Concordia University Chicago
River Forest, Illinois

General Employee Handbook
2010-02-01

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1. Introduction

A. Purpose of this Handbook

This Handbook is issued to faculty and staff employees of Concordia University Chicago and its controlled or affiliated entities (hereinafter collectively referred to as “Concordia University Chicago” or the “University”). It provides general information about Concordia University Chicago employment practices, including the benefits provided to you and conduct expected from you as a staff member. It is your responsibility to become familiar with the information in this Handbook. This Handbook does not contain every policy or employment practice of the University and the descriptions contained herein are only summaries. If you have questions or want more detail on a particular practice or benefit, please contact the University’s Office of Human Resources. This Handbook supersedes all other communications, handbooks, memoranda and notices you may have received regarding the topics covered herein. The content of this Handbook may be changed at any time at the sole discretion of the University. If changes are made, you will be informed as soon as practicable through postings on the Office of Human Resources web site, articles in University publications or notices sent directly to you through campus mail or email.

B. Employment at Will

This Handbook is not a contract, guarantee or assurance of employment or of any right to an employment-related benefit or procedure. Your employment as a staff employee is at will. This means that your employment may be terminated, with or without cause, at any time and without prior notice, by you or by the University. This also means that the University may assign additional or different job duties to you and/or alter your job duties at any time. Any employment position that is dependent upon external funding is also at will and may be terminated at any time. Your at-will employment status can only be modified by a written employment agreement signed by the President of the University and you. Your at-will employment status cannot be modified by an oral or implied agreement. Nor can your at-will employment status be modified by any University handbook, including this Handbook, or any course of conduct, practice, policy, performance evaluation, transfer, or your length of service.

C. University Mission, Vision, and Core Value Statement

As a distinctive, comprehensive university of The Lutheran Church Missouri Synod, centered in the Gospel of Jesus Christ, and based in the liberal arts, Concordia University Chicago equips men and women to serve and lead with integrity, creativity, competence, and compassion in a diverse, interconnected, and increasingly urbanized church and world.

Concordia University Chicago is the University of Choice for those seeking a Christian institution in the Midwest which provides broad, liberal arts based undergraduate education, as well as graduate and professional programs in areas of demonstrated competence, which serve a particular need of society and advance the mission of the Church.

As a Christian University of The Lutheran Church Missouri Synod, we, at Concordia University, value:
+ Community by caring for each other in our work, in the classroom, and beyond;
+ Individuals as fellow members in God’s creation;
+ Excellence in our responsibilities as staff, faculty, and students;
+ Service as embodied by the servanthood of Jesus Christ.

2. **Compensation and Benefits**

   a. **Holidays**

   Concordia University Chicago observes the following holidays each year, at which time the University is officially closed:

   - New Year’s Day
   - Good Friday
   - Memorial Day
   - Independence Day
   - Labor Day
   - Thanksgiving Day
   - Friday after Thanksgiving Day
   - Christmas Eve
   - Christmas Day
   - One additional day during Christmas week

   When a holiday falls on a Saturday or Sunday, an alternate weekday will be observed as a non-working day. When possible, this day will be chosen to coincide with the federal observance of the holiday.

   If a holiday falls on a working day (Monday through Friday) during an employee’s vacation period, the employee will not be required to use benefit time for that day. Part-time employees will be paid for holidays based on the number of hours they are normally scheduled to work on that day of the week.

   b. **Child Care Services**

   Child care services are available based upon availability for dependents of employees at a cost borne by the employee. Any employee, who desires information about the childcare programs available, including rates and/or additional costs, should contact the Early Childhood Center at (708)209-3099.

   c. **Worker’s Compensation**

   Any employee, regardless of status, who suffers a work-related injury or work-related illness within the meaning of any applicable workers’ compensation laws, is entitled to workers’ compensation benefits. Workers’ compensation insurance provides medical, rehabilitation and wage-replacement benefits. Workers’ compensation benefits may be denied if your injury is due to your use of drugs or alcohol. All Concordia employees are covered under the Worker’s Compensation Law of the State of Illinois. Injuries incurred in the course of performing regular university duties are generally covered under the provisions of this law.
All injuries or accidents incurred while performing one’s duties must be reported immediately (at least by the end of the work day, if not sooner) to the Campus Security Department as well as to the Director of Human Resources by both the employee, if possible, and the employee’s supervisor. Workmen’s Compensation coverage and Concordia Plans work in conjunction with each other (double benefits are not normally paid out).

d. Payment Schedules

All personnel are paid on alternate Fridays for the two work weeks ending the previous last day of the defined work week. If the scheduled payday is a holiday observed by the Institution, checks will be mailed to the employee’s home address.

All new employees must complete a “Payroll Direct Deposit” form (available in the Human Resources Office) and attach one of their personal checks marked “VOID.” The first check following submission of this form will be paid by payroll check while the direct deposit system is tested for the employee’s specific transmittal. If no problems occur in the transmittal, direct deposit will begin with the next payroll check.

Payroll checks will be distributed by 2:00 pm on payday. Paychecks will be delivered by Campus Mail or to the employee’s department, or by U.S. mail if necessary. Any other requests must be approved by the Director of Human Resources.

e. Payroll Deductions and Reductions

For all employees, appropriate amounts of tax are withheld each pay period and remitted by the university on behalf of the employee to the appropriate state and federal revenue offices. It shall be the employee’s responsibility to furnish the Payroll Office with accurate information regarding dependents and date for the basis of calculating the withholding tax deductions. By law no payroll check can be drawn, including those classified “Ministers of the gospel,” without filing this information with the Payroll Office.

i. Non-Minister of the Gospel Employees

For non-Minister of the Gospel employees, Concordia University Chicago makes payroll deductions for social security taxes, federal, state, and applicable local payroll withholding taxes, approved local contributory programs, amounts owed the institution and previously approved for payment by this method, and garnishments served on the employer by a court order. All such deductions are shown on the payroll “stub” (if distributed) and are viewable on Banner Web.

Concordia University Chicago makes federal or state tax deductions in accordance with federal and state law. At the beginning of your employment, or at any time when there is a change in the number of dependents you wish to claim for tax exemption, you must obtain an Employee’s Withholding Exemption Certificate, (Form W-4), from the Human Resources Office for the purpose of reporting this information to the Payroll Administrator. The money deducted from your pay for withholding tax is turned over to the government, and the institution issues a W-2 statement by the end of January showing the total amount of wages paid during the previous calendar year and the total amount withheld for taxes.
In addition to the federal and state withholding taxes, each lay employee of the institution is required to participate in the Federal Insurance Contribution Act (FICA or Social Security). Deductions are made from your paychecks in accordance with the percentage prescribed by the federal government.

**ii. Minister of the Gospel Employees**

For Minister of the Gospel employees, Concordia University Chicago offers voluntary payroll deductions for applicable federal and state payroll withholding taxes, approved local contributory programs, amounts owed to the institution and previously approved for payment by this method, and garnishments served on the employer by a court order. All such deductions are shown on the payroll “stub” (if provided) and on Banner Web.

Members of the faculty who are classified as “Ministers of the Gospel” have two options for the method of payment of state and federal income taxes. They would normally pay such income tax liability as is incurred on the basis of their estimate directly to the Internal Revenue Service with form 1040-ES. Or, if they desire, they may elect ‘voluntary withholding’ by filing a special form with the Payroll Office, after approval by the controller, which permits the university to deduct and transmit state and federal income tax payments to those agencies directly on the faculty member’s behalf. This “voluntary withholding” service is subject to termination by the university. While the employer cannot make deductions for the Self Employment Contribution Act (SECA) and Withholding taxes on the same basis it is required to do for non-ministers, the employer does provide a “voluntary” withholding for those ministers that so choose. Such withholding amounts are not determined by regulations, so the employee is responsible to notify the employer of the amount he/she desires.

