



EMPLOYEE HANDBOOK

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Table of Contents

INTRODUCTION	6
REVISION PROCESS	7
BOARD OF TRUSTEES AND ADMINISTRATION.....	8
OFFICE OF HUMAN RESOURCES	9
MISSION STATEMENT.....	10
MOTTO.....	10
A BRIEF HISTORY OF THE UNIVERSITY OF SAINT KATHERINE	11
EXPECTATIONS OF ALL EMPLOYEES.....	11
THE UNIVERSITY OF SAINT KATHERINE ETHICS CODE	13
Introduction	13
Code of Conduct.....	13
Compliance with Laws and Regulations	13
Confidentiality.....	14
Intellectual Property Rights and Copyright Ownership	14
Proper Use of University Property and Funds	14
Accuracy of Records and Reporting	14
Grants and Contracts.....	15
Reporting Suspected Violations or Concerns	15
Consequences of Violation	15
Statement of Non-Discrimination.....	15
Policy on Affirmative Action to Assure Equal Employment Opportunity	15
Statement on Sexual Harassment.....	16
Definition of Sexual Harassment.....	16
Sexual Harassment Complaint Procedure.....	18
Interpretive Comments	21
Sexual Harassment by Visitors.....	22
Americans with Disabilities Act and Accommodations.....	22
Alcohol and Substance Abuse Policy	24
Prohibitions	26
Definitions.....	27

Sanctions for Non-Compliance.....	27
Additional Employee Responsibilities.....	28
Rehabilitation	28
Confidentiality.....	28
Conflict of Interest.....	28
Consulting and Outside Employment.....	29
INTELLECTUAL PROPERTY POLICY	31
Goals.....	31
Definitions.....	31
External Sponsorship.....	31
University Sponsorship.....	31
Work for Hire	32
Public Domain	32
University License	32
In General.....	33
Discoveries and Inventions	33
Credit	33
Trademarks	33
Institutional Responsibility.....	33
Acceptable Use of Campus Network and Computing Systems.....	33
EMPLOYMENT	36
Staff.....	36
Faculty	36
Faculty Essence	36
Staff.....	37
Definition of Employees:.....	38
Exempt Employees.....	38
Salaried Employees	38
Hourly Employees.....	38
Full-time Faculty.....	38
Part-time Faculty.....	38
Adjunct Faculty.....	38
Verification of the Right to Work.....	38
Background Checks	38
Reemployment at The University of Saint Katherine	39

Employment of Relatives.....	39
Orientation	39
Initial Probationary Employment Period	39
Meal and Coffee Breaks	40
No Smoking Policy	40
Solicitation and Leafleting.....	40
Personal Property.....	41
Personnel File.....	41
Release of Information.....	41
Flexible Work Schedules for Individuals.....	41
Telecommuting: Working Away from the Campus	42
Employee Performance Evaluations	42
Unsatisfactory Work Performance or Conduct.....	42
Time Keeping and Punctuality.....	43
Employee Problem-Solving and Grievance Process	43
Problem-Solving.....	43
Grievance Process	44
Definition of a Grievable Issue	44
Level One of the Grievance Process	44
Level Two of the Grievance Process.....	45
Time Limits	45
Employment at The University of Saint Katherine	45
Disclaimer	45
Paychecks.....	46
National Holidays	46
University Holidays.....	46
Vacation and Sick Day Policy.....	46
Bereavement- Nonexempt Employees	47
Leaves of Absence.....	47
Leaving The University of Saint Katherine: Termination of Employment	47
Workers' Compensation.....	48
Reserves and Active Military Duty.....	48
Jury Duty	49
Work Apparel.....	49
PROGRESSIVE DISCIPLINE	50

Faculty Process	50
Staff Procedures.....	50
Step I: Verbal Counseling	50
Step II: First Written Warning	50
Step III: Final Written Warning.....	51
Improvement or Termination	51
Examples of Disciplinary Actions and Discharge.....	52
Types of Separations and Terminations	52
Voluntary separations.....	52
Layoff	53
An Orientation-Period Release.....	53
Involuntary termination.....	53
End of temporary employment.....	53
Administrative Separation.....	53
Contract termination	53
Retirement of the employee.....	53
Appeals Process for Written Warning	54
Staff.....	54
Appeals Process for Termination or Discharge	54
Faculty	54
Staff.....	54
Exit Interview and Final Paycheck.....	55
OUR COMMUNITY ETHOS.....	58
CHRISTIAN STANDARDS	58
LIVING THE CHRISTIAN LIFE.....	59

INTRODUCTION

This handbook has been prepared to acquaint all employees with the personnel policies and benefits that are generally applicable to The University of Saint Katherine (hereafter referred to as “The University” or “USK”) staff.

The information in this handbook has deliberately been presented in an informal manner and is only a summary of The University policies and practices. For more detailed information, contact the Human Resources Department. Please note that this handbook supersedes information published in previous handbooks.

This handbook provides a general guide to The University policies. Because no two employment situations are ever exactly alike, The University policies must have some flexibility. There are times when rigid policies can be as unfair as no policies at all. Because The University's goal is to treat employees fairly, it may modify, suspend, or otherwise deviate from the policies summarized here on those occasions when it determines that the circumstances warrant special consideration.

The policies summarized in this handbook, and any other policy summaries that may be issued from time to time in the future, are adopted voluntarily by The University and are not intended to give rise to contractual rights or obligations of any kind. The University of Saint Katherine values its employees and looks forward to a mutually satisfactory at-will employment relationship. Neither the employee nor The University is obliged to continue an employment relationship if either one does not wish to do so.

The policy summaries contained within these pages provide general information about The University's policies that are in effect at the time the handbook was prepared.

Questions on any material in this document should be directed to the Office of Human Resources.

May God continue to bless the ministry of The University of Saint Katherine and all of those who labor in its endeavor.

REVISION PROCESS

We naturally expect that the policies, procedures, and programs will be modified to meet the demands of the future. The University reserves the right to amend, supplement, or rescind provisions of this handbook, as it deems appropriate and at its discretion.

These policies, therefore, may be revised from time to time. Policy changes made after publication of this handbook will be on file in Human Resources, and such changes will be fully effective whether they are printed in the physical copies of the handbook, emailed, sent via DocuSign, or published in shared folders in Google Drive.

If there are any questions that this handbook has not addressed, the employee's supervisor or the Office of Human Resources will be glad to assist. Some policies and procedures may be aspirational based on staffing limitations at a given time. It is the University's intention to have all handbooks be practical documents.

Substantive changes in the handbook that are not required by law must be approved by the President, the Director of Human Resources and the Board of Trustees. Revisions that are solely applicable to the faculty must be approved by the Chief Academic Officer (CAO) and Faculty Senate. Revisions that are applicable to all employees must be approved by the Director of Human Resources and the President.

BOARD OF TRUSTEES AND ADMINISTRATION

The Board of Trustees is responsible for the oversight of The University of Saint Katherine. The Board adopts rules, regulations, and policies governing The University. The Board has authority over governance of The University, use of property, development of facilities, and fiscal and human resources management. The Board hires and evaluates the President and approves the promotion of faculty rank.

Administration of The University is under the direction of the President, who is assisted by the senior leadership team. The President meets with bi-weekly with the senior leadership team at President's Cabinet Meetings.

OFFICE OF HUMAN RESOURCES

To fulfill the mission and purpose of The University of Saint Katherine, the Office of Human Resources plays a key role in helping The University deal with a fast-changing, competitive environment and the greater demand for quality employees. Thus, the Office of Human Resources has been established to manage the six key people-related activities that add value to an organization:

1. Effectively managing and developing people.
2. Strengthening individual and organizational performance.
3. Developing new competencies that enhance individual and organizational performance.
4. Increasing the innovation, creativity, and flexibility necessary to enhance competitiveness.
5. Applying new approaches to work-process design, career development, and inter-organizational mobility.
6. Managing the implementation and integration of technology through improved staffing, training, and communication with employees.

The Office of Human Resources serves as a resource for employees to obtain current information on employment procedures, work rules, benefits, personnel records, job opportunities, federal and state employee regulations, training and development opportunities, employee-relations concerns, and benefit-conversion privileges upon termination of employment.

The representatives of the Office of Human Resources are responsible for maintaining complete and up-to-date personnel records for all current employees. It is, therefore, important that employees notify the Office of Human Resources promptly of any changes in their name, marital status, number and names of dependents, home address, and telephone number. In this manner, all information for all employees can be kept current and accurate.

MISSION STATEMENT

Vision/Mission: To provide a balanced education in the liberal arts & sciences, founded and rooted in the life of the Orthodox Christian Tradition- Inquiry Seeking Wisdom.

The University aims to support its students to integrate their intellectual and spiritual lives, their formal learning with knowledge gained from lived experience, and their academic pursuits and personal development.

To this end, The University envisions an undergraduate experience characterized by a high degree of faculty-student interaction, curricula that are interdisciplinary, communal and individualized, and opportunities for research and creative pursuits inside and outside of the classroom. Students will receive a broadly based, rigorous education in a setting that fosters a spirit of intellectual inquiry and the development of problem-solving skills required to address the open-ended issues characteristic of contemporary societal needs.

Collaborations with faculty and staff challenge and transform students into lifelong learners with skills to become problem solvers committed to justice and the global community.

The University teaches women and men to live and work as equal partners by linking learning, work and service in a community which values equally the contributions of men and women.

MOTTO

The Motto, *Inquiry Seeking Wisdom*, expresses the foundational commitment on which The University and its statements and policies rest.

Inquiry Seeking Wisdom continues to be central to sustaining the identity, mission, and purpose of The University.

Values

1. **Student-Centered Pedagogy** - The University values student-centered pedagogy and creative teaching to maximize learning and engagement. Frequent formal and informal student-faculty interactions, Socratic dialogue, and a strengths-based approach to teaching and assessment contribute to dynamic learning environments.
Proverbs 4:13 "Take firm hold of instruction, do not let go; Keep her, for she is your life."
2. **Integrative and Interdisciplinary Scholarship** - Scholarship at the University represents a synergy that connects learning and life by balancing empirical inquiry with the seeking of Wisdom. Our liberal arts curriculum aims to equip students for pursuing truth, to promote dialogue between different perspectives and disciplines, and to educate the whole person.
James 3:17 "But the wisdom that is from above is first pure, then peaceable, gentle, willing to yield, full of mercy and good fruits, without partiality and without hypocrisy."
3. **Authentic Community** - The University strives to create authentic and inclusive Christian community through a holistic approach to student life. Building a robust network of

relationships and friendships across students, faculty, and staff enriches a diverse student body and deepens our spiritual journeys.

Hebrews 10:24-25 "And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the Day approaching."

4. **Active Service** - The University values active service through compassionate action and an intellectual environment for engaging questions of justice and mercy. Drawing on theological wellsprings, we manifest a commitment to lived Christian faith through service to our neighbors and solidarity with those in need.

Galatians 6:9-10 "And let us not grow weary while doing good, for in due season we shall reap if we do not lose heart. Therefore, as we have opportunity, let us do good to all, especially to those who are of the household of faith."

A BRIEF HISTORY OF THE UNIVERSITY OF SAINT KATHERINE

The University of Saint Katherine (originally known as Saint Katherine College) was founded by Frank Papatheofanis, MD, PhD, and incorporated on June 30, 2010, as a California non-profit corporation; The University received approval to operate (licensure) from the California Bureau of Private Post-Secondary Education in 2011. The University was originally located in Encinitas, California, from 2010-2014, and moved to San Marcos, California, in August 2014. From its founding, The University has offered baccalaureate degrees (BA, BS) in the liberal arts and sciences taught in the context of an Orthodox Christian worldview. Classroom instruction began in September 2011, with 11 enrolled students and has grown to approximately 200 full time students. The first commencement and graduation occurred in May 2013.

EXPECTATIONS OF ALL EMPLOYEES

All employees of The University are expected be familiar with and to live up to the vision outlined the University's Strategic Plan. Employees are to maintain the highest of professional and personal standards. It is expected that each employee will approach his or her responsibilities with purpose, commitment, and a Christ-like attitude of service and care.

The following are general expectations of all employees regardless of classification:

- Model a Christian lifestyle as outlined in the Word of God and The University's Community Ethos statement (see pg. 58)
- Uphold The University's policies and enhance its educational purpose and ministry.
- Protect University property.
- Strive to be healthy in mind, body and spirit.

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- Obey the law and practice good citizenship both on and off campus.
 - Promote economy and prevent waste.
 - Abstain from the use of illegal drugs.
 - Abstain from the use of alcohol and tobacco on campus or any University properties. Please see page 25 for details and exceptions.

For additional specifics that apply to specific departments, please consult the appropriate handbook. These include the **Faculty Handbook** and the Athletics Handbook.

