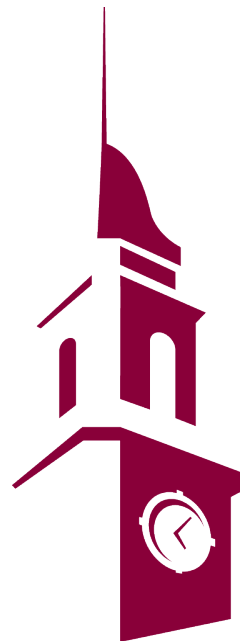




EASTERN KENTUCKY UNIVERSITY
STAFF HANDBOOK



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ABOUT THIS HANDBOOK

The Eastern Kentucky University Staff Handbook is intended to provide information and guidance to staff employees about working at EKU. This handbook applies to all staff employees, including full-time, part-time, seasonal, temporary, exempt, non-exempt, and authorized volunteers (collectively referred to as “employees” or “staff”). This Staff Handbook supersedes all previous Staff Handbooks. Eastern Kentucky University reserves the right to change, amend, or abandon any of the policies contained in this Handbook at any time.

Kentucky is an “employment-at-will” state, which means that either the employer or the employee may terminate the employment relationship at any time for any reason, unless a law or written employment agreement provides otherwise. Nothing in this Handbook and the related University policies, procedures or regulations constitutes a contract of employment or offer to contract with any employee. Nothing contained in this Handbook changes the employment-at-will status of any employee, or creates any additional rights, remedies at law, or expectations of continued employment.

The material in this Handbook is intended to provide general information and to summarize various University policies, procedures, expectations and employee benefits. Departments may have additional procedures or guidelines which are specific to their needs and supplement the policies and procedures set forth in this Handbook. Employees are responsible for reviewing policies in their entirety and for contacting appropriate personnel in the offices of Human Resources for additional information as needed.

EASTERN KENTUCKY UNIVERSITY POLICIES

This Staff Handbook does not provide an all-inclusive listing of university policies. For a complete listing of University policies, please review: policies.eku.edu. Click on “Policies and Regulations A-Z” to search by volume or click on “Search by Volume” to search by Policy number, with the first number representing the volume. Policies can change at any time. Employees are responsible for knowing policies, keeping up to date on changes, and complying with all University policies. The most current policy will always be found online at the above address.

ABOUT EASTERN KENTUCKY UNIVERSITY



Thank you for working at Eastern Kentucky University! We hope your association with EKU will be as enjoyable as it is productive. We appreciate your assistance in building a respectful, inclusive work environment that is welcoming to all employees, students and visitors.

A Brief History of EKU

Eastern Kentucky University traces its roots to 1874 and Central University. In 1906, the Kentucky Legislature established the Eastern Kentucky State Normal School with seven faculty members. In 1909, when the first commencement was held, 11 people received degrees. Over the last century, we've grown to a full-fledged comprehensive university offering over 150 undergraduate and graduate degree programs and serving more than 16,000 students a year, while maintaining that small-college feel. For more information on EKU's

history, go to eku.edu/about.

Vision

Eastern Kentucky University will be a premier university dedicated to innovative student engagement and success, advancing Kentucky, and impacting the world.

Mission Statement

As a school of opportunity, Eastern Kentucky University fosters personal growth and prepares students to contribute to the success and vitality of their communities, the Commonwealth, and the world.

Eastern Kentucky University is committed to access, equal opportunity, dignity, respect, and inclusion for all people, as integral to a learning environment in which intellectual creativity and diversity thrives.

Values

Eastern Kentucky University's values shall permeate the mission and will be the fiber of the institution for it to achieve its vision.

- intellectual vitality, which is characterized by knowledge, scholarly inquiry, creativity, critical thinking, and curiosity, all with a global perspective;
- sense of community, which is characterized by a supportive environment with strong relationships and a commitment to service, shared governance, collaboration, and unity of purpose;
- cultural competency, which is characterized by equitable opportunities and treatment, mutual respect, and the inclusion and celebration of diverse peoples and ideas;
- stewardship of place, by which the University enhances the intellectual capacity, economic vitality, environmental sustainability, and quality of life of the communities it serves;
- accountability, which is characterized by fiscal responsibility, operational transparency, and responsiveness to the needs of internal and external stakeholders; and
- excellence, which is achieved through integrity, continuous quality improvement, and a focused emphasis on the personal and professional growth of students, faculty, and staff.

Open Door

The University is committed to promoting a positive work environment and a climate of open communication. Employees are encouraged to offer positive input and constructive criticism to continuously improve our work environment and the way we operate. An "open door" means that a supervisor's door is always open, and employees should feel comfortable speaking with their supervisors or any other university administrator about any question or concerns they have. Employees can also contact Human Resources at (859) 622-5094 or the Office of Equity and Inclusion at (859) 622-8020.

Notice of Non-Discrimination

Eastern Kentucky University is an Equal Opportunity (EEO) /Affirmative Action (AA) institution that values diversity in its faculty, staff, and student body and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice, in conformity with Title IX of the Education Amendments of 1972, 20 U.S.C § 1681 and its implementing regulation at C.F.R. Part 106.

Any complaint arising by reason of alleged discrimination or harassment should be directed to the Office of Equity and Inclusion, Eastern Kentucky University, Jones Building, Richmond, Kentucky 40475-3102, (859) 622-8020 or the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC. 20202, 1-800-421-3481 (V), 1-877-521-2172 (TDD). The University's complete policies on Non-Discrimination and Harassment can be found at: policies.eku.edu.

Disability Statement

Any employee who believes they require a reasonable accommodation with respect to their employment should contact the Office Human Resources (859) 622-5094 The University's complete policy on accommodations can be found at: policies.eku.edu.

Conditions of Employment

Types of Staff Employment

Regular Full-Time Employees (Benefited):

A regular full-time staff assignment is one in which the employee is scheduled to work a minimum of 37.5 hours per week. Assignments in Facility Services, Public Safety, and some administrative offices are 40 hours per week.

Regular full-time employees hired into a position that is 37.5 hours or greater per week are eligible to participate in all University-provided benefits.

Regular Part-Time Employees (Benefited):

A regular benefited part-time staff assignment is one in which the employee is scheduled to work a minimum of 30 hours per week and are eligible to participate in all University-provided benefits.

Regular Part-Time Employees (Partially Benefited):

Regular part-time employees are hired to fill ongoing positions which are between twenty and twenty-four hours per week. These employees are eligible for pro-rated sick and vacation leave. These employees are not eligible for participation in the health, life, supplemental insurance or tuition waiver (staff scholarship) plans. Regular part-time employees are specifically excluded by KRS 61.510 from participation in the Kentucky Employees Retirement plans for those persons who work an average of less than one hundred hours per month.

Part-Time Employees (Non-Benefited):

Part-time employees who are hired to work less than 20 hours per week are non-benefited.

Temporary Employees:

Temporary employees are hired for positions which are temporary in nature and are not benefited. Temporary positions are limited to an assignment of nine months or less.

Intermittent Employees:

Intermittent employees are hired to work on an as needed basis in a non-benefited capacity for a specific assignment. Intermittent employees are paid only for the actual time worked and there is no guarantee of the amount of work needed. Intermittent work for retirees of EKU is also subject to the rules of KERS and KTRS retirement systems, and abiding by these restrictions is the responsibility of the employee.

Seasonal Employees:

Seasonal employees (staff) are hired to perform specific jobs and/or events that occur only at certain times of the year and are not benefit eligible. Seasonal employees may work up to a full-time schedule during the pre-defined season.

Student employment guidelines can be found at: hr.eku.edu.

Volunteers:

Volunteers perform hours of service for EKU for civic, charitable, or humanitarian reasons, without promise, expectation or receipt of compensation (wages, employee benefits, or other) for services rendered. An individual shall NOT be

considered a volunteer if the individual is otherwise employed by the University to perform the same type of services as those for which the individual proposes to volunteer.

All volunteer arrangements must be made through Human Resources. All volunteers must sign a volunteer agreement and pass a criminal background check prior to providing services to Eastern Kentucky University. Information on the volunteer program guidelines can be found at: hr.eku.edu.

Retired Staff:

Retired staff members have many of the privileges as regular staff, including:

1. Staff parking privileges; contact Parking & Transportation Services
2. EKU ID card
3. Use of library facilities with EKU ID card
4. Discount on season tickets for athletic events
5. EKU Retirees Association membership (membership fee required)
6. Access to Fitness & Wellness Center (membership fee required)

Persons age 65 or older may also take advantage of tuition free courses at EKU as provided by the William F. O'Donnell scholarship.

Retired staff are eligible for re-employment at EKU or its affiliates only in a part-time non-benefited intermittent capacity. Retired staff are **not** eligible to be considered for "internal only" job opportunities. All re-employment of retirees is subject to restrictions of the retirees' retirement system.

Nepotism

No employee, faculty member, supervisor, or administrative officer shall make recommendations or in any way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, salary, or other status or interest of a close relative (spouse, sponsored dependent, child, stepchild; grandchild or parent, sibling, niece, nephew, aunt, uncle, or in-laws) nor shall an administrator or supervisor be the immediate supervisor of a close relative.

Employees who marry while employed in the same department, or become part of the same household, are treated in accordance with these guidelines.

Employee Information

Work Authorization

All new employees are required to complete an Immigration and Naturalization Service form I-9 on or before the start of employment, no later than the third day of work. This form attests to the individual's eligibility for employment in the United States. This law applies to all individuals, regardless of employment status, who enter into an employment relationship with the University.

Current employees whose employment authorizations have an expiration date must present documents to re-verify employment authorization prior to the expiration date or risk forfeiting employment. If an employee does not work for a year and returns, a new I-9 will be required. The Human Resources Department is the official signatory authority for all employment-related petitions submitted to the Immigration and Naturalization Service, as well as labor certification applications submitted to the Department of Labor.

EKU Identification Cards

Staff ID cards may be obtained from the Colonel 1 Card Office. Prior to obtaining the ID card, the staff member should obtain his/her EKU identification number from Human Resources.

The identification card should be in the possession of the employee at all times while working. The card may also be used to attend selected University events and to purchase season tickets to selected athletic events. Presentation of the identification card may also be needed at the University library, Fitness & Wellness Center and other University facilities.

Criminal Background Check

Effective July 12, 2006, KRS 164.281 requires the University to obtain criminal background checks on all offerees, internal and external, for positions of employment with the University. This policy also applies to all volunteers for the University. New background checks are required for an individual who has not worked at the University in the last twelve (12) months but has previously been employed by the University. Employees are subject to termination for falsification of application materials.

New Employee Orientation (NEO)

New Employee Orientation (NEO) sessions are required for new employees at initial employment and/or when first occupying a benefited position with the University. The employment paperwork and payroll election process must be completed at the Human Resources office. Benefits election and enrollment will be completed through an individual meeting with a Human Resources representative (usually one week after orientation). See Human Resources New Employee Orientation website for additional information hr.eku.edu.

Orientation Period

Each new employee (non-faculty) at EKU is employed in an orientation status for the first ninety (90) working days of his/her employment. This is a particularly important time for the new employee and for the University, since it allows the employee an opportunity to determine whether EKU fits his/her career goals and enables the University to have a period in which supervisors may monitor and evaluate employee performance. Employment is "at will", meaning that it may be terminated at any time by either the employee or the University. This initial orientation period is subject to one ninety day extension at the discretion of the University.

Completion of the orientation period neither guarantees continued employment, nor implies an employment contract. Until the orientation period is successfully completed, the provisions of the staff grievance procedure do not apply.

Transferred Staff

Upon assuming a new position as a result of a transfer, promotion, reassignment or demotion, the employee shall serve an orientation period of ninety working days to determine whether the employee is satisfactorily performing the duties of the new position. During this time, the full progressive disciplinary process does not apply. Employees should be aware that during this time, the position from which the employee transferred is not held as open. An employee cannot return to their former position if they are terminated or do not succeed in their new position.

If the job transfer is from one benefits eligible position to another benefit eligible position, the employee will retain all benefits without interruption. If the job transfer is from a non-benefited position into a benefited position, the employee will become eligible for benefits according to the same guidelines used for new employees. If the job transfer is from benefited to non-benefited, then benefits cease as of the effective date.

Performance Evaluation

It is the policy of Eastern Kentucky University to encourage the growth and development of staff through the periodic review of their progress by means of a results-oriented Employee Performance Management system on an annual fiscal year basis (July 1 – June 30). The performance management process is an online process in which employees will be evaluated on goal attainment and competencies. See the Human Resources website for additional information: hr.eku.edu.

Personnel Files

Each employee's official personnel file is maintained by Human Resources and contains official personnel documents. An employee has the right to examine his/her personnel file by filing an official request with Human Resources.

Notification of Change in Address, Number of Dependents or Marital Status

An employee should promptly go online via EKUDirect to make necessary changes to his/her personal information or status. Information may be updated by making an in-person visit to Human Resources. For name changes, a social security card showing the name change must be presented to Human Resources. A change to the number of dependents, increasing or decreasing, will be determined by a qualifying event such as birth, adoption, death, etc. Employees must complete an enrollment or change form with Human Resources to add or drop a dependent. For qualifying events, employees have **thirty days** from the event to make any changes. For changes to beneficiaries for life insurance and retirement, please contact Human Resources at (859) 622-5094.

COMPENSATION / PAY INFORMATION

Wage & Salary Administration

Compensation Philosophy

Eastern Kentucky University's compensation program is administered, to the extent possible, to help attract top talent, retain core employees, and encourage longevity, while efficiently using available resources. The University uses a salary structure composed of job grades and establishes a salary range for each staff (non-faculty) position within the salary structure. Each position is classified into a job grade based on factors such as essential job responsibilities, education and experience job requirements, and other compensable factors.

Employment Status Definitions

The University classifies employees for administrative and payroll purposes according to the following definitions:

- **Exempt.** Employees whose positions meet specific exemption tests established by the Fair Labor Standards Act (FLSA) and state law, and who are exempt from overtime pay requirements.
- **Non-Exempt.** Employees whose positions do not meet FLSA exemption tests and who are paid for overtime, as required by federal and state law.

Payroll Practices

Pay Days

Employees in exempt positions are paid semi-monthly (twice a month) on the 15th and the last working day of each month. The 15th of the month paycheck is for work performed from the 1st – 15th of that month; the paycheck on last working day of the month is for work performed from the 16th through the end of the month.

Employees in non-exempt positions are paid biweekly (every other week) on Fridays. Non-exempt employees are paid in arrears by two weeks.

If the scheduled payday is a holiday or falls on a weekend, the pay day will be the last workday immediately before the scheduled payday. Special provisions may apply during the extended break between fall and spring semesters.

Please visit accounts.eku.edu for a current payroll calendar.

Direct Payroll Deposit

EKU uses direct electronic payroll deposits to a designated checking and/or savings account. Direct deposit is required for all EKU employees. If an employee exceeds more than 2 payrolls with a paper check then there will be an automatic deposit of their pay to a pay card at no cost to the employee. It is the employee's responsibility to review their deposit and update tax withholdings if needed.

To establish or modify direct deposit information, visit EKUDirect, Employee Menu, Pay Information, and Direct Deposit Allocation. Employees may also complete a Direct Deposit Form and send it to Human Resources with a voided check or documentation from the bank indicating the account and routing numbers. For additional questions, please contact Human Resources at (859) 622-5094 or human.resources@eku.edu

Payroll Deductions

By law, the university is required to make certain deductions from an employee's pay. These include the following:

- Federal Income Tax (FIT);
- Social Security (FICA);
- State and local income tax;
- Medicare Tax;
- KERS/KTRS or ORP retirement program (if required, based on employment status);
- Court-ordered garnishments (child support and IRS levy); court ordered benefits

Benefited Employees have the option of requesting additional deductions, such as:

- Health insurance;
- Voluntary insurance;
- Dental insurance;
- Athletic or theater season tickets

Time Sheets/ Leave Reports

Non-exempt employees must complete a time sheet via EKUDirect, Web Time Entry every two weeks, itemizing hours worked and absences, if any, during that payroll period. Time-in and Time-out must be entered for all earning categories. Time should be entered in fifteen (15) minute intervals. (For example, 10:00 am, 10:15 am, 10:30 am, 10:45 am, etc.) If an employee is utilizing sick time, that time-in and time-out must be entered in the sick time earnings category. For holiday pay, employees must enter time-in and time-out for the day that is considered a holiday. All sick, vacation, holiday time, and ECU days must be entered during an employee's regular time scheduled/classified to work.

Exempt employees must complete all leave reports via the official method through EKUDirect Web Time Entry each month.

Falsification of a time sheet or leave report electronically or in paper format is grounds for disciplinary action, up to and including termination of employment.

Overtime Pay

It is the policy of the University to plan, organize and schedule its activities so that overtime work is performed only when absolutely necessary. In unavoidable circumstances, such as emergencies or peak-load periods, management will pre-authorize overtime and non-exempt employees will be compensated for overtime work in accordance with University policy and the Fair Labor Standards Act (FLSA). Employees who are classified as exempt are not eligible to receive overtime payments.

All overtime work is to be authorized in advance by the employee's direct supervisor. Working unauthorized overtime may result in disciplinary action, up to and including termination of employment

Non-exempt employees who are required or allowed to work in excess of forty (40) hours in the standard work week must receive overtime pay at the rate of one-and-one-half times the regular rate of pay. Compensatory time (equivalent time off at a later date) is **not** allowed. Non-exempt employees whose positions require them to work overtime on a regular basis are expected to be available to work overtime on short notice. Holiday time, vacation time, sick time or other pay for time not worked does not count toward the calculation of overtime.

On-Call Status and Pay

Due to the responsibilities of some University positions, it is occasionally necessary for designated essential non-exempt personnel to be on call to ensure adequate response to operations. The fact that some employees may be designated for on-call status does not prevent the University from calling non-exempt employees into work on an as-needed basis

that are not in an official On-Call status. Supervisors will advise non-exempt employees of the start and end time of On-Call Status. This policy does not apply to exempt personnel.

The full policy can be found at: policies.eku.edu.

Work Day and Absences

Work Day/Week

The standard work week for most staff positions is 37.5 hours per week. Staff employed in Facilities Services and Public Safety and some administrative offices work forty (40) hours. Regular University hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday of each work week, except holidays. Employee work hours are based upon position and the needs of the University and may be subject to change.

Work Arrival & Departure

It is the employee's responsibility to arrive and be prepared to start work at the beginning of the scheduled workday or shift. Each employee will be given an expected arrival time by their supervisor. Employees are expected to remain on the job performing the duties of their position until the completion of the scheduled workday or shift.

Break and Meal Periods

EKU provides non-exempt employees with a paid break period of 10 minutes during each four hours of work. EKU also provides a reasonable meal period between the third and fifth hour of the work shift, unless exception is approved. During meal periods, employees are to be free from all work of any type. A meal period is unpaid and does not count as hours worked.

Breaks for Nursing Mothers

Employees who are nursing will be provided with reasonable breaks to nurse or pump as frequently as needed for as long as the child is nursing. The University will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. Employees should contact Human Resources to make such arrangements as needed. Employees will not be retaliated against for exercising their rights under this policy.

Absence or Tardiness

The efficient operation of the University depends upon each employee reporting to work on all scheduled work days. Chronic or habitual tardiness or absence will be considered excessive absenteeism and will subject an employee to disciplinary action, up to and including termination from employment. Absenteeism may be considered excessive when an employee is frequently tardy or absent on regularly scheduled work days on a frequent basis, or when he/she engages in a pattern of absenteeism (e.g., Fridays and Mondays), whether or not such absences are considered to be excused or unexcused.

Types of Absences

Scheduled Absence: When an employee requests time off in a timely manner in accordance with department and University policies (e.g. approved vacation, personal holidays, jury duty, military related, bereavement leave, FMLA leave, and disability leave).

Unscheduled Absence: Failure to report to work on a scheduled workday, working less than half of a scheduled workday due to tardiness or leaving early without any prior written and approved time off request. An unscheduled absence typically is unpaid unless an employee's supervisor approves the use of accrued vacation, sick leave, or personal holiday time in accordance with University policy.

No call/no show (job abandonment): An unscheduled absence without proper notification to the employee's supervisor or department. After being no call/no show for 3 consecutive work days, it is considered job abandonment, and the employee will be terminated immediately, ineligible for rehire.

Inclement Weather

The University understands that during periods of inclement weather tardiness and absences may occur. It is expected that employees will make every effort to report to work on time and as scheduled. Regardless, employees should use their best judgment before exposing themselves to safety risks while traveling during hazardous weather conditions. Employees are required to notify their supervisor of their reporting to work status.

Occasionally the President will make the decision to close the University, delay the starting time of classes/work, or suspend operations. When such a decision is made, it will be announced via the appropriate media as soon as possible, posted online at www.eku.edu, and announced via the inclement weather information hotline at (859) 622-BADW (2239).

In the event that the University is subject to delay or closed, either for an entire or partial day, all benefited employees that were scheduled to work will be paid their regular pay for the affected time and recorded as ECU time. For example: if the employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and there is a two-hour delay, the employee should report to work at 10:00 a.m. but will be compensated for the entire assigned shift.

Employees who are not serving in a designated essential position are discouraged from arriving on campus prior to a delayed opening or remaining on campus during an early closure.

NOTE: This policy applies only to affected employees. An affected employee is defined as one who was scheduled to be at work at the time of the delay or closure. For example, an employee who is on approved vacation or sick leave would not be considered an affected employee. Also, employees working shifts not affected by the delay or closure would not be considered an affected employee.

Information about pay and the full policy can be found at: policies.eku.edu.

Benefits

EKU offers a variety of benefit programs to eligible employees as part of their employment and compensation package. Eligible employees may participate in the University benefit plans, subject to the eligibility criteria set forth in the plan documents that govern those plans. For complete details on each employee benefit, please refer to the Employee Benefits Guide located at hr.eku.edu.

Please contact Human Resources at (859) 622-5094 or human.resources@eku.edu for more information.

Retirement Plan Options

Regular full-time (benefited) employees are required to enroll in the University retirement program. The employee's position determines the retirement plan in which the employee is required to participate. Please refer to the current Employee Benefits Guide which is given at the time of orientation and is also available at hr.eku.edu.

Insurance

The University provides insurance programs, including those mandated by state and federal regulations, for eligible employees including the following:

Social Security: All employees are required to participate in the Social Security program. Deductions will be made from each employee's paycheck and an amount required by the Federal Insurance Contributions Act (FICA) contributed by the University. The amounts deducted or contributed are subject to change consistent with revisions to the Social Security laws.

Workers' Compensation: The University provides worker's compensation coverage that provides benefits to employees who experience injury or illness related to their University employment. Employees are eligible for coverage from their first day of employment. Employees must report any injury or illness, regardless of how minor, to management immediately.

Unemployment Insurance: Eligible employees who separate from employment with the University may be entitled to Unemployment Insurance benefits in accordance with the Federal and State Unemployment guidelines.

Group Insurance (Health, Dental, Vision, Disability, Life). The University currently offers to eligible employees a number of insurance programs such as health, dental, vision, disability and life insurance. The eligibility requirements, benefits, and the extent to which the University contributes to these programs are set forth in the documents describing these arrangements. The employee wellness program is designed to improve employee health through education, intervention and encouragement of healthy lifestyles.

General questions or comments concerning insurance benefits should be directed to the Office of Human Resources. The types of insurance coverage and benefits offered by the University to eligible employees and the terms and conditions of available coverage are subject to change at any time by the insurer or by the University; or may change due to a change in applicable law.

Faculty and Staff Tuition Waiver

The faculty and staff tuition waiver program promotes employee and faculty development by providing a tuition waiver for academic coursework per semester and allows the employee to transfer this benefit to eligible dependents, spouse, and sponsored dependent(s). The faculty/staff tuition waiver form must be submitted to the ECU Scholarship Office prior to the drop/add deadline for each semester. For more information about this program, please review the Employee Benefits Guide or review the complete policy at: policies.ecu.edu.

Staff Professional Development Fund

The Staff Professional Development Fund was established by the University to award matching funds to departments in support of the development of knowledge, skills and abilities of staff employees. Regular full-time staff or part-time fully benefited staff, except for those paid through grant funds, who have successfully completed the orientation period for their current position are eligible to apply for funds annually for qualifying professional development opportunities. Eligible activities must support University and departmental strategic plans, as well as individual goals/performance plans. Applications will be accepted on an ongoing basis and must be submitted prior the event.

For more information, please refer to the full policy at: policies.ecu.edu.

Paid Holidays

ECU recognizes certain holidays by the closing of all departments and offices except where service is essential. All employees who have a work assignment of at least twenty hours per week receive holiday pay based upon the number of hours their position is classified to work on a daily basis (from four to eight).

Employees are granted holidays as set forth in the schedule below. This schedule may be altered by the President of the University to meet operational demands. Some work units or individual employees may be required to work during holiday periods.

| | |
|------------------------------------|------------|
| Independence Day | One day |
| Labor Day | One day |
| Columbus Day/Fall Break | Two days |
| Thanksgiving | Two days |
| Between Fall/Spring Semester Break | Seven days |
| Martin Luther King Day | One day |
| Memorial Day | One Day |
| Floating Holiday | One Day |

From time-to-time the President may grant additional hours or days off. These additional hours or days are considered “EKU Days” and are not part of the normal published holiday schedule noted above.

The Floating Holiday must be scheduled in advance with the supervisor, and must be used during the fiscal year (July 1 – June 30) and shall not rollover or accumulate from year to year.

Designated Essential Non-Exempt Employees Working on a Holiday

Work units providing “essential services” or that have “designated” employees will have a written plan for providing these services, including which employees have been designated as an Essential Employee as determined by University Vice Presidents. The written plan will also include those positions that are required and how such Essential Employees will be notified to report to work on the holiday or EKU day. Work units will retain these plans on file with their division head.

Essential, non-exempt employees who work on a holiday will be paid at a rate of two times (double) their regular hourly rate for the holiday hours worked. The remaining hours of the holiday not worked will be paid as holiday pay with no additional time off at a later date. This should be recorded in the regular pay line on web time entry. The maximum hours allowed to work is twelve hours in any twenty-four hour period, unless exception approved, with no equivalent time off at a later date. The total holidays available and/or worked during the between fall/spring semester break cannot exceed the number approved by the President. Essential non-exempt Employees working a whole or partial EKU Day will be paid their base rate for each hour worked and will be provided equivalent time off at a later date (prior to June 30th) as approved by their supervisor, unless exception approved. When taken it will be recorded as EKU time.

In order to be eligible for holiday pay, an employee must be on “Pay Status” the last scheduled working day before the holiday and the first scheduled working day following the holiday. “Pay Status” includes actually working as well as authorized sick pay, vacation pay, FMLA or extended medical leave, or receiving workers’ compensation benefits. If an employee is not paid for both the last working day before the holiday and first working day after a holiday, he/ she will not receive holiday pay.

Any deviation from this Policy, including any in relation to external funding (i.e. grants) must be approved in writing by the Office of Human Resources and the appropriate Vice President.

Vacation Leave

Vacation Leave is earned by all regular full time (benefited) employees and also by regular part time employees who are partially benefited. Regular part time, partially benefited, employees must be in assignments of at least twenty hours per week. Faculty members do not earn vacation. However, academic department heads and librarians do earn vacation when on twelve month assignments.

Vacation may be used for vacations, personal business, or for any other personal reason as approved by the supervisor in advance.

| <i>Vacation Accruals</i> | |
|--------------------------|------------------|
| 1-4 Years of Service | 10 days per year |
| 5-9 Years of Service | 15 days per year |
| 10-14 Years of Service | 20 days per year |
| 15 Plus Years of Service | 22 days per year |

Full time vacation is accrued on a per pay period basis at the rates listed above. Regular part time, partially benefited employees, earn a prorated vacation based upon their part time assignment.

All vacations must be scheduled and approved in advance by the supervisor. The supervisor may deny a vacation request in circumstances where the absence of the employee would not be in the best interest of the unit. Exempt employees must submit a sick/vacation report via EKUDirect. The sick/vacation report is submitted to payroll for processing after approval has been granted by the supervisor. Non-exempt employees shall indicate vacation leave in Web Time Entry or time card.

Employees may only accrue unused vacation in an amount equal to their annual vacation allotment (maximum for the year). Employees will not accrue additional vacation time if their vacation balance is equal to their annual allotment. For more information see the full policy at: policies.eku.edu.

Sick Leave

Commencing with employment, regular full-time and part-time benefited employees are provided with sick leave. The sick leave benefit provides paid time for absence due to personal illness, injury, or other short-term disability; to attend to children, spouse, or sponsored dependent whose condition requires the employee's direct care, or a death in a relationship not covered by the University's bereavement leave policy.

Staff shall receive sick leave credits on the basis of one day per month for each period of employment with the University. Regular part-time benefited staff receive sick leave credits on a basis proportional to their work assignment. Sick leave credits accrue with each payroll. Sick leave can only be used in increments up to scheduled hours (i.e. 7.5 or 8 hours) Periods of leave without pay earn no sick leave credits.

Staff may only transfer sick leave to their spouse or sponsored dependent. Sick leave may be transferred only if it has been accrued and available.

Sick Leave Benefits upon Dismissal of Employment

Any employee terminating employment at EKU prior to retirement will be paid through their last physical day worked and will receive no compensation for accumulated sick-leave days. A staff member who retires from EKU under KTRS can receive up to one-half year of service credit toward retirement benefits based on accumulated sick-leave days. The KTRS regulation allows unused sick leave to be applied to generate a maximum of one-half year additional service credit. Employees who retire from EKU under KERS can receive unlimited service credit in the amount of their accumulated sick days.

For more information, view the full policy at: policies.eku.edu.

Spousal Sick Leave Sharing Benefit

Staff may only transfer sick leave to their spouse or sponsored dependent. Sick leave may be transferred only if it has been accrued and available. Requests for the transfer of leave will not be processed retroactively, except to cover the period between the date the request was submitted and the date of approval. For purposes of the procedure, a day is

defined as the number of regular work hours specified by the transferring employee's assignment. Unused transferred leave will not be returned to the transferring employee. This benefit does not impact a staff member's ability to apply for sick leave time from the sick leave bank. Transferee must maintain a minimum balance of 10 sick leave days.

Sick Leave Bank

The sick leave bank is a pool of sick days established by employees to help others. To fund the Sick Leave Bank, employees will be given an opportunity to contribute a minimum of one day and a maximum of five days to the Sick Leave Bank. Employees must have a sick leave balance of 10 days or more at the time of their contribution.

The purpose of this policy is to provide all regular, full-time employees with short-term disability protection in the event they are personally subject to a catastrophic illness or injury and face a hardship because they do not have adequate accumulated leave time or other means of income. It is not intended to encourage or reward the abuse or inappropriate use of sick leave. Requests for care of family members including spouse, sponsored dependent, parents, dependent children, and dependent children of a sponsored dependent will be considered on a case-by-case basis.

In order to be eligible for Sick Leave Bank benefits, the employee must be eligible to accrue University sick leave. New employees become eligible after completing one year of continuous regular full-time service. Prior to utilizing the Sick Leave Bank, the employee must exhaust any and all of the following benefits in the order listed:

- Accrued Sick Leave
- Accrued Vacation Leave
- Floating Holiday
- Workers' Compensation
- Disability Benefits
- No Fault Automobile Insurance

For more information, view the full policy at: policies.eku.edu

Family Medical Leave

The Family and Medical Leave Act (FMLA) provides employees who have twelve months of service with the University and who have performed at least 1,250 hours of service in the prior twelve month period, with up to twelve weeks of leave during a rolling twelve month period. This leave may be paid, unpaid, or a combination of paid and unpaid depending on the employee's accumulated vacation and/or sick leave. In cases where paid leave ends prior to the end of the twelve (12) weeks the balance of the leave will be unpaid. In cases where an employee qualifies for more than twelve weeks of paid leave, the twelve weeks required by the FMLA will be included within the period of paid leave.

Leave taken due to one of the following reasons will be considered FMLA leave. Leaves for other reasons do not qualify as FMLA leave. Eligible reasons include:

- Birth of an employee's child;
- Placement of a child with the employee by adoption or foster care;
- Care for an employee's child, spouse, or parent with a serious health condition;
- Employee is unable to perform the essential functions of his or her job due to a serious health condition; and
- Military family member care (caregiver leave)

Eligible employees must provide reasonable prior notice of at least thirty days to the University when requesting a leave of absence under the FMLA. Requests should be made to the Benefits Department within Human Resources. If the need for leave is due to unforeseen circumstances, notice should be given as soon as possible after the employee is made aware of the need for leave. Human Resources will require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets eligibility requirements.

Except for work-related injuries, an employee will be required to utilize available vacation and sick time prior to going into a non-paid status for each work day missed which qualifies as FMLA leave. Except as permitted by law, employees on FMLA leave will be returned to their former or equivalent position when released by their medical provider. No vacation or sick leave is earned while on leave without pay. Employees on FMLA leave will continue the other benefits of employment in the same manner as prior to the leave to include:

- Health insurance
- Basic Life Insurance
- Basic Long Term Disability Insurance (If the employee has less than five years of service or participants in the Optional Retirement Plan, or KRS after 1/1/14.)
- Voluntary products (employee paid) must be paid to the carrier
- Paid holidays that fall during the period of the extended leave

Persons on approved FMLA leave who wish to maintain their dependent health and/or other supplemental benefits must make arrangements in the Human Resources office.

For more information, this policy can be found at: policies.eku.edu.

Extended Medical Leave

Extended medical leave is approved time away from the job due to an employee's serious health condition, which exceeds the twelve weeks provided under the provisions of the FMLA. Extended leave is unpaid if the employee has no accrued sick or vacation time available. Initial eligibility criteria for extended medical leave are the same as it is for FMLA leave.

For further information, please review the full policy at: policies.eku.edu.

Bereavement Leave

Regular full-time and part-time benefited employees shall be granted bereavement leave up to three days with pay, due to the death of a family member to provide the necessary time to attend to personal affairs, and grieve after the loss of a loved one. For purposes of this policy a "family member" is:

- Mother or father (including stepmother or father)
- Brother or sister (including half-brother or sister or step siblings)
- Spouse
- Sponsored dependent
- Child (including stepchild)
- Grandparent or grandchild
- In-laws
- Other persons with whom the employee has an "in loco parentis" relationship

Note: "In loco parentis" means the employee has the day-to-day responsibilities for the care and financial support of a child or persons who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

Eligible employees shall notify their supervisor of the need for bereavement leave as soon as possible after the death.

Court Leave

All University employees shall be entitled to time off with pay while called for jury service or for time off due to a subpoena or other requirement of a court to appear as a witness, except in cases where the employee or member of his/her family is a party plaintiff in the court action. Employees who have been called for jury duty but are not impaneled or who have been released as witnesses, are expected to return to work.

For further information, please review the full policy at: policies.eku.edu.

Election Days

Eastern Kentucky University strongly encourages all eligible employees to participate in the democratic process by exercising their right to vote. Regular full-time employees will be given up to four hours off to vote on Election Day, with one hour to be with pay. In Presidential election years the University is closed on Election Day, which is recognized as a paid day off for benefited employees.

The full policy can be found at: policies.eku.edu.

Military Leave with Pay

The University complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA). All employees who are members of the National Guard or of any reserve component of the armed forces of the United States; or of the reserve corps of the United States Public Health Service, shall be entitled to leave of absence from their respective duties without loss of time, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled, while performing uniformed services. Employees on military leave shall be paid their salary or compensation for a period, or periods, not exceeding fifteen calendar days or ten working days if the employee's position is based upon a five day work week, in any one year.

For more information, the full policy can be found at: policies.eku.edu.

Staff/Faculty Ombud

The Ombud serves as support to faculty and staff receives complaints, concerns, or inquiries about acts, omissions, improprieties, and/or broader systemic problems; listens, offers options, facilitates resolutions, informally examines issues independently and impartially; informally mediates conflicts with colleagues, examines systemic failures and identifies breakdowns in policies and procedures.

Staff Council

Staff Council will foster communication and serve as a communication conduit between staff and the President, provide recommendations on matters pertaining to staff, and promote the welfare of all staff through professional development and formal recognition while serving the Mission of the University.

Staff Emeritus

The title of Staff Emeritus was developed to honor and recognize an eligible member of the University's staff for considerable meritorious service to Eastern Kentucky University. Staff Emeritus rank is afforded to staff members upon retirement who have provided distinguished service to Eastern Kentucky University and have met the eligibility criteria.

Standards of Conduct

Professional Behavior

All University employees are expected at all times to exhibit professional behavior. This includes, but is not limited to:

- Maintaining a level of personal conduct, on and off the job, which is consistent with and supportive of the programs and policies of Eastern Kentucky University and which will not reflect discredit or disfavor upon the University;
- Dealing with coworkers, students, and the public in a respectful and courteous manner;
- Striving to perform their work at a consistently high level of quality;
- Obeying and upholding the laws of the United States and the Commonwealth of Kentucky and political subdivisions and jurisdictions thereof and adhering to all University policies and regulations;
- Following and promoting standards of safety and health on the job;
- Cooperating fully in all hearings and investigations conducted or authorized by the University;
- Maintaining the confidentiality of all University business, information, documents, and records and not discussing or otherwise making such available to another party either on or off duty without prior University authorization or as authorized by law;
- Notifying the University immediately of the failure to meet requirements of the employee's position stipulated at the time of hiring or reclassification. Such instances include, but are not limited to, loss of credentials, loss of certification, or loss of license.

Violations may result in disciplinary action up to and including termination. Compliance with this policy does not alter the employee's status as an at-will employee.

Dress and Personal Appearance

Employees are expected to maintain an appropriate appearance that is businesslike, neat, and clean as determined by the requirements of the department/program in which the employee works. Department management, including the immediate supervisor, has the authority to counsel staff and faculty about clothing or appearance. If deemed necessary, the supervisor may send the staff member home to change into appropriate clothing and/or begin disciplinary action.

Questions or concerns should be directed first to your immediate supervisor, then to Human Resources at (859) 622-5094 if your supervisor is unable to address the issue.

Proper Attire

Since all staff members represent the University to those they encounter on University business, they should use good judgment regarding their appearance when conducting University business. Employees should avoid extremes in dress; clothing, jewelry, and other personal items should be in good taste and suitable for a professional work environment. Employee dress should be appropriate to the activities of the day, while also comfortable and safe for the season and the weather.

Examples of standards expected to be followed by University employees include but are not limited to:

- Employees who are issued uniforms are required to wear them while working unless granted a specific exception by the immediate supervisor or manager.
- Clothing will be clean, in good repair, and appropriately fitted.
- Special requirements may be necessary for safety, health, sanitation and professional practice reasons, including use of lab coats, protective eyewear, gloves and/or footwear, hard hats, hairnets, and other specialized clothing or equipment.
- Footwear that is appropriate for the position held and work environment is required.

- The use of perfume or cologne, jewelry, accessories, etc., is allowed with consideration for the employee's position, work environment and interaction with internal staff and external visitors. Due to allergies or sensitivity to fragrance, employees are expected to limit their use upon request.

Code of Ethics

The responsibility for utilizing public funds and private donations for the purpose of educating and training the future leaders of the state and nation carries with it the duty to adhere to high ethical standards and principles. To provide further emphasis and support of its continuing commitments, the Eastern Kentucky University Board of Regents promotes the ethical principles and standards, which shall apply in all its operations and to all persons employed by the University, regardless of rank or position.

All complaints of any possible ethics violations by employees should be reported to the Compliance Officer. Any questions regarding the application of the Code of Ethics should consult with their immediate supervisor or Human Resources.

For more information regarding the Code of Ethics, please consult the full policy at: policies.eku.edu.

Reporting

The University is committed to ensuring compliance with federal and state laws, administrative regulations, as well as University policies, regulations, and procedures. Any University employee with a reasonable good faith belief that possible non-compliance with any laws, regulations, policies or procedures has occurred has a duty to report such possible non-compliance. The failure of any employee with knowledge of non-compliance to make a report may subject that employee to discipline pursuant to applicable University policies and procedures. The University prohibits retaliation against any employee who makes a good faith report of possible non-compliance.

Any employee who wants to make a report regarding possible non-compliance should contact ANY of the following appropriate University administrators/offices. This listing is NOT exhaustive, but intended to provide information and resources as to the various appropriate University administrators/offices to which a report may be made:

- Appropriate University administrator/office as so designated by the applicable University Policy. See "Whom Do I Call If" at: colonelscomply.eku.edu. for a listing of appropriate University administrator/office to help determine whom to be contacted.
- Supervisor
- Next highest level of supervisor
- Human Resources
- Chief Compliance Officer

If an employee is not comfortable reporting the situation through appropriate University administrators/offices, or desires to maintain anonymity in reporting, employees should report the situation via the Ethics and Compliance Hotline at www.eku.ethicspoint.com, or by calling (toll-free) 844-282-9639.

The complete University Reporting policy and regulations can be found at: policies.eku.edu.

Unlawful Discrimination and Harassment

Eastern Kentucky University adheres to all federal and state civil rights laws banning discrimination in public educational institutions. The University prohibits discrimination against any employee, applicant for employment, student, or applicant for admission on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity,

gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information. This policy also prohibits aiding or inciting another person or persons to violate this policy.

Reports of Discrimination, Harassment, and/or Retaliation should be made to the Office of Equity and Inclusion (OEI) or the Title IX Coordinator/Deputy Coordinators promptly, but there is no time limitation on the filing of complaints with the University. All reports are acted upon in a timely manner and every effort is made, to the extent permitted by law, to maintain privacy. Reports of Discrimination on the part of the Title IX Coordinator or the Executive Director of the Office of Equity and Inclusion should be reported to the University President.

For more information regarding the University's non-discrimination and harassment policy, including Sexual Misconduct, please see the full policy at: policies.eku.edu.

Sexual Misconduct

Eastern Kentucky University will not tolerate Sexual Misconduct as defined by this policy. Sexual Misconduct consists of sexual harassment, dating/domestic/intimate partner violence, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, and stalking.

Sexual Harassment can take one of two forms. The first form involves unwelcome verbal, electronic, physical and/or visual conduct based on sex, which both (1) unreasonably interferes with a person's work or educational performance, and (2) creates an environment that both a reasonable person and the specific person being harassed would find intimidating, hostile or offensive. The second form involves either (1) submission to unwelcome advances of a supervisor as an express or implied condition of receiving work or educational benefits, or (2) a tangible work or educational detriment resulting from a person's failure or refusal to submit to sexual demands of a supervisor. Examples of sexual harassment include, but are not limited to, unwelcome sexual flirtation or advances; offers of employment, promotions or other benefits in exchange for sexual favors; threats of reprisals for refusing sexual advances; sexual innuendo, jokes, gestures, or displaying sexually suggestive images; unwelcome physical contact.

For more information regarding the University's non-discrimination and harassment policy, including Sexual Misconduct, please see the full policy at: policies.eku.edu.

Reporting of Offenses

University employees have obligations to report allegations of sexual misconduct to OEI or the Title IX Coordinator. Failure to report allegations of misconduct may result in disciplinary action up to and including termination. Some employees, such as university-employed counselors, are permitted to maintain confidentiality of reports. Information received as part of an IRB-approved research project in which research subjects have been promised confidentiality is not subject to the reporting procedures outlined herein and researchers should adhere to the practices approved by the IRB. The information below provides more details as to the reporting obligations of specific employees.

Formal Reporting Options: Individuals bringing complaints under this policy are encouraged to speak to University officials, OEI, or the Title IX Coordinator/Deputy Coordinators to make formal reports of violations of this policy. Information will be shared as necessary with investigators, witnesses, and the respondent (the person accused of violating this policy). These employees will keep reports private, but reports will not be confidential.

Confidential Reporting (applies to cases of sexual misconduct ONLY): Employees who would like details of an incident or conduct to be kept confidential may seek assistance through the Employee Assistance Program (wellness.eku.edu) or any off-campus local rape crisis counselor, any off-campus mental health provider, domestic violence resources, campus local or state assistance agencies, or members of the clergy who will maintain confidentiality. Confidentiality may not be honored in cases of an immediate threat of danger or abuse of a minor.

Procedure and Violations

For more information regarding procedure for reporting and investigation as well as consequences for violations of this policy, please consult the full Regulation 1.4.2R, found at: policies.eku.edu.

Complaints/Inquiries

Complaints and/or inquiries about this policy and procedure may be made internally to:

Title IX Coordinator or Investigators
Office of Equity and Inclusion
521 Lancaster Avenue
Jones Building, Suite 416
(859) 622-8020
equity.eku.edu

Externally to:

Equal Employment Opportunity Commission (EEOC)
Contact: eeoc.gov/contact

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: ed.gov/ocr

Kentucky Commission on Human Rights
331 South Broadway, 7th Floor
Louisville, KY 40202
(502) 595-4024
TDD: (502) 595-4084

University policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

Deliberately false and/or malicious accusations of harassment, discrimination, or retaliation are serious offenses and will be subject to appropriate disciplinary action up to and including termination.

No Retaliation Policy

No employee shall be subject to any form of retaliation for having made a good faith complaint of harassment or discrimination or for participating in an investigation of a complaint under this policy, 1.4.1.R Response to Non-Discrimination and Harassment Regulation or administered by the Equal Employment Opportunity Commission (EEOC), the Kentucky Commission for Human Rights (KCHR), the Office for Civil Rights (OCR), and local civil rights agencies. Any employee or authorized volunteer who believes they have been subject to retaliation should immediately contact the Title IX Coordinator or Office of Equity and Inclusion, Eastern Kentucky University, Jones Building, Suite 416, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD).

Deadly Weapons and Dangerous Materials/Instruments on Campus

Eastern Kentucky University prohibits deadly weapons and dangerous materials/instruments of any type, concealed or otherwise, on University property. Only those specifically authorized by law or the University by virtue of the demands of their position may be in possession of a deadly weapon on campus. Any person authorized to possess a deadly weapon on campus must comply with all state laws regarding possession of deadly weapons on campus set forth in Kentucky Revised Statutes §§527.020, 237.110, 237.115, 527.070, and the Kentucky Supreme Court decision in *Mitchell v. University of Kentucky*, 366 S.W. 3d 898 (KY 2012).

All violations of this policy may be subject to all appropriate administrative and legal action. Employees may be subject to discipline up to and including termination of employment.

The full policy can be reviewed at: policies.eku.edu.

Violence in the Workplace

Eastern Kentucky University, in an attempt to maintain a violence-free workplace, has adopted a zero-tolerance policy toward workplace violence. All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern themselves accordingly and report acts or threats of violence they may receive. Each act or threat of violence will be investigated, and appropriate action will be taken. Any such act or threat by an employee may lead to discipline, up to and including termination of employment.

For guidance on classroom disruption or dealing with violent students, refer to the ECU Faculty/Staff 911 Guide located at: faculty911.eku.edu.

Drug-Free Workplace

Eastern Kentucky University is a Drug-Free Workplace. The University specifically prohibits the abuse of, consumption of, unauthorized use of, and/or being under the influence of drugs or alcohol while on University property and/or while on the job. ECU policy also prohibits violation of local, state, and/or federal law while working and/or on University property. Violations of these regulations will subject the employee to disciplinary action, up to suspension and termination of employment.

The Drug-Free Workplace policy can be found at: policies.eku.edu.

Employees Convicted of any Criminal Drug Statute

Under the requirements of this federal law, employees who are convicted of any criminal drug statute violation occurring in the workplace must notify their department director, chair, dean and/or vice president within five days of the conviction. If an employee receives such a conviction the University shall:

- a. Take appropriate personnel action against the employee, up to and including termination of employment
- b. Require the employee to satisfactorily participate in an approved drug-abuse assistance or rehabilitation program

Individuals convicted by federal or state courts for Driving under the Influence (DUI) or Driving while intoxicated (DWI) will be ineligible to operate any University-owned vehicles under the University's Motor Vehicle Policy.

Employees under the Influence on the Job

Employees who use prescription drug(s) should notify their supervisor if such prescription drug use could impair their ability to perform their job. Failure to notify a supervisor and reporting to work under the influence of any drug, prescription or otherwise, will result in disciplinary action.

When it is reasonably believed by supervisory personnel that an employee is under the influence of drugs or alcohol while on the job, the following guidelines apply:

- a. The employee may be removed from the workplace until the employee is no longer under the influence and during the time an investigation is underway. In such circumstances, the supervisor will arrange to have the employee transported home.
- b. The employee may be required to undergo drug or alcohol testing. This could occur both at the time the employee is suspected of being under the influence and/or before the employee is allowed to return to work as evidence the employee is no longer under the influence. Refusal to participate in requested drug and/or alcohol testing is a separate offense subject to corrective action up to and including termination of employment.
- c. An employee found to be under the influence is subject to disciplinary action as provided in the Progressive Discipline Policy, including termination of employment.
- d. The Supervisor and/or the Department of Human Resources may counsel the employee to seek assistance.

Alcohol on University Property

The possession and/or consumption of alcoholic beverages on University property is subject to Kentucky statute and University regulations. Alcoholic beverages may be served and consumed at official University functions and approved non-University functions in accordance with the University's policy and regulations concerning Consumption and Serving of Alcoholic Beverages on Campus (9.1.1P). The consumption of alcoholic beverages by employees in violation of University policy and regulation, or being under the influence of alcohol during work hours, will subject an employee to disciplinary action, up to and including termination from employment. Under no circumstance may anyone under the age of 21 be served or provided alcoholic beverages.

The University's full policy and procedures relating to alcohol on University property can be found at the following sites:

Consumption and Serving of Alcoholic Beverages on Campus (9.1.1P): policies.eku.edu.

Consumption, Sale, and Service of Alcoholic Beverages at EKU Center for the Arts (9.1.3R): policies.eku.edu.

Tobacco-Free Campus Policy

The use of all tobacco products, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, bidis, clove cigarettes and smokeless tobacco products (snuff, chewing tobacco, and dipping tobacco) is prohibited on all property that is owned, leased, occupied, or controlled by the University, or in any University vehicle. Tobacco does not include nicotine replacement therapies such as patches, gum or prescription medication intended to assist an individual in quitting the use of tobacco. Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in University policy.

Employee Assistance

Employees seeking assistance in dealing with the use of alcohol or a controlled substance can receive free, confidential assistance through the Employee Assistance Program. Information on this program can be found at: wellness.eku.edu.

Information on tobacco cessation classes can be found at wellness.eku.edu Participants in the tobacco cessation program will receive free Nicotine Replacement Therapy.

Accidents/Injuries Reporting

The University is committed to maintaining a safe working environment that is free of hazardous conditions for all employees. While on duty, employees must perform work and otherwise demonstrate conduct consistent with safety rules and regulations.

All injuries should be reported to the University Claims Office as soon as they occur. **If the injury requires immediate medical attention, seek that first!** To report a work-related injury, use the [Online Injury/Illness Reporting Tool](#) or call the University Claims Office at: (859) 622-5523.

Employees injured on the job may be eligible for the University's Return to Work Program. For the complete details on the Program's Policy # 8.3.9R and procedure, visit: [policies.eku.edu](#).

Information about Worker's Compensation is available at: [universityclaims.eku.edu](#).

Intellectual Property

Under federal copyright law, the creator of a work is usually the owner. However, this is not the case when a work is created within the scope of employment. Works created within the scope of employment are known as "works made for hire," and are works where the employer is considered the author and owner of such works. Therefore, in general, intellectual property created at the University is the property of the University. For exceptions to this rule and more information regarding the ownership of intellectual property, please consult the full policy at: [policies.eku.edu](#).

Conflict of Interest/Financial Disclosure Policy

Before engaging in funded research or other funded educational activities, employees should consult the University's Conflict of Interest/Financial Disclosure policy to determine if a conflict of interest exists.

For additional information, please refer to the Conflict of Interest and Financial Disclosure policy on the policy website at: [policies.eku.edu](#).

Teaching by Staff Employees

Employees are expected to devote their energy and effort toward fulfilling all assigned duties and responsibilities for the University in their primary position. Exempt employees who do not have teaching duties as part of their normal assignment may teach for the University when there is sufficient student enrollment and a demonstrated need for the employee to do so. Employees may be employed to teach under the following guidelines:

- The employee meets all criteria for academic and professional preparation as specified by the Commission of Colleges of the Southern Association of Colleges and Schools as well as all criteria specified by discipline accrediting agencies.
- The employee receives approval of their immediate supervisor and the appropriate department head, chair, dean and/or vice president.
- The employee teaches no more than one course (or three-hour equivalent) each academic term/semester.
- The employee teaches only during those time periods that do not conflict with their normal work schedule or assigned duties if they are receiving supplemental pay. For example, an employee whose normal work schedule is from 8:00 a.m. to 4:30 p.m. cannot teach and receive supplemental pay until after 4:30 p.m. In cases where no supplemental pay is given, the immediate supervisor may approve teaching during the employee's normal working hours.

Outside Activities/Employment

Staff employees are expected to devote their energy and efforts primarily toward fulfilling all assigned duties and responsibilities of their primary position for the University during their assigned work hours. Staff may engage in outside professional activities and/or other outside employment subject to the following conditions:

- Outside activities and/or employment may not interfere with the employee's obligation to fulfill regularly assigned duties.
- Employees may not use University resources to further their outside activities and/or employment.
- Employees must avoid any situations in which their outside activities and/or employment may actually conflict, or appear to conflict, with their University assigned duties and responsibilities.

Political Activity of the Staff and Faculty

University employees are encouraged to take an interest in public affairs. Nothing in the University regulations shall be construed as abridging the rights guaranteed to citizens of Kentucky and of the United States under the state and national constitutions.

For more information regarding political activity of staff, please refer to the full policy at: policies.eku.edu.

Sales and Solicitation

Employees should refrain from making unauthorized sales or solicitations during their working time. This includes activities such as collection of money, political campaigning, solicitation of subscriptions, or the sales of merchandise such as housewares, cosmetics, food, tickets, raffles, etc.

Travel Requirements and Procedures

The University has established requirements and procedures for making travel arrangements and reporting and approving expenses incurred while traveling which apply to all approved business travel regardless of funding source. Travel associated with state and federal grants and contracts may also be governed by state and federal regulations and colleges and departments may choose to develop and implement more restrictive travel procedures. When traveling on official approved business, employees are expected to comply with all University policies and requirements.

The complete University Travel Requirements and Procedures can be found at: policies.eku.edu.

Procurement and Purchasing

Financial encumbrances against University funds must be based upon University procurement and expenditure procedures and other University guidelines. Obligations incurred by any University employee contrary to these purchasing guidelines become personal obligations of the employee.

For more information, visit: purchasing.eku.edu.

Acceptable Use Policy for Technology at the University

Eastern Kentucky University-owned computing equipment, networks, voice mail, resources, systems and the information served by those systems (from herein will be called "systems") are valuable and vital assets to the university. All rules that apply to these systems include the ECU IT Code of Ethics for Computing & Communications (<http://it.eku.edu/codeofethics>), local, state and federal civil and criminal laws (e.g., FERPA, HIPAA, etc.). Any employee in violation of these policies and laws may be subject to disciplinary action, up to and including termination, as well as possible legal action.

As a user you are responsible for knowing about appropriate and ethical use of information in all environments you access, protecting the information you are using from corruption or unauthorized disclosure, working in such a manner as to consider the access rights of others, and following applicable guidelines concerning the use and nondisclosure of passwords and other means of access control. You are further prohibited from copying and/or the unauthorized use of computer software programs and as a user you are responsible to become familiar with and understand the license rules for each software programs used.

All faculty (full and part-time) and staff (full and part-time) who conduct official university business internally and with outside agencies via email will do so through an appropriate university email account. All faculty and staff are expected to receive and read email in a timely manner. Faculty and staff are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. A faculty or staff member's failure to receive and

read University communications delivered to his/her official email address in a timely manner does not absolve the faculty or staff member from knowing and complying with the content of such communications.

The use of the university information technology systems is a privilege for employees and to primarily be used for University business, with incidental personal use (e.g., email to someone in your family, local telephone calls) permitted so long as it does not create financial or system burdens or disruptions. As a user of ECU information computing systems you expressly waive any right of privacy in anything created, stored, sent or received on those systems.

Any related equipment provided by the University are the property of the University and employees should have no expectation of privacy when using these systems or equipment. Monitoring, review, and disclosure may occur. A University designated information system contact may have access to all computer storage systems. The university has the right to monitor all of its' information technology systems and to access, monitor, and intercept any communications, information, and data created, received, stored, viewed, accessed, or transmitted via those systems.

Code of Ethics for Computing & Communications

The Code of Ethics for Computing and Communications defines the privilege and responsibilities of users of University information technology resources at Eastern Kentucky University in accordance with University policies and regulations, as well as federal and state laws. These responsibilities include, but are not limited to:

- All information technology resources are to be used for University business only.
- Users must not share individual accounts or passwords with others (this includes co-workers, friends, and relatives); acquire accounts for which they are ineligible; or maintain accounts and privileges which are not relevant to their current role and assigned responsibilities.
- The use of information technology resources must comply with U.S. and international copyright and licensing laws and their acceptable use provisions as well as comply with the Digital Millennium Copyright Act of 1998.
- Users must comply with University protocol to minimize risks from viruses, phishing, and other technological threats.
- Users must comply with all software licensing provisions.
- Use of University information technology resources to support a personal, profit-making activity is strictly forbidden.
- Users must not use their access to computer systems to maliciously destroy or alter University accounts, files, software or hardware.
- Users must not access information beyond that directly related to their current job assignments. Intentionally disclosing protected information to any unauthorized person is a violation of federal law (FERPA, HIPAA, etc.) and can subject the violators to University administrative, criminal and civil penalties.
- The use of information technology resources for unlawful purposes is prohibited. Examples of unlawful use include, but are not limited to: defrauding, threatening, abusing, defaming, harassing, intimidating or transmitting obscene messages or media. Using information technology is no different than similar conduct carried out in person, by telephone or by mail. Violations through electronic media will subject the users to the same University sanctions.

University information technology resources are University property and users have no expectation of privacy regarding any electronic communications, data or documents sent, received, or stored on University information technology. When necessary for enforcing the Code, University policies or regulations, or law, authorized University personnel may access an individual's accounts and content to investigate possible violations. This may be done without securing permission. Violations of the Code may result in severe penalties, up to including termination from the University.

The full Code of Ethics for Computing and Communications (Policy # 11.2.2P) can be found at:

http://policies.eku.edu/sites/policies.eku.edu/files/policies/bor_approved_code_of_ethics_computer_012513.pdf.

Social Media

Employees who participate in social media should follow these guidelines:

- Employees should not engage in personal social media activities using a University email address or equipment.
- What is published on personal online sites should never be attributed to the University and should not appear to be endorsed by or originated from the University.
- Employees are prohibited from revealing any confidential, financial, sensitive or proprietary information about the University, its employees, students, alumni or donors and should comply with all applicable law and University policies when engaged in social media use.
- Employees must not use social media during work hours in a way that interferes with their job responsibilities or the job responsibilities of others at the University.

Information Security

The University understands the importance and value of securing personal information and ensuring the appropriate confidentiality, integrity, and availability of University data. A Security breach is the unauthorized acquisition, distribution, disclosure, destruction, manipulation, or release of unencrypted or unredacted records or data that may compromise the security, confidentiality, or integrity of personal information. This includes, but is not limited to, theft or other loss of a laptop, desktop, smartphone or other device that contains personal information, whether or not such device is owned by the University; the unauthorized or inappropriate use of a system or device for the viewing, transmitting, processing or storing of data; changes to system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent. In the event any employee becomes aware of an actual or suspected security breach they should immediately notify Information Technology.

The University's full policy and procedures relating to Information Security Incident Response can be found at: http://policies.eku.edu/sites/policies.eku.edu/files/policies/regulation_11.2.3_information_security_incident_pres_10.2.15.pdf.

Employees Separating from EKU

When an employee leaves the university (e.g., resignation, termination, retirement), the departure is processed by HR, IT will be notified and access to EKU technology resources will be terminated. Supervisors are responsible for maintaining the currency of access rights within their units and notifying IT of changes as a result of job change or transfer. Access rights will be adjusted or terminated accordingly.

All university-owned computing equipment should be returned to the main IT Service Desk within 1 week of the employee's last date of work or be charged for the system. After Human Resources gives IT notification regarding an employee's departure, IT disables the email account. This is immediate.

Progressive Disciplinary Action

When an employee violates a University policy or when an employee's job performance is not satisfactory, the University may employ a system of progressive discipline. Generally, this discipline system is intended to provide employees with notice of unsatisfactory work performance and an opportunity to improve that performance to a satisfactory or better level. Employees may be given, at any point, the opportunity to improve their performance through a documented Performance Improvement Plan.

In most instances, the progressive discipline system will involve the following steps:

- Step 1: Oral/Verbal Warning
- Step 2: Written Warning
- Step 3: Final Written Warning
- Step 4: Administrative Leave: paid or unpaid depending on outcome of investigation/determination
- Step 5: Termination

While the University may elect to follow the progressive disciplinary policy, the University is not obligated to do so. Using progressive discipline is at the sole discretion of the University. Severity of the offense is a determining factor in the action taken. Taking all factors into consideration, there may be instances when progression through the steps varies or steps are omitted altogether (i.e. Grounds for Immediate Dismissal, unsuccessful Orientation Period completion, violation of other University policies, etc.). Using progressive discipline is at the sole discretion of the University, which is an employment-at-will workplace. Listed below are some examples of conduct and suggested approaches. These lists are not all-inclusive and are intended to provide general guidance; not every situation will warrant the same approach. All disciplinary actions are subject to the staff grievance procedure/policy and should be discussed with Human Resources prior to taking any action.

The University's full policy and procedures relating to Progressive Disciplinary Action can be found at:

http://policies.eku.edu/sites/policies.eku.edu/files/policies/nonacademic/human_resources_progressive_disciplinary_action/human_resources_progressive_disciplinary_action.pdf

General Misconduct

General Misconduct is a violation of University Policy or Procedure which poses no immediate threat of harm or destruction to customers, employees, suppliers, or property, and which is usually corrected through a progressive process. General misconduct can include, but is not limited to, the following:

- Violation of Dress Code
- Failure to follow work schedule (such as returning late from a break, switching shifts without notifying the appropriate supervisor, etc.)
- Smoking in unauthorized areas
- Negligence to the performance of assigned job duties
- Unsatisfactory Attendance/Punctuality (excessive absences and tardiness)
- Failure to follow job instructions or departmental procedures

Unsatisfactory Performance

Unsatisfactory Performance occurs when overall job performance does not meet the University's minimum standards. The performance issues are typically addressed first through coaching or a Performance Improvement Plan, and if sufficient improvement is not seen, Progressive Discipline may be used. Some examples include but are not limited to:

- Unsatisfactory quality of work, such as excessive errors
- Not meeting work performance standards, for example: excessive labor, excessive cost, failure to communicate pertinent information to superiors or timely notice to involved parties, etc.
- Lack of focus or commitment, such as deteriorated work ethic, lackluster performance, avoidance of time-sensitive or labor intensive projects or assignments
- Passive aggressive behaviors (eye rolling, constant complaining, attitude issues with customers or coworkers)
- Improper conduct such as rudeness, spreading rumors, using inappropriate language in the workplace
- Undermining authority, such as not following the proper chain of command or reporting procedure

Grounds for Immediate Dismissal

Grounds for immediate dismissal, after due consideration to the nature and severity of the action or problem, include, but are not limited to the following:

- Insubordination, which includes, but is not limited to, unwillingness or refusal to perform assigned duties and follow job instructions
- Falsification of the application for employment, time records, or any other official university document(s) or record(s)
- Any act which serves to defame or malign the reputation of the University
- Dishonesty on the job
- Theft
- Imperiling the safety of University employees or the public

- Possession of a firearm on University property other than staff employees authorized to possess a firearm such as police, security, or military personnel while performing official assigned duties
- Gambling on University property
- Working under the influence of illegal drugs, or the unauthorized use or consumption of drugs while on the job or while on University property
- Working under the influence of alcohol, or the unauthorized use or consumption of alcohol while on the job or while on University property
- Engaging in acts which constitute a violation of local, state or federal law on University property
- Incarceration in jail following an arrest or a conviction of a misdemeanor or felony by a court of competent jurisdiction, which results in missing at least five consecutive working days
- Job abandonment (no call, no show for three consecutive working days)
- Any action, creation of, or participation in a situation that recklessly or intentionally endangers mental or physical health of any other person
- Fighting and /or physical assault on University property while on the job
- Improper and unauthorized use of University Pro-card or other charge card
- Violation of the University's sexual harassment and non-discrimination policy
- Threatening, attempting or doing bodily harm to another person
- Threatening, intimidating, interfering with, or using abusive language towards others
- Any act of violence

Work Rules

This set of rules is set forth by Eastern Kentucky University to inform all employees of personal conduct considered unacceptable as an Eastern Kentucky University employee. These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct.

Engaging in one or more of the following forms of prohibited conduct by an Eastern Kentucky University employee may result in disciplinary action ranging from an oral reprimand to immediate termination, depending upon the specific form of conduct and/or the number of infractions and in accordance with the University Progressive Discipline policy.

This list of prohibited conduct is not all inclusive and does not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by administrative procedures established by University management. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by management to meet special requirements of departments or work units or as circumstances require and shall be reduced to writing and made available to all affected employees.

Prohibited Conduct

- Unsatisfactory work performance.
- Insubordination, including disobedience, failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Failure to comply with health, safety and sanitation requirements rules and regulations.
- Negligence in performance of assigned duties.
- Failure to follow job instructions.
- Violation of University's Smoke Free policy.

Attendance and Punctuality

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of lunch, break or rest periods.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

Use of University Property

- Unauthorized or improper use of University property or equipment including vehicles, telephone or mail service.
- Unauthorized or improper use of University computers, telephones, e-mail and/or voice mail.
- Unauthorized possession or removal of University or another person's private property.
- Unauthorized use, lending, borrowing or duplicating of University keys.
- Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

Personal Actions and Appearance

- Threatening, attempting or doing bodily harm to another person.
- Threatening, intimidating, interfering with or using abusive language towards others.
- Possession of firearms, explosives, or other deadly weapons on the Campus or any other University owned or leased property.
- Making false or malicious statements concerning other employees, supervisors, students or the University.
- Use of alcoholic beverages or illegal drugs during working hours.
- Reporting for work under the influence of alcoholic beverages or illegal drugs.
- Unauthorized solicitation for any purpose.
- Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.
- Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- Failure to exercise good judgment or being discourteous in dealing with fellow employees, students or the general public.
- Performing overtime work that was not authorized in advance by the supervisor.
- Reporting for work unfit for duty.

Staff Grievance Policy

When any Staff Member thinks or feels that there is a condition of his/her employment affects him/her unjustly, inequitably, causes a hindrance to effective operation, or creates a problem, this staff grievance procedure is applicable. Staff Members, and those participating in this process, must be able to use this procedure without fear of reprisal or retaliation.

The following are specifically excluded from the Grievance Procedures:

- Disputes that are being or have been processed in the courts
- Disputes involving compliance with State or Federal statutes or regulations, where other forums exist to process grievances
- Deliberate fraud or falsification of records
- Disputes which involve merit pay, salary increments, or other salary determinations
- Disagreements over performance evaluations
- Complaints of discrimination (on the basis of age (40 and over), race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, ethnicity, national origin, disability, veteran status, and/or genetic information). These types of complaints should be submitted to the Office of Equity and Inclusion, (859) 622-8020.
- Staff members in their orientation period, temporary employees, volunteers and student workers.

For the full Staff Grievance Policy and Procedure, please visit:

http://policies.eku.edu/sites/policies.eku.edu/files/policies/staff_grievance_policy_and_procedure_2_10_16_clarify.pdf.

Separation From Employment

The University hires and retains staff employees based upon available resources and needs of the University. Employees are held to a high standard of performance, behaviors and accountabilities throughout their employment. Employment is “at will”, meaning that it may be terminated at any time by either the employee or the University. Separation from University employment can be “voluntary” through resignation, