in general terms to allow reasonable discretion for faculty and staff and administrators and should not be expected to cover every possible situation. This policy applies regardless of the funding source. In cases of sponsored programs or restricted discretionary funds, the terms of the grant, contract or donor's limitations may be more restrictive than the University's policy. In cases where these limitations are less restrictive, the University's policy will apply. Exceptions to this policy may be approved by the Provost or Vice President for Finance and Operations (or designee) and must be clearly justified as beneficial to the University. Colleges and departments may, at their discretion, impose greater but not less control than required by this policy. The University has no obligation to reimburse faculty and staff, students or non-employees for expenses that are not in compliance with this policy.

Lodging and Transportation

i. Lodging

Faculty and staff should use standard accommodations at reasonably priced hotels and motels when making reservations. Reimbursement for lodging may not exceed the normal rate for a standard single room. While traveling on University business, travelers should expect to receive service and accommodations that are both safe and comfortable, but not lavish or extravagant. In addition, travel arrangements should be well planned so that costs will not exceed budgetary limitations. In room movies and mini-bar expenses will not be reimbursed. When traveling to a conference, it is appropriate to stay at the hotel hosting the conference. Trips of less than 50 miles one way do not qualify for reimbursement for an overnight stay.

Original receipts for lodging are required. The receipts must be submitted with the expense report. Meals and incidentals on lodging receipts must be itemized separately (see Meals). Lodging receipts must include all of the following information:

- Name and location of the hotel
- Dates of stay
- Itemized listing of charges
- Proof of payment
- Business purpose of trip

Should travel plans change, it is the traveler's responsibility to cancel his or her hotel reservation. The deadline for canceling reservations without penalty varies with each hotel. Please record the date; cancellation number; and the clerk's name when canceling. Failure to cancel a guaranteed hotel reservation could result in a no-show billing for the reserved room, which is considered a non-reimbursable travel expense unless there are extenuating circumstances beyond the control of the traveler (for example, a canceled flight). Such circumstances must be documented on the expense report.

ii. Transportation Receipts

Passenger copies of transportation tickets are required. For electronic tickets, obtain proof of payment from the travel agent or online travel provider. Transportation receipts should include passenger name, dates, destinations and amounts. For a group travel purchase all names of passengers are required.

iii. Air Travel

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. All University approved travel will be at the most economical rates, not first class or business class. Coach or promotional fares are the only classes of travel allowed. Non-coach travel can only be utilized with the prior written approval of the traveler's vice president or Provost. The lowest cost air travel will take precedence over any frequent flyer programs. Exceptions may be allowed if the lowest-priced fare would:

- require circuitous routing;
- require travel during unreasonable hours;
- excessively prolong travel or greatly increase the duration of the flight;
- result in increased costs that would offset transportation savings.

iv. Senior Leadership Travel

Flights carrying 3 or more senior officers should be avoided whenever possible.

v. Baggage Expense

Charges for excess baggage are reimbursable only when the traveler is transporting University materials or when the extended period of travel necessitates excess personal baggage. Necessary expenses associated with baggage handling, storage and tips are allowable.

Should your baggage be lost or damaged, you must notify airline personnel and file a claim with the airline before leaving the airport. Neither the University nor the University's insurance will pay for loss or damage to your personal property.

Ground Transportation

The use of rental cars (economy or compact models) may be authorized when other transportation is not available or when using a rental saves time or money. Car rental insurance should be waived. The University will not reimburse for insurance paid to car rental companies, as such liability is covered under the University umbrella policy. Traffic and parking violations are not reimbursable. Ground transportation, especially to and from airports, should be by the least expensive mode of transportation. Public transportation should be used whenever practical.

i. Personal Car Usage Guidelines

Faculty and staff may use their personal car for business purposes. It is the responsibility of the owners of vehicles being used for business to carry adequate insurance coverage for their protection and for the protection of any passengers.

ii. Mileage Calculation

In most circumstances, the appropriate way to calculate business mileage is from home or the office, whichever is less, to the business destination. At no time should normal commuting miles be included in the calculation. When driving from home to the airport on University business, only the shortest round trip (from home to airport or Belmont to airport) is reimbursable. Faculty and staff will be reimbursed for business usage of personal cars at \$0.56 per mile. This mileage reimbursement schedule may be changed periodically, subject to review by the Vice President of Finance and Operations. When making travel arrangements for trips over 300 miles, care should be exercised to choose the most economical alternative between air transportation, a rental car with unlimited mileage or an employee's own vehicle. Belmont University will reimburse for the most economical alternative available, even if an employee decides to utilize a different alternative for personal reasons. For example, if a trip is required and the following alternatives

are available; air transportation, \$230; rental car with unlimited mileage and estimated gas for \$280, and mileage reimbursement for personal automobile for \$840 (1,500 x \$0.56), the University would reimburse the employee for \$230 regardless of alternatives chosen. All mileage reimbursements should include exact mileage readings from odometer or MapQuest/Google generated mileage calculations for backup documentation. If there are extenuating circumstances, the employee should have the appropriate dean or vice president approve the request before the travel takes place. Faculty and staff will not be reimbursed for the following, even if these costs are incurred during business travel:

- Car repairs
- Rental car costs during repair of personal car
- Tickets, fines, or traffic violations

Conferences

Any employee intending to travel for a business conference should complete a “*Pre-Travel Authorization Form*” which outlines all anticipated costs associated with the conference. This form should be approved by the employee’s supervisor and submitted to the departmental budget manager. The budget manager can verify that there are available budgeted funds in the identified funding source. The budget manager should maintain the form and match it against the actual charges that are submitted for payment. Conference brochures which detail the registration fees and all meals provided should be submitted with the requests for reimbursement.

Meals and Entertainment

i. Business Related Meals

Only reasonable meal costs (based on your location) will be reimbursed. Faculty and staff should show prudence and fiscal responsibility in their choice of restaurant. High end establishments must be avoided unless circumstances dictate that it is an appropriate choice and it is pre-approved by a dean or vice president. Meals charged to a hotel bill are subject to all policies and requirements and require itemized receipts in order to be reimbursed.

A clearly substantiated business purpose should exist for any meal to be purchased with University funds. Off-campus meals for departmental meetings should be pre-approved by the department head, dean or vice president and should only occur infrequently. Costs for meals with other University staff or faculty to discuss business are not an appropriate use of University funds. A meal expense incurred during an “in town” meeting/conference is not reimbursable.

For faculty/staff/student recruiting meals, reimbursement for meals should include only the principal people involved in the decision making process. Generally, reimbursement will not be made for entire departments or large numbers of staff.

Meals for spouses or partners/guests of the principal staff responsible for the recruiting will be reimbursed only when the spouse/partner of the candidate is present.

In addition to the above, with any form of business entertainment that involves athletic recruiting or University Development, vice president or director sign-off approval is required.

ii. Personal Meal Expenses While Traveling

a. The University’s approved per diem rate is \$44 per day unless the destination is identified in the *Key Cities Key listing per the Travel/Entertainment Policy* on MyBelmont. In which case the per diem limit is \$61. Reimbursement rates are subject to change upon review by the VP of Finance and Operations.

General limitation – A traveler may not claim reimbursement for more than the allotted daily meal per diem in any period of 24 consecutive hours.

b. Full day meal allowance – A travel day of 18 or more hours shall be considered a full day and entitle the traveler to reimbursement equal to the lesser of the amount actually spent for the meals or the maximum daily per diem reimbursement rate . If the traveler is provided a meal in the cost for other travel related expenses such as a conference fee or airfare, the traveler is not eligible for reimbursement for that meal nor is the traveler eligible for the full daily per diem amount. In this case, a percentage of the daily per diem shall be used.

For example: If one meal is provided at a conference on a given day, the traveler is eligible for a maximum of 75% of the daily per diem for the remaining two meals not provided (\$33 standard rate; \$45.75 Key City rate). If a conference is providing two meals on a given day, the traveler is eligible for a maximum of 50% for the remaining meal not provided (\$22 standard; \$30.50 Key City).

Employees must provide the schedule/agenda for all conferences in order to substantiate daily per diem allowances.

c. Partial day reimbursement – A travel day of less than 18 hours shall be considered a partial day and entitle the traveler to 75% of the full day per diem reimbursement amount (\$33 standard rate; \$45.75 Key City rate). However, the traveler is only allowed reimbursement for meals actually incurred (paid for). If the traveler does not purchase a meal, or is provided a substantial meal in the cost for other travel related expenses, the traveler is not eligible for reimbursement for that meal.

d. Cost of meals included with other charges – The traveler is not entitled to a meal allowance for substantial meals provided free, on an airplane, included in conference registration fees or provided on a complimentary basis by the facility at which one is lodged.

For foreign travel, access the U.S. Department of State website which maintains a listing by country and locality at: www.state.gov/m/a/als/prdm.

The University, following IRS regulations, does not allow travel meal expense for one-day travel. However, a bona fide business meal may be reimbursed (see business meal expenses, Section V.A.).

iii. Alcoholic Beverages

The purchase of alcohol with University funds for any meal or entertainment purpose is prohibited.

iv. Entertainment

All business entertainment expenses must be directly related to the conduct of Belmont University business. IRS regulations require that an employee be engaged in the active conduct of business with the person being entertained. Entertainment expenses associated with the active conduct of Belmont University business will be reimbursed if they directly precede or follow a substantial business discussion, in which the person(s) entertained has a potential or actual business relationship with the University, or the business discussion will benefit the University.

v. Documentation and IRS Requirements

In order to comply with IRS rules, faculty and staff must substantiate the date, place, and business purpose of the meal. An original, itemized receipt must be submitted with the expense report for any business meal or entertainment expense. Receipt "stubs" will not be accepted as documentation. All receipts must be itemized. Attendees should always be listed on the expense report. Business purposes such as "lunch meeting" are not adequate information to fulfill this requirement.

vi. Tipping for Meals

Tips included on meal receipts are allowed up to 20% of the bill, but are factored in to the daily per diem rates noted above. Additional tip amounts submitted that take the requested reimbursement amount above the daily per diem limit will not be reimbursed.

vii. Departmental Functions

Certain departmental functions, such as holiday parties, retirement parties, and other significant departmental gatherings, serve an important business purpose for the University in supporting morale and encouraging networking among colleagues. All faculty and staff must obtain specific approval of their dean or vice president for the specific event prior to committing any University funds for a departmental function. All expenditures for such functions must be within the confines of the departmental budget. Documentation of appropriate approvals is required on the request for reimbursement or payment approval and must be attached for Finance and Accounting to process.

viii. Internet Usage

The University recognizes that internet usage while traveling for business purposes is necessary. Employees are encouraged to pursue hotels that provide “Free” internet access. However, where charges are incurred for internet usage this is an allowable reimbursable expense providing that it is itemized on the hotel invoice. Internet charges incurred at airport terminals are not allowable reimbursable expenses.

Expense Reporting

i. Expense Reimbursement – Faculty and staff

Belmont maintains an “accountable plan” as defined by the Internal Revenue Service (IRS). Under this type of plan, reimbursements for travel, entertainment and non-travel business expenses are not required to be reported as income to the employee, as long as the advances and reimbursement of expenses meet all of the following three requirements:

- a. There must be a business connection to the expenditure. This means that the expense must be a deductible business expense incurred in connection with services performed as an employee. If not reimbursed by the employer, the expense would be deductible by the employee on his/her 1040 income tax return.
- b. There must be “adequate” accounting by the recipient within a reasonable period of time. All reimbursements must be submitted to Finance and Accounting within 45 days upon returning from the trip. This means that faculty and staff must verify the date, time, place, amount and the business purpose of the expenses. Itemized receipts are required. Excess cash advances must be returned within two business days upon return. Reimbursement requests submitted after the 45 day window will have to have their reimbursements submitted through Payroll and have the appropriate Federal taxes withheld from the reimbursement as noted in c. below.
- c. Any expenses that fail to meet all three rules for the accountable plan must be treated as income to the employee and reported to the IRS on Form W-2 (subject to withholding of employment taxes). Employees seeking reimbursement for business expenses they paid for using the University Travel Card or other personal methods should complete the “Expense Reimbursement Request” form and submit to their supervisor for review and approval. These should then be forwarded to the departmental budget manager for further processing and approval. In no circumstances can employees approve their own expense reimbursement.

ii. Auditing of Travel, Entertainment and Non-travel Business Expenses

The University Office of Institutional Effectiveness will audit selected expense reimbursement requests for compliance with the University policy, IRS and other external regulations. Their staff may require additional information supporting an expense or require an additional approval at a higher level of authorization.

Travel Card Program

Belmont provides a travel card program for its faculty and staff. The Travel and Entertainment Card is the preferred payment method for all significant travel expenses incurred by Belmont travelers. The Travel and Entertainment Card program provides faculty and staff with a variety of benefits and allows the University to gather travel data that is useful for management reporting. The T&E card is not required to be used by employees who prefer to use their own personal methods of paying for travel related expenses.

i. Travel Card Eligibility

All faculty and staff who as a part of their job requirements travel or entertain on a regular basis would qualify for the University Travel Card. Applications for the T&E Card must be approved by the appropriate dean or vice president for the college or department with final approval from the Vice President of Finance and Operations.

ii. Appropriate Use of Travel Card

The travel card should be used only for business travel and entertainment expenses including:

- Air Travel
- Lodging
- Car rental
- Meals and Entertainment
- Miscellaneous travel and entertainment expenses

Faculty and staff using the Travel Card should note: that individual cardholders are personally liable for all charges made on their card. Cardholders are responsible for paying his or her travel card bill regardless of whether they have been reimbursed or not. The University will not reimburse an employee for delinquency fees or interest due to late payments. If an employee is 30 days late paying his or her travel card bill 2 times in any calendar year the card will be cancelled and that employee's travel card privileges will be revoked.

Use of Travel Cards for personal charges is prohibited and is monitored by the Finance & Accounting Department.

The travel card is not a purchasing card. Use of Travel Cards for the purchase of non-travel related supplies, expenses, or services is prohibited and will result in the forfeiture of the card and possibly other disciplinary action.

Within the State of Tennessee and other states allowable, all Sales & Use Taxes should be avoided. Belmont University is Tax Exempt in the State of Tennessee. Note that the Sales & Use exemption is only allowable when using University funding. Tax exemption cannot be taken when using a personal debit/credit card or check. Taxes paid will not be reimbursed unless the vendor refuses to honor the Belmont's Tax Exempt status. This refusal should be well documented on the itemized receipt. In essence, if sales tax is avoidable but still paid, accounting will not reimburse the employee. If a local vendor refuses to honor Belmont's tax exempt status the employee will only be reimbursed for the first occurrence. The employees are urged to only do business at establishments that will honor the tax exemption.

iii. Termination of Employment

Upon termination of employment, all travel cardholders must:

- Promptly pay any remaining balances
- Return the card to the accounting department

iv. Travel and Entertainment Card Expense Reporting

a. In order to be reimbursed for approved travel and entertainment business expenses, the employee must complete an *Expense Reimbursement Request Form* and submit to their supervisor for review and approval.

These should then be forwarded to the departmental budget manager for further processing and approval. In no circumstances can employees approve their own expense reimbursement. These reimbursements must be submitted monthly, at a minimum or no later than 45 days upon returning from the trip. Due dates will be communicated by the Accounting and Finance Office but are generally due the 5th day following the travel card statement cut-off date. Expense reports must clearly document the business purpose of all expenses incurred. Note that for IRS purposes, Belmont University requires a detailed and reasonable explanation of the business purpose. In cases where inadequate business purposes are presented, the entire expense report will be returned unprocessed and reimbursement will be delayed. The completed expense report and original itemized receipts along with a copy of the T&E Card statement should be sent for processing. Cancelled checks are not acceptable in lieu of receipts. For hotel charges, you must include the hotel bill and list charges by day by type. For airline charges, you must submit the "Electronic Ticket Receipt". Credit card statements are not considered original receipts and are not sufficient support for reimbursement.

b. Faculty and staff should review their own *Expense Reimbursement Request Form* for completeness and propriety. Signing your report indicates your agreement with charges listed and their adherence with University policy.

c. The employee must sign the *Expense Reimbursement Request Form* requesting reimbursement certifying that the expenses submitted for reimbursement were incurred while conducting University business. Signing or initialing another person's name is not allowed. All reimbursement requests must have signed approval by the appropriate signature authority as per the *Purchasing Authority Matrix*. Reimbursement expense forms cannot be approved by the individual seeking reimbursement.

d. The approver is responsible for ensuring that:

- The expense was incurred in the conduct of University business.
- The expense has been charged to the proper account(s)
- The expense report has been properly prepared and adequately documented and in accordance with University Policy.
- All receipts are itemized and receipts are taped to blank page in order of occurrence (by date/time, etc.). All check requests/reimbursement requests not compiled in accordance with this policy will be sent back to the department and not processed.
- Policy exceptions have a letter of authorization from the Provost or Vice President of Finance and Operations.
- Verification that funds are available for the requests submitted.

v. Reimbursement Payments

Direct Deposit is strongly recommended for expense reimbursements, otherwise Reimbursement Checks will be sent to the location selected by the traveler.

vi. Travel Card Benefits

Under the terms of Belmont's agreement with the travel card company, faculty and staff receive the following benefits:

- Travel Accident Insurance. 24-Hour accidental death and dismemberment insurance covers all travelers who charge common carrier transportation to the card. The coverage supplements the University's business travel coverage.
- Baggage Insurance. Travelers who charge airline tickets to the Card automatically receive insurance coverage of up to \$5,000 for carry-on luggage and up to \$500 over and above the coverage provided by the airline for checked baggage.

Cash Advances for Travel

The University discourages the use of cash advances; however, they may be used in extenuating circumstances. The University Controller will approve all cash advances. Cash advances will be issued to University faculty and staff only. An employee may have only one cash advance outstanding at any given time. Further questions regarding cash advances should be discussed with Accounting and Finance.

E. Personal Gift Policy

It is the University's desire to at all times preserve and protect its reputation for fair and ethical dealing, and to avoid the appearance of impropriety, through implementation of the following standards:

Gifts Influencing Decision Making

A kind gesture can be easily misinterpreted when a gift could give the appearance that it is intended to influence the decisions of a person or organization. To avoid this possibility, gifts, favors, services, entertainment, or other things of value should not be accepted by directors, officers, faculty or staff in any situation where decision-making or actions affecting the University might be influenced. Similarly, offering or giving money, services, entertainment, or other things of value by University employees is prohibited if the offer or gift is intended to influence the judgment or decision-making process of any purchaser, supplier, customer, government official or other person. For the same reasons, directors and officers cannot accept gifts from faculty and staff if the appearance of fairness might be compromised. These standards do not prohibit gifts of a value of under \$300 or gifts given generally for meals, entertainment or other normal, social amenities. No other gift may be given or accepted without formal disclosure and approval by the Executive Committee of the Board of Trustees (in the case of directors and officers) or the Conflict Resolution Committee (in the case of faculty and staff).

Gifts from Vendors

University directors and employees may accept gifts from vendors which have a value of \$300 or less per year. To the extent possible, these gifts should be shared with the other directors or employees. University directors and employees shall not accept excessive gifts, meals, expensive entertainment, trips, or other goods or services which have a value of more than \$300 per year nor may they solicit gifts from vendors, suppliers, contractors, or other persons. At a vendor's invitation, an individual may accept meals or refreshments at the vendor's expense. Occasional attendance at a local theater, outing or sporting event, or similar entertainment at a vendor's expense may also be accepted as long as the value does not exceed \$300 per year.

Gifts from Students

University directors and employees are prohibited from soliciting personal gratuities or gifts from students and may never accept gifts of money. In particular, faculty should not accept gifts from a student while the student is enrolled in their class or while the faculty member has, or appears to have, influence or control over the student's grades or academic career. Nominal gifts of appreciation from students such as candy, fruit baskets, and other tokens are not prohibited. If a student wishes to present a monetary gift to Belmont, the student should be referred to the Office of Development.

F. Mail Center Policy

The Belmont University Mail Center is managed through an agreement with The UPS Store and serves all academic and administrative departments as well as residential students. Faculty and staff members are not to use Belmont University as a shipping address for packages unrelated to university business. Faculty, Staff and commuter students may contact the Mail Center and make arrangements for rental mailboxes or locker privileges from The UPS Store. Belmont University is not liable for any delay in delivery or damage to any package or mail not intended for official use or residential student delivery.

G. Whistleblower Policy

The purpose of this policy is to provide a process for all Belmont University employees to report in good faith any suspected or known misconduct, either illegal and/or unethical. For the purpose of this policy, misconduct is defined as a violation of law, the mismanagement or gross waste of university assets, or the abuse of authority. This policy also serves to protect all individuals who report, in good faith, misconduct from any retaliatory behavior as a result of reporting.

Directors, officers, faculty, and staff are custodians of the University's assets and must abide by the code of ethics set forth by the University. They owe a duty to the University to follow University procedures when spending University funds, using University assets or when conducting business affairs on the behalf of the school. Where no specific procedures exist, directors, officers, faculty, and staff are expected to protect the best interests of the University.

University assets include physical property, financial assets, information, systems, relationships, or any other resources including the University's reputation and prestige. Abuse of assets can occur intentionally through the destruction, manipulation, or misuse of assets, and can also occur through the intentional or unintentional careless expenditure, mismanagement, use, or waste of University resources.

Any employee with a reasonable suspicion who makes a good faith report of illegal or improper activity pursuant to this policy will be protected from retaliatory acts. These acts may include:

- Loss of job
- Demotion
- Any form of harassment
- Loss of wages or bonuses

Suspected misconduct should be reported to Dr. Paula Gill, Vice President for Institutional Effectiveness, at 460-6184, Freeman Hall 300.

H. Copyright Policy

All materials created by Belmont staff members in the course and scope of their staff employment by the University, in whatever medium they may exist, are rendered at Belmont's request and direction as "Work Made for Hire." This work shall be the sole property of Belmont. The staff member shall have no further rights in it. Staff employees who are hired as adjunct faculty should refer to the Faculty Handbook for policies advising ownership of copyright-material created for course instruction.

Belmont requires that any employee who makes copies of protected works for use at the University comply with copyright law by being able to show that the proposed use is "fair use" or by showing evidence of having secured permission for the use. The University will not assume liability for any employee who acts contrary to this policy statement.

Where duplication of printed materials for use in the classroom is concerned, this policy applies to all copying of protected work regardless of whether the copying occurs on campus or off campus, on privately-owned copy machines or at commercial copy shops. In addition, this policy applies regardless of whether the copied material is sold directly to the student by the employee or through The Belmont Store. Demonstrating fair use and/or showing that permission has been secured is a prerequisite to duplication of protected works by the Belmont Copy Center and to the sale of the material through The Belmont Store.

For an orientation to the limits of fair use and for a complete statement of University policy on copyright compliance for classroom copies, audio, video, printed music, software, sound recordings, digital images and public performance, employees may consult Belmont's Web site at http://www.belmont.edu/legal/policy_on_copyright_compliance/index.html. These copyright compliance policies are incorporated by reference into the content of this staff handbook. Questions concerning copyright compliance should be directed to the Office of University Counsel.

I. Information Technology Policies

The following provides a synopsis of IT policies for the Belmont University Community. Complete details for these and other IT policies can be found at www.belmont.edu/lits/policies.

ACCEPTABLE USE POLICY

Belmont University's Library and Information Technology Services (LITS) computer resources are intended to support the educational, administrative, and campus life activities of the university. The use of these Computer Resources is a privilege extended to members of the Belmont community, who are expected to act in a responsible, ethical, and legal manner.

Scope

This policy applies to all users of computer and network resources owned or managed by Belmont University. Resources include all university owned, licensed, or managed hardware and software, as well as the university network, regardless of the ownership of the device connected to the network, the means of connecting, or the locale from which the connection is made.

Policy

Federal, State, and Local Laws. Users must comply with all federal, state, and other applicable law; all applicable university rules and procedures; and all applicable licenses and contracts. Examples include but are not limited to laws pertaining to libel, copyright, trademark, child pornography, and hacking; the Bruin Guide and other codes of conduct; the Employee and Faculty Handbooks; the universities' sexual misconduct policy; and all applicable software licenses.

Authorization. Users may use only those IT resources they are authorized to use, in the manner and to the extent authorized, and they must not attempt to subvert or bypass university-imposed security mechanisms. Ability to access computers, computer accounts, computer files, or other IT resources does not, by itself, imply authorization to do so. Accounts and passwords may not be shared with or used by persons other than those to whom they have been assigned by the university. Users must make a reasonable effort to protect passwords and secure resources against unauthorized use.

Fair Share of Resources. Users must respect the finite capacity of the university's IT resources and limit their use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. LITS may set limits on an individual's use of IT resources or require that an individual user refrain from specific uses in order to assure that these resources can be used by anyone who needs them. Reasonableness of use will be assessed in the context of all relevant circumstances, but any use that degrades the performance of the university network or interferes with the ability of others to use IT resources or with the universities educational or business activities will be considered unacceptable.

Personal Use. Users may not use IT resources to campaign for or against a candidate for political office or for commercial purposes inconsistent with the university's tax-exempt status. Personal use of university IT resources for other purposes is permitted when it does not interfere with the performance of one's job or other university responsibilities, does not compromise the functionality or degrade the performance of IT resources, does not consume a significant amount of IT resources, and is otherwise in compliance with this policy. Further limits on personal use by university employees may be imposed in accordance with normal supervisory practices.

Commercial Use. Since Belmont University is an educational entity rather than a commercial entity, commercial use of Belmont's computing resources is prohibited. Users are not permitted to host commercial sites on the university's network or use Belmont's websites or other intellectual property to conduct or promote commercial interests. Belmont reserves the right to restrict accounts and remove individual web pages that are used for commercial purposes.

Harassing and/or Obscene Material. Internet users at Belmont are to refrain from displaying or distributing material (text, audio or video) which is obscene, harassing, or is in any way inconsistent with Belmont's Statement of Values. For purposes of this policy, obscenity is defined as (1) material in which a reasonable person, applying contemporary Belmont community standards, when considering the contents as a whole, would conclude that they appeal to prurient sexual/physical interests or violently subordinating behavior rather than an intellectual or communicative purpose; and (2) material that, when taking its content and particular usage or application as a whole, lacks any redeeming literary, scientific, political, artistic or social value.

Inappropriate Uses of Internet Access There are numerous appropriate uses of the Internet including email, social media, and access to information on the Internet. Belmont encourages the educational and appropriate use of these resources. All uses of Internet resources should be consistent with the university's Statement of Values.

Wasteful Use of Resources. Users are to refrain from deliberately performing any act that will impair the operation of any facet of the computing resources of the university or the resources of any recipient of the information. Those who use computing resources for recreation, entertainment, personal and extracurricular work are to yield to those who have academic or university business-related need for the computer resources. Examples of non-academic or university business-related use are playing computer games, printing personal or extracurricular materials (invitations, announcements, resumes, etc.) and or accessing personal social media accounts such as Twitter, Snapchat or Facebook.

PRIVACY AND SECURITY

The university takes various measures to protect its information resources and users' accounts. However, employees should be aware that the university cannot guarantee privacy and that it is the responsibility of individual users to engage in prudent practices by establishing appropriate access restrictions for their accounts and safeguarding their passwords in accord with the Password Policy.

The normal operation of the university's IT infrastructure requires backing up data, logging activity, monitoring general usage patterns, and other such activities. While the university does not generally review the content of information contained on a computer or transmitted over the network, exceptions are made under the following conditions:

- when required to preserve public health and safety;
- when required to preserve or restore system integrity or security;
- when required by federal, state, or local law; or
- when there are reasonable grounds to believe that IT resources are being used in violation of law or university policy.

Permission to review individual data can come only from a senior officer of the university.

Personal Responsibility. Each individual who obtains a computer/email account, or uses the computers and network resources made available by the university, must understand that he or she is accountable for the guidelines set forth in this document. In addition, account holders assume responsibility for:

- protecting his or her password in accord with the Password Policy
- reporting any breach of system security
- reporting unauthorized use of his or her account
- changing his or her password on a regular basis
- frequently making back-up copies of his or her work to ensure against loss
- clearly labeling works and opinions as his/her own before they are widely distributed

EMAIL POLICY

An email account assigned by Belmont University with an email address ending in belmont.edu is considered to be an "Official Belmont University Email Account." Accordingly, an email sent from a belmont.edu email address shall be considered an "Official Belmont University Email Message." An official Belmont University email account shall be considered an official means for communicating university business, and may in some cases be the sole means of communication to the Belmont community on a particular subject. Users are expected to read, and shall be presumed to have received and read, all official Belmont University email messages sent to their official Belmont University email accounts.

Because the contents of email messages are subject to laws governing public records, users will need to exercise judgment in sending content that may be deemed confidential. Furthermore, email transmissions should not be assumed to be secure, and contents that are expected to remain confidential should not be communicated via email. Common examples of confidential contents include: student grades, personnel records, individual donor gift records, and data subject to the Health Insurance Portability and Accountability

Act of 1996 (HIPAA), Family Educational Rights and Privacy Act (FERPA) regulations, and the Gramm Leach Bliley Act (GLBA).

Employee Email Usage

Employee email services are primarily intended to allow faculty and staff to conduct university business. Personal use of email is allowed, provided that personal use

- Does not materially interfere with performance of work responsibilities.
- Does not interfere with the performance of the university networks.
- In compliance with all university policies.

Users must use caution when sending an email from their official Belmont University email account, particularly when sending personal messages. Even the most careful user will occasionally send an email to unintended recipients. Users have no control over the forwarding or alteration of emails once they are sent. It is advisable that faculty and staff set up and use a personal email service such as Google Gmail for personal email outside of university supported systems.

Accordingly, users must not use email to communicate data classified as level 1 confidential data under the university's Data Classification Policy without appropriate security layers such as email encryption. **It is not recommended as a best practice to send data classified as confidential to internal university recipients, but it is allowable within the Belmont email system.** Common examples of this type of information include: social security numbers, credit card numbers, student grades and education records, personnel records, individual donor gift records, and health information subject to the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Student Email Usage

The university currently provides email services to all students. Student use of email is subject to the student conduct codes as stated in the Bruin Guide, this policy, and the university's Acceptable Use Policy.

Official Belmont University email Address

Students and university staff and faculty members will be assigned an official Belmont University email address, which will include a mailbox assigned to one of the two official university email systems:

- Office 365 Exchange for faculty and staff members
- Google email for Students and Adjunct Faculty members

The official Belmont University email address is the address from which, and to which, university business-related email is to be sent and received. An official Belmont University email address will be used for all university email correspondence lists, for populating lists for classes, and for the official online directory. Official communications from university offices, such as the President's Office, Human Resources, the Provost, Security and others, will be directed to the Official Belmont University email Address. Accordingly, users shall be presumed to have received all official university email messages sent to their official university email address.

Email addresses for faculty and staff are assigned upon official employment by the university. Students are assigned a Belmont email address upon matriculation to the university.

Confidentiality and Security

Users must not assume that email content will remain private and confidential. A user's expectation of privacy in emails is defined and limited by the university's Acceptable Use Policy. In addition, email can be altered or forwarded by a recipient without the sender's knowledge, may be discoverable in litigation, or may be disclosed to comply with a subpoena.

Email Groups

The university maintains email groups to facilitate efficient email communications with users. The university limits access to student email groups to users who have been approved by the Provost and the Office of Communications. Use of email groups for campus communications and used in conjunction with instant messaging, social media and campus web services such as MyBelmont for effective campus communications.

Email Account Deletion

All email accounts are the sole property of Belmont University and the university reserves the right to render an email address inactive and no longer usable. Official Belmont University email Addresses assigned to individuals no longer affiliated with the university will be declared inactive after a period of time as described below.

PASSWORD POLICY

Passwords are one of the primary mechanisms that protect university information systems and other resources from unauthorized use. Constructing secure passwords and ensuring proper password management are essential. Standards for proper password creation and management greatly reduce these risks. As such, all Belmont University students and employees (including contractors and vendors with access to Belmont University systems) are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

The scope of this policy includes all users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Belmont University facility, has access to the Belmont University network, or electronically stores any non-public Belmont University information. All staff and faculty who require maintenance access to Banner and related administrative systems must comply with data security standards as required by the Office of Assessment and Institutional Research (OAIR).

Computing accounts shall be protected by strong passwords. Account holders and system administrators shall protect the security of those passwords by managing passwords in a responsible fashion. System developers shall develop systems that store or transmit password data responsibly and that use secure authentication and authorization methods to control access to accounts.

CAMPUS IT COMPLIANCE

Violations of Belmont University IT policies will be handled according to normal disciplinary procedures. However, a user's IT use privileges may be temporarily suspended by LITS prior to the initiation or completion of these procedures when there is a reasonable basis to believe that an individual is in violation of this policy.

Employee Violations. Harassment or obscenity incidents involving Belmont employees may be addressed in conjunction with the employee's supervisor. Possible sanctions include the deletion of material or direct links to other locations on the Internet which are found to be obscene, loss of computer resource use privileges and other sanctions available within the university employer-employee relationship up to and including termination.

Student Violations. Harassment or obscenity incident involving Belmont students will be addressed in accordance with the procedures detailed within the Bruin Guide. Possible sanctions include reprimand, fines, loss of privileges, essay requirements, required attendance at educational seminars or programs, suspension, expulsion, or dismissal from the university.

J. Key Control Policy

Employees may be issued specific keys to offices and/or buildings they need to access to conduct their work. Each key holder is responsible for the key(s) issued to him or her and should report a lost or stolen key to the supervisor or department head immediately. Key holders must not loan or transfer keys to another person and should not unlock doors for unauthorized persons.

Departments must keep accurate records of keys assigned and retrieve all keys when they are no longer needed due to a key holder ending employment, changing job requirements or transferring to another office.

All locks and door hardware used on campus must comply with appropriate technical standards and codes, including building, fire and Americans with Disabilities Act. For additional procedures and responsibilities see *Key Control Policy* on MyBelmont.

K. Environmental Policy Statement

Empowering men and women in a Christian community to engage and transform the world includes educating them to protect and care for Creation. Believing that the natural environment is a gift from God, the university will endeavor to model for its students and the broader community appropriate institutional behaviors which protect the environment including respect for and compliance with all applicable environmental laws and regulations.

Belmont University will prevent pollution and reduce its negative impact on the environment by using renewable resources wherever feasible, educating its population on best environmental practices related to university processes and/or environmental regulations, providing a framework by which improvement will be a continuous, conscientious, and methodical, and by supplying reasonable resources necessary for the attainment of environmental goals and objectives.

Belmont will meet these commitments by:

1. Develop and recommend environmental objectives as well as solutions to implement those objectives.
2. Perform initial and thereafter annual reviews of Belmont's EPA mandated environmental aspects and impacts.
3. Choose objectives from the aspect and impact review for approval by Senior Leadership Team and assignment to appropriate department on campus for action.
4. Conduct quarterly audits to assess progress on attaining objectives and sharing reports with the Senior Leadership Team.

The EH&ST will coordinate its efforts with all ongoing campus environmental initiatives and assist as needed with the planning and coordination of such ongoing campus environmental initiatives whenever possible.

L. Solicitation Policy

In order to create an atmosphere that is conducive to collegiality and efficiency, Belmont employees shall not engage in commercial or charitable solicitation of students or employees of the university during work time. "Work time" is defined as any time when the soliciting employee or the employee being solicited is scheduled to be working. Outside of work time, no one may solicit or distribute solicitation material on University property or use University resources, including e-mail, for such a purpose without proper authorization.

Authorization for any type of solicitation must be approved by the Office of Human Resources. Posters or flyers must be pre-approved by the Student Activities Office prior to posting.

M. Pets and Other Animals on Campus

Belmont University strives to promote a safe and healthy learning and working environment. Consequently, pets and other animals are prohibited from university-owned buildings unless the animal is in the service of a person with a disability or the animal is used in classroom instruction. Members of the Belmont community

and neighbors are free to walk their pets on campus so long as the pets are on a leash and cleaned up after.

N. Faculty and Staff Office Spaces

Belmont University provides faculty and staff members with appropriate office space to facilitate their work. Such office space is expected to be maintained in an orderly and appropriate manner and the faculty/staff member(s) resident in the office space is/are expected to comply with the following policy statements related to faculty and staff offices.

While faculty and staff office space is University space, faculty and staff members who are assigned to use this office space may wish to include personal and professional items (diplomas, pictures, photos, teaching aids, awards, etc.) within those spaces. The intent of this policy is to provide guidelines for the appropriate inclusion of personal items within faculty and staff offices while avoiding damage to University property and facilities. Please note that Belmont University recognizes that any policy of this nature may not anticipate every possible issue or circumstance that may arise with respect to faculty and staff office décor or the use of faculty or staff office space. Therefore, the University reserves the right to impose reasonable restrictions and/or requirements with respect to the place and manner of personalization/decoration within faculty and staff office spaces and other campus spaces. These restrictions may be made in addition to, or in lieu of, those set forth in this policy. In addition, it is assumed that no decorations within faculty or staff offices should be in conflict with the Mission, Vision, or Values of the University.

Appropriate decorations that faculty and staff members may wish to install in their faculty offices would include academic degrees, photographs, pictures, posters, awards, or items used to supplement course instruction, though no item may be installed in any faculty or staff office without prior approval of the faculty or staff members dean or vice president. Given the differing types of construction materials used in various campus locations, as well as the reality that electrical, plumbing and other utilities are housed within office walls, the University requires that the installation of items within faculty or staff offices must be done only by personnel from Facilities Management Services (FMS). Once approved by the dean or vice president, FMS will be contacted by the dean's or vice president's staff to arrange a time with the faculty or staff member for the installation of the approved items.

Faculty or staff members may be provided with a hook that may be used to hold coats, etc. in their office if the inclusion of such a hook is necessary. This hook will be installed by FMS.

Beyond the installation of personal items noted in the paragraphs above, faculty and staff members may not alter the interior of faculty or staff office space. Alterations include, but are not limited to:

- Making structural changes to the office, modifying wall coverings; painting or covering of walls, windows, furniture or equipment;
- Installing, removing, or changing flooring; in addition, under no circumstances can any items be permanently affixed to the floors;
- Hanging/installing blinds, draperies, or shades (beyond those installed by the University) in any window, wall, or door;
- Hanging any items on or from the walls, doors, door frames, windows, ceiling, ceiling tile, pipes, etc. without prior approval of their dean/vice president approval;
- Operating heating devices;
- Altering, changing, installing, or removing locks on doors, windows, furniture, or equipment; or
- Augmenting the furniture provided by the University without approval of the dean or vice president.

While not specific to faculty and staff offices it is important to note the following prohibitions are in place for both faculty offices and all campus spaces:

- No materials or decorations may be placed on any of the interior windows in the building and no items should block the glass windows (e.g., bookcases). Inside shades or blinds, beyond what has been installed by the University, may not be used for any of the interior glass windows or glass walls. Bottles, paper stacks, and books may not be placed on any windowsill.
- Using masking tape or other adhesives (including paste, glue, and spray adhesive).
- Using nails, heavy gauge staples, or other metal fasteners.
- Attaching posters or flyers or spray painting on woodwork, statues, or other public art, walls, trees, doors, light/telephone poles, sidewalks/walkways, stairwells, vehicles, roads, grassy areas, windows/transparent surfaces, bus shelters, or other areas not expressly permitted through this policy.

- Posting messages or symbols on grassy areas.
- Hanging banners on external surfaces without first obtaining permission from the appropriate dean or vice president. Such items must be installed by FMS personnel.
- Causing damage to personal or University property.

Belmont University is not responsible for loss, damage or theft of personal belongings and employees are advised to keep valuable items in a safe and secure location.

O. Service of Legal Papers

Service of legal papers (subpoenas, court orders, and/or other documents related to litigation) on the university or any unit of the university may be accepted only by the following officers of the university:

- President
- Provost
- Vice President for Administration and University Counsel
- Vice President for Finance and Operations

All legal papers which are delivered personally or via mail or electronic transmission to a university employee other than the officers listed above should be immediately forwarded to the Office of Administration and University Counsel together with the envelope, any packaging, and a statement identifying the time, date, and manner of delivery.

Service of legal papers that name a specific university employee in his or her individual capacity can only be accepted by that individual. Please refer persons seeking to serve such papers to the Office of Administration and University Counsel for assistance.

P. Privacy Rights of Students

Belmont University fully with the provisions of the Family Educational Rights and Privacy Act (FERPA). This federal law protects the privacy of students, rights of access to education records, and complies with FERPA requirements in the release and disclosure of education records to eligible third parties. The law also provides students the right to inspect substantially all of his or her education records, if they believe the record to be inaccurate or misleading.

Educational records must be made available for inspection and review in the Office of the Registrar. Students seeking review of educational records must give written notice and be provided with a date and time when the records will be provided to the student for inspection. They will be asked to provide identification prior to inspecting their records. "Directory information" and general student records as defined in the law, and listed at Belmont may be disclosed without consent to eligible third parties in a number of circumstances.

Employee Overview

In order to comply with this law, Belmont has formulated and adopted institutional policies and procedures to be followed by the University for its employees and by those interested in gaining access to education records. Under no circumstances shall an employee deemed eligible to have an "educational interest" or "need to know" disclose an education record that is in his/her possession or give control to any person other than the student to whom they pertain. A legitimate educational interest in order to gain records access for a student by any third party will be determined (or confirmed) by the Office of the Registrar.

All requests to inspect and review records not within the employee's possession or control and all requests by third parties (including the student's parents) to inspect and review records shall be referred to the Office of the Registrar. It is the policy of the University to allow students to inspect and review their education records however, the university may redacted prior to review if those records contain any of the following:

- information on more than one student is contained in
- financial information on his or her parents; or
- confidential letters and statements of recommendation, if the student has waived his or her right to inspect letters related to the student's admission to the college, application for employment or receipt of honorary recognition.

Q. Grievance Policy

Introduction

It is the intent of the University to protect its employees from mistreatment, abuse, exploitation, and misconduct in the workplace at all times. If an employee experiences such behavior and the behavior is unrelated to the employee's status as a member of a protected class under the university policy on non-discrimination, the employee has the opportunity to pursue a grievance as defined by this policy. Employees should first seek assistance from their immediate supervisors who are responsible for making a good faith effort to address the reported misconduct and identify an appropriate resolution. If these efforts are not successful, they should then communicate the problem to the next level of management. If these measures are unsuccessful, employees are entitled to use the University's Grievance Process without fear of retaliation for their decision to pursue a grievance.

Please see the Faculty Handbook for faculty grievance policies.

Who is covered?

All regular full or part time staff are eligible to use the Grievance Process. This procedure does not cover temporary staff or student employees.

Scope

The Grievance Process does not apply to disputes involving any of the following actions:

- Disciplinary actions
- Involuntary separation, as the University reserves the right to terminate employment as an employment-at-will employer.
- Salaries and wages including raises or bonuses.
- Performance evaluations.

Any disagreement an employee has with disciplinary actions, wages, and performance ratings should be discussed with his or her direct supervisor's manager.

Termination of the Process

An employee may withdraw a grievance at any time by notifying a Human Resources Generalist. A Human Resource Generalist may terminate the process at any point if it is determined that the employee failed to take actions required by the process in a timely manner or otherwise impeded effective resolution of the grievance.

Procedures

As a first step, employees should try to resolve the issue by discussing it with his/her immediate supervisor within ten (10) calendar days of the occurrence of the incident giving rise to the grievance. In the event the employee and supervisor are unable to resolve the matter, then both parties should then meet with the next level of management to discuss a resolution.

If the issue cannot be resolved through the efforts outlined above, the employee may then submit a written request of his/her intent to utilize the Grievance Process to a Human Resources Generalist. The written notification of the grievance should include the specifics of the grievance and outline what efforts have been taken to resolve the issue. A Human Resources Generalist will then request a meeting with the parties to discuss the grievance to seek a resolution. If the parties cannot agree upon a resolution, the parties may be referred to mediation.

If the parties are unable to informally resolve the issue, they do not wish to pursue mediation or are unsuccessful in resolving the issue through mediation, a Human Resource Generalist will forward the employee's written grievance and a written report outlining the additional steps taken to resolve the issue to the Vice President and Chief of Staff to determine a resolution.

The Vice President and Chief of Staff shall render a final written decision to all parties within ten (10) calendar days of receipt of the information.

R. Affirmative Action Policy

In addition to the policy of non-discrimination, the University has established an Affirmative Action Plan using the guidelines set forth by the Office of Federal Contract Compliance Programs. The purpose of the affirmative action plan follows its regulation 41 CFR 60-2.10:

An affirmative action plan is a set of specific and results-oriented procedures to which a contractor commits him or herself to apply every good faith effort. The objective of those procedures plus such efforts is equal employment opportunity. Procedures without effort to make them work are meaningless, and effort, undirected by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women and, further, goals and timetables to which the contractor's good-faith efforts must be directed to correct the deficiencies and thus to achieve prompt and full utilization of minorities and women at all levels and in all segments of its workforce where deficiencies exist.

The University recognizes that the presence of a diverse faculty and staff is educationally desirable. It further acknowledges that past practices of admission and employment tended to have an adverse effect on the employment opportunities of members of previously excluded groups, or groups whose employment or promotional opportunities have been artificially limited. In order to overcome the lack of adequate representation of minority faculty and staff, Belmont has adopted a policy of affirmative action.

The University therefore has and will continue to identify and work to eliminate any institutional employment practices which are not directly related to qualifications and/or job performance. These practices shall include an ongoing review of the initial application and interview process, the contents of job descriptions, pre-employment questions and tests, job qualifications and procedures and programs which bear upon opportunities for advancement within the University.

The University will generally pursue a program of open recruitment to avoid the possible discriminatory effects of a closed system. Belmont will conduct ongoing evaluations of the means by which candidates for employment are sought, to the end that the pool of candidates will include qualified persons including qualified minorities and women.

Similarly, the University's academic program is available to students without regard to race, sex, color, national or ethnic origin, age, sexual orientation, disability or military service. The University is committed to a policy of enrollment which encourages a diverse student body as a desirable educational goal. Belmont will conduct ongoing evaluations of the means by which it creates pools of prospective students and every aspect of University life which might result in inadvertent discrimination.

This policy shall be made clear to all persons in the University community and to those who come into contact with Belmont. The policy shall be included in the employee handbook, faculty handbook and will be included in orientation for new faculty and staff.

S. Dress Code Policy

All Belmont University employees should project a professional and welcoming image to the students, parents and customers with whom they interact. The use of appropriate discretion in the choice of clothing and in personal appearance is essential to maintaining the safe and efficient operation of the University. Employees are expected to dress in a manner appropriate to their working environment and to the type of work performed and to maintain personal cleanliness and hygiene, avoiding excessive use of perfume and cologne. Employees, in conjunction with their managers and/or an appropriate member of senior leadership, may use their judgment regarding the days that they wear "business casual" dress. The schedule of activities should determine work attire.

The following guidelines apply to "business casual" attire:

- Appropriate business casual attire includes slacks, skirts, ladies' tops and blouses, and shirts with collars.
- Appropriate business casual attire does not generally include casual athletic attire such as sweatshirts, sweatpants, low cut shirts, spandex, flip flops, cropped shirts and gym shorts or cut offs, unless it is

appropriate for the department or specific activity – for example, Athletics T-shirts and sweatshirts with Belmont logos are acceptable. Dirty or torn clothes and t-shirts with inappropriate language are never appropriate attire.

- Employees who are required to wear uniforms are expected to wear them in their entirety.
- Staff members must abide by the safety policies and procedures of their departments and wear required protective clothing and safety equipment. Some departments may have their own policies or dress codes appropriate to the nature of the work done within those departments. Employees should consult with their supervisor regarding any dress code requirement specific to their department.

T. Anniversary Date Policy

The date an employee begins his or her current term of continuous employment at Belmont is the employee's "anniversary date." This date is important for many reasons, especially because it is used in determining eligibility for certain employee benefits as well as Length of Service awards. Please note that employees who transition from part-time to full-time will use the anniversary date of full-time employment to determine the month of vacation rollover. Faculty who transition from a full-time, 10-month position to a full-time, 12-month position will use the anniversary date of 10-month employment to determine the month of vacation rollover.

U. Authorization to Use Photograph or Video

From time to time, University personnel will photograph or videotape campus events for the instructional, documentary, promotional, public relations, and/or advertising purposes of Belmont University. Employees agree that such photographs or video may be used for these purposes by Belmont University. If an employee objects to this provision of employment, he or she should provide written notice of this objection to the Office of Communications.

V. Privacy Policy

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its implementing regulations restrict Belmont's ability to use and disclose protected health information (PHI). PHI means information that is created or received by our group welfare benefits plan (the Plan) and relates to the past, present or future physical or mental health or condition of a participant; the provision of health care to a participant; or the past, present or future payment for the provision of health care to a participant; and that identifies the participant or for which there is a reasonable basis to believe the information can be used to identify the participant. PHI includes information of persons living or deceased. All members of Belmont's workforce who have access to PHI must comply with the HIPAA regulations.

For more information, see the complete HIPAA Privacy Policy available on the Human Resources website at <http://my.belmont.edu> or contact the Office of Human Resources.

Under the Gramm-Leach-Bliley Act (GLBA), Belmont University is required to provide an Information Security Program to safeguard any record containing nonpublic personal information about a customer, whether in paper, electronic or other form that is handled or maintained by or on behalf of the university. Additionally, Belmont is committed to protecting information that is considered personal or confidential even if this information will not lead to identify theft if compromised. Belmont University has appointed an Information Security Policy Coordinator in compliance with the GLBA requirements. The Coordinator's role is to help the relevant offices of the University minimize potential and actual risks to security and privacy breaches of information. Each college or school will conduct an annual data security review with guidance from the Information Security Policy Coordinator.

In the event that an unintentional information disclosure occurs or for more information, please contact the Office of Risk Management and Compliance.

W. Accommodations for Employees with Disabilities

The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination and ensures equal opportunity for persons with disabilities in employment. In accordance with the ADA and Belmont's non-discrimination

policies, Belmont University provides reasonable accommodation to employees who are disabled or who become disabled and need assistance to perform the essential functions of their position. The Department of Labor asks employers to survey employees allowing them to voluntarily identify themselves as disabled. Belmont will use the collected data to assess employment practices and recruitment efforts to increase the number of employees with disabilities. If you have a disability and would like to request an accommodation to perform your work responsibilities, please contact the Office of Human Resources. Per the University's Privacy and HIPAA Policies, all protected health information will be kept private. Absences due to qualifying reasons protected by FMLA, ADA and/or other federal or state leave laws will be considered approved absences and will not negatively impact an employee's personnel record nor result in the accumulation of any points in the Facilities Management Services or Office of Campus Security absence tracking system, provided the employee complies with their responsibilities under these laws. For more information, please contact the Office of Human Resources.

X. Mission Trips

Staff employees are allowed to lead a Belmont University mission trip organized through University Ministries with the permission of their supervisor. Because staff members will be working with Belmont students for the entire time in fulfillment of the University's mission, up to five days per year will not be counted as vacation time. However, such trip leadership must not interfere with the normal operations of the staff member's work area.

Y. Code of Ethics

Preamble

As affirmed in its mission statement, Belmont University is a Christian community where the faculty, administration and staff "uphold Jesus as the Christ and as the measure for all things." Therefore the University's trustees, administrators, faculty, and staff are expected to conform their conduct to the highest ethical and moral standards. In recognition of this expectation and to aid Belmont personnel in these efforts, the University has established this Code of Ethics. This code includes the University's core values as well as policy statements on conflicts of interest, acceptance of gifts, and the proper use of the University's assets.

Core Values

Values serve as guiding principles that shape our daily actions. A relentless focus on core values helps the University move toward its vision of being "a leader among teaching universities, bringing together the best of liberal arts and professional education in a Christian community of learning and service."

Belmont proclaims these values:

- Integrity
- Inquiry
- Collaboration
- Service
- Humility

Z. Indemnification Provision

Each employee of the University shall be indemnified to the fullest extent allowed under state law against all expenses actually and necessarily incurred and any liability paid by such employee in connection with any actual or threatened claim, action, suit, or proceeding to which he or she has been made a party by reason of being or having been an employee of the University. The University shall cover such expenses and liabilities except in relation to matters where the employee shall be adjudicated in the action, suit or proceeding to be liable for willful, wanton, gross, or other forms of negligence in the performance of duty.

AA. Conflict of Interest Policy: Directors and Officers

Scope

The following statement of policy is adopted pursuant to Article X of the Bylaws of Belmont University. It applies to each member of the board and to all officers of Belmont University including the president, vice presidents, members of the Senior Leadership Team and deans.

Fiduciary Responsibilities

Members of the board and officers must fulfill their fiduciary duty to Belmont University by making decisions with a desire to promote, protect and advance the best interests of the University.

Directors and officers of Belmont University frequently also serve as directors, officers, employees and/or owners of other institutions and organizations, for profit and not for profit alike. Consequently, an effective board and administration cannot consist of individuals entirely free from actual or apparent conflicts of interest. Although most potential conflicts are and will be deemed to be inconsequential, everyone has the responsibility to ensure that the board is made aware of situations that could create conflicts of interest or the appearance of conflicts of interest, whether they be personal, familial, or business relationships. As a result, the board requires each director and institutional officer to annually review this policy; disclose any possible personal, familial, or business relationships that could create a conflict or the appearance of a conflict involving the University; and acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

Disclosure

All directors and officers are requested to list on the Conflict of Interest Disclosure form any business relationships which meet the following criteria:

- The business relationship is with an outside organization; and
- The business relationship is maintained by the director, officer, or a member of their family; and
- The organization does business with the University or the business relationship could be construed to affect the director or officer's judgment in making decisions for the University.

In the event a director or officer is uncertain whether a particular business relationship should be listed, the chair of the board of trustees and/or the president should be consulted. The chair of the board of trustees and/or the president may then elect to consult with legal counsel, the executive committee, or the board of trustees in executive session. The board will resolve any question as to whether a conflict exists in executive session, in the director/officer's absence, and by majority vote. All information regarding disclosure, including information provided on the disclosure form, will be held in confidence unless the best interests of the institution would be served by disclosure. However, disclosure will only take place after consultation with the director or officer.

The following definitions are provided to help directors and officers decide whether a relationship should be disclosed:

Business relationship

A relationship in which a director or officer or their family member receives a *substantial benefit* from an organization, or where the director or officer or their family member serves as an officer, director, employee, member, partner, trustee, or controlling stockholder of an organization that does *significant business* with the University.

Substantial benefit

When a director or officer or member of their family (1) is the owner or receives the benefit of more than five percent of the voting stock or controlling interest of an organization or (2) a director, officer, or family member directly, indirectly, or potentially receives benefits from an organization through cash or property receipts in excess of \$10,000 in a twelve-month period.

Family member

Includes a spouse, parents, siblings, and children. Also includes other relatives if the relative resides in the same household as the director or officer.

Significant business

The University has determined that it does “significant business” with a party when the relationship results in payments for goods or services of more than \$10,000 a year.

Restraint on Participation

Directors or officers who have declared or been found to have a conflict of interest will be required to refrain from participating in the consideration of proposed transactions, unless the board or administration requests information or interpretation from the director or officer for special reasons. Persons with conflicts will not be present for the discussion of the proposed transaction, will abstain from voting on the matter, and will not be present at the time of the vote.

BB. Conflict of Interest Policy: Faculty and Staff

Scope

The responsibilities contained in the foregoing section of this Conflict of Interest Policy applicable to Directors and Officers shall also apply to any faculty or staff member administering or directly benefiting from a contract with federal, state or local governments, including agreements for government funded research grants. All other faculty and staff shall abide by the following policy.

Professional Responsibilities

Faculty and staff should at all times exercise discretion and good judgment in determining whether a relationship is a conflict of interest that should be disclosed to the university. Full-time faculty and staff owe their primary professional allegiance to the university. A conflict of interest occurs when a faculty or staff member's private interests conflict with his or her professional obligations to the university to the extent that an independent observer might question whether the faculty or staff member's professional actions or decisions are motivated by personal gain or are a detriment to the university's finances, image and/or reputation. Conflicts of interest could even concern allocation of time and energies, such as consulting, public service or pro bono work which conflicts with the faculty or staff member's commitment to the university.

These conflicts of interest can arise under many situations, some of which are completely out of the control of the employee involved. Although most conflicts will be deemed to be inconsequential, faculty and staff are required to make the university aware of situations that involve personal, familial, business, or volunteer relationships that could create conflicts of interest or the appearance of conflicts of interest.

Conflict Resolution Committee

A Conflict Resolution Committee is established to resolve conflicts of interest in a timely, equitable, and efficient manner. The committee is composed of the Provost, Director of Human Resources, and University Counsel. The current members of the committee are:

Thomas Burns, Provost

Leslie Lenser, Senior Director of Human Resources

Jason Rogers, Vice President for Administration and University Counsel

Disclosure

Faculty and staff with a potential conflict of interest are required to list on the Conflict of Interest Disclosure Form (found on <http://my.belmont.edu>) those relationships that they (or members of their family) maintain with organizations that do business with the university or that otherwise could be seen as an influence on their professional actions, decisions, or performance. In the event a faculty or staff member is uncertain whether a particular relationship should be listed, the Conflict Resolution Committee may be consulted. All information disclosed will be held in confidence except when the Conflict Resolution Committee determines the best interests of the university would be served by disclosure.

Resolution of Conflicts

Should a conflict of interest be found, the Conflict Resolution Committee will devise a solution to protect both the interests of the university and the interests of the faculty or staff member. If the faculty or staff member is associated with a government contract, government procedures and requirements will be observed.

CC. Lactation Room Policy

The University provides a private lactation room in the Janet Ayers Academic Center (JAAC) for mothers to use to express milk. The room number is 2068. The Lactation Room is furnished with a chair, clock, a table and a refrigerator reserved for the storage of breast milk. This room has keypad access. The keypad code can be obtained by contacting the Office of Human Resources. A schedule of usage is available in Outlook, instructions will be emailed to participants along with the access code. Campus visitors who wish to use this room to express breast milk should contact the Office of Human Resources.

For further information, contact the Office of Human Resources.

DD. Publicity and News Media

Contact with external agencies and media outlets regarding publicity or the sharing of information on behalf of Belmont University should be handled first by the Office of Communications. Employees should not share information with the media or with the general public unless authorized to do so. Any incoming media requests should be referred to communication@belmont.edu or (615) 460-6650.

EE. External Data Release Policy

The Belmont University Office of Assessment and Institutional Research (OAIR) manages data collection and distribution for internal Belmont stakeholders as well as external sources such as state and federal reporting, and public information requests. Requests for University data should be submitted to OAIR and will be considered according to FERPA and other guidelines along with approval from the Provost and appropriate offices. The University does not grant data requests for the purposes of individual research to persons not affiliated with Belmont.

VI. Safety and Wellness

A. Policy on Safety and Health

It is the policy of Belmont University to create and maintain an environment conducive to the health and safety of all students, faculty, staff and visitors while on University premises or participating in University-sponsored activities. Commitment at every level of faculty, staff and administration is necessary for the realization of such an environment. Health and wellness as well as risk management and loss control are the responsibilities of each employee of Belmont University. To be successful, the University will plan for and consider these areas with the same emphasis as any other aspect of the University's operation.

The University will provide general health and safety standards to the campus. Specific operational procedures will be established and implemented by each office or department as required. Each unit will develop an identifiable plan for a safety and health program that will be used in the prevention of personal injury and property damage.

Belmont University will adhere to all laws of the State of Tennessee and to local and federal codes, ordinances and regulations. For more information about Belmont's health and wellness offerings, please contact the Office of Human Resources or visit the HR Website at <http://my.belmont.edu>.

B. Employee Drug and Alcohol Policy and Drug-Free Workplace Policy

Standard of Conduct

Recent federal legislation requires that the following policy and accompanying penalties be enforced with regard to all Belmont employees.

The manufacture, possession, sale, use or distribution of any alcoholic beverage on campus or at any University-sponsored activity (including off-campus events funded by Belmont University or while on University business) is prohibited. In addition, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the campus of Belmont University. A violation of these standards of conduct by an employee will result in one or more of the following disciplinary sanctions: formal reprimand, required participation in a rehabilitation program, suspension or termination. Further, an employee who is convicted of a violation of any criminal drug statute must notify his immediate supervisor no later than five days after such conviction. Failure to report shall be grounds for immediate termination. If reported and depending upon the facts as they appear to the appropriate University officials, the convicted employee will be subject to personnel action up to and including termination, or be required, at the University's discretion, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by federal, state or local health, law enforcement or other appropriate agency.

Employees and other individuals performing work for the University also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns. An exception is when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

The University maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any University employee, including themselves.

Disciplinary Sanctions

Any employee found to be in violation of this drug and alcohol policy may be subject to one or more of the following disciplinary sanctions. Belmont University reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

- The use or possession of alcoholic beverages on campus or at any University-sponsored activity may result in required participation in a drug or alcohol treatment or rehabilitation program and/or suspension without pay for an appropriate period of time.
- The use or possession of illicit drugs on campus or at any University-sponsored activity may result in participation in a treatment program and suspension without pay or immediate termination.
- The distribution of alcoholic beverages on campus or at any University-sponsored activity may result in participation in a treatment program, suspension without pay or immediate termination.
- The distribution of illicit drugs on campus or at any University-sponsored activity may result in participation in a treatment program, immediate termination and/or referral of the matter for criminal prosecution.

Treatment, Rehabilitation and Re-Entry Programs Available to Employees

Belmont University provides no treatment, rehabilitation or re-entry programs for employees with substance-abuse problems. The University does provide to employees and their family members Employee Assistance Program (EAP) services. The EAP, which provides services for clinical, emotional and work-life issues, is voluntary and confidential. Privacy is guaranteed under the law when an employee self-refers. Employees can access EAP services 24 hours a day, 365 days a year. For more information on the EAP visit the HR Website at <http://my.belmont.edu>.

See Appendix 3 for an outline of penalties for drug related offenses.

C. Children on Campus

The University has developed policies and benefits that are supportive of healthy families. Belmont recognizes that when it comes to child care, parents of young children face unique challenges in meeting the responsibilities of family life and a career. However, the work place is not an appropriate place for minor children on a frequent or continuing basis, for the following reasons:

Children are best situated in environments that are specifically designed and staffed to meet their needs;

- The work place is primarily designed as an adult-oriented environment;
- Children in the work place create a potential liability for their parents and the University;
- Children disrupt the work place both for the employee with the child and for others in the work area, and
- Children in the work place create an atmosphere that may not be conducive to achievement of the department's specific goals and objectives.

Regular, repeated visits by children are not permitted. Children may be brought to work places by parent employees for brief visits or other times when common sense would dictate that it is more efficient for the employee to bring the child into an office (following or before a dental or well-visit to a physician's appointment, for example) provided the parent secures the immediate supervisor's prior approval. It is not appropriate for children of any age to be in the work place on a regular basis, such as after school each school day or on regularly scheduled school holidays or during summer vacations.

In the event of an emergency, and if there are no other alternatives, parent employees may have children present in the work place for brief periods of time, provided the parent secures the immediate supervisor's prior approval. Such arrangements are only to be temporary in nature and may be granted only in circumstances where safety issues (such as stairs and stairwells, open windows, office machines, etc.) have been satisfactorily addressed.

Whenever children are on campus, they must be supervised at all times by their parent or by a responsible adult secured for this specific purpose by the parent. Supervision means being in the physical presence of the child(ren) at all times. Parent employees may not leave their children in the custody of another University employee, even for brief periods of time.

D. Protecting Minors on Campus Policy

The Protecting Minors on Campus Policy is intended to prevent the abuse and exploitation of Minors on

Belmont's campus. The policy applies to activities and programs operated by Belmont University where Minors are present on Belmont's campus, at Rose Park, and at other Belmont locations. The policy includes the implementation (required program registration, background checks, training, practices, conduct) and reporting of allegations of inappropriate conduct. The full policy is posted on the Risk Management Website at <http://www.belmont.edu/risk-management/protecting-minors.html>.

E. Workplace Violence Policy

Belmont University is committed to providing a workplace that is as free as possible from intimidation, threats of violence and acts of violence.

Definitions:

Intimidation – an intentional act toward another person, causing the other person to reasonably fear for his/her safety or the safety of others.

Threat of Violence – an intentional act that threatens bodily harm to another person or damage to the property of another.

Act of Violence – An intentional act that causes bodily harm, however slight, to another person or damage to the property of another.

The University prohibits acts of intimidation as well as actual or threatened violence against co-workers, visitors, or any other persons who are either on campus or have contact with University employees in the course of their duties. The following types of behaviors are examples of violation of University policy:

- Unwelcome name calling, obscene language, and other abusive behavior
- Intimidation through direct or veiled verbal threats including those issued via voice mail messages, email or social media.
- Throwing objects in the workplace regardless of the size or type of object being thrown, or whether a person is the target of the thrown object
-
- Physically touching another person in an intimidating, malicious, or harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing
- Physically intimidating others including such acts as obscene gestures, shouting, fist shaking, and stalking

Security and safety in the workplace require the cooperation of every employee. Any employee who is the subject of, or a witness to, a suspected violation of this policy whether in the workplace or at his or her home is strongly encouraged to report the violation to the next-in-line supervisor who is not a party to the violation or to the Office of Human Resources. Any emergency, perceived emergency, or suspected criminal conduct shall be immediately reported to the Office of Campus Security. If the violation happens off campus, the employee is encouraged to call local police.

Violence in the workplace includes relationship violence that intrudes into the workplace endangering a person in the relationship or others in the workplace. If you have obtained an Order for Victim Protection that includes location(s) such as your residence, your workplace, or other protected areas immediately provide a copy of the order to Campus Security.

Any employee found to be in violation of this policy shall be subject to disciplinary action up to and including dismissal, pursuant to applicable policies, arrest and/or criminal prosecution.

F. Hazard Communication Policy

Belmont University recognizes that every workplace contains some substances which could pose potential health problems to individuals if exposed to them in a manner not prescribed and that Belmont employees have the right to know the potential safety and health risks posed by such substances. Belmont University's Hazard Communication policy will be administered by the Office of Risk Management and Compliance.

For complete policy see [appendix 2](#) or contact the Office of Risk Management and Compliance at 615-460-5429.

G. Tobacco Free Policy

Belmont University is dedicated to the health and wellbeing of all of its students, faculty and staff. In an endeavor to provide the healthiest possible environment, a smoke/tobacco-free campus policy was introduced August 15, 2011. Knowing the detrimental effects of tobacco use, we believe that we can no longer support its use on campus.

The use of tobacco is prohibited within the main University campus. This includes all buildings (including residence halls), parking structures, campus walkways, University owned vehicles, and privately owned vehicles parked on University property. This policy applies to all students, faculty, staff, contractors, vendors, and other visitors to all University property. Prohibited tobacco products include, but are not limited to, cigarettes, cigars, cigarillos, pipes, hookahs, and all smokeless tobacco.

Enforcement

All faculty, staff, and students have collective responsibility to promote the safety and health of the campus community and, therefore, share in the responsibility of enforcement. The Offices of Campus Security and Residence Life are authorized to issue citations for violations of the policy. The Office of Residence Life will enforce the policy within the residential community of buildings and proximate exteriors. Students found in violation of the policy will be submitted to the University judicial process.

The Office of Campus Security will also enforce observed and reported violations throughout the campus community and will support the actions of the Office of Residence Life.

Faculty, staff, contractors, vendors, and other visitors in violation of the policy will be reminded in a professional and courteous manner of the University policy. Failure to comply with the request should be reported to the Office of Campus Security. Repeated offenses will be reported to their respective supervisors and to the Office of Human Resources for further disciplinary action.

Employee Sanctions for Violating the Tobacco Free Policy

First Violation:

Inside a Building—Health & Safety Fine of \$150

(The sanction for smoking inside buildings is heightened since that is a leading factor for building fires, especially in residence halls.)

Outside—Health & Safety Fine of \$75

Second Violation:

Upon a second violation, employee sanctions may include, but are not limited to, Health Assessment with University Health Services, meeting with supervisor, suspension for up to two days without pay and a Health & Safety Fine of \$200.

Third Violation:

Suspension without pay for up to four days or termination.

Resources

Health Services offers individual consultations to create a four-month personalized smoking cessation program. The Health Services Pharmacy will also offer a discount on smoking cessation products.

H. Belmont Driver Safety Policy

To see the complete Belmont University Driver Safety Policy, go to the Office of Risk Management and Compliance website at http://www.belmont.edu/riskmanagement/driving_policy.html.

Belmont employees must request a Motor Vehicle Record (MVR) when driving a personal vehicle for any university-related business more than once a week, and/or when driving a vehicle leased, rented, loaned to, or owned by Belmont University.

Belmont students (age 20 or older) must request a MVR when driving a vehicle leased, rented, loaned to, or owned by Belmont University, driving a personal vehicle more than once a week at the request of a Belmont employee as part of a university organized or university sponsored trip, and/or driving a personal vehicle more than once a week for a Belmont Affiliated or Chartered Student Organization (MVRs not needed for practices).

Required Training:

1. Anyone who will be driving a 12-passenger van, box truck, cargo van, or similar cargo vehicle must complete an online driver safety training, which will be provided by the university and is valid for three years once completed.
2. Anyone who's MVR has a Borderline status must complete and provide proof of completion for a Driver Safety Course such as the one located at: <http://www.tennesseeonlinetrafficschool.com/index.aspx>.
3. Anyone whose MVR has a Not-Approved status will not be allowed to drive for the university.

I. Campus Emergency Plan

During an emergency situation, immediate and appropriate action is required of every member of the Belmont community. To ensure that an effective response occurs, each employee should be familiar with the emergency guidelines contained in the Campus Emergency Plan.

Being familiar with these guidelines before an emergency occurs will enhance the safety of all employees, students and visitors during a crisis by ensuring appropriate and rapid response and allowing emergency personnel to respond directly to the crisis. The Campus Emergency Plan is accessible through MyBelmont in the folder titled "Campus Security and Safety." For those with no computer access, a hard copy can be obtained by calling the Office of Risk Management and Compliance at 615-460-5429.

The Office of Communications implements a variety of methods to communicate emergency information to campus, including but not limited to text alerts, campus-wide emails and voicemails, MyBelmont campus announcements, the (615) 460-5000 News Line and updates to the Belmont.edu website. The communication resources that are used vary depending on the nature and circumstances of the emergency.

J. Belmont University Emergency Communications

Belmont University possesses access to a variety of tools to communicate emergency information and campus closures and will implement different options depending on the circumstances. These include Belmont Alerts, which offers email, text alert and voice calls in the event of a crisis. Through Belmont Alerts, all students, faculty and staff receive emails to their Belmont-associated address in the event of a campus emergency or closure. However, text messages provide a more rapid means of informing our community of critical information, and all campus members are strongly encouraged to add their cell numbers to this system to receive emergency text messages:

Directions for Belmont Text Alerts:

- Sign in to your [MyBelmont](#) account
- Select the Campus Security and Safety folder on the left side of the page
- Click on the Belmont Alerts link
- Agree to the Terms of Use statement
- Use the "Mobile Phones" field to enter the cell phone numbers—yours and any appropriate family members--that you want to receive Belmont Alerts

Employees are also encouraged to follow the University's primary social media accounts (Facebook/Twitter) as these will also provide rapid communication options. In addition, the Belmont University News Line (615-460-5000), the University websites (www.belmont.edu and <https://my.belmont.edu/>) and local media may also be used to communicate with the campus and community in the event of an emergency. Please remember that the Office of Communications and Campus Security are the authorized outlets to communicate with the University and media in a crisis—departments can repeat the information this office

provides on departmental emails, social media outlets, etc. but are encouraged to follow their lead in emergency situations.

These outlets will also provide information regarding class cancellations or office closings due to the inclement weather. It is important that classes meet and offices remain open unless an official decision by the Provost has been made and announced via the outlets noted above.

In weather or emergency communications, **CLASSES CANCELED** means that **NO** classes will meet for the time period identified. Campus offices, including academic offices, will remain open. **CAMPUS CLOSED, EXCEPT FOR CRITICAL SERVICES AND EMERGENCY PERSONNEL**, means classes do not meet. All offices are closed except for those personnel whose work is necessary for the protection and maintenance of the campus. All scheduled events on campus are canceled. For questions concerning whether a job is defined as a “critical services position,” employees should speak with their manager or contact the Office of Human Resources.

K. Fire Prevention Policy

The Belmont campus is graced by many beautiful historic buildings as well as densely populated newer buildings. A fire in any of these structures can result in significant harm to people and to property. The fire prevention policy is intended to protect persons from harm and Belmont University property from damage. Even a small fire can have devastating effect on individual lives and/or the continued functioning of one or more Belmont offices/departments. It is the responsibility of every employee to comply with these regulations in order to prevent fires on campus. Failure to comply with this policy will result in disciplinary action at the discretion of the violator’s immediate supervisor.

In order to prevent fires in work and/or break areas, the following regulations must be followed at all times.

- The burning of candles is prohibited.
- The use of additional space heaters on campus is prohibited.
- Facilities Management Services employees are the only persons authorized to reset breakers. Do not overload circuits. If office equipment is overloading the electrical system (signified by tripping the breaker), the employee should call Facilities Management Services for help in solving the problem.
- No items may be stored in mechanical rooms.
- Facilities Management Services must approve all office/building modifications prior to their initiation. This includes electrical changes and lighting installation.
- Items may not be stored or placed so that they obstruct doorways, hallways, stairwells, exits or pathways.
- Malfunctioning or damaged electrical equipment must not be used.
- Flammable materials may not be placed on or around electrical equipment.
- Extension cords may not be placed where they will be stepped on or pinched in any way.
- Fire suppression sprinkler heads will be maintained with a three-foot area free from obstruction in all directions at all times.

L. Workers’ Compensation – Reporting an Accident

The Workers’ Compensation Laws of Tennessee protect all employees in the event of an occupational injury or disease. When an occupational injury or disease occurs, the incident must be reported within 15 days under Tennessee law.

Please refer to the following procedure:

- If the injury or illness requires emergency medical treatment, call x. 6911 (Campus Security) to request an ambulance in route.
- Choose a physician or health care provider from the list on the Workers’ Compensation web page under the Office of Human Resources at <https://my.belmont.edu/group/human-resources/hr-forms>.
- If the injury or illness does not require emergency treatment or after the injured person has received such treatment, the ill or injured employee’s supervisor must be notified.

- The supervisor completes a First Report of Injury Form and reports the incident to the Office of Human Resources at 460-5650.
- The Office of Human Resources will file the claim with the Workers' Compensation office.

Some important points to remember are:

- The injury or illness should be reported whether or not medical treatment is sought.
- The employee should retain all paperwork from the medical treatment received and give a copy to the Office of Human Resources.
- In seeking medical treatment, the employee should tell the physician's office that the injury or illness is work-related.
- Participation in voluntary recreational activities is not considered to be within the course of employment and will not be covered by Workers' Compensation Insurance.

M. Campus Security Disclosure

Belmont University Campus Security publishes an Annual Security Report (ASR) each year. The ASR provides information on crime statistics and security-related services offered by the university in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Tennessee College and University Security Information Act. The ASR is published annually by Oct 1st each year and a notice of availability is distributed via email to all faculty, staff, and students. The ASR is posted on the Campus Security web site and is available to prospective students and employees at <http://www.belmont.edu/ocs/annual-security-fire-safety.html>. A print copy is also available from Campus Security on request

N. Weapons on Campus

Weapons-Free Campus Policy

Belmont University is a weapon-free campus. Weapons of any kind are strictly prohibited on University property (on and off the main campus), in University facilities, in vehicles on University property, and at University events. A weapon includes any device defined by statute or the University which in the manner used or intended is capable of producing death, harm or bodily injury to person or property. Such devices include but are not limited to guns (including starter pistols, paintball guns, those that shoot projectiles including pellets, BBs, airsoft beads, potatoes, etc.), explosives, ammunition, knives with blades longer than three inches, slingshots, martial arts weapons, and bow and arrow combinations (including crossbows).

In the interest of public safety, the weapon-free campus policy includes items resembling weapons including but not limited to replica, non-firing, rubber, plastic and/or toy guns. Stage props are excluded from this prohibition only as stipulated in the theatrical addendum below.

- Those possessing permits to carry concealed weapons in public are subject to this policy and are prohibited from bringing weapons onto campus or into campus facilities.
- Weapons are not permitted on campus property this includes possession or storage by an individual, in a University facility or vehicle on University property. Hunters must make arrangements to store weapons off campus property and are not permitted to transport weapons on campus.
- Pepper and propellant sprays used for personal protection and self-defense are permitted on campus. Misuse or unauthorized use of these items will be assertively addressed via University conduct processes and/or state and federal statutes. However, electronic devices intended to stun or incapacitate (e.g. Tazors) are considered weapons and are not permitted on campus.
- Exceptions to this policy include uniformed police officers, authorized Belmont security personnel, theatrical props within the provisions identified below (see addendum)

Weapon-Free Campus Policy (Theatrical Addendum)

Stage weapons may be used in preparation and performance of theatrical productions under the restrictions and stipulations that follow:

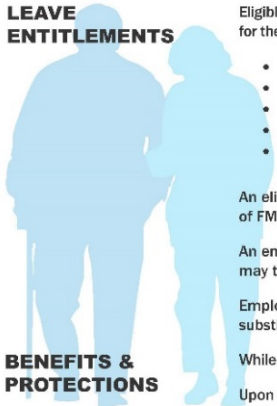
- A stage weapon refers to any device or approximation of a device described as a weapon in the University's weapons-free campus policy. This includes but is not limited to guns, knives, swords, spears, bow and arrows, crossbows, whether capable of inflicting bodily injury or not.
- These stage weapons may be used on campus only in the context of practice for a University-sponsored theatrical event under the authorization of University personnel.
- Stage weapons are permitted only in defined theatrical performance and practice venues. They must be stored and maintained by authorized University personnel and "checked-out" for use under their approval.
- Campus Security must be notified of each instance a stage weapon is to be used and each performance and rehearsal at least one week prior.
- Blades must be blunted, dulled sufficiently so as to pose no actual threat to participants
- Real operable (even if unloaded) firearms are not permitted. Firearms should be rubber or non-functional replicas, and must be incapable mechanically incapable of firing a projectile.
- Starter Pistols or other approved theatrical weapons designed to fire a blank and only a blank are also acceptable.
- Any strange or unusual stage weapon used in a classroom, rehearsal or production event must receive prior approval from security.
- Audience members must be notified prior to the beginning of the performance when stage firearms are to be in use.

VII. APPENDIX 1, FMLA Poster

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division



WH1420 REV 04/16

VIII. APPENDIX 2, HAZARD COMMUNICATIONS POLICY

Purpose, Scope, and Administration

Belmont University recognizes that every workplace contains some substances which could pose potential health problems to individuals if exposed to them in a manner not prescribed and that the Belmont population has the right to know the potential safety and health risks posed by such substances. This policy is to ensure the distribution and availability of related information regarding substances on campus.

Belmont University's Hazard Communication Policy will be administered by the Office of Risk Management and Compliance and enforced by the supervisors, managers, directors, deans, and senior leadership members as needed.

The following procedures do not apply to any substances which are classified as foods, drugs, cosmetics, or tobacco products intended for personal consumption by the campus population or for distribution to the general public.

Chemical Inventory and Safety Data Sheets

- Safety Data Sheets (SDSs) contain information on a hazardous substance. They include information such as product name, chemical abstract service numbers, ingredients, physical data, fire and explosion hazard information, environmental and disposal information, health hazard data, first-aid instructions, and handling precautions.
- Chemical Inventory Lists will be completed/updated annually for each building on campus by department, and turned in to the Office of Risk Management and Compliance by November 1 of each year, using the form in Appendix A (available online at http://www.belmont.edu/riskmanagement/env_health_safety/haz_comm_policy.html).
- For the initial submission of a Chemical Inventory List, SDSs must also be submitted by the submitting department for each hazardous substance, unless alternative arrangements have been made with the Office of Risk Management and Compliance.
- Whenever a new hazardous substance is received, the substance must be added to the Chemical Inventory List within 30 days and submitted to the Office of Risk Management and Compliance, along with the Safety Data Sheet for the new substance.
- A copy of the SDSs must be kept in each building/area, be easily recognizable, and be readily accessible to members of the Belmont population who may come into contact with the substances.
- If problems arise obtaining an SDS sheet for a substance, contact the Office of Risk Management and Compliance at riskmanagement@belmont.edu or (615) 460-5429 for assistance.

Labeling

- All existing labels on containers of hazardous substances must be intact, legible, and written in English. If the label does not meet these criteria, a replacement label must be affixed to the container. The replacement label must include:
 1. Common/trade name of the substance.
 2. Appropriate hazard warning: health, flammability, reactivity, and required personal protective equipment (PPE).
 3. Chemical Abstract Service Number (CAS).
- Portable containers filled with a hazardous chemical must also be labeled with the above information.

Training

All areas in which hazardous substances are used must:

- conduct training on appropriate work and classroom practices, safety measures required, and emergency procedures regarding hazardous materials;
- supply the appropriate PPE equipment and train on its use;
- inform all affected employees and students of the location of the SDS collection; and

- submit employee training records to the Office of Risk Management and Compliance which will maintain Hazardous Communication training records on all employees for length of employment and for 5 years after the employee leaves employment.

Exposure Procedures

- When a person on campus is exposed or potentially exposed to a hazardous substance, he or she must be immediately notified and provided a medical evaluation, monitoring, or treatment.
- After safety and health precautions have been completed, the employee supervising the area/person affected must complete a report of the exposure and submit it to the Office of Risk Management and Compliance.
- The following information should be included in the report: the specific chemical(s), the duration of the exposure, the type of exposure (inhalation, ingestion, skin contact), and personal protective equipment used.
- If the affected person is an employee, a First Report of Injury form must be completed and submitted to Human Resources as soon as possible, but no later than one business day after the event.

IX. APPENDIX 3, PENALTIES RELATED TO DRUG OFFENSES

The Metropolitan Government of Nashville/Davidson County prohibits the following acts and prescribes the corresponding penalties:

- It is unlawful to possess a hypodermic needle, syringe or other item used with any illicit drug or controlled substance that has traces of a controlled substance upon it.
- It is illegal to sell certain types of glue or plastic cement to anyone under 21 years of age. Being under the influence of one of these substances in public is also prohibited.
- It is unlawful for any person under the age of 19; a) To be present in an automobile on any public street when alcohol beverages are being consumed in the automobile; and b) To be present in any public park and be a companion of or otherwise associated with any person who is consuming alcoholic beverages who is not his or her parent or guardian or who has not secured written consent from the parent or guardian for the child to be present.
- It shall be a violation for any person, while on a public street or in a place generally open to the public (and not licensed for the on-premises consumption of alcoholic beverages) to have in their possession any alcoholic beverage for the purpose of consumption in a container unless the container is commercially sealed.
- A pedestrian is prohibited from being under the influence of alcohol or drugs if it is hazardous for him or her to walk along a roadway as a result of such intoxication.
- Each of these offenses is punishable by a \$50 fine. Failure to pay the fine can result in a three-month jail term.

The State of Tennessee prohibits the following acts and prescribes the corresponding penalties:

- Persuading, enticing or sending a person under 21 years of age to purchase alcoholic beverages or buying an alcoholic beverage for one under the age of 21 is punishable by up to 11 months and 29 days in prison and a \$2,500 fine.
- It is illegal to be intoxicated in public. Such behavior can result in up to 30 days in jail and/or a \$50 fine.
- Consuming or possessing alcohol on the premises of an elementary, junior high or high school is punishable by up to 30 days in jail and/or a \$50 fine.
- Driving under the influence of an alcoholic beverage or drug is punishable by a jail term of up to 11 months 29 days, a \$1,500 fine and loss of driving privileges for one year for the first offense to a \$10,000 fine and the loss of driving privileges for up to 10 years for the third offense. In addition, a court may order inpatient treatment at a drug and alcohol rehabilitation center.
- Killing another person while driving a vehicle under the influence of alcohol or drugs can result in a three- to 15-year sentence, a fine of up to \$10,000 and the loss of one's license to drive for up to 10 years.
- Being intoxicated and, as a result of intoxication, recklessly causing serious bodily injury to another while operating a motor vehicle is punishable by two to 12 years in prison and/or a fine of up to \$5,000.
- Consuming or possessing in an open container any alcoholic beverage or beer while operating a motor vehicle may result in up to 30 days in jail and/or a fine of up to \$50.
- It is illegal to possess with the intent to manufacture, deliver or sell an illicit drug or controlled substance with the intent to sell or deliver it to another. Depending on the type of substance and its quantity, such an act is punishable by up to life in prison and a \$500,000 fine.
- The simple possession or casual exchange of an illicit drug or controlled substance is subject to a jail term of up to 11 months and 29 days and a \$2,500 fine. If two or more prior convictions are present, the possible sentence increases to six years in prison and a \$3,000 fine. In addition, a court may order enrollment in a drug offender school and/or community service at a drug treatment facility.
- The casual exchange of even small amounts of an illicit drug or controlled substance with a minor can result in a penalty of up to life in prison and a \$500,000 fine.
- Inhaling, selling, giving or possessing glue, paint, gas aerosol or gas for an unlawful purpose is punishable by a jail term of 11 months 29 days to six years and a fine of up to \$3,000.
- It is illegal to sell or buy any item that is represented to be an illicit drug or controlled substance. Such an act is punishable by up to six years in prison and a \$3,000 fine.

- It is illegal to sell, deliver or possess the seed of jimsonweed on the premises of any elementary, junior high or high school. The penalty for such an act is 11 months and 29 days in jail and/or a fine of up to \$2,500.
- It is unlawful to possess with the intent to manufacture or deliver an anabolic steroid. This act is punishable by two to twelve years in prison and a fine of up to \$50,000.

Health Risks Associated with Drug or Alcohol Use

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory failure, depression, constricted pupils and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsion, coma and possible death. Persons experiencing withdrawal from addition to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in a shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions and possible death.

Withdrawal symptoms include apathy, long period of sleep, irritability, depression and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500–4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Cocaine Base (Schedule II)	28–279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40–399 grams mixture		400 grams or more mixture	
Fentanyl Ana- logue (Schedule I)	10–99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100–999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1–9 grams mixture	Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	10 grams or more mixture	Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Methamphetamine (Schedule II)	5–49 grams pure or 50–499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10–99 grams pure or 100–999 grams mixture		100 gm or more pure or 1 kg or more mixture	
2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.				
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount			
Flunitrazepam (Schedule IV)	Other than 1 gram or more	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount			

For more information, please see “Drugs of Abuse”, 2017 Edition, A DEA Resource Guide at: <https://www.dea.gov/pr/publications.shtml>

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

**The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.*

For more information, please see "Drugs of Abuse", 2017 Edition, A DEA Resource Guide at:
<https://www.dea.gov/pr/publications.shtml>