THE UNIVERSITY OF SAINT KATHERINE ETHICS CODE

Introduction

The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission, the promotion of learning. To achieve this goal, The University relies on each community member's ethical behavior, honesty, integrity and good judgment.

This Ethics Code establishes guidelines for professional conduct by those acting on behalf of The University including 1) executive officers, faculty, staff and other individuals employed by The University, using University resources or facilities, 2) consultants, vendors and contractors when doing business with The University and 3) volunteers and representatives acting as agents of The University. The Ethics Code refers to all these persons collectively as "members of The University community" or "community members."

This Ethics Code cannot address all situations that may arise, but it offers a framework to assist community members in understanding their obligations. Some of the following statements are summaries of formal detailed policies and are not intended to be all-inclusive. Complete policies that apply to The University of Saint Katherine community members include, but are not limited to, 1) Faculty Handbook, 2) Staff Handbook and 3) Student Handbook. This code supplements but does not supersede the rights and obligations of The University community under the law.

Code of Conduct

Members of The University community work with the obligation to respect and to be fair to other members, students, and persons they supervise, and to foster their intellectual and professional growth. Community members must neither engage in, nor permit, harassment and illegal discrimination. Spoken or written intimidation, harassment, coercion or threats of violence are unacceptable and will not be tolerated. Behavior that jeopardizes the health and safety of community members, or intrudes upon their rights and freedoms, is unacceptable. Physically endangering behavior includes any deliberate, negligent or reckless actions that endanger the physical safety or well-being of any person. Members must not abuse the authority they have been given and care must be taken to ensure that any personal relationships do not result in situations that might interfere with objective judgment. Members should conduct themselves in a businesslike manner on campus or when attending an off-campus work related function. Also, unprofessional activities such as inappropriate language, keeping or posting inappropriate materials in the work area or accessing inappropriate materials on computers are strictly prohibited.

Compliance with Laws and Regulations

Members of the USK community are expected to transact University business in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility, including, but not limited to, equal employment opportunity, fair employment practices, and nondiscrimination laws; laws regarding the privacy and confidentiality of employee and student records; laws regarding workplace safety and occupational health; and laws regarding antitrust and recording of financial transactions.

Confidentiality

The University is committed to protecting the privacy of individuals (employees, students and alumni) and the confidentiality of records. All members of The University community hold the responsibility for making sure that this commitment to protect individuals' privacy is upheld. Respecting the rights to confidentiality and privacy of information of the members of our community is critical. Community members must safeguard confidential information. This includes ensuring that confidential documents, in either paper or electronic form, are not left unattended; refraining from engaging in discussion of confidential information in forums where the information may be overheard; and protecting the privacy of past and present students, faculty, staff and alumni by maintaining the confidentiality of all University records. Failure to maintain this confidentiality may have a direct impact on the interest of The University.

Intellectual Property Rights and Copyright Ownership

The University of Saint Katherine respects the ownership of intellectual material governed by copyright laws. Community members are expected to comply with the copyright laws and provisions of the licensing agreements that apply to software, printed and electronic materials.

The use of The University's seal and letterhead is restricted to University business. Questions regarding use of the seal and letterhead should be referred to the Director of Admission and/or the Director of Human Resources.

Proper Use of University Property and Funds

The University of Saint Katherine community members must ensure that The University resources are not used for anything other than their intended purposes. University employees have an obligation to manage the institution's resources prudently, with a responsibility to those who provide those resources, including students, parents, alumni, foundations, donors and government agencies. University employees are responsible for safeguarding the tangible and intangible assets of The University that are under their control. University resources may not be converted to personal use, either for oneself or another person.

University resources may not be used to make contributions to candidates for public office, to political parties, or to other political organizations that are organized primarily to accept contributions for the purpose of influencing the selection, nomination, election, or appointment of any individual to federal, state, or local public office.

Accuracy of Records and Reporting

The records, data and information owned, used, and managed by The University must be accurate and complete. The accuracy and reliability of financial reports is of the utmost importance to the business operation of The University. University members must record, allocate and charge costs accurately and maintain documentation as required by established policies and procedures. All reports, including travel reimbursable bills, invoices, payroll information, personnel records and other essential business records, must be prepared with care and honesty. All employees responsible for accounting and record-keeping must fully disclose and record all assets, liabilities or both, and must exercise due diligence in enforcing these requirements.

Grants and Contracts

Members of The University community requesting funding from government agencies, corporations, foundations, and other granting organizations have an affirmative obligation to make full, accurate, and honest representation concerning all relevant information submitted to or requested by the granting organization. Accurate and complete records, including supporting documentation, as required by the granting organization must be maintained, as well as notifying the Chief Financial Officer. Also, all funds provided by federal agencies must be spent in ways consistent with the funding documents and in compliance with the guidelines on allowable costs.

Reporting Suspected Violations or Concerns

The University Ethics Code compliance efforts focus on teaching community members standards that require adherence. Nevertheless, violations may occur. In addition, members of The University community may have concerns about matters that they are not sure represent violations. Therefore, community members should report suspected violations or concerns about these standards promptly to one of the following University offices: Director of Human Resources, Chief Financial Officer, or the appropriate supervising Dean. The University will investigate claims of inappropriate activities, including informing the Board of Trustees of claims related to the misuse of University assets and violation of compliance laws. The University will protect from retaliation anyone who makes a good faith effort to appropriately disclose perceived wrongdoing.

Consequences of Violation

Material violations of this code or related policies and procedures will be considered under The University's established disciplinary practices and procedures and may carry disciplinary consequences, up to and including dismissal from employment. Such violations may also subject individuals to civil or criminal actions in state or federal courts.

Statement of Non-Discrimination

The University of Saint Katherine is committed to the principles of equal opportunity as defined under federal and state law, and does not discriminate on the basis of race, color, creed, disability, national/ethnic origin, age, religion, sex, sexual orientation, or disabled veteran/Vietnam-era veteran status in its admission policy, programs, or activities, educational policies, scholarship and loan programs, athletic and other University-administered programs, or employment practices and programs. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.

Policy on Affirmative Action to Assure Equal Employment Opportunity

The University is committed to the principle that equal employment opportunities shall be afforded to all persons regardless of race, color, marital status, religious creed, sex, national origin, disability, age, ancestry, veteran's status, sexual orientation, or any other status protected by law and that discrimination, whether passive or active, will be neither condoned nor tolerated for any reason.

It shall be the practice of the Administration of The University of Saint Katherine to support the hiring and promotion of the best qualified persons into positions of responsibility and engage in affirmative steps to extend equal employment opportunities to all qualified persons.

The Administration of The University recognizes that the support of equal employment opportunity requires that resources be provided to support activities such as recruiting, and training aimed at eliminating employment practices, standards, and/or conditions that may result in discrimination.

It is the objective of the Administration of The University to provide opportunities for every faculty member to realize his or her potential and to assist that person to function more effectively and to reach a level commensurate with her/his abilities and goals.

The University shall enact an affirmative action policy as required by law.

The President shall inform the employee of this policy, explaining the policy statement, purposes, objectives, responsibilities, and means of implementation of this program.

The affirmative action policy applies equally to all terms, conditions, and privileges of employment, including hiring, promotion, training and development, compensation, benefits, transfer, termination and retirement.

Statement on Sexual Harassment

The University of Saint Katherine is committed to providing and maintaining a healthy learning and working environment for all students, staff, faculty and other members of the University's community, free of discrimination and all forms of sexual and gender harassment, which diminish the dignity or impede the academic freedom of any member of the University of Saint Katherine community.

In accordance with The University of Saint Katherine's values, its role as an educational institution, and both federal and state law, The University condemns any form of sexual [or gender] harassment [or assault] and is committed to taking action to prevent and eliminate all forms of them, including coercive sexual behavior. Although not rising to the legal definition of sexual harassment, The University is committed to prevent and eliminate unethical and/or inappropriate conduct as defined by Christian values.

Any employee or student found to have engaged in such conduct is subject to disciplinary action, up to and including discharge and/or expulsion.

Further, The University condemns any acts in violation of this policy involving any third parties, including visitors, guests and agents, representatives and employees of suppliers or contractors, and will take violations of this policy by such parties into consideration in the awarding of contracts and the future conduct of business.

Sexual and gender harassment are not only repugnant to the University of Saint Katherine community and a violation of this policy but may be criminal offenses according to California or federal law. Members of The University's community who have been found in violation of statutes related to sexual harassment and/or assault may be subject to additional University disciplinary action.

NOTE: IF A STUDENT WISHES TO FILE A COMPLAINT AGAINST ANOTHER STUDENT, THAT STUDENT SHOULD CONTACT THE DEAN OF STUDENTS OR TITLE IX COORDINATOR. ALL OTHER COMPLAINTS SHOULD BE FILED WITH THE DIRECTOR OF HUMAN RESOURCES OR SOMEONE OPERATING IN A SUPERVISORY CAPACITY.

Definition of Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome sexual advances, direct or indirect, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

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- submission to or rejection of such conduct is made or is threatened to be made, either explicitly or implicitly, a term or condition of instruction, employment or participation in other University activity;
 - submission to or rejection of such conduct by an individual is used or is threatened to be used as a basis for evaluation in making financial, academic or employment decisions affecting that individual; or such conduct has the intent, purpose or can reasonably be expected to have the effect of interfering with an individual's academic or professional performance or advancement, or creating an intimidating, hostile or offensive educational, living or working environment.

The University's Sexual Harassment Policy and Procedures also apply to gender harassment. Gender harassment includes verbal or physical harassment that is based on the person's gender but that is not sexual in nature.

It may be a violation of this policy for any employee of the University to offer or request sexual favors, make sexual advances or engage in sexual conduct, consensual or otherwise, while the other individual involved is enrolled in class or is working under the supervision of, or subject to evaluation of the employee.

In such circumstances, consent may not be considered a defense against a charge of sexual harassment in any proceeding conducted under The University's Sexual Harassment Policy. The determination of what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs.

Online Training:

Online training modules will be assigned to employees periodically pertaining to various areas including sexual harassment. Employees are required to complete any online training sessions within the assigned timeframe.

Consensual Relationships

Amorous relationships that might be appropriate in other circumstances present serious difficulties within The University community. Relationships between individuals in inherently unequal positions (such as teacher and student, coach or player, supervisor and employee) may undermine the real or perceived integrity of the supervision and evaluation process, as well as affect the trust inherent in the educational environment. As such, these relationships are strongly discouraged at USK. If they do occur, it is advisable to inform HR.

Consensual romantic or sexual relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint when that relationship gives undue access or advantage to, restricts opportunities of, or creates a hostile and unacceptable environment for one of the parties to the relationship, or for others.

Glossary

In addition to "Sexual Harassment" and "Gender Harassment," which have been defined above, this policy uses the following terms:

Complaint: An assertion that a named individual has violated this policy.

Complainant: Any individual(s) making a complaint.

Student: Any person who is enrolled in The University, either on a full or part-time basis.

Employee: Anyone who is classified and working in one of the following "employee classes"

Faculty: All members of The University community who teach on a full or part-time basis at any campus or other facility.

Staff: All employees of The University community, including support personnel, counselors, University ministers, resident advisors, graduate students, teaching fellows, tutors and undergraduate course assistants.

Administration: All employees defined as professional personnel empowered to carry out the various administrative functions of The University including the authority to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward or discipline other employees or having the authority to recommend such actions.

Student: All employees who are currently students working on a part-time basis.

Adjunct: All employees who are contracted to teach specific courses on an infrequent basis.

Examples of Sexual/Gender Harassment

Examples of behavior that may constitute sexual harassment include, but are not limited to, the following:

- unwelcome verbal or physical advances of a sexual nature;
- requests or subtle pressure, overt or implied, for sexual favors;
- abusive or threatening behavior directed at a person;
- remarks, jokes, comments or observations of a sexual nature that demean or offend individuals on the basis of their sex, provided, however, that such expressions will not be considered sexual harassment if uttered for a valid academic purpose;
- gestures or other nonverbal behavior of a sexual nature provided, however, that such expressions will not be considered sexual harassment if based upon a valid academic purpose; and
- display or distribution of offensive materials of a sexual nature provided, however, that such expressions will not be considered sexual harassment if used for a valid academic purpose.

Examples of gender harassment may include, but are not limited to, the following:

- language or physical conduct that demeans another person because of his/her gender; and
- abusive or threatening behavior directed at a person on the basis of his/her gender.

Sexual and gender harassment may occur regardless of sexual orientation.

Sexual and gender harassment under this policy may be communicated in a variety of ways including, but not limited to, oral pronouncements, notes, letters, faxes, electronic messages and displays on public workstations.

Sexual Harassment Complaint Procedure

1. Introduction

The following procedures are designed to provide flexibility in reporting for the person complaining of the harassment, while balancing the interests of the accused party and The University's need to obtain the information necessary to resolve these harassment issues in its community.

If you have any questions regarding the policy or procedures, please contact the office of the Dean of the University and Chief Academic Officer or the Chief Financial Officer/Director of Human Resources.

2. Reporting and Resolution

All incidents of sexual harassment or gender harassment should be reported by the complainant to either a person in a supervisory capacity or the Director of Human Resources. The reporting of a sexual or gender harassment incident constitutes a complaint.

In addition, all members of the community who serve in a supervisory capacity, such as deans, directors, managers, and chairs are responsible for reporting all complaints of sexual harassment to the Director of Human Resources. Complaints will be treated with discretion and will be promptly and thoroughly investigated. The Director of Human Resources may ask the complainant to put the complaint into writing.

Sexual or Gender Harassment can be a grievous action, having serious and far-reaching effects on the lives and careers of individuals. False complaints, that is, allegations made knowing that they are not true, can have similar impact. Intentionally false charges are grounds for discipline, up to and including termination and/or expulsion.

Disciplinary proceedings shall follow applicable procedures as set forth in the The University of Saint Katherine Student Handbook and the Employee Handbook.

If a student under the age of 18 reports an incident of sexual harassment to any faculty or staff member, that faculty or staff member is obligated to report the incident to the Director of Human Resources.

3. Confidentiality

The University of Saint Katherine is committed to balancing the interests of all parties involved in sexual and gender harassment complaints and will attempt to keep the name of the complainant confidential and to respect the rights of the accused harasser.

However, The University recognizes that there are certain situations which may require disclosure of information. Further, when credible information received through an investigation shows that there may be violations of other University policies, then the appropriate officials will be notified.

4. Investigation Process

The Director of Human Resources shall be informed of all reported complaints of sexual or gender harassment. In cases where the person complaining of the harassment (the complainant) and the person complained about (the respondent) are both students, the Dean of the University and Dean of Students, in consultation with the Director of Human Resources, will assume primary responsibility for overseeing the investigation process.

In all other cases, the Director of Human Resources shall assume primary responsibility for overseeing the investigation process. The Director of Human Resources shall consult with the Dean of the University and Dean of Students if the complainant or the respondent is a student.

The University recognizes that many issues relating to sexual and gender harassment are resolved through discussions with and advice from the Director of Human Resources.

For example, the complainant may decide to deal with the situation directly by speaking to the respondent, or the complainant may request that another member of The University community, to be chosen by the Director of Human Resources in consultation with the complainant, speak with the respondent. As another example, the complainant and respondent may choose to meet and resolve the matter with the help of the Director of Human Resources.

A complaint may be resolved when there is agreement among the complainant, the respondent and the Director of Human Resources. This resolution may include but is not limited to: an apology by the respondent; a commitment by the respondent not to repeat the offending behavior and/or to take steps to achieve that goal by, for example, seeking counseling; or, acceptance that no further action is warranted.

5. Further Investigation

The Director of Human Resources will conduct further investigations if the complaint is not resolved in the above manner.

When a student is accused of sexual or gender harassment, the nonacademic disciplinary procedures set forth in the Student Handbook shall apply.

The Director of Human Resources will promptly inform the respondent of the identity of the person who will conduct the investigation and the respondent will be provided with ample opportunity to respond to the complaint.

Every reasonable attempt shall be made to resolve all harassment complaints in a timely manner. The investigation will be conducted with discretion; only individuals who may have substantial information directly relevant to the complaint will be interviewed as witnesses.

Only University employees who have a need to know the circumstances surrounding the complaint, i.e., those involved in the investigation and resolution of the complaint, will be informed.

If the complaint is found to have no merit or if the facts cannot be established, the complainant and the respondent will be informed, no further action will be taken, and nothing will be placed in the respondent's file.

If, after a full and fair investigation, the Director of Human Resources, together with the appropriate University officials, determines that a member of The University community violated the Sexual Harassment Policy, appropriate action will be recommended, including but not limited to reprimand, disciplinary sanctions, termination or expulsion, or training/education.

No recommendation for action will be made without providing the respondent with an opportunity to respond to all complaints raised against him/her. The respondent will receive timely written notification of the recommendation.

Applicable procedures set forth in the University of Saint Katherine Student Handbook and the University of Saint Katherine Employee Handbook will apply.

The Director of Human Resources shall keep a separate record of each investigation.

6. Retaliation

No person, including parties and witnesses, exercising his or her rights and/or responsibilities under the Sexual Harassment Policy and Procedures shall be subject to retaliation or threat of retaliation in any form.

Retaliation shall include, but is not limited to, those actions directed against an individual on the basis of or in reaction to the exercise of rights accorded and/or defined by this policy which affect a person's employment, advancement, scholarship, performance, habitation, and/or property.

A finding of retaliation or a threat of retaliation shall constitute a separate violation of this policy, subject to separate or consolidated disciplinary procedures, and is not dependent upon a finding of a violation of any other section of the policy. Complaints of retaliation shall be made to the Director of Human Resources.

The University is committed to maintaining an environment free of discrimination and all forms of coercion that impede the academic freedom, security, or well-being of any member of the community. Sexual harassment is inimical to such an environment and is unlawful. As part of this commitment, The University shall, on a regular basis, undertake to educate the whole community about sexual harassment.

Interpretive Comments

Sexual harassment may range from overt acts of sexual coercion, including rape, to more subtle indications of sexual hostility that may or may not be unlawful. It is the intention of these "Interpretive Comments" to provide examples (but not a definitive or exhaustive list) of conduct that constitutes sexual harassment.

Demands for sexual favors in exchange for better grades or job security (*quid pro quo*) are examples of the most overt sexual harassment. Milder suggestions that academic or employment conditions may improve if the relationship assumes a sexual character also constitute sexual harassment. Any negative consequences resulting from an individual's rejection of advances (such as lowered grades, expressions of hostility, or more difficult work conditions) are also indicia of improper harassment.

Harassing behavior is not limited to requests for sexual favors. It includes other unwelcome sexual conduct that can, depending on the circumstances, take the following forms: **verbal**, such as sexual innuendo, insults, demeaning comments or jokes about gender-specific traits, etc.; **non-verbal**, such as obscene gestures, whistling, etc.; and **physical**, such as touching, brushing the body, pinching, etc. Such behaviors can interfere with an individual's performance, create a hostile or intimidating environment, or indicate discriminatory hostility.

Perhaps the most difficult question related to sexual harassment concerns intimate relationships between two individuals, one of whom is in a position of authority (e.g., between a faculty member and a student, a supervisor and an employee, an administrator and faculty member, senior faculty and junior faculty). It is incumbent upon those with authority not to abuse, or give the appearance of abusing, the power with which they are entrusted.

Amorous relationships that might be appropriate under other circumstances always threaten the integrity of the educational process when they occur between instructor or administrator and any student for whom he or she has direct professional responsibility. Administrators, employees and faculty must be aware that any romantic involvement with students, or others under their authority, potentially subjects them to internal discipline or liability, particularly if a complaint is initiated by the student or employee. Accordingly, faculty, employees and administrators are strongly discouraged from maintaining romantic or sexual relationships with students, and faculty are expressly prohibited from engaging in romantic or sexual contact with students with whom they have a concurrent academic relationship.

It is not advisable (or possible) to formulate a policy so specific that all conceivable incidents are clearly included or excluded from the definition of sexual harassment. Individual cases will be addressed through proper grievance channels. Decisions about alleged improper conduct and determinations of appropriate action by the institution will be made on a case-by-case basis. Such action may range from a reprimand or counseling to termination of employment and may include such other forms of disciplinary action as the University may deem necessary under the circumstances.

Sexual Harassment by Visitors

An important area of concern relates to visitors to the campus. The University does not approve of sexual harassment by individuals visiting students or attending the University of Saint Katherine functions. However, it does not have jurisdiction to enforce this policy beyond members of the community (as defined in the policy). If anyone is the victim of sexual harassment by visitors, she or he should call the police, who will escort the offending visitor off campus and/or take other appropriate action. If visitors' behavior is illegal (e.g., disturbing of the peace, vandalism, sexual assault, etc.), they are subject to arrest. The best way to reduce sexual harassment by visitors is for all members of the University community to make it clear that such behavior is not acceptable at the University.

Americans with Disabilities Act and Accommodations

The Americans with Disabilities Act (ADA) prohibits discrimination against a qualified person with a disability in employment practices such as job application procedures, hiring, promotion, discharge, compensation, training, benefits and other conditions of employment. The ADA also requires that employers provide reasonable accommodations to qualified individuals with disabilities. Under the ADA, a person is considered to have a disability if (1) he or she has a physical or mental impairment that substantially limits one or more major life activities such as hearing, seeing, speaking, breathing, performing handbook tasks, walking, caring for oneself, or learning; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment. In addition, the ADA protects individuals who have family, business, social or other relationships or associations with persons who have known disabilities.

Temporary, non-chronic impairments of short duration, with little or no long-term or permanent impact, are usually not considered disabilities under this Act. Examples of excluded impairments are broken limbs, sprained joints, concussions, appendicitis and the flu.

A request for an ADA work-related accommodation should be initiated by the employee to his or her supervisor. The supervisor should then consult with Human Resources as soon as possible to review eligibility and next steps.

Social Media Policies and Procedures

Social media is a powerful vehicle through which relevant news and information is easily transmitted to the community and to the world. While using these instruments, the lines between personal voice and institutional policy are blurred and thus USK has drafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media is defined as media designed to be shared in social interaction via the internet. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and Instagram.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, and other college constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

The following Online Social Media Principles are intended to outline how one should be represented in the online social media space and to guide your participation in this arena. You are participating personally, as an individual, as well as when you are acting on behalf of the college.

It is critical that we always remember who we are and what our role is in the social media community. The same rules that apply to our messaging and communications in the traditional media still apply in the online social media space. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply.

The university encourages all its associates to explore and engage in social media communities at a level at which they feel comfortable. Have fun but be smart. The best advice is to approach online worlds in the same way we do the physical one – by using sound judgment and common sense.

Ultimately you are responsible for your actions. Anything you post that can potentially tarnish the college's image will be your responsibility. We do encourage you to participate in the online social media space, but urge you to do so properly, exercising sound judgment and common sense.

Be conscious when mixing your business and personal lives. Online, your personal and business persona are likely to intersect. The college respects the free speech right of all its associates, but you must remember that students, colleagues, and supervisors often have access to the online content you post. Keep this in mind when publishing information online that can be seen by more than friends and family. Also remember information originally intended just for friends and family can be forwarded. Never disclose non-public information of the university and be aware that taking public positions online that are counter to the college's interests might cause conflict.

As a college representative, it is important that your posts convey the same positive, optimistic spirit that the university instills in all its communications. Be respectful of all individuals, races, religions, and cultures. How you conduct yourself in the online social media space reflects not only you; – It is a direct reflection on the university.

Fully disclose your affiliation with the university. Keep records. It is critical that we keep records of our interactions in the online social media space and monitor the activities of those with whom we engage. Because online conversation is often fleeting and immediate, it is important for you to keep track of the posts when you are officially representing the university. Remember, online statements can be held to the same legal standards as traditional media communications.

When in doubt, do not post. Associates of the college are personally responsible for their words and actions, whatever they are. You must ensure that your posts are completely accurate and not misleading. Exercise sound judgment and common sense, and if there is any doubt, **DO NOT POST IT.**

Your posts have global significance. The way that you answer an online question may be accurate in some parts of the world, but inaccurate (or even illegal) in others. Keep that “world view” in mind when you are participating in online conversations.

Know that the internet is permanent. Once information is published online, it is essentially part of a permanent record, even if you “remove/delete” it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.

Do not use Saint Katherine College logos for endorsements. Do not use USK’s name to promote a product, cause, or political party or candidate.

Be respectful. Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully considering how they would reflect on the poster and or the university and its institutional voice.

Remember your audience. Be aware that a presence in the social media world is, or easily can be made available to the public at large. This includes prospective students, current students, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

When you are participating in social media as an individual, identify your views as your own. If you identify yourself as USK faculty, staff, or coach member online, it should be clear that the views expressed are not necessarily those of the institution.

Alcohol and Substance Abuse Policy

1. PURPOSE: DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The Drug-Free Schools and Communities Act Amendments of 1989 require that institutions of higher education certify that they have adopted and implemented a drug and alcohol prevention program as a condition of receiving funding under any federal program. The Secretary of Education has, as required by the Amendments, issued regulations to enforce the law. These regulations, known as the "Drug Free Schools and Campuses," may be found in 34 CFR 86 at <http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>

2. STATEMENT OF PHILOSOPHY

The University of Saint Katherine is a drug and alcohol-free campus. In the case of an event on or off the campus, the University of Saint Katherine has established an alcohol use policy based on the tenet that those serving and drinking alcohol will do so legally and responsibly, with concern for others around them, and with an understanding of the social, personal and legal issues involved. It is the responsibility of persons or groups that use, possess, distribute or produce alcohol to be familiar with and abide by all laws regarding the sale and use of alcoholic beverages. Students hosting events providing alcohol must secure authorization from the Dean of Students and adhere to the guidelines provided.

3. UNIVERSITY RULES GOVERNING ALCOHOL AT STUDENT EVENTS

A. Employees are not allowed to consume alcohol at University Events where students are in attendance. There may be an exception at events where students are working but not in attendance. At University events where employees are allowed to consume alcohol, excessive consumption is not acceptable.

B. Generally, the University of Saint Katherine jurisdiction and conduct processes shall be limited to behavior which occurs on University premises, at University-sponsored events, or other off-campus locations if it adversely affects the University community and/or the pursuit of its objectives as determined by University officials (i.e., the President, Athletic Director, CAO, or Dean of Students). Factors that determine whether a program, activity, function, or social gathering (hereafter referred to as function) held off the University of Saint Katherine property constitutes an event include, but are not limited to:

1. The nature of the function.
2. Number and nature of guests invited to the function.
3. Advertising (verbal and/or written) was created and distributed.
4. The function was announced in a group meeting.
5. The function is listed in the minutes of a group meeting.
6. Money from the group was contributed in any way.
7. Group member(s) collected funds and contributed them in any way.
8. Group officer(s) and/or advisor(s) involvement in planning, promoting, and/or financing the function.
9. Group and/or individual members donated item(s) in any way.
10. A reasonable person could perceive the function to be sponsored by a group.

It is important to note that, while group events may not necessarily be considered as the University of Saint Katherine functions, such events may still be reported as having violated the University of Saint Katherine Student Conduct Code and, if found to be responsible, sanctions may be applied to the group, or any member thereof. If a group is in doubt as to whether a program, activity, function, or social gathering may be considered an event, members are encouraged to contact the Dean of Students for a determination.

B. It is not possible to specify every instance of misconduct that could result in disciplinary action against a student or possible locale, however, each student or student group may be subject to conduct review whether misconduct occurs on University premises, at University sponsored activities, or at any location off-campus when such conduct is brought to the attention of The University.

1. Students hosting events providing alcohol must secure authorization from the Dean of Students and adhere to the guidelines provided.

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2. All individuals/groups are responsible for implementing and complying with federal, state and local laws, the Student Handbook, and other University of Saint Katherine policies.
 3. Applicable federal, state and local laws in addition to the other provisions of the Student Handbook govern the possession, consumption, and sale of alcoholic beverages in private residences.
 4. The hosting individual(s) or group(s) is responsible for planning and conducting activities at which alcohol is to be served in a manner that promotes compliance with the Student Handbook, this policy, federal, state and local laws.
 5. On a yearly basis, all students shall be educated in a University recognized program concerning alcohol/substances and risk management during Orientation.
 6. Reports of alleged violations by an individual/group will be dealt with in accordance with this policy and the Student Handbook.
 7. All events involving alcohol hosted by officially recognized individuals/groups are required to abide by the following standards designed to promote student health, safety and responsibility:
 - a. All events at which alcohol is served must also include provisions of a free alternate non-alcoholic beverage and free food throughout the event.
 - b. The service and/or consumption of alcoholic beverages is to be complementary to the event, and under no circumstances should an event have the consumption of alcohol as its primary purpose.
 - c. There shall be no sale of alcoholic beverages at or within a residence.
 - d. An event host (whether officially designated or implied) shall be required for any gathering/event at which alcohol is served. The host must be present to supervise during the entire event to assure compliance. The host must be at least 21 years of age and refrain from consuming alcohol before, and throughout the event.

Medication: If one is being treated with medication that is likely to impair the job performance, one must notify his/her supervisor or Human Resources before starting work. One does not need to disclose medical facts or even the name of the medication.

Prohibitions

The University prohibits the illegal use, possession, manufacture, distribution, dispensing, or other transfer of any drug, in any amount, by any employee or student while (1) on University premises, (2) performing any job-related activity, on or off University premises, or (3) otherwise participating in any University activity, on or off University premises.

Also prohibited is the use or possession of alcohol (1) on University premises, (2) while engaged in any job-related activity, on or off University premises, or (3) while otherwise participating in any University activity, on or off University premises. An exception is made for the moderate consumption of alcohol by individuals of legal age at approved functions at which University authorization to serve alcoholic beverages and at other University functions that are primarily social in nature, provided that consumption at such functions is limited so as not to pose a risk to the safety of the individual or others.

In addition, employees are prohibited from reporting to work or performing job-related activities, on or off University premises, while impaired under the influence of alcohol or illicit drugs. Employees

and students are likewise prohibited from participating in any University activity, on or off University premises, while impaired under the influence of alcohol or illegal drugs.

The policy does not prohibit use by an employee or student of prescription drugs prescribed for the employee or student by a licensed physician, health care professional, or his/her legally authorized designee, provided that the drug is used in accordance with the physician's instructions and in a therapeutic dosage.

Definitions

A "drug" is any controlled substance listed on Schedules I through V of the federal Controlled Substances Act. Controlled substances include, by way of example and without limitation, narcotics such as codeine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD, phencyclidine or "PCP" and cannabis (marijuana).

USK receives Federal funds through Title IV programs and is therefore required to abide by all Federal drug laws including those concerning marijuana. These laws supersede any California State laws.

The term "illegal drugs" means any drugs that cannot be obtained legally or which, although available legally, have been obtained illegally. The term "illegal drugs" includes not only "street" drugs, but also prescription drugs that have not been lawfully prescribed for the individual.

For purposes of this policy, "distribution" of alcohol or an illegal drug includes the purchase, sale, or other transfer of the substance in any amount and any attempt to distribute so defined.

Sanctions for Non-Compliance

Employees and students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued employment or enrollment at The University. Employees are also required to abide by all requirements of the Drug-Free Workplace Act as a condition of continued employment.

An employee who violates any provision of this policy is subject to disciplinary action, up to and including termination of employment. A student who violates any provision of this policy is also subject to disciplinary action, up to and including expulsion from The University.

Also, in appropriate circumstances, as determined by the University, law enforcement may be notified. Unlawful possession, use, or distribution of drugs or alcohol may subject an employee or student to criminal penalties. A listing of the criminal penalties, under federal law, for drug trafficking and a summary of sanctions under federal, state, and local laws for illegal drug and alcohol activities is available through the Human Resources Department.

An employee or student who has been determined by the University to have used or has been under the influence of alcohol or an illicit drug in violation of this policy may, at the University's discretion, be permitted to participate in a rehabilitation program approved by the University as an alternative to dismissal. Generally, only an employee or student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the University will be

considered for discipline short of termination or expulsion. Such an employee or student will be placed on disciplinary probation and will be required to successfully complete an approved rehabilitation program as a condition of continued employment or enrollment. (The cost of the program is the responsibility of the employee or student.)

Additional Employee Responsibilities

Any employee who is found guilty, or pleads “no contest”, to a charge of violating a criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance in the workplace must inform the Director of Human Resources within five (5) days of such conviction or plea. Appropriate disciplinary action will be taken.

Rehabilitation

The use of illicit drugs and the abuse of alcohol may have serious effects on the health and safety of an employee or student. It can also seriously interfere with the individual’s judgment and with his or her job or academic performance. A summary of the uses and effects of some of the more common drugs of abuse and alcohol is available through the Human Resources Department.

The University strongly encourages employees and students to seek assistance for problems of drug and alcohol abuse before the individual’s relationship with The University is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. Contact the Human Resources Department for further information.

Confidentiality

The University is committed to protecting the privacy of individuals (employees, students, and alumni) and the confidentiality of their records. Each employee has the responsibility for making sure that this commitment to protect individuals' privacy is upheld. Respecting the rights to confidentiality and privacy of information belonging to the members of the community is critical. Failure to maintain this confidentiality may have a direct impact on the interest of The University of Saint Katherine and may result in disciplinary action including termination of employment.

If employees have questions about access to information that may be sensitive or that may violate the privacy rights of individuals, they should talk with their immediate supervisor.

FERPA: The Family Educational Rights and Privacy Act generally prohibits the improper disclosure of personally identifiable information derived from education records. All student record disclosures are made by employees with access to student records (Dean of Admissions, Registrar, and the CFO) in accordance with FERPA guidelines.

Conflict of Interest

All decisions and actions by University employees during their professional responsibilities are to be made in a manner which promotes the best interests of the University. It is the University’s intent to avoid conflicts between the personal interests of employees and the interests of the University. Conflict of interest includes any situation in which a person having work responsibilities for the University is empowered to make decisions on behalf of the University from which authority he or

she can potentially benefit personally, directly or indirectly, from an entity or person conducting business with the University or from the University itself. Therefore, in the event that a University employee may have a financial, personal or professional interest that could potentially create a conflict of interest (or the perception of one) in any decision or transaction involving The University, the employee must do the following:

1. Disclose clearly and fully in writing to his or her supervisor the nature of the decision or transaction and the potential conflict of interest.
2. Refrain from participation (acting individually or as a member of a group) in The University's consideration or processing of the transaction.

Examples of the potential for a conflict of interest include, but are not limited to, the following:

- An employee, a family member or friend has an existing or potential financial or other interest which impairs (or might appear to impair) independent, unbiased judgment in the discharge of responsibilities to The University
- An employee is employed by both The University and an organization that supplies products or services to The University, and that employee might influence the use or purchase of those products or services
- A University employee, friend, or family member stands to benefit from a particular transaction or vendor relationship
- University materials, supplies or services are used for anything other than University-related activities; or confidential or privileged information acquired at The University is used by an employee in an outside activity.

Any personal gifts or services from vendors with values exceeding \$100 must be approved by the CFO prior to acceptance. Also, if that corporation has a relationship with the University, the employee must disclose this ownership to the CFO for the University's consideration as to appropriate action.

Consulting and Outside Employment

If a person is a full-time employee of the University, his/her primary employment responsibility is to the University of Saint Katherine. Prior to the commencement of any outside employment or consulting engagements that may involve or appear to involve a conflict of interest with his/her University responsibilities or that may compromise the University's relationship with an outside employer or consulting client, approval must be granted by the employee's supervisor, the CFO and the President. If an employee is currently engaged in outside employment or consulting that fits the definition above, the employee must disclose this information to the supervisor, the CFO and the President for review under this policy.

The general conditions under which the University will approve an employee's engaging in outside employment or consulting are as follows:

1. Outside employment is disclosed in writing to the HR Department and kept in the Employee's HR file.

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2. Outside employment or consulting will not interfere with or impair the employee's University responsibilities or raise substantial concerns about possible conflicts of interest or interference with the employee's University responsibilities.
 3. Outside employment or consulting will not compromise the University's relationship with the outside employer or consulting client.
 4. University materials, supplies and services will not be used for any outside work unless approved by the CFO.
 5. The property and facilities of the University will not be used for outside work unless approved by the CFO.
 6. Any time given to these activities must be outside the employee's normal work schedule, unless approval is granted by and arrangements are made with the supervisor and the CFO to use vacation time or take time off without pay.

Other conditions may be applicable based on the circumstances of each situation.

INTELLECTUAL PROPERTY POLICY

Goals

This policy is implemented as part of the mission as a not-for-profit, educational institution, to

- Motivate the development and dissemination of intellectual property by providing appropriate incentives to creators and to the University
- Facilitate the wide transfer of useful inventions, writings and works of art to society
- Protect the rights of the creator and the University with respect to intellectual property created at the University
- Protect the University's name and trademarks

Definitions

Intellectual property includes works eligible or potentially eligible for copyright protection and ideas and inventions eligible or potentially eligible for patent and/or trade secret protection under U.S. or international law.

Creator is a generic term meant to include the originator of a trade secret protectable idea, the author of a copyrightable work, or the inventor of a patentable invention.

A work for hire is a work prepared by an employee within the scope of his or her employment or a work specially ordered or commissioned.

Educational courseware is computer software or hardware or a database or some combination of these that is used in teaching students.

Disclosure of a potentially patentable discovery or invention occurs, as the term is used in this policy, when the discovery or invention is described in writing to the President by its creator.

External Sponsorship

- When intellectual property is created as part of work done under an agreement between the University and an external sponsor, ownership of that intellectual property will be governed by the terms of that agreement.
- In cases where a sponsorship agreement does not specify the ownership of any intellectual property created, the University will assume that the external sponsor has no claim to that intellectual property.
- Representatives of the University should ensure that external sponsorship agreements are explicit about these ownership issues, for the protection of the creator and the University.
- The University must inform members of the University community who are doing sponsored work of the terms of any intellectual property agreements relevant to that work.

University Sponsorship

- The University may sponsor or commission the creation of intellectual property. In this case, the University and the creator must have a specific agreement about the ownership of the

intellectual property and the sharing of any costs and income. It is The University's responsibility to create such an agreement.

- Even in the absence of an explicit commission or sponsorship, when the University makes unusual commitments of resources to a project, The University may be entitled to ownership of any works created. The President will determine whether such commitments exist in a case. In such a case, The University and the creator will create a specific agreement about the ownership of the intellectual property and the sharing of any costs and income.
- It is expected that such an agreement will be made in advance of the beginning of any intellectual property development project that will involve substantial use of University facilities, resources or staff.

Work for Hire

- In the absence of a relevant agreement, intellectual property created by University employees who were assigned specifically to produce that intellectual property within the scope of their employment will be owned by the University. Except as in University sponsorship, described above, The University does not consider intellectual property produced by faculty to be a work-for-hire.
- When a University-sponsored intellectual property development project includes staff members who make substantial creative contributions, The University may choose to share ownership with the staff members involved. In such a case, the University and the staff member should create a specific agreement clarifying ownership of the intellectual property in question.
- Staff should seek a determination from The University if they are engaged in the creation of intellectual property that they believe is not a work-for-hire. If there is any doubt, the University and the staff member should create a specific agreement clarifying ownership of the intellectual property in question.

Public Domain

- Except as limited by the rules for external sponsorship, University sponsorship or work for hire, as described above, the creator of any intellectual property may choose to place this intellectual property in the public domain. In this case, both The University and the creator waive any ownership rights to the intellectual property.
- Creators who wish to place their intellectual property in the public domain are responsible for ascertaining that their right to do so is not limited by a sponsorship agreement or terms of employment.
- When intellectual property is placed in the public domain, the creator must provide The University with a copy of the intellectual property to be made available to the public through The University library or other appropriate method of distribution.

University License

- In the absence of a specific agreement to the contrary, the creator of educational courseware agrees to grant The University a perpetual, non-exclusive license to make copies of the work and to incorporate the work in its other projects for use in teaching, scholarship and research in support of its educational mission.

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- A similar requirement should be considered when creating any specific agreement between a University employee and The University about particular intellectual property.

In General

Except as limited by the rules above, the creator retains all rights to intellectual property, including works eligible for copyright protection and inventions eligible for patent protection under U.S. or international law.

Discoveries and Inventions

- Patentable discoveries and inventions must be disclosed to the University promptly.
- The inventor will have the right to pursue the patenting or commercialization of the invention. If this is done without substantial University support, the inventor will be entitled to any income, or
- The University and the inventor will make a project plan for the shared development and protection of the invention and a specific agreement describing the allocation of any net income in a way that reflects the contributions of each to the project.
- If the inventor does not pursue a patent or the introduction of the invention into public use, The University may choose to do so, and the inventor will cooperate with the University and assign ownership rights to The University.

Credit

Notwithstanding any of the above, at the University's request, the creator of any intellectual property created at the University or by a University employee using University resources will give The University appropriate credit on every copy of the work.

Trademarks

The University retains all rights to control the use of its name and trademarks in association with any work, regardless of the ownership of the work.

Institutional Responsibility

The President will be primarily responsible for this policy and for fulfilling the University's obligations under it.

Acceptable Use of Campus Network and Computing Systems

This policy applies to faculty and staff. The Student Handbook contains the corresponding policy for students.

It is the responsibility of each member of the community to use the services provided by The University's campus network and computing systems appropriately and in compliance with all University, city, county, state, and federal laws and regulations. This policy covers all persons accessing a computer, telecommunications or network resource at The University of Saint Katherine, including the campus data network, electronic mail, file sharing, printing, world-wide web

services, telephone services and cable television. University computing systems are University resources and may be provided to employees for business purposes. Computers and the information contained on them are the property of The University and may be accessed by University officials at any time.

University policy and relevant laws apply to use of The University's network and computing services. Actions that are unacceptable in The University community are also unacceptable on the network, computing systems and other electronic services, including:

- Harassment in any form.
- Failure to respect the rights and property of others.
- Forgery or other misrepresentation of one's identity.
- Downloading and distribution of copyrighted materials without the permission of the copyright owner.

In addition, these policies specific to USK's network and electronic services apply:

- University systems, networks and electronic services may only be used for legal purposes and to access only those systems, software, and data for which the user is authorized.
- University systems, networks and electronic services are provided only for uses consistent with the academic mission of the institution. They may be used neither for private commercial or partisan political purposes, for personal gain, nor in any way that jeopardizes The University's tax-exempt status. University facilities may not be used to provide The University of Saint Katherine network, Internet access, cable TV or telephone service to anyone outside of the USK community for any purpose. The University's conflict of interest and consulting/outside employment policies also apply.
- University facilities may not be used in ways that violate the privacy rights of individuals, The University's confidentiality policy or related laws.
- Information resources licensed by The University for the use of its students, faculty or staff may not be retransmitted outside of The University community.
- Network, cable TV and telephone services and wiring may not be modified or extended beyond the area of their intended use. This applies to all wiring, hardware, and in-room jacks.
- Computer users may not assign an IP number to their machines. IP numbers are assigned dynamically. Manually assigning an IP number to one's machine may disrupt the network access of another user. Users with special needs may request a permanent IP number from the CFO of IT&S.
- Electronic mail is a University resource and is provided as a University-related communications tool. Employees with legitimate business purposes may have the need, and the University reserves the right, to view your electronic mail messages. It is also possible that others may view your messages inadvertently, and there is no guarantee of privacy for an electronic mail message. The campus network is a shared resource. Therefore, network uses or applications which inhibit or interfere with the use of the network by others are not permitted. (For example, applications which use an unusually high portion of network bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted.)

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- Users are required to know and obey the specific policies established for the systems and networks they access. They have a responsibility to stay informed of changes and adapt as needed.
 - Administrators of the network, computer systems and other electronic services have the responsibility to protect the rights of users, to set policies consistent with those rights, and to publicize those policies to their users. They have authority to control or refuse access to the network or other services to anyone who violates these policies or threatens the rights of other users.
 - Employee violations of the Acceptable Use Policy will be treated as violations of University policy and may result in disciplinary action. Prosecution under state and federal laws may also apply.

EMPLOYMENT

The following sections cover the highlights of policies and procedures regarding employment at The University of Saint Katherine. For further details please contact the appropriate supervisor or the Human Resources Department.

Staff

Each employee has been selected because of his or her qualifications for a position at The University of Saint Katherine. Experience, education, skills, abilities, and spiritual life are very important factors in our selection process. Each employee represents the University and is often the only contact with some segment of the public.

The supervisor has the responsibility for keeping employees informed and for answering questions about University policies and procedures as they specifically affect an employee. The supervisor determines the day-to-day assignments and duties, evaluates performance, and assists in planning vocational development and growth at the University of Saint Katherine.

Each employee has an obligation to keep his or her supervisor informed of any difficulties s/he may encounter on the job. By working together, with a free exchange of information and ideas, the employee and the supervisor will find it easier to achieve mutual institutional objectives.

Faculty

Employment qualifications and responsibilities information is found in the Faculty Handbook.

Under California law, an employee is generally presumed to be employed at-will, which means that both the employer and the employee have the right to terminate the employment relationship for any reason or for no reason, but not for an illegal reason (such as discrimination or retaliation).

The University has two major distinctions of employment, staff and faculty, both of which fall under the at-will employment conditions. Therefore, the relationship between all USK employees and the employer (the University of Saint Katherine) is for an unspecified term and is considered employment at-will. Consequently, the employment relationship with any employee can be terminated at-will, either by the University or the employee, with or without cause or advance notice. No one other than the President of the University has the right or the authority to enter in any written or verbal employment agreement that alters or modifies the at-will nature of the employment relationship. Any modified agreement must be signed by both the President and the employee.

Faculty Essence

Faculty members are employed under contract with The University and each contract is for a specific time period, which is a modification that requires the signature of the Dean of the University, the Chief Financial Officer, and the employee. This does not abrogate the at-will conditions of employment but is rather a modified agreement that modifies the at-will nature of the employment of the individual. For full details see the Faculty Handbook.

The University of Saint Katherine seeks to provide equal employment opportunities and is dedicated to the principle that access to employment opportunities be accorded to each person on the basis of individual qualification and without regard to race, color, national origin,

ancestry, age, gender, citizenship, marital status, pregnancy, medical condition, physical or mental disability or whether the individual is a veteran, disabled or not.

This policy shall be applied consistently with all applicable federal and state laws and regulations, which bar discrimination and harassment in employment.

The University of Saint Katherine, located in San Marcos, California, is a Christian institution of higher education. The University is governed by a self-perpetuating Board of Trustees. The institution is operated in cooperation with several Orthodox Christian jurisdictions consistent with the educational principles of the supporting organizations.

The University of Saint Katherine reserves the right to maintain its heritage and destiny as a Christian witness in higher education and asserts its right to employ and retain only those persons who subscribe to and support the intent, mission, and Community Ethos as presented in the Employee Handbook.

The Chief Financial Officer serves as the Equal Opportunity Officer and is responsible for the overall University implementation and coordination of the equal employment opportunity efforts.

Any individual who believes s/he has been discriminated against on the basis covered under The University Equal Employment Opportunity policy may contact the CFO, Human Resources, or a direct supervisor, who will direct an investigation of all such claims and take appropriate action.

Annually the President/Chief Financial Officer will receive and review a summary of recruitment and hiring activity, promotions, transfers and terminations to determine the impact of these actions on University employment goals.

Deans and other supervisors who are directly involved in the development of job descriptions, the release of publicity, the interviewing of prospective employees or the evaluation for promotions and terminations shall retain, for a reasonable time, documentation used in these processes.

All regular status employees of the University of Saint Katherine, both staff and faculty, undergo an introductory and orientation period upon hire or transfer from one position to another. The following guidelines apply as presented:

Staff

Each new employee is in a probationary period for the first six months of employment. This period may be extended as necessary with the approval of the CFO or President. This period is designed to be mutually beneficial to the employer and employee. It provides the opportunity to determine compatibility and the employee's ability to perform the requirements of the assignment. At the end of the probationary period, the employee will receive a 6-month performance review. If, during this period, either the employee or The University decides that the employee is not compatible or suited for the position, a separation date will be arranged. To protect both parties' rights, it should be remembered that the employment relationship is terminable at-will, at the option of the employee or the employer, at any time during or after the orientation period.

The decision to discontinue the employee's employment by the University will be made by the department supervisor and the Director of Human Resources or CFO in consultation with the Dean of the College and/or the President. This decision will be communicated in writing and is not subject during the orientation period to the grievance procedures outlined in the Employee Handbook.

The employee will begin accruing PTO benefits after the first ninety days of employment.

Definition of Employees:

Exempt Employees include all regular employees who are exempt from receiving overtime pay as classified by the Federal Fair Labor Standards Act and any applicable state laws. Employees in this category receive a monthly salary based on an average forty (40) hour work-week computed over a year's time. The salary is received for performing the job as described in the employee's job description, which may normally take approximately 40–50 hours per week but may take more hours as needed. Such employees include workers who are defined by state and federal law as exempt executives, professionals, or administrators.

Salaried Employees may be exempt or non-exempt employees. Employees in this category receive a monthly salary based on their position.

Hourly Employees are non-exempt employees. Employees in this category receive pay based on the actual hours worked for a pay period. They may typically receive the same amount of pay in each pay period, with overtime pay added or hours not worked deducted on the second pay period after their work period. Hourly employees must fill out a time sheet or time card.

Full-time Faculty are individuals employed by The University to provide instruction to students and other duties as outlined in their contract. The salary is received for accomplishing the job, which may normally take approximately 40–50 hours per week but may take more hours as needed. Such employees include workers who are defined by state and federal law as exempt executives, professionals, or administrators.

Part-time Faculty are individuals employed by The University at a less than full load of units to provide instruction to students. For load levels, see the Faculty Handbook. The salary is received for accomplishing the job, which may normally take approximately less than 35 hours per week.

Adjunct Faculty are individuals employed by The University to provide a limited number of units of instruction to students and are temporary employees. Contracts for adjunct faculty are on a semester basis.

Verification of the Right to Work

The University of Saint Katherine is required by the Federal Immigration laws to verify the identity and legal ability to work of all individuals before they can begin work. In keeping with this obligation, documentation that shows each person's identity and legal authority to work must be inspected after an offer has been accepted. Each new hire must also attest to his or her identity and legal authority to work on an I-9 Form provided by the federal government. This verification must be completed as soon as possible after an offer of employment is accepted and in no event more than three business days after an individual is hired. (Temporary workers hired to work less than three days are required to show verification on the first day of work.) All offers of employment and continued employment for positions in the United States are conditioned on furnishing satisfactory evidence of identity and legal authority to work in the United States.

Background Checks

It is important that The University of Saint Katherine, in fulfilling its mission, maintain a safe and secure campus environment and protect The University's financial and physical assets. Accordingly, it is the policy of The University of Saint Katherine that:

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1. All new staff will have certain credentials and criminal and other background information verified as a condition of employment.
 2. Specified current staff members, particularly those with access to or control over sensitive financial or other information, have their criminal and other background information verified periodically as a condition of continued employment.
 3. Current staff members who transfer to positions with access to or control over sensitive financial or other information will have background information verified as a condition of employment.

Background checks are conducted by an outside firm, are to follow federal and state regulations, and may include verification of credentials, criminal history, credit status, and other information related to employment decisions by The University.

If the results of the background check lead to a decision to withdraw plans to make an employment offer or to terminate employment, the Human Resources Department will inform the affected department and the individual. Such background check results are considered confidential and will be maintained in confidential files in the Human Resources Department.

Violations of University policies, including providing false or misleading information used for any of the above background checks, will be handled in accordance with applicable University policies and procedures.

Reemployment at The University of Saint Katherine

Employees who leave The University of Saint Katherine and may be rehired at a later date, in the University's discretion.

Employment of Relatives

University policy permits the employment of more than one member of a family with one reasonable restriction: no person shall supervise or participate, either formally or informally, in employment decisions such as appointment, retention, promotion, and salary that affect another member of her or his family. Contact the Human Resources Department for further information.

Orientation

Prior to employment, all new The University of Saint Katherine employees are required to complete an I-9 form showing legal eligibility to work in the United States. New USK employees are scheduled for a brief orientation with a member of the Human Resources staff. The hiring supervisor also conducts a department orientation covering information about hours of work, performance expectations, use of department facilities and equipment, and other items specific to the immediate workplace and job responsibilities.

Initial Probationary Employment Period

The first six months of employment at The University of Saint Katherine are considered the initial employment period, or probationary period. This period is an opportunity for the employee and the supervisor to determine whether to continue the employment relationship. An employee evaluation will be conducted at the end of the 6 months. At that time, USK will decide whether to continue the current employment, update the agreement, or terminate employment.

This evaluation period may be extended if the supervisor and the Director of Human Resources deem that circumstances so warrant. Employees within the trial period have access to the Employee Grievance Procedure, except for matters involving termination and extension of the six-month trial period.

Meal and Coffee Breaks

An unpaid meal break of at least thirty minutes must be given to any non-exempt employee who works five consecutive hours. USK promotes a culture of flexibility in terms of employee break needs. Employees should check with their supervisor about the department's break practices.

No Smoking Policy

The University of Saint Katherine has created a no smoking policy in response to studies demonstrating the health hazards associated with tobacco smoke, including the effects of passive or second-hand smoke. The policy is designed to ensure that The University's indoor air is safe to breathe and free of known health hazards.

Smoking is prohibited in all administrative and academic University buildings, facilities, residence halls, and University vehicles.

Employees are expected to remind those observed smoking in an academic building, administrative building, or University vehicle, of the policy. If the employee is not comfortable bringing up the policy directly, they should mention it to the person's department chair or head, so she or he can remind the person of the policy. In the event of a second occurrence, a progressive series of disciplinary steps may be implemented by the department chair or head, beginning with a written reminder.

Solicitation and Leafleting

The University has a general prohibition against the distribution of leaflets or written materials during an employee's work time (or during the work time of employee(s) to whom the distribution is being made) and against the solicitation or canvassing of any kind during an employee's work time (or during the work time of the employee(s) being solicited).

University employees may not use their positions or The University's facilities, letterhead, communications media (including campus mail or e-mail), or other resources for purposes of political or other canvassing or for other purposes that are not part of The University's academic programs or related functions.

Personal Property

Personal property is brought onto The University premises at the owner's personal risk. The University's insurance protects only property owned by The University of Saint Katherine.

Personnel File

The personnel file, maintained in the Human Resources Department, contains materials such as the employment application and resume, salary history, and performance evaluations.

Employees must notify the Human Resources Department whenever they

- Change their address or telephone number.
- Legally change their name.
- Change their marital status.
- Wish to change their tax exemptions.

The employee has the right to review the contents of his/her personnel file by submitting a written request and making an appointment with a member of the Human Resources staff. The employee will be permitted to inspect the records and take notes and may receive copies of documents that are signed by the employee, such as job applications, requests for leaves of absence, or performance appraisals.

Release of Information

Every effort is made to limit the access to private information to those employees on campus with a legitimate "need to know." The staff who have approved access to administrative information may use this information only in the conduct of their official duties. No information will be disclosed to any person who does not have an official need to know. The inappropriate use of privileges to access and/or use administrative information may result in disciplinary action up to and including dismissal from The University of Saint Katherine.

Flexible Work Schedules for Individuals

There may be occasions when it is in the best interest of both the department and an employee to arrange a flexible work schedule. After initial discussions between the employee and the supervisor to determine the feasibility of a flexible work schedule, the details of the arrangement must be put in writing and approved by the supervisor(s) and CFO. The employee and supervisor will assess the success of the flexible work schedule on a monthly basis, and a decision will be made about whether modifications to the flexible schedule, or a return to the standard schedule, is needed.

There may be times when the employee will be requested by the supervisor to work hours other than the employee's agreed-upon schedule. The supervisor will give as much notice as possible in these situations, and the employee will be expected to accommodate these requests.

It may not be possible to accommodate flexible work schedules in some departments or for some positions.

Telecommuting: Working Away from the Campus

For many positions, presence on campus most of the time is important to effective job performance because USK University is a community where personal relations are important. However, there may be situations when it is in the best interest of both the department and an employee to work from a location other than the campus on either a temporary or regular basis, but with a limited schedule away from the campus (i.e. one day per week). After initial discussions between the employee and the supervisor(s) to determine the feasibility of working away from the campus, a written proposal outlining the details of the arrangement must be submitted for approval to the supervisor(s), Dean of the University, CFO or the President. If the proposal is approved, the staff member must complete and sign a Telecommuter's Agreement form, which must be reviewed and renewed annually.

The employee and supervisor(s) will assess the success of the arrangement on an ongoing basis and determine whether modifications need to be made or whether a return to working on campus is needed. This agreement may be revoked at any time by the supervisor(s) or other University official (e.g. Dean of the University, CFO or President).

When deciding whether the request is feasible, consideration should include, but is not limited to, related expenses (e.g. phones, computers, other supplies), security and confidentiality for work done away from the campus, the nature of the work, mutual advantages for both the employee and University, measurability of the work being done, past performance of the employee, and the overall impact on the department and on others within and outside the department.

If an arrangement is approved, there may be times when the employee will be requested by the supervisor(s) to return to campus for meetings or for other reasons. The supervisor(s) will give as much notice as possible in these situations, and the employee will be expected to accommodate these requests.

It may not be possible to accommodate requests to work away from the campus in some departments or for some positions.

Employee Performance Evaluations

Ongoing communication is an integral part of the employee-supervisor relationship. To assist this communication, the University has a formal, written performance evaluation program. This includes written evaluations submitted by the employee's supervisor and the Director of HR. An effort is made to complete a performance evaluation for each employee every year.

For employees new to a position, it is recommended that a formal review occur no later than six months after hire. Participation in the program is a condition of employment.

Unsatisfactory Work Performance or Conduct

If an employee's work performance or conduct does not meet acceptable standards, the supervisor normally should, except in cases involving serious misconduct, follow a process of progressive counseling and discipline. The purpose of this process is to help the employee understand the problem and expectations, and to focus attention on ways in which performance and/or conduct

can be improved. The Director of Human Resources is available to assist and counsel both the employee and the supervisor and should be notified as soon as practicable of employment-related problems and issues.

While it is difficult to set specific, fixed steps for each potential situation, the process may include oral and/or written counseling, written reprimand, and probation or suspension. The appropriate “starting point” and combination of steps depend upon the situation. There is no prescribed order or regimen for discipline. Exceptions to this progressive disciplinary process may be made when, in The University's judgment, circumstances so warrant.

A supervisor may not terminate a person's employment without the approval of the Director of Human Resources. In instances of serious misconduct, a supervisor may suspend an employee without prior approval while awaiting final approval for termination.

Time Keeping and Punctuality

Each employee's performance is important to the overall success of The University of Saint Katherine. For this reason, attendance and punctuality are essential to the efficient operation of The University and are vital components of solid employee performance.

Employee Problem-Solving and Grievance Process

This Employee Problem-Solving and Grievance Process is applicable to all staff employees below the level of CFO or Dean of the University.

Treating employees fairly is a key principle of the employment relationship. When people work together, however, conflicts or dissatisfaction may sometimes arise. If there is something about the job that is bothersome, employees should feel free to speak with a supervisor or the Office of Human Resources. To assist in this procedure, a Problem-Solving and Grievance Process has been established.

Problem-Solving

Employees are strongly encouraged to bring any work-related problem to the attention of their supervisor or the person most directly involved with the problem as soon as possible. Those persons can discuss their concerns to resolve the matter. If the employee is uncomfortable addressing them directly, or if discussions do not resolve the issue, the employee should feel free to talk with a member of the Human Resources Department. The staff of the Human Resources Department is available to assist in defining the concern and examining alternative approaches for resolving the problem. Typically, many problems can be resolved through this direct method of communication and problem-solving process.

Informal Complaints About Other Employees

Employees may not feel comfortable discussing a complaint directly with another employee or file a formal complaint. Informal complaints are documented, but not put in the employee's HR file. They are used as a reference in the case that the behavior continues or is reported by other

employees. Informal complaints are NOT brought to the attention of the other employee unless specifically approved by the complainant.

Grievance Process

When issues have not been resolved through Problem-Solving or other alternative methods, the Grievance Process may be used.

Definition of a Grievable Issue

Only a current employee may bring forward a grievance under this Policy. An issue subject to the Grievance Process includes an alleged violation of a written University policy or procedure but excludes any policy that contains its own procedure for resolution of a complaint and excludes any allegations of violations of laws or legal regulations. For example, types of issues which are not grievable include violations of the University's policy prohibiting sexual harassment and unlawful discrimination, because those policies contain their own process for investigation and resolution.

Level One of the Grievance Process

In order to address grievances in a timely manner, employees are asked to bring grievances to the attention of HR as soon as possible. Standard guidelines are for an employee to initiate a grievance within 1 month after the date that she or he first knew or should have known of the event(s) out of which the grievance arose.

Step 1: The employee must present a written statement of the grievance to her or his immediate supervisor and at the same time provide a copy to the Director of Human Resources. The written statement must identify the written policy or procedure alleged to have been violated, the date of the event(s) on which the grievance is based, and the relevant information, including the reasons which support the employee's position and how the employee proposes the matter be resolved.

If the Director of Human Resources determines that the matter raised in the grievance is not a Grievable Issue, as defined above, the employee will be notified of such and the grievance process will be concluded.

The supervisor, after consulting with his or her own supervisor, will forward a written answer to the employee, normally within seven (7) working days after the receipt of the grievance, and at the same time provide a copy to the Director of Human Resources. If the answer is not satisfactory to the employee, the employee may decide to conclude the grievance process or proceed to Step 2.

Step 2: Within three (3) working days after the receipt of the Step 1 response, the employee must submit a written statement to the President explaining the reasons why she or he is appealing the Step 1 response, and at the same time provide a copy to the Director of Human Resources. The employee shall also present to the President the grievance in its original form and all written responses attached. The President will forward a written answer to the employee, normally within seven (7) working days after receipt of the grievance, and at the same time provide a copy to the

Director of Human Resources. If the answer is not satisfactory to the employee, the employee may decide to conclude the grievance process or proceed to Step 3.

Step 3: Within three working days after receipt of the Step 2 response, the employee must submit a written statement to the Director of Human Resources explaining the reasons why he or she is appealing the Step 2 response. The Director of Human Resources will then decide as to whether the grievance is properly subject to the Level Two of the Grievance Process. Based upon the determination of the Director of Human Resources, the matter will either proceed to Level Two, or it will be concluded.

Level Two of the Grievance Process

If a Grievance proceeds to Level Two, the Director of Human Resources will convene a Grievance Committee. The Grievance Committee will consist of the Director of Human Resources (as its non-voting chair) or his or her designee, and three members of The University staff, as named by the Director of Human Resources. Generally, one person serving on the Grievance Committee shall be from the same management level and one person shall be at the same management level as the person as the person most directly involved in this action being grieved.

The Grievance Committee will meet to review the grievance in its original form and all subsequent responses and will forward a statement of its conclusions and recommendations to the President.

The President may conduct further inquiry, may remand the grievance to the Grievance Committee for further consideration, and/or may accept, reject, or modify the conclusions and recommendations of the Grievance Committee. The President will forward a written answer to the employee. The decision of the President is final.

Time Limits

The time limits included in this procedure have been established to facilitate a speedy resolution while providing enough time to prepare and present information. However, scheduling constraints may impact the time limits. To address this reality, The University, in its discretion, may modify the time limits.

If The University does not extend time limits and an employee does not observe the time limits in any step, the grievance will be considered to have been dropped and the resolution at that level will be final.

Employment at The University of Saint Katherine

Disclaimer

This policy shall not be construed as a contract of employment, and it is subject to change by The University in its discretion without prior notice to employees.

The nature of a position's responsibilities may change during one's employment. Flexibility is important to be responsive to changes within The University, the external work environment, and economic conditions within both The University and higher education in general. In addition to changes within individual positions, departments and functions may also change. Occasionally, this may result in the elimination of a position or positions. Every effort will be made to provide either appropriate notice or transitional assistance to our staff members whose positions are eliminated.

Please note that, in accordance with and subject to California law, employment at the University of Saint Katherine is "at will" unless otherwise specified. This means that the employee or The University may terminate your employment at any time for any reason, in the employee's or the University's sole discretion.

Paychecks

Employees are paid twice a month, on or before the 15th and the last day of the month.

Direct Deposit is recommended for all employees. Paper checks are available as well. Employees with direct deposit will receive access to online. Paper paystubs are available upon request. See the HR Department for additional information.

The employee's work schedule is determined by their supervisor and may be subject to change. There is no compensatory pay policy for monthly paid employees, because FLSA exempt employees are expected to work the hours needed to fulfill their responsibilities.

National Holidays

The University typically observes 9 scheduled national holidays each calendar year. The campus is closed on these days. They are: New Year's Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

University Holidays

The University grants at least 8 days for university holidays each calendar year for which The University is closed. Generally, the President selects the Wednesday before Thanksgiving, the Friday after Thanksgiving, and the days between Christmas and New Year's, Holy Thursday, Great and Holy Friday prior to Pascha (Orthodox Easter) A list of the specific days selected is included each year with the academic calendar.

Vacation and Sick Day Policy

USK has a flexible policy regarding time off. The University does not offer a set amount of vacation for employees. Some departments and contracts may include specific details. This policy recognizes that in the University's work environment, more than 40 hours per week will be necessary at certain times during the year. The emphasis is on completing work, not working a

certain number of hours per week. The only blocked out times for vacation are the week before and the week after the first day of classes for each semester.

Vacation leave should be scheduled at least one week in advance and approved by the supervisor. Employees should schedule vacation around the seasonal nature of the University. Each department has certain times of the year when employees are required to be present.

In accordance with California law, sick days are accrued up to 3 days per year for a maximum of 6 days. It is extremely rare that an employee would have to supply documentation to prove they were sick. The University does not want sick employees to feel the need to work or come to the office. We are committed to personal health and well-being.

Leaves of Absence

Situations may arise which require the employee's absence from work for an extended period. If you anticipate being absent from work (not including approved vacation) for more than 10 consecutive or intermittent workdays, you must apply for and be granted a leave of absence.

There are many types of leaves, including leaves for the employee's illness or for medical reasons; to care for newborns, recently adopted children, ill family members or military family leave and caregiver provisions; for personal reasons; military duty or jury duty. The types of leaves available and applicable details are described in the following sections.

Leaves of absence may be paid or unpaid depending on the type of leave. During an unpaid leave an employee may utilize his or her unused vacation or personal time, and sick time, when appropriate. Sick time may be used only for those periods when the employee is unable to work due to medical reasons, or when the employee needs to care for a member of the immediate household with a serious health condition.

Leaving The University of Saint Katherine: Termination of Employment

If the employee leaves The University's employ, notice of at least two weeks is requested. Resignations should be submitted in writing to the supervisor with a copy sent to the Director of Human Resources. Paid time off (vacation, sick, personal, national holidays, University holidays, etc.) cannot be used to extend your termination date for any reason. The termination date will be the employee's last actual day worked. The Human Resources Department will schedule an exit interview and benefits review which includes PTO accrual. In the case of exempt employees, whose days and hours are not tracked, an estimate will be made at the time of termination. If severance pay is offered, the employee will be required to sign a termination agreement to receive their severance payment.

Employees who have provided sufficient notice of their termination will receive pay for any accrued but unused vacation time in your last paycheck. If proper notice was not given, any unused vacation will be paid out in a subsequent paycheck. When an academic year employee's employment ends,

his or her vacation accrual for the current fiscal year will be paid out accordingly. Employees who separate from The University involuntarily will receive pay for any accrued unused vacation on their last day of work. Vacation accrual ends on the last day of the final full pay period worked.

The University has no mandatory retirement age. If you are approaching retirement, you are requested to give three to four months written notice to your supervisor and schedule an appointment with the Human Resources Department.

The employee must return all University property (identification card, keys, books, credit cards, etc.) to the proper department prior to leaving the campus. This property may not be transferred to another employee. The University will withhold the amount of outstanding obligations of the employee from his or her paycheck, when appropriate.

The employee must notify Human Resources of any changes in their address to ensure that they receive their final W-2 form.

Tuition Benefits: If the employee terminates employment and a family member is currently participating in a tuition program either at The University of Saint Katherine or another qualifying institution, the employee will be responsible for paying that semester's tuition.

Workers' Compensation

The University of Saint Katherine provides Workers' Compensation for job-related injuries or accidents. If an employee is injured on the job, they must report the injury immediately to the Human Resources Department. The Human Resources Department will file the appropriate forms with the insurance of The University and the Department of Industrial Accidents. Failure to promptly report the injury may result in a denial or delay in Workers' Compensation benefits. If the employee will be out of work for more than ten consecutive work days, they must also complete leave of absence forms available from the HR Department.

If the injury or illness is serious, call 911 immediately. If the injury or illness is not serious or life-threatening, call the San Diego County Sheriff's San Marcos Station and an officer will be dispatched to evaluate the injury or illness and provide appropriate help.

Medical expenses for injuries occurring on the job are paid by the Workers' Compensation Insurance University. Employees may elect to use vacation, accumulated sick or personal time for salary continuation until you begin to receive Workers' Compensation payments. Once they return to work, they must contact a member of the Human Resources staff to review the status of your sick leave, your Workers' Compensation benefits, and reimbursement to The University (if any) for excess monies received.

The University or its insurance carrier may not be liable for payment in the event of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's regular work-related duties.

Reserves and Active Military Duty

If the employee is a member of the National Guard or organized reserves, they will be given necessary time off without loss of salary or benefits, for a maximum of seventeen working days per calendar year.

Upon return from a tour of duty, the employee must present their government pay invoice to the HR Department. HR will then prepare a check for the difference between your governmental pay and your regular wage during your leave (not to exceed seventeen days in a calendar year). If military obligation exceeds seventeen working days, the remainder of the leave will be without pay, unless personal or vacation time is used.

Jury Duty

The University recognizes the civic responsibility to serve as a juror when summoned, and employees will be excused for this purpose without loss of salary or benefits. Supervisors may require appropriate documentation confirming the dates of jury duty.

Work Apparel

An employee's personal appearance is very important because it reflects upon the image of The University. Therefore, all employees are expected to be well groomed and conservative in their clothing, hairstyle, make-up and accessories. Dress should be modest, conservative business attire and consistent with work requirements.

An employee's dress should be appropriate to the job performed, and individual departments can establish standards based upon the work performed.

PROGRESSIVE DISCIPLINE

The University maintains a progressive discipline procedure to ensure a fair method of disciplining employees. The progressive discipline system is intended to give employees notice, whenever possible, of problems with their conduct or performance to provide them with an opportunity to correct any problems. At will employment does not require this process, and it should be considered a constructive process meant to forward professional development where possible.

Normally, progressive discipline involves verbal counseling and one or more written warnings before an employee is terminated. However, exceptions or deviations from the normal procedure may occur whenever The University deems that circumstances warrant that one or more steps in the process be skipped, or when it is determined that the person has been verbally apprised of the issues several times over a reasonable amount of time and has not improved. Circumstances may also sometimes warrant immediate termination.

It should be remembered that employment for an unspecified term is at the mutual consent of the employee and The University. Accordingly, either the employee or The University can terminate the employment relationship at will.

Discipline may be initiated for various reasons, including but not limited to violations of University work rules, insubordination or poor job performance. The severity of the action generally depends on the nature of the offense and an employee's record and may range from verbal counseling to immediate termination from employment. Progressive discipline should be timely and should follow as closely as possible the incident requiring disciplinary action.

Faculty Process

Details of the process for faculty employees may be found in the Faculty Handbook.

Staff Procedures

The steps of the progressive discipline of staff employees typically consist of the following:

Step I: Verbal Counseling

Except for offenses requiring more stringent action as determined within the discretion of The University, an employee will normally be given one or more verbal warnings from his or her supervisor about performance or behavioral problems before receiving a written warning. The verbal warning will generally include a description of the problem and a request to improve.

Conversations that include any reference to the need to improve may be considered a verbal warning. Such conversations will be recorded on the approved discipline form and kept on file with Human Resources.

Step II: First Written Warning

In the event of continued or serious performance problems or upon a violation of any University policy or rule, a written warning from the supervisor, using the approved discipline form, will ordinarily be issued, with a copy to the personnel file and to the employee.

The warning will normally specify one or more of the following:

- A. Issues to be corrected
- B. Standards or expectations required
- C. Adverse effects on the job.

The employee will be asked to sign and date a statement that s/he has received a copy of the warning. If the employee refuses to sign the warning, another staff member will be immediately brought in to sign and witness that the employee has seen but refuses to sign the warning. An employee may provide a written response to the warning and the reason he/she refused to sign it. This response will also be placed in the employee's file.

A written warning need not pertain to the same offense for which verbal counseling was given.

Step III: Final Written Warning

For frequent or highly serious performance issues or offenses, or if the supervisor determines that the person's performance or behavior has not improved after numerous verbal warnings or the first written warning, a final warning may be issued, using the approved discipline form or other document, by the supervisor in coordination with the Director of HR. A copy will be placed in the employee's personnel file in Human Resources.

The warning will normally specify the following:

- Issues to be corrected.
- Standards and expectations to be met.
- A reasonable amount of time to correct the problem.
- The warning that termination may result if further violations or performance problems occur.

The staff member will be asked to sign and date that s/he received a copy of the warning letter. If the employee refuses to sign the warning, another staff member will be brought in to witness and sign that the employee has seen but refuses to sign the warning. The signed form will be placed in the employee's file. An employee may provide a written response to the warning and the reasons s/he refused to sign it and this response will also be placed in the employee's file.

A final written warning need not pertain to the same or similar offense for which any prior verbal or written warning was issued.

In addition to the final written warning, the supervisor, in consultation with the Director of HR may also suspend the employee with or without pay for a period of time not to exceed ten working days or may take other disciplinary action deemed appropriate.

Improvement or Termination

After or during the specified time period, the supervisor will conduct an evaluation of the performance or behavioral issue. If the employee has shown an acceptable level of improvement, a memo will be written to document the improvement. However, if the employee violates any policy of The University or fails to improve in a behavioral issue or level of performance, termination may result.

Any or all of these steps may be utilized, depending upon the individual circumstances and the nature of the infraction. Moreover, exceptions or deviations from the normal procedure may occur whenever The University deems it appropriate.

Examples of Disciplinary Actions and Discharge

Although it is not possible to provide an exhaustive list of all types of conduct and performance that may lead to termination, the following are some examples of actions that may result in discipline or discharge:

- Poor performance.
- Incompetence in the job, including lack of the essential qualifications, skills, or knowledge required to perform the job.
- Misconduct or insubordination, including improper conduct toward a supervisor or any other person while the employee is performing his/her duties or representing USK.
- Employee negligence, including violating safety, security, and health rules.
- Destroying or damaging property, including University property or the property of another employee or student.
- Theft, including unauthorized possession or removal of University or employee property or records.
- Falsification or omission of records or information, including but not limited to time cards, application materials, or student records.
- Possession of or bringing firearms, weapons, other dangerous devices, alcohol, or illegal substances onto University property.
- Actual or threatened physical violence toward another employee, a student, or the public.
- Obtaining or divulging confidential information to employees, students, or to the public.
- Sleeping while on duty.
- Sexual harassment, illegal harassment, or immoral conduct.
- Violating University policy.
- Christian lifestyle violations or other public situations that create potential embarrassment for The University.
- Excessive absences or tardiness.
- Inappropriate use of University property, including inappropriate use of The University's computers, Internet access, telephone, or other University tools for personal purposes or for illegal or immoral reasons.

It should be remembered that employment for an unspecified term is at the mutual consent of the employee and The University. Accordingly, either the employee or The University can terminate the employment relationship at will.

Types of Separations and Terminations

Voluntary separations are those initiated by the employee. Employees are expected to give reasonable notice of resignation and to provide a written notice. Normally, two weeks is considered reasonable notice.

An employee initiating voluntary separation will normally not be allowed to use accrued vacation or

be placed on leave of absence without pay during the last two weeks before the final separation date.

An employee on vacation or leave of absence who accepts regular employment with another University will be considered as having terminated voluntarily as of the date the employee started the new position.

Layoff is a separation resulting from a reduction in work force, a redirection of work due to a cessation of or change in the activities of a department or The University, or a change in job function or technology that requires that the position be filled by an individual who has the requisite skills, knowledge or abilities that, in management's opinion, the incumbent does not possess. When The University decides that a layoff is necessary or appropriate, the positions to be eliminated and/or individuals to be laid off will be selected in accordance with The University needs, based upon University judgment concerning such factors as need, ability, performance, conduct, reliability, training, experience and job-related education. When all other factors are substantially equal, length of service will be the determining factor in deciding which employees will be retained. The criteria for selection for layoff must be reviewed by Human Resources.

Layoff is also a separation that occurs when there is no job available for an employee who returns from a leave of absence (including a pregnancy-related disability leave) not exceeding four months.

Layoff is not to be used in lieu of following established disciplinary procedures.

In the event of a layoff, The University shall attempt to give the employee two weeks' notice before layoff.

An Orientation-Period Release is initiated by the supervisor when a new employee who is within the hire or re-hire orientation period is not able to meet the job requirements or is otherwise determined to be unsuitable for the job. An orientation release is not subject to the grievance procedure.

Involuntary termination is initiated by the supervisor, subject to the approval of the Director of HR, President, or designee. An employee may be terminated at the discretion of The University with or without cause at any time during or after the orientation period. Termination with cause may include immediate separation or separation after a progressive discipline process.

Employees who are discharged for cause are not normally eligible for re-hire.

End of temporary employment is the separation of an employee who was hired for a limited period.

Administrative Separation is a separation that occurs when an employee is no longer able to continue to work, such as for medical reasons. The policies included in this designation will be the same as for a voluntary separation.

Contract termination is one in which the regular status employee has a prior agreed-upon end date attached to the position. The policies included in this designation are the same as for a voluntary separation.

Retirement of the employee

The separation date is normally the last day worked (or the last day of approved absence).

Employees will not be paid for holidays or weekends after the last day of work.

Appeals Process for Written Warning

If the employee believes s/he has not been treated fairly in the warning process, s/he may appeal this process by following these steps:

Staff

The employee must notify his or her supervisor and the Office of Human Resources in writing that s/he wishes to appeal the written warning or suspension order. The appeal must be submitted within three working days of the occurrence. The written appeal must be no greater than three pages and must identify the policies or procedures that were not followed.

The Office of Human Resources will review the facts and provide the employee with a written report of its conclusion within fifteen working days from the date of the receipt of employee's appeal. This report will be deemed a final decision. A copy of the appeal and the report will also be provided by Human Resources to the supervisor, director, or Dean of the University and to the appropriate Administrator.

Appeals Process for Termination or Discharge

If the employee believes s/he has not been treated fairly in the termination or discharge process, s/he may appeal this process by using the following steps:

Faculty

When a faculty member is provided a notice of non-renewal of an appointment or termination of an appointment, the full procedure for the appeal is found in the Faculty Handbook.

Staff

The employee must notify the supervisor and the Office of Human Resources in writing that s/he wishes to appeal the termination within three days of the termination or discharge. The written and signed appeal must be no greater than three pages and must identify the policies or procedures that were not followed.

Human Resources will review the facts and provide the employee with a written report of his or her conclusions within twenty working days from the date of receipt of the employee's appeal. The report will also be part of the employee personnel file, with a copy to the supervisor, director, or dean and to the President.

If the employee is not satisfied with the Human Resources decision, s/he may present to the Dean of the University, CFO or President a further written appeal of no longer than five pages that identifies the policies or procedures that were not followed. Within ten working days from the date of the further appeal, the report will be forwarded to the hearing officer for the Staff Grievance Committee.

The Staff Grievance Committee will consist of three staff employees selected by the President. The

committee will elect its own chairperson with voting rights.

The Staff Grievance Committee will read the written report and provide the employee with an opportunity to personally present all facts from his or her point of view within fifteen working days from the date of the receipt of the report. The committee will then

- 1) Review the matter with the Director of Human Resources;
- 2) Meet with any parties they deem to have information relevant to the issue; and 3) Review any pertinent material. They will issue their written conclusion within fifteen days from the date of the hearing with the employee.

Any Committee member who is a relative of or is known to have a close social or working relationship with the grieving party or is or has been in the direct line of supervision with the grieving party will automatically be deemed as having a conflict of interest and will be temporarily disqualified by the Hearing Officer. The Committee will then select an additional member from the Staff Council to replace the disqualified member until the case is decided.

Similarly, if any member of the Staff Grievance Committee believes s/he may be biased, s/he may be disqualified from deliberations by majority vote of the committee. Also, if the grievance committee by majority vote decides that any member has a bias, the committee can disqualify that member for the particular case. In these situations, a substitute from the membership of the Staff Council will be selected by the committee to replace the member disqualified by the Staff Grievance Committee.

An appeal is an informal hearing. Neither The University nor the employee will be represented by legal counsel. The committee will make a recommendation to the President, and the ruling of the President will be final.

Exit Interview and Final Paycheck

Any employee whose employment relationship with The University is discontinued for any reason must have an exit interview with Human Resources. The interview will usually be held on the last day of employment. All keys, equipment, books, ID cards, uniforms, and any other University property in the possession of the employee must be returned. Information on benefits conversion and continuation will be provided at the exit interview.

Payment for any outstanding bills the employee owes to The University should be arranged by the employee prior to receiving a final paycheck.

The final paycheck will include all salary due, as well as payment for fully vested accrued sick days in accordance with California State law.

WHISTLE BLOWER PROTECTION POLICY

References:

Education Code Sections 87160-87164;

Labor Code Sections 1102.5 and 2698 (Private Attorney General Act of 2004);

Individuals are encouraged to report suspected incidents of unlawful activities by University employees in the performance of their duties. Reports will be investigated promptly, and appropriate remedies applied. Employees who, with reasonable cause, reported such activities and/or assist The University in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes The University's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a University employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another University official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of The University. When the alleged unlawful activity involves the President, the report should be made to the Chair of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the President who will confer with the Chair of the Board of Trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the President. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

During investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of The University's no-retaliation policy. Each individual shall be: a) warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and b) advised that if he or she experiences retaliation for cooperating in the investigation, then it must be reported immediately. If an investigation into alleged unlawful activity determines that the allegations are accurate, prompt, and appropriate corrective action shall be taken.

Protection from Retaliation

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. University employees and applicants for employment who make a protected disclosure are protected from retaliation.

Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise the President or the President's designee. If the allegations of retaliation or the underlying allegations of unlawful conduct involve the President, the supervisor shall report to the highest level administrator and/or a Board member who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.
Office of Primary Responsibility: Department of Human Resources/ (Currently the CFO / COO)

OUR COMMUNITY ETHOS

The goal of campus life at The University of Saint Katherine is to live, work, serve, and worship together as an educational community centered on Jesus Christ. The mission of this academic community is not merely the education of the mind; it is also the development of “inquiry seeking Wisdom” in individuals who will engage the Church and society worldwide to benefit humanity and to serve the Kingdom. This engagement comes with responsibilities to oneself and to the community at large.

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness.” – 2 Timothy 3:16

The Biblical foundation of Christian community is expressed in Jesus Christ’s two great commandments: “Love the Lord your God with all your heart and with all your soul and with all your mind,” and “Love your neighbor as yourself” (Matt. 22:37-40). Jesus himself perfectly demonstrated the pattern: love for God, acted out in love for others, in obedience to God’s word. This represents the ideal we strive to achieve as a community of learners and inquirers. Our ethos aims to:

- Cultivate a campus atmosphere that encourages spiritual, moral and intellectual growth,
- Integrate our lives around Christian principles and devotion to Jesus Christ,
- Remove whatever may hinder our calling as a Christ-centered academic community, and
- Encourage one another to see that living for Christ involves dependence on the Holy Spirit and obedience to His teaching.

CHRISTIAN STANDARDS

To meet our calling to be members of this academic community:

- We acknowledge the Lordship of Christ over all of life and thought. This involves a wholehearted obedience to Jesus and careful stewardship in all dimensions of life: our time, our possessions, our God-given capacities, our opportunities (Deut. 6:5-6; 1 Cor. 10:31; Col. 1:18; 3:17).
- We love God with our whole being, including our minds, and we love our neighbor as ourselves. Christ-like love should be the motive in all decisions, actions, and relationships (Matt. 22:37-40; Rom. 13:8-10; 1 John 4:7-12).
- We pursue holiness in every aspect of our thought and behavior (2 Cor. 7:1; 1 Thess. 4:7; Heb. 12:14; 1 Pet. 1:15-16).
- We exercise our Christian freedom responsibly within the framework of Christian faith and witness, humbly submitting ourselves to one another (1 Pet. 5:5; Eph. 5:21) with loving regard for the needs of others (Phil. 2:3-11; Rom. 14:1-23; 1 Thess. 4:9).
- We treat our own bodies, and those of others, with the honor due the very temple of the Holy Spirit (1 Cor. 6:17-20).
- We participate in the worship and activities of the local church, which forms the basic context for Christian living (Acts 2:42-47; Heb. 10:25; 1 Tim. 3:14-15).

LIVING THE CHRISTIAN LIFE

We pray that our ethos will be made manifest in community members pursuing a distinctly Christian way of life. This way of life involves practicing those attitudes and actions Holy Scripture and Tradition describes as virtues and avoiding those described as sinful. According to the Holy Scripture and Tradition, as followers of Jesus Christ, we will:

- show evidence of the Holy Spirit who lives within them, bearing such fruits as “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control” (Gal. 5:22-23);
- “put on” compassion, kindness, humility, gentleness, patience, forgiveness, and, above all else, love (Col. 3:12-14);
- seek righteousness, mercy and justice, particularly for the helpless and oppressed (Prov. 21:3; 31:8-9; Micah 6:8; Matt. 23:23; Gal. 6:10);
- love and cling to what is good in God’s eyes, and abhor what is evil in God’s eyes (Amos 5:15; Rom. 12:9, 16:19);
- uphold the God-given worth of human beings, from conception to death, as the unique image-bearers of God (Gen. 1:27; Psalm 8:3-8; 139:13-16);
- uphold chastity among the unmarried (1 Cor. 6:18) and the sanctity of marriage between a man and woman (Heb. 13:4);
- be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37);
- give faithful witness to the Gospel (Acts 1:8; 1 Pet. 3:15), practice good works toward all (Gal. 6:10; Eph. 2:10; Heb. 10:24; 1 Pet. 2:11), and live lives of prayer and thanksgiving (1 Thess. 5:17-18; James 5:16; Titus 2:7-8).

Conversely, Holy Scripture and Tradition condemn the following:

- pride, dishonesty (such as stealing and lying, of which plagiarism is one form), injustice, prejudice, immodesty in dress or behavior, slander, gossip, vulgar or obscene language, blasphemy, greed and materialism (which may manifest themselves in gambling), covetousness, the taking of innocent life, and illegal activities (Prov. 16:18; 1 Cor. 6:10; Exod. 20:7; Rom. 13:9; Col. 3:8-9; James 2:1-13; Gal. 3:26-29; Rom. 13:1-2; 1 Tim. 2:8-10; Heb. 13:5-6); hypocrisy, self-righteousness, and legalism, understood as the imposition of non-Biblical standards of godliness by one person or group upon another (Acts 15:5-11; Matt. 16:6; 23:13-36);
- sinful attitudes and behaviors such as “impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like” (Gal. 5:19-21);
- sexual immorality, such as the use of pornography (Matt. 5:27-28), pre-marital sex, adultery, and all other sexual relations outside the bounds of marriage (Rom. 1:21-27; 1 Cor. 6:9-10; Gen. 2:24; Eph. 5:31).

Of particular concern in a collegiate community are those issues relatable to alcohol, illegal drugs, and tobacco. While the use of illegal drugs or the abuse of legal drugs by definition illicit, and the use of tobacco in any form has been shown to be injurious to health, the situation regarding beverage alcohol is more complex. The Bible requires moderation in the use of alcohol, not abstinence. Even so, the fact that alcohol is addictive to many—coupled with the Biblical warnings against its dangers—also suggests the need for caution. The abuse of alcohol constitutes by far our society’s greatest substance abuse problem, and many Christians choose to avoid it as a matter of conscience. Thus, the question of alcohol consumption represents a prime opportunity for Christians to exercise their free will responsibly, carefully, and in Christ-like love.

We also encourage responsible freedom in matters of entertainment, including the places where members of The University community may seek it, such as television, movies, theater, concerts, and the Internet. The University assumes its members will be guided in their entertainment choices by the Godly wisdom of Philippians 4:8: “Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy, think about such things.”

The University of Saint Katherine community desires to function under a Christian ethos marked by integrity, responsible freedom, and dynamic, Christ-like love, a place where the name of Jesus Christ is honored in all we do. This requires that each of us keeps his or her word by taking seriously his or her commitment to this ethos, despite pressures to do otherwise.

Received by _____
Date