**iii. 403(b) Deductions**

The 403(b) is a tax deferred retirement plan available to employees of educational institutions and certain non-profit organizations as determined by section 501(c)(3) of the Internal Revenue Code. Contributions and investment earnings in a 403(b) grow tax deferred until withdrawal (assumed to be retirement), at which time they are taxed as ordinary income. See IRS Publication 571 for IRS details on the 403(b). You can also obtain this document by calling 1-800-829-3676.

Employees who are interested in this program are encouraged to see the Manager of Benefits for further information on MetLife. The employee is fully responsible for determination of her/his maximum eligible reduction, based on Internal Revenue Service (IRS) regulations.

**iv. Garnishments**

If any employee does not pay her/his debts, through legal means a creditor can order Concordia University Chicago to withhold a certain amount from his/her paycheck (a “garnishment”). While Concordia University Chicago has no desire to be involved in the employee’s personal financial affairs, it must obey the order of a court. The Director of Human Resources upon the receipt of a garnishment will notify the employee.
f. Charitable Contributions

Concordia University Chicago employees are encouraged to contribute to the ministry of the university. The easiest way to contribute is through payroll deduction whereby a set amount (which you determine) is deducted from each bi-weekly payroll. Gifts can also be given through traditional means such as cash, check, credit card, or stock transfer. For more information, contact the Foundation Office at (708)209-3155.

g. Minister of the Gospel: Housing Allowance

The Board of Regents has set 65% as the standard housing allowance for Minister of the Gospel employees. The employee may submit a request for an increase in this percentage at the start of initial employment or two weeks prior to the November Board or Regents meeting each year. Changes in housing allowance percentage must be approved by the Board of Regents and will not be made retroactive.

h. Taxation of Concordia Disability and Survivor Plan

Historically, the Internal Revenue Service (IRS) has ruled that the cost of group-term life insurance, or its equivalent, for benefits in excess of $50,000 purchased as a part of a qualified plan (CD&SP is such a plan) is to be included as a part of gross income of the participant for the tax year. The IRS has ruled that such cost is also subject to Social Security Tax (FICA or SECA).

Concordia University Chicago complies with this requirement for lay employees by making an annual withholding for the taxable portion and charging the employee for the FICA portion in the payroll period paid on the last payday in November of each year. Should any employee leave the university employment before that date, the university will apply the prorated deduction and charge in the last paycheck paid. Should any employee join the university staff after such adjustment, the university will make any necessary adjustment in the last paycheck paid within that calendar year.

Ministers of the Gospel on the university payroll must make the necessary adjustments and reports in the usual manner in which other reports and payments are made to IRS. For those Ministers of the Gospel choosing “voluntary withholding” such employee must make any necessary changes they deem appropriate with the Payroll Department at least five business days prior to the pay date they wish such adjustment to become effective.

i. Sick Leave Benefits

All full-time employees shall be provided 70% of their salary benefits while on sick leave, as adjusted for reimbursement by the Concordia Disability and Survivor Plan benefits. Contact the Human Resources Office for specific information.

j. Concordia Plan Services

Concordia University Chicago provides coverage for its employees through Concordia Plan Services. Any regular employee who works more than 20 hours per week for more than five consecutive months per year is eligible for participation in the Concordia Disability and Survivor Plan, Concordia Retirement Plan, and the Accident Insurance Plan). Regular
employees who work more than 30 hours per week for more than five consecutive months per year are also eligible for participation in the Concordia Health Plan. For a comprehensive explanation of benefit coverage, check the Concordia Plan Services web site at www.concordiaplans.org, or consult the Human Resources Office.

i. **Concordia Health Plan**

Eligible employees of Concordia University Chicago are invited to participate in the Concordia Health Plan. Currently, Concordia University Chicago pays a portion of the premium for participating employees, and the employee makes a contribution based on the coverage requested. This contribution will be deducted from the employee’s paycheck twice a month. Employee’s can elect to have this amount deducted pre-tax by filling out the appropriate form in the Human Resources Office.

ii. **Concordia Disability and Survivor Plan**

Eligible employees of Concordia University Chicago are enrolled by the employer in the Concordia Disability & Survivor Plan. Concordia University Chicago pays 70% of the premium for eligible employees.

iii. **Concordia Retirement Plan**

Eligible employees of Concordia University Chicago are enrolled by the employer in the Concordia Retirement Plan. Concordia University Chicago pays 100% of the premium for eligible employees.

iv. **Accident Insurance**

Eligible employees of Concordia University Chicago have the option of enrolling in this program. The cost for this benefit premium is absorbed by the employee through payroll deduction and is not paid by the employer. Payroll deduction is made on a monthly basis.

k. **Counseling Services**

Any employee who is in need of counseling services on a personal level is encouraged to seek help from the Employee Assistance Program (EAP), which is available to all employees participating in the Concordia Health Plan. This program offers assistance with family, legal, financial, and a variety of other areas. For more information, check their website (www.concordiaplans.org) or contact Concordia Plan Services direct at 1-888-927-7526.

Additional counseling services are provided by the Schmieding Center (located in the West Annex) and the Campus Pastor.

l. **Flexible Spending Account**

Regular employees who work more than thirty hours per week on an ongoing basis are eligible to participate in the flexible spending plan administered by SelectAccount. This plan allows an employee to set aside pre-tax deductions to be used toward eligible medical and dependent care expenses. The employee’s self-determined election amount is deducted
through payroll. For more information, visit www.selectaccount.com or contact the Human Resources Office for informational materials.

m. Health Savings Account

A Health Savings Account (HSA) is a tax-advantaged account owned by the worker that can be used to pay for qualified medical expenses and also serves as a savings vehicle for future healthcare expenses. Only those enrolled in option Blue HSA through Concordia Health Plan, can open and contribute to an HSA. For more information, visit www.selectaccount.com or contact the Human Resources Office for informational materials.

n. Unemployment Insurance

While employed at Concordia University, the state provides unemployment benefits as prescribed by Illinois state law. In the event of unemployment, you may apply for unemployment benefits with the Illinois Department of Labor.

o. Moving Expenses

The university will reimburse up to $5,000 in moving related expenses for all new full-time faculty and any new full-time staff where a regional/national search has been conducted. For interstate moves, at least one quote from an LCMS General Services national contract vendor must be secured and the lowest bid must be accepted. All such expenses must be approved in advance by the Director of Human Resources, and documentation of expenses must be provided prior to reimbursement.

p. Maternity Leave

A pregnancy is treated in the same way as an illness or disability for the purposes of determining whether disability benefits are payable. In this regard, the following will apply:

- A pregnant employee may continue to work unless and until her physician certifies in writing that she is disabled and should cease working. If the employee works until she establishes a disability by furnishing such medical certification, she will thereafter receive payments during the time of disability to the same extent that a person is paid during disability arising from any reason, as otherwise addressed in this Handbook.

- If a pregnant employee wishes to cease work without having furnished a physician’s certificate that she is disabled, she must request a leave of absence. The leave of absence may be taken without pay or the employee may use her accumulated benefit time. As in all other instances where a person becomes disabled while on a leave without pay, such person is not eligible for disability income benefits during the previously agreed upon period of the non-paid leave.

Within 60 to 90 days before anticipated delivery date, the employee is to discuss with the Director of Human Resources the matter of the anticipated absence due to pregnancy. Additional guidelines are available from the Director of Human Resources.
q. Family and Medical Leave Act (FMLA)

Concordia University Chicago provides family and medical leave to employees in accordance with the Family and Medical Leave Act of 1993. Eligible employees who have worked at least 1250 hours for the previous twelve (12) consecutive month period may take up to twelve (12) weeks of unpaid leave within a rolling 12-month period measured ‘backward’ from the date of any FMLA usage for any of the following reasons:

- A serious health condition of an employee that renders the employee unable to perform the essential job functions as defined in the employee’s job description
- The care of a spouse, parent, or child with a serious health condition
- The birth, adoption or foster care placement of a child (leave cannot extend beyond twelve months of the birth or placement date)

**FMLA- Dual Spouse Employment**
Spouses who are both employed by the University are entitled to a combined total of twelve (12) weeks for the birth, adoption or state-approved foster care or to care for a sick parent (not parent-in-law). Absences must be approved by each supervisor.

**Intermittent (Reduced Or Interrupted) FMLA Leave**
Intermittent FMLA leave or a reduced schedule may be requested, if medically necessary for specific medical schedules (recovery or otherwise). The employee’s attending physician must indicate the specific dates and duration times of the leave clearly in a letter to the University.

The new federal regulations have been approved regarding FMLA as it applies to military personnel. The new provisions require covered employers to permit employees already eligible for FMLA leave:

- to use any of their 12 weeks allotment to take leave because of any qualifying exigency (as defined by the Department of Labor at a later date through regulation) arising out of the fact that the spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation;
- to take up to 26 weeks of leave during a single 12-month period to care for a spouse, son, daughter, parent or next of kin with illness or injury incurred in the line of duty while in the Armed Forces or National Guard or Reserves.

The new law contains some differences with respect to notice and certification requirements, the leave under both provisions may be taken intermittently and the other restrictions and obligations associated with FMLA leave apply.

**FMLA Application Packet**
An employee can secure the application packet from the Human Resources Office. This packet contains the necessary materials to be completed and returned to Human Resources Office prior to starting the FMLA period (if applicable). Medical confirmation is required by the employee’s attending physician and legal documents are required for adoption.

The original FMLA documents will reside in the Human Resources Office for review and
approval. Employees must provide the Human Resources Office with completed documents 30 days in advance, when the FMLA leave is foreseeable. If the medical condition is an emergency, the employee can complete the FMLA certification form within (3) three business days from the start of the emergency. The FMLA leave may be denied and job protection jeopardized if the employee does not provide the required FMLA notification and documentation.

Employees are required to provide certification from their family’s health care provider (doctor, medical provider, hospital, etc.) verifying illness (medical document) or legal documentation for absence due to illness, placement of a child for adoption, or state-approved foster care placement. All medical information shall be maintained in confidence.

Employees are required to exhaust all applicable benefit time as part of their twelve-week Family Leave or Medical Leave, prior to the utilization of “unpaid leave.”

Under the provisions of the FMLA, when the employee is approved for FMLA leave, the University is required to hold the position (or an equivalent position), open for twelve (12) weeks. If the employee is unable to return to work after the FMLA leave is exhausted, the University has no further obligation to hold the employee’s position open and the employee may be terminated. All such decisions will be based on departmental and university needs.

If an employee fails to return from FMLA leave, the employee will be required to repay the University for any insurance Premiums paid by Concordia to maintain coverage during the period of unpaid leave unless there is a recurrence or continuation of the serious health condition that entitled the employee to the leave. The employee is responsible for submitting justification that the failure to return from FMLA leave is based upon a recurrence or continuation of the serious health condition.

During a family or medical leave provided under this policy, an employee shall first exhaust all available benefit time before continuing such leave on an unpaid basis.

Concordia University Chicago reserves the right to require that the employee receive a second (and possibly a third) opinion from a health care provider (at Concordia University’s expense) certifying the serious health condition of the employee or the employee’s “family member.”

Before being returned to work, an employee who is on a leave of absence as a result of his/her own serious health condition must submit a health care provider’s written certification that the employee is released to return to work. Failure to provide such certification may result in the delay or denial of job restoration.

During the employee’s leave, Concordia University, through the Director of Human Resources, may also periodically inquire as to the employee’s intent to return to work.

During the employee’s family or medical leave of absence, Concordia University Chicago will continue to provide health insurance coverage for those employees who are enrolled in the Concordia Health Plan as outlined in our benefits policy. If an employee does not return to work at Concordia University Chicago after the approved leave, will be required to repay all insurance premiums paid by Concordia University Chicago during the leave.
Certain “key employees” may not be eligible to be restored to the same or an equivalent job at the conclusion of their leave. Concordia University Chicago will notify such employees of their “key employee” status and the condition under which job restoration may be denied, if applicable.


r. Tuition Benefits

Concordia University Chicago provides tuition benefits to its employees, both at Concordia University Chicago and at other accredited colleges and universities. Eligible spouses and dependent children of an eligible employee may receive exemption from the payment of tuition only. Under no circumstances will a tuition waiver be granted to any eligible person for taking a previously completed course a second time.

i. Concordia University Chicago Tuition Reduction

It is the policy of Concordia University Chicago to offer faculty (full time) and employees (part time and full time) the opportunity of taking courses at a reduced tuition. Employees are encouraged to further their formal education. Any regular full-time (working over 31 hours per week) employee is permitted to attend classes at the University through a tuition reduction after a period of 90 days as outlined in the policy below. Any regular part-time employee (working a minimum of 19 hours per week) is permitted to attend classes at Concordia University through a tuition reduction after a period of 5 continuous years of employment (see Benefit Level 4 for details). If your employment status changes from that of student worker, or temporary staff, to that of part time staff or full time employee with benefits, you are required to wait the period of 90 days for full time or 5 years for part time within your new position. Courses must be taken for credit. Registration fees, books, and all other fees and costs must be paid for by the employee. It is expected that class attendance will not be during working hours and will not conflict with job duties. Regular admission and prerequisite requirements for any course or program must be met by any employee participating in this program.

Students must first apply for all federal, state, and institutional financial aid before being eligible to receive a tuition reduction. This will include the filing of a FAFSA – Free Application for Federal Student Aid (www.fafsa.ed.gov). All students enrolled at any level are required to complete this information before the filing deadlines. Like other forms of financial aid, missed deadlines may result in the benefit not being available for that particular semester. The tuition benefit is only applicable after all other financial aid has been applied. The availability of the tuition reduction is subjected to the same application and enrollment procedures and deadlines.

Any student receiving tuition benefits under the faculty/staff waiver are required to meet current Financial Aid Standards of Academic Progress. These standards are published in the Concordia Catalog each year.

Tuition reduction at Concordia University Chicago for dependents and spouses of regular full-time employees and faculty meeting certain requirements is also available. A dependent
is defined as any dependent that the eligible employee is currently declaring on their Federal income tax returns. Where an employee is serving as a legal guardian, the instance will be individually evaluated by the Director of Human Resources for eligibility in this benefit.

No tuition benefits are available for temporary staff employees.

The following benefit levels are only for classes taken at Concordia University Chicago:

**Benefit Level 1**

Regular full-time employees with at least one year seniority:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate Course</th>
<th>Graduate Course</th>
<th>Doctoral Degree Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>100% Waiver</td>
<td>80% Waiver</td>
<td>50% Waiver</td>
</tr>
<tr>
<td>Spouse</td>
<td>100% Waiver</td>
<td>80% Waiver</td>
<td>No Benefit Available</td>
</tr>
<tr>
<td>Dependent</td>
<td>100% Waiver</td>
<td>No Benefit Available</td>
<td>No Benefit Available</td>
</tr>
</tbody>
</table>

**Benefit Level 2**

Regular full-time employees with at least ninety days seniority:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate Course</th>
<th>Graduate Course</th>
<th>Doctoral Degree Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>100% Waiver</td>
<td>80% Waiver</td>
<td>No Benefit Available</td>
</tr>
<tr>
<td>Spouse</td>
<td>No Benefit Available</td>
<td>No Benefit Available</td>
<td>No Benefit Available</td>
</tr>
<tr>
<td>Dependent</td>
<td>No Benefit Available</td>
<td>No Benefit Available</td>
<td>No Benefit Available</td>
</tr>
</tbody>
</table>

**Benefit Level 3**

All adjunct and visiting faculty:

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>One semester hour per semester hour taught (must be taken within one year from the completion of the course taught)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouse/Dependent</td>
<td>No benefit available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Benefit Level 4

Regular part-time employees with at least five years seniority:

<table>
<thead>
<tr>
<th></th>
<th>Undergraduate Course</th>
<th>Graduate Course</th>
<th>Doctoral Degree Course</th>
</tr>
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<td>80% Waiver</td>
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</tbody>
</table>

In the event of the death of a current regular employee, dependents enrolled at Concordia University Chicago at the time will be permitted to continue receiving the tuition reduction at the current benefit level through the attainment of the currently sought-after degree.

This benefit is not applicable for applied music courses (courses with the prefix MUSA), correspondence study courses, or doctoral level programs. Former eligible employees who have resigned or retired, or have been terminated, are not eligible for benefits of this policy, except that normal retirees with a minimum of 5 years of service to Concordia University Chicago will retain Level 1 benefits. However, any eligible employee on an approved leave, including a disability leave, with or without salary, retains the same eligibility as held immediately prior to going on the leave status. Board of Regents and University Foundation Board of Directors members are eligible for Level 1 benefits during the term of their service.

The percentage of the grant stated applies only to the undergraduate or graduate Tuition Fee, with all additional charges for course field trips, transportation, laboratory fees, supplies, etc., subject to full assessment and payment by the recipient.

Forms for participation in this program are available in the Human Resources Office. Employees participating in the program for themselves must have all courses taken approved by the Budget Control Officer(s) for the employee's main area of employment. The completed form MUST be turned in to Human Resources by no later than the last day that a student is eligible to register for the course(s) listed on the form. The form will then be countersigned by the Director of Human Resources (who will verify employment and assign a benefit level) and the Senior Vice President for Academics before final processing by the Office of Student Financial Planning.

ii. Tuition Reimbursement at Other Accredited Institutions

Only regular full-time faculty and staff employees (after completing 90 days of service) may be reimbursed up to 50% or $5,250 per calendar year (whichever is less) for graduate or doctoral level classes taken at regionally accredited institutions of higher learning other than Dominican University; however it must be in a program that Concordia University Chicago does not currently offer. The reimbursement will only apply to tuition, and only to that amount that is actually the responsibility of the employee. Any amounts funded by another institution, even in the form of a reimbursement, shall be deducted from the total to which the 50% is applied. Faculty members wishing to pursue a terminal degree must refer to the Faculty Handbook for proper procedures to secure this benefit. No reimbursement is possible for undergraduate coursework at other institutions.

To be reimbursed, an employee must show proof of completing the previous term’s enrolled course(s) by receiving an academic grade of C or higher, and a copy of the detailed tuition
billing statement in order to receive the tuition payment. The grade(s) must appear on the registered school letterhead or portal website. Concordia may also require independent verification of the academic progress, credits received, or the payment history on the account to ensure eligibility for the reimbursement. All information will be given to the Director of Human Resources in order for the finance department to process the request and issue a check to the employee. Repeated courses are not eligible for this tuition benefit.

In the event of withdrawal from a course(s) for which the employee has received a tuition benefit payment, the employee is required to reimburse Concordia University Chicago for all amounts paid on that course(s). The employee is required to notify Human Resources within ten (10) business days after the date of withdrawal, and shall make arrangements with Human Resources for repayment. Failure to notify Human Resources of the withdrawal from said course(s) shall be considered a willful violation of policy and shall be subject to disciplinary measures up to and including termination.

If the employee does not take a course in the academic term following that for which a reimbursement was made, the employee must submit their final grades (on either registered school letterhead, official or unofficial transcript, or portal website) for the courses for which they were reimbursed. If the student received an academic grade lower than a C (C-, D+, D, D-, F) the student will not be eligible for course reimbursement until the student completes a course having received an academic grade of C or higher.

iii. Dominican University Enrollment

Full time faculty and staff employees of Concordia University Chicago and their spouses may be eligible for a 50% discount on graduate courses taken at Dominican University (as identified under the Concordia-Dominican Exchange Agreement). The benefits for this exchange are only available to degree seeking students in a bona fide graduate or doctoral program. The Exchange Agreement allows for Dominican University to extend a 50% discount off the tuition amount only. All other fees and costs must be paid for by the employee.

Regular full-time faculty and staff may be eligible for partial reimbursement of the discounted tuition amounts, subject to all of the terms and conditions of section 1.17.2.

iv. LCMS Colleges and Universities Tuition Exchange Program

Concordia University Chicago participates in the “LCMS Colleges and Universities Tuition Exchange Program” and other programs of the Concordia University System. For details of eligibility for participation and benefits available, consult with the Office of Student Financial Planning.

3. General Policies

a. Purchase of Services, Supplies, and Equipment

The university operates a centralized Purchasing Department. All purchases made for the institution must be made through policies adopted by the Board of Regents and delegated for implementation to the Purchasing Department. Employees will not make contacts
(except for textbook review, etc.) with any sales personnel or vendor except as arranged through the direction of the Purchasing Department. All purchases made outside of the above procedure will become the personal obligation of the person making the commitment.

Employees must submit all requisitions for purchases, including materials, supplies, and services, for approval by the account control officer and controller before submission to the Purchasing Department for a purchase commitment. It is advisable to consult in advance with the Purchasing Department for assistance with selection, scheduling of delivery, combining orders, and bids.

b. Use of Vehicles for University Activities

Concordia University Chicago makes available a fleet of vehicles including passenger vehicles and vans for the use of the various departments on campus.

All drivers of University Vehicles must complete a "Request to Drive a University Vehicle" form. The University's insurance carrier now requires that all drivers successfully complete an internet-based safe driver-training course and submit to a motor vehicle records background check. This information will be used to determine approval to drive a university vehicle. A copy of your driver's license, notification of successful completion of the course and the background check will be kept on file for three years. This information is considered private and confidential and will be treated as such.

A "Reservation for Use of University Fleet Vehicle" must be completed and returned to Physical Plant.

It is sometimes necessary to rent additional vehicles in order to accommodate all requests. **Therefore, if you determine that you no longer need any or all of the vehicles that you have reserved, you must call Physical Plant at extension 3168 and cancel the reservation OR YOU WILL BE CHARGED FOR THE USAGE OF THE VEHICLE.** The university requires a minimum 24-hour notification for weekday cancellations. For weekend cancellations Physical Plant must be notified by Friday morning at 8:00 a.m.

When a university-provided vehicle is not available, the university will reimburse the usage of a person's personally owned vehicle – forms are available in the Finance Office. The Vice President for Finance must sign forms before such use. Each form may authorize more than one trip.

Student teaching use, student pre-clinical experience use, and other non-reimbursed university activity transportation are also to be processed in this manner.

c. Equal Employment Opportunity

It is the policy of Concordia University Chicago to ensure equality of opportunity in all aspects of the employment relationship. This includes recruitment and hiring, compensation, benefits, promotion or advancement in rank, transfer, training and professional development, and layoff, and all personnel policy administration. All employment decisions will be made without regard to race, color, sex, sexual harassment, national origin, ancestry, age, marital status, disability, parental status, source of income, military discharge status, unfavorable military discharge, military status, retaliation, aiding and abetting
discrimination, willful interference with protected rights, coercion, arrest record, and citizenship status as required by applicable law.

Concordia University Chicago is an institution of The Lutheran Church—Missouri Synod and, to the extent allowed by law, Concordia University Chicago reserves the right to give preference in employment based upon religion. In addition, preference in holding certain employment positions is given to ordained or commissioned ministers of The Lutheran Church—Missouri Synod. The Lutheran Church—Missouri Synod upholds the doctrinal belief that women may not serve as ordained ministers. Therefore, women will not be considered for such positions.

Because Concordia University Chicago is a church-related institution, all employees are expected to respect the official doctrines of The Lutheran Church—Missouri Synod and to pursue lifestyles that are morally in harmony with its teachings. Failure to do so – on or off the job – is grounds for dismissal.

d. Standards and Ethics

Because academic freedom is an important and valued concept in determining the policies of the university, it becomes increasingly important that each university employee recognize the value of personal responsibility at all times. The following guidelines describe additional university expectations of all employees:

- The university requires close attention to personal integrity of its employees. All activities of and decisions made by university employees should be free from conflict of interest, which may be defined as any situation in which private outside interests are in conflict with the best interests of the university.

- Furthermore, the university expects each employee to maintain the highest ethical standards in all associations and activities involving students, staff, faculty, and the community at large. It is vital that each employee work in a manner that will reflect well, not only on the employee and his/her department, but also on the university as a whole.

- In addition, Concordia University Chicago is committed to its liberal arts tradition. Such a tradition values the free and open expression of ideas and opinions, not only in the classroom, but among employees as well. Employees, therefore, are encouraged to express their ideas through the normal communication channels as established by university policy and, when appropriate, to participate in the administration of the university. The university encourages employees to communicate through appropriate channels their opinions, suggestions, ideas, and grievances in a spirit of cooperation, trust, and openness.

e. Fire Drills

State and local law requires periodic fire drills, held without prior notification, in cooperation with fire department officials. It is mandatory that all employees vacate buildings in accordance with instructions as promptly as possible after performing assigned security duties (e.g., close and lock vault, report to any assigned station or function).
f. Parking

Employees who bring cars to campus must obtain a parking permit for each car from the Campus Security Office. Employees must observe all parking regulations and are liable for parking fines levied by the University for parking in prohibited or restricted spaces. Any employee who believes a parking ticket was issued unfairly may file an appeal with the Campus Security Office.

g. Membership in Pastors and Teachers Conference

Ordained and commissioned members of the faculty and staff are encouraged to participate in one of the pastors or teachers conferences in the Northern Illinois District or English District to the extent that their university responsibilities will permit. The university may request faculty members to represent the university at the conferences.

h. Information Access and Ownership

Concordia University Chicago considers all media containing official institutional information to be owned and accessible by the university. This includes “campus” mail, electronic mail, voice mail, FAX documents, “overnight” and “express” documents, and the like. As such, appropriate administrative employees are granted the right to search for, look at, and otherwise utilize these documents in the course of performing institutional duties.

Employees should not commingle personal communications in these media, and not use campus facilities for utilizing these media. Concurrently, any employee accessing such information in the primary custody of another employee is expected to use such information only in the performance of their duties, and not share any personal information they may have come upon in the course of the performance of their services to the university.

Federal or state law may protect the institution, students, other employees, and third parties in addition to institutional policy. Non-compliance with this policy of the institution may place the individual at personal legal risk, as well as becoming subject to immediate dismissal.

All files, whether hard copy or electronically machine-readable, remain the exclusive property of Concordia University. Institution policy alone determines who has access to any file. Employees are not to share the contents of any file with others, except those employees or others with whom they have been instructed to do so, on a need-to-know basis. The employee is warned that the institution, students, other employees, and third parties may be protected by federal or state law in addition to institutional policy. Non-compliance with this policy of the institution may place the individual at personal legal risk, as well as becoming subject to immediate dismissal.

i. Use of Copyrighted Materials

Concordia University Chicago in no way condones the unlicensed exchange of proprietary products, including software. All Concordia University Chicago employees, in the performance of their duties, will refrain from aiding others in such efforts and will advise other members of the Concordia University Chicago community not to participate in such
endeavors. Responsibility for the consequences of copyright violations shall remain the sole fiscal and legal responsibility of the offender.

**j. Use of the Internet**

Concordia University Chicago supports use of the Internet as a valuable source of information for Concordia-related work; however, use during normal business hours should be limited to work-related matters. Use of the Internet for personal business must be kept to a minimum and must not interfere with the employee’s job. This applies to all Internet applications including, but not limited to, email, instant messaging, voice over IP, file transfers, TELNETs, electronic banking, and electronic stock trading.

**k. Change of Personal Information**

It is the responsibility of the employee to report changes in marital status, dependents, legal name, residential and mailing address(es), telephone number, beneficiaries for institutionally-funded programs, and whom to notify in the event of an emergency to the Director of Human Resources as soon as available or effective. Failure to do so promptly may incur loss of certain benefit programs. Also, in the event of requesting a change in benefits due to a marriage, a copy of an officially filed “Certificate of Marriage” must accompany the request.

**l. Employee Records**

The Human Resources Office maintains all official employment records for Concordia University Chicago employees. In maintaining and releasing such records, Concordia University Chicago complies fully with all relevant federal and state laws.

If any employee wishes to inspect eligible personnel documents, she/he must first submit a request in writing to the Director of Human Resources. The request will normally be answered within 21 days. The employee is not permitted to remove any part of such personnel records from the Human Resources Office. If the employee wishes copies of such records as are available to the employee, the employee will be charged for those copies at the prevailing photocopy rates.

If the employee disagrees with any available information contained in the personnel record, he/she may submit a request in writing for removal or correction. The employee may submit a written statement explaining the employee’s position. The Director of Human Resources will attach the employee’s statement to the disputed portion of the record, and will release it whenever the disputed portion is released.

**m. Use of University Telephones**

Occasional use of University telephones for local calls for personal reasons is permissible, but calls should be limited in number (3, but no more than 5 calls) and 15 minutes in length. Personal long distance calls are not permitted unless in the event of an emergency. Each department receives a monthly summary of all calls made on University telephone lines.

n. Children in the Workplace

Concordia University Chicago is committed to promoting equity for all employees and students and to ensure that individuals are not disadvantaged in their academic and career aspirations by actual or perceived family responsibilities. The University is, however, a place of work and study, and the activities of the University and its community should be respected and not duly interrupted.

Concordia University Chicago understands that although various childcare options are available to employees throughout the wider community, there are circumstances where an employee may need to bring a child onto the University’s premises. Employees should therefore utilize the following procedures in circumstances that are either unforeseen or difficult to avoid.

1. The provisions of this policy apply to children age 14 and under of employees, students, guardians, and visitors wishing to bring children into University workplaces during working hours.

2. Employees who must bring their children onto the campus during normal working hours and who are not participating in activities such as plays, athletic events, swimming lessons, etc., are to direct their request in advance (or upon arrival) to the Department Manager, or in the Department Manager’s absence, to the Director of Human Resources

3. The employee/guardian is responsible for all aspects of the child’s behavior, safety and financial reimbursement for any damage sustained to University property. **Children shall be under the direct supervision of the employee/guardian at all times. At no time shall a child be left unsupervised.**

4. Employees should be sensitive to the needs of colleagues and students and should not expect others to care for their children. When bringing children into the University, the needs of other staff and students to work and study should be respected.

4. General Information

   a. Bookstore

   The bookstore is operated by Concordia Publishing House and is located in the lower level of the Koehneke Community Center. Bookstore hours are posted outside the Bookstore. Extended hours are in effect during fall and spring semesters. Shortened hours are in effect during summer terms and over breaks when classes are not in session.

   Supplies for university offices can be purchased at the campus bookstore and also through a charge system with Office Depot. Forms for ordering supplies from an Office Depot catalog are also available in the bookstore. All employees are allowed a 10% discount on personal purchases, excluding textbooks.
b. **Post Office**

Letters and regular parcel post packages can be handled by the Post Office located in the lower level of the Koehneke Community Center. Concordia University Chicago is an official postal station, and regular deliveries/pick-ups is made by the Oak Park Post Office. Employees may purchase stamps, money orders, etc., at the Campus Post Office. The Post Office is open 8:00 a.m. to 4:30 p.m. Monday through Friday. Limited business hours are posted outside the customer service window.

c. **UPS Services**

Concordia University Chicago employees are allowed to take advantage of UPS Services at regular fees and rates for personal use. Packages may be sent or received through the Physical Plant Office located in the Frederick A. Spurgat Service Building. Concordia University Chicago is not responsible for any merchandise received damaged.

d. **Admission to Campus Events**

Employees are encouraged to attend extra-curricular events within the campus community. Employees may apply for two free tickets to all plays based on availability, and free or reduced admission to home athletic events, concerts, and other events as announced. In some instances, ID cards may be required upon admission. Dependent children of staff members may also receive free or reduced admission to certain events. The employee should check with the appropriate sponsor of the event prior to the event as to cost, ticket requirements, etc.

e. **Use of University Fax Machines**

University owned fax machines are located throughout the campus and are for business use only. Employees are permitted to send personal faxes by using the fax machine located on the main level of the Klinck Memorial Library. There is a charge for this service and an employee at the front desk will be able to assist you.

f. **Bulletin Boards**

Announcements of interest to the general campus community are posted on bulletin boards located throughout the campus. Main areas are 1st floor of Brohm Hall, lower level of the Koehneke Community Center near the Post Office, and in the entrance hall of the Klinck Memorial Library. Concordia University Chicago also maintains a Legal Announcement Bulletin Board located outside the Office of Human Resources.

g. **Library**

Faculty and staff members are granted loan privileges at Klinck Memorial Library that are more extensive than those for students. For help in obtaining books, periodical articles, reference materials, or access to other libraries, employees should consult one of the reference librarians for assistance. An employee’s ID card serves for identification in withdrawing materials.
h. Lost and Found

Items found in public areas of the campus for which ownership is unknown may be brought to the reception desk on the first floor of the Koehneke Community Center. Those who have lost items should report the loss to the Director of Auxiliary Services as soon as possible.

i. Campus Dining

Meal Passes for use in the campus cafeteria may be purchased through the Sodexho Office located on the main level of the Koehneke Community Center. Meals are encoded into the employee’s ID and then deducted each time used. Employee rates are available. Please contact the Director of Food Services for Sodexho at (708)209-3339 for more information. Prices are subject to change.

j. Athletic Facilities

Equipment and services made available by the Human Performance Lab are available for use to employees of Concordia University Chicago during those times when they are not being utilized for classes or team practice. Check with the Human Performance Office at (708)209-3116 for available days and times.

Concordia University Chicago has an indoor swim facility and encourages employees to take advantage of its use. Various adult and children programs are available to employees and the community. Contact the Pool Office at (708)209-3118 or go to www.cuchicago.edu for more information about available days, times, and fees.

5. Campus Security

The security of all members of the campus community is of vital concern to Concordia University Chicago. Information regarding crime prevention advice, the law enforcement authority of the Campus Security Department, policies concerning the reporting of any crimes that may occur on the campus, and crime statistics for the most recent three-year period is available in the Annual Security Report. You may obtain this report in one of the following ways:

1. On the internet

2. In person at the University Switchboard in Addison Hall

3. By written request to: Concordia University Chicago
   Campus Security Department - Box 4A
   7400 Augusta Street
   River Forest, IL 60305
6. Harassment and Sexual Harassment

Following is the Concordia University Chicago policy pertaining to harassment for students and employees.

Concordia University Chicago is committed to providing a work and study atmosphere that is free from all forms of illegal discrimination or harassment based upon race, color, religion, sex, sexual harassment, national origin, ancestry, age, marital status, disability, parental status, source of income, military discharge status, unfavorable military discharge, military status, retaliation, aiding and abetting discrimination, willful interference with protected rights, coercion, arrest record, or citizenship status.

Any form of harassment by an employee or a student is contrary to Concordia University Chicago policy and subject to appropriate disciplinary action, up to and including suspension or expulsion from the University or termination of employment. Because the full scope of prohibited sexual harassment is frequently not understood, the following is a clarification of the prohibition against any form of sexual harassment. Also discussed below is the procedure for handling any complaints that this policy is being violated.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature. No employee or student shall indicate in any manner, either explicitly or implicitly, that an employee's, an applicant's, or a student's refusal to submit to sexual advances will adversely affect that person's employment or any term or condition of employment or a student's academic career. Similarly, no supervisor, employee or student shall promise, imply, or grant any preferential treatment in return for an employee, applicant, or student engaging in any sexual conduct. Any student who is also an employee of Concordia University Chicago will be treated as an employee (and not a student) with respect to employment-related activities.

Sexual harassment also includes unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, unnecessary touching of an individual, graphic or verbal comments about an individual's body, sexually degrading words used to describe an individual, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, sexual physical assault, or any other conduct where the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or study or creating an intimidating, hostile, or offensive work or study environment.

Concordia University Chicago expects the cooperation of all employees and students with respect to avoiding such harassment. Concordia University Chicago will investigate all complaints. If it is determined after an investigation that an employee or student has violated this policy, he/she will be subject to appropriate disciplinary action, up to and including suspension or expulsion from the University or termination of employment.

Procedure

Any employee, applicant, or student who feels that he/she has been subjected to harassment (including sexual harassment), by any employee or student of Concordia University, should immediately report the situation (preferably in writing) to the individual holding one of the following offices: Dean of Arts and Sciences, Dean of University College,
Dean of Education, Dean of Students, Dean of Administration, Sr. Vice President for Academics, Sr. Vice President for Advancement, Vice President for Enrollment and Student Services, or Vice President for Administration (referenced in this policy as the “Deans/VPs”), or to the Director of Human Resources of Concordia University. When one of these people has been notified, the University shall have been officially notified of any alleged sexual harassment incident(s), and the process for an investigation of the charge(s) shall be initiated.

Nothing contained in this policy or supporting procedure shall be construed to prohibit the individual aggrieved from consulting with any other individual(s) in the campus community. The positions identified in this procedure identify the listing of eligible individuals, which can be notified to officially place the University on notification of a potential harassment incident. This procedure is designed to specifically provide official alternative notification routes to the aggrieved to avoid any potential conflict of interest on the part of any party.

Should any “Deans/VP’s” of the University receive a report of an alleged harassment incident from any employee, applicant, or student of the University, they must immediately notify the Director of Human Resources or the Vice President for Administration of the receipt of such report. The employee, applicant, or student initiating the report, or the “Deans/VP’s” notifying the Director of Human Resources or the Vice President for Administration, must do so in writing, stating the name(s) of the accuser(s), the accused person(s), specific dates, and the pertinent facts of the accusation.

Upon receipt of such written notification, the Director of Human Resources or the Vice President for Administration will determine and immediately begin the process for an investigation of the charges. Such process may include delegation of the investigative process by the Director of Human Resources or the Vice President for Administration to one or more Budget Control Officers who can independently serve the function, based on the known facts of the alleged incident(s). The Director of Human Resources shall be kept informed of the progress of the investigation and the investigator shall issue a final written report including a proposed resolution of the charges. The proposed resolution of the report shall be submitted by the Director of Human Resources, the Vice President for Administration, or the President (unless one or more of these persons is (are) the accused or accuser). All records, files, and related materials to the investigation process shall be retained in the Office of the Director of Human Resources regarding employees and applicants, and in the Office of the Dean of Students regarding students. All such complaints will be treated in a confidential manner to the extent feasible while permitting Concordia University Chicago to thoroughly investigate the complaint and take appropriate action.

7. Emergency and Unscheduled Closings

The university distinguishes among the following types of unscheduled closings and interruption of announced schedules:

   a. Cancellation of Classes

River Forest Main Campus
Generally, the university cancels classes on the River Forest campus only when weather conditions strongly indicate this action, or it is impossible to hold classes due to failure of certain facility requirements for part or all of the campus (e.g., electrical failure, heat or air conditioning failure, water failure, storm damage, earthquake, etc).

Off-Campus and Extension Sites

Generally, off-campus and extension site classes will be cancelled only when weather conditions strongly indicate this action for that local area, or it is impossible to hold classes due to closing of the facility by the owner or operator.

b. Closing of Support Services (other than essential for campus residents)

The university may close one or more of the following support services when weather or facility conditions indicate the need:

- Bookstore
- U.S. Post Office Station #2
- Duplicating Services
- Academic Offices (e.g., College/School Offices, Office of the Registrar, Academic Counseling, Office of the Vice President for Academics)
- Student Services (Dean of Students Office, Residence Life Officer, Student Activities, Placement, Schmieding Center, Career Counseling)
- University Relations
- Development
- Klinck Memorial Library
- Swimming Pool

The following university services will not be closed, except as indicated:

- Early Childhood Programs (may be closed if announced before first daily arrivals, otherwise only after last client has been returned to parent or guardian of record)
- Residence Halls
- Food Services
- Koehneke Community Center
- Physical Plant (skeletal staffing will be arranged)
- Housekeeping (skeletal staffing will be arranged)
- Campus Security Department with full Dispatch Services, including Switchboard

c. Process for Making Official Determination

If there appears to be a need to consider closing, cancellation, rescheduling, or suspension of some university classes or services, the Vice President for Academics, Vice President for
Enrollment and Student Services, and Vice President for Administration shall convene, in person or by phone, to evaluate the situation and make a recommendation to the President. When the decision is made, the message will be provided through the phone numbers listed below. The information will NOT be made available through the university switchboard (CSD Dispatch). The decision will include the following information elements:

- Exact identification of the class(es) or service(s) changed, with the nature of the change, (e.g., cancelled, suspended, rescheduled, etc.);
- Time to be initiated and duration of the action;
- Specific instructions for employee work attendance.

If the Vice President for Academics is not available, either in person or by phone, the Registrar or the Dean of Arts and Sciences, in that order of availability, shall represent the Vice President for Academics. If the Vice President for Enrollment and Student Services is not available, either in person or by phone, the Director of Residence Life and Assistant Dean of Students or the Residence Director on duty, in that order of availability, shall represent this vice president. If the Vice President for Administration is not available, either in person or by phone, the Dean of Administration or the Director of Human Resources, in that order of availability, shall represent this vice president. If the President is not available in person or by phone, the Acting President shall represent the President.

d. Timing of Notification

Whenever possible the university will make a determination on an unscheduled closing at least two hours before the class or event and begin the notification process immediately upon making the decision. Most likely this notification will take effect for 8:00 a.m. and 6:00 p.m. classes, but could be implemented for any class period or event on either the main campus or at an of-campus site.

e. Method of Notification

Employees can receive updated information on university services closings, activity cancellations, or program cancellations, as well as instructions on expectations for reporting to work, by dialing 708/488-4103 at any time. If the service is busy, redial.

f. Radio and Television Stations

The university will utilize the broadcast media’s Emergency Closing Center Information to announce emergency and unscheduled closings:

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<tr>
<th>AM radio</th>
<th>FM radio</th>
<th>TV</th>
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<tbody>
<tr>
<td>WBBM, 780</td>
<td>WBBM, 96.1</td>
<td>Channel 32, Fox</td>
</tr>
<tr>
<td>WGN, 720</td>
<td>WLS, 94.7</td>
<td>Channel 5, WMAQ-TV</td>
</tr>
<tr>
<td>WLS, 890</td>
<td>WUSN, 99.5</td>
<td>Chicagoland Cable TV</td>
</tr>
<tr>
<td>WMAQ, 670</td>
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</table>
g. Role of Budget Control Officers

Budget Control Officers shall be responsible to implement any actions undertaken under implementation of this procedure in their area of responsibility to the extent that they (or their representative) are able, to care for students, employees, and campus guests, and to ensure minimization of the effects of the disruption of normal scheduled services. Individual issues and problems incurred should be resolved through consultation with appropriate staff officers, including consultation with the Dean of Students for student matters, the Vice President for Academics for faculty matters, and the Vice President for Administration for staff or student employee matters, or operational issues. Issues affecting third parties utilizing the university should consult with the Vice President for Administration.

The management of Koehneke Community Center will coordinate closing and curtailment of service activities with any outside groups or organizations scheduled to be utilizing campus facilities and related services.

8. Health and Safety

Concordia University Chicago maintains that the safety and protection of students and employees is one of our greatest concerns. Therefore, every employee is responsible for working cooperatively with the Director of Public Safety and the Dean of Administration to eliminate unsafe conditions that can cause unnecessary injuries and accidents. It is also the responsibility of all employees to follow federal, state, and local standards, and for supervisors to stay current on these standards, to communicate them to their staff, and to enforce them.

Concordia University Chicago complies with the federal Occupational Safety and Health Act of 1970 (OSHA) regulations. Safety is a priority at the university. Every effort is made to keep work areas safe and free from hazards. Supervisors are to assist employees with safety and health requirements. Employees are expected to observe all applicable safety requirements, and to immediately report any unsafe or hazardous condition to the appropriate supervisor.

a. Environmental Conditions

If environmental conditions in a building or work are inappropriate for members of the campus community to perform their normally assigned tasks (such as lack of heat or water, chemical spills, emergency asbestos abatement), the head of the department should report this condition to the Dean of Administration and with his/her approval, and in consultation with the Vice President for Administration, staff will be excused if no other alternative is practical.

Other work alternatives will be considered by the university, such as:

- Arranging for use of another building
- Rescheduling work for a Saturday
- Allowing employees to take work home
If these alternatives are not possible, staff employees may be excused with pay. These absences would be only for those who reported for work at the time the decision was made.

When it can be determined in advance that a department or work area will be temporarily closed down or facilities or equipment for work cannot be provided and employees are notified, the above policy is not applicable. Alternatives will be considered. If advance arrangements cannot be made, staff employees will be given at least one week prior notice that they will be placed in a non-working status without pay. Employees may be paid for their accumulated benefit time before being placed in a non-working status without pay.

b. Work-Related Injuries

If you believe you have suffered a work-related injury or illness, please notify your supervisor immediately and file an injury/illness report with Campus Security. In the event you are unable to comply with these requirements, your supervisor will notify the appropriate departments.

Upon notification to the Director of Human Resources, the Director will obtain a copy of the “Accident/Injury Report” from Security and process a “First Report of Injury.” Should it be necessary for you to seek medical attention, the Director of Human Resources will assist in answering any questions you may have.

c. Emergency Procedures

i. Accident or Injury

If an employee is seriously ill or injured, dial “911” from any campus telephone immediately and describe the emergency and location to the Security Dispatcher. The Dispatcher will arrange for immediate assistance from the River Forest Fire Department as necessary. The employee’s supervisor should notify the Human Resources Office of the situation. The Human Resources Office will notify family members.

ii. Fire

State and local law requires periodic fire drills, held without prior notification in cooperation with Fire Department officials. It is mandatory that all personnel vacate buildings in accordance with instructions as promptly as possible. If not immediately threatened, the following steps should be completed:

1. Close any open windows
2. Turn off air conditioner or other appliance
3. Shut and lock vaults
4. Check for any other persons in your area
5. Close your door behind you, and vacate the building via the nearest unobstructed exit.
iii. Fire Safety

General Fire Safety Precautions for the Office or Dormitory:

If the Fire Alarm Sounds...

Before opening a door, feel it near the top for heat. If it is cool, open it slowly. If smoke is present, close the door and use another route. Always close doors behind you to limit the spread of fire and smoke.

If you must go through heat or heavy smoke, remember that they rise. Crawl, keeping your face very close to the floor. This applies even when opening doors - stay low and reach up to turn the knob. Once you’re out, move well away from the building. During inclement weather, look for a CSD officer for directions to the nearest safe building to get out of the weather.

Don’t re-enter the building under any circumstances unless you are officially told it is safe. Do not re-enter the building because the fire alarm horn stops sounding — this is not an indication that the building is safe.

If you are trapped, stuff a sheet under the door to keep out smoke. Open a window slightly at the top and bottom to let the air in, and yell for help. Jumping out of a window is an extreme and hazardous measure, to be considered only when you are in immediate danger.

If you discover Fire or Smoke...

Your first responsibility is to warn others and to get out of the building.

iv. Tornado Warning/Watch Instructions

TORNADO WATCH (Conditions are right, but no sightings reported to the National Weather Service):

No immediate actions need to be taken, but be prepared to move on short notice to a safe place if conditions change. If in a room with a radio (or TV) keep posted through a Chicago metropolitan station. Alert others to the WATCH.

TORNADO WARNING (National Weather Service has received reports of sightings in the area):

If the River Forest sirens (the same sirens tested 10:30 a.m. on the first Tuesday of each month) are sounded, this signals that the immediate area is in a tornado warning mode. At this warning, all occupants of Concordia University Chicago buildings are advised to move to a basement area or an interior lower level corridor if no basement is available. If outside, move toward a basement or interior corridor. If you must remain outside, be extra alert to changing weather conditions, and be prepared to move immediately. Ringing of the University Chapel bell for three minutes will sound an “all clear,” as the local siren does not sound an “all clear.” All Campus Security Department (CSD) personnel on campus will immediately report for
duty. One will be dispatched with a CSD radio to report any sightings, and alert CSD personnel by radio to spread the information.

All normal campus activities should be suspended during a local WARNING period. East windows should be left partially open. Vaults should be closed and locked.

Since the university has no private tornado warning system or alarm, CSD radios, personnel, and university telephones will be used to assist in communications.

d. Campus Smoke-Free Policy

All Concordia University Chicago buildings are smoke-free. Currently, smoking is only permitted in outdoor areas on the campus. Smoking is also prohibited in all university-owned fleet vehicles.

e. Alcohol Policy

The possession of or the consumption of alcohol on the campus or reporting to work under the influence of alcohol is a violation of institutional policy and is absolutely forbidden. Disciplinary action, up to and including discharge, may result from infringement of this policy.

f. Drug-Free Workplace Act of 1988

Concordia University Chicago does not condone the illegal use of any controlled substance. This procedure is established to demonstrate to all employees and students how the university complies with this Act. Failure to comply with these procedures will place the receipt of all federal funds, including those routed through Concordia University Chicago or third parties for the benefit of federal student aid programs, in jeopardy.

Concordia University Chicago has certified to the Federal Government that it does maintain a drug-free workplace. This certification requires that the following conditions be met through publication in the appropriate Institutional publications.

Sections in the institutional publications notify all Concordia University Chicago employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the university’s workplace. Should any employee (faculty, staff, or student) violate this policy, such employee is subject to disciplinary action, up to and including termination.

Concordia University Chicago will establish and maintain a drug-free awareness program, upon consultation with the management responsible for the administration of the program for the faculty, staff, and students covered by the Act. This program includes informing employees about the dangers of drug abuse in the workplace, the university’s policy in maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs and penalties imposed on employees for drug abuse violations occurring in the workplace.
Each employee will be provided with the information contained in this section by receiving this section, or the appropriate sections included in their respective handbooks. As a condition of employment, each employee is required to abide by the terms of this Section, and notify the Director of Human Resources of his/her criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The university will notify the Department of Education within ten days after receiving such notice or otherwise receiving actual notice of such conviction.

Any employee so convicted shall be subject to appropriate personnel disciplinary action, up to and including termination, or, shall be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law, enforcement, or other appropriate agency.

At Concordia University, the "workplace" is defined, for the administration of the provisions of this Act, as: (1) The campus; (2) Any space under the control of Concordia University Chicago by contract, purchase order, or by other method; (3) Any vehicle owned, rented, leased, or used for university purposes; (4) Any activity in which a non-exempt person is on the university time sheet; (5) Any exempt (including faculty) employee in the performance of an Institutional duty, including total travel to or from that duty, excluding travel to and from a place of residence to the university; or (6) Any employee at any university-sponsored event.

Alcohol and tobacco products are not considered a “controlled substance” for the purposes of this Act. However, every controlled substance from the worst street drugs to mild prescription drugs is included.

**g. Bloodborne Pathogens**

Current medical evidence indicates that the actual safety risks created for the transmission of the Hepatitis B (HBV) or HIV (AIDS) viruses are low in the university’s normal academic and employment setting. Any employee (including student workers), who may be exposed to bodily fluids in the course of employment duties will be given protective wear in order to minimize the risk of transmission of communicable disease. The university will make available the Hepatitis B vaccination series to all employees who have been identified as having the potential for occupational exposure, and will otherwise comply with applicable OSHA standards.

**h. Employee Right-to-Know Laws: Hazardous Materials**

In the interest of university employees and students, Concordia University Chicago shall comply with the requirements of the Federal Hazard Communication Standard (HCS). Any known variations from the HCS shall be reported to the President for information and resolution.

a. All purchase orders or contracts for delivery of HCS materials must contain the requirement that the materials shall remain the property of others until Material Safety Data Sheets (MSDS) sheets are received by the Purchasing Department.

All contracts for services to be performed by others on the campus or in the presence of any university employee shall require that such contractors have at the location of the
work-site, the required MSDS sheets for any HCS materials utilized in connection with the performance of the contract. Failure to conform to this requirement shall provide the option for the university to determine the contract to be null and void immediately.

b. All organizations renting space from the university through an agreement on a regular basis shall be required to fully comply with this policy for the on-campus facilities and operations. They shall specifically be required to conform to the same requirements as Budget Control Officers of the university, including the filing of materials and information with the university’s Director of Operations. Organizations using campus conference facilities are also required to comply with this policy and the associated procedures. Each event shall be evaluated on the specific circumstances of the event for method of compliance. Contracts shall state the requirement of complying with HCS and the university policy and procedures governing the Act.

c. Such HCS materials shall not be used in any public area, including a classroom or laboratory or studio, without prior consultation with the Director of Operations.

d. Students shall not be permitted to bring HCS products to laboratories, studios, classrooms, and other group work or learning stations unless:
   - The product was provided by the instructor or laboratory assistant;
   - Previous arrangements were made with the instructor and the Director of Operations, and an MSDS is included in the official classroom MSDS binder and the master campus MSDS binder.

The university’s policy and procedures adopted for compliance with the “Emergency Planning and Community Right-to-Know Act” are placed under the general direction of the Vice President for Administration, with substantial delegation of implementing portions of the requirements made specifically to the Dean of Administration. The Dean of Administration may be contacted for information pertaining to institutional procedures complying with this Act.

   i. Security Escort

Security escorts are intended to create a safer walking environment for members of the campus community who are traveling to and from a parking area, residence hall, campus building, or off-campus housing units. Use of this service is highly recommended for people feeling uncomfortable walking alone to any of the above destinations. A security escort can be obtained by dialing “0” for the Campus Operator and someone will be dispatched when available.

9. Whistleblower Policy

General
The Concordia University Chicago ("Concordia") **Code of Ethics and Conduct** ("Code") requires Regents, officers, faculty and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Reporting Responsibility**

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

**No Retaliation**

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

**Reporting Violations**

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

**Compliance Officer**

The Organization’s Compliance Officer has specific responsibility to ensure that all reported complaints and allegations concerning violations of the Code are investigated in an independent manner, and that appropriate resolutions are achieved. At his discretion, he shall advise the President, the Chairman of the Board, and/or the Finance Committee. The Compliance Officer has direct access to the Finance Committee of the Board of Regents and is required to report to the Finance Committee at least annually on compliance activity. Concordia’s Compliance Officer is the Chairman of the Board of Regents. Contact information for Concordia’s Compliance Officer will be publicly available and may also be found in the Human Resources Department, the President’s Office, or the Chief Financial Officer’s Office.
Accounting and Auditing Matters

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

Acting in Good Faith

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

Confidentiality

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

Handling of Reported Violations

If reported to the Human Resources Department or a member of management, the Human Resources Department shall be required to notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. If reported directly to the Compliance Officer, the receipt may not be acknowledged for a period of 20 business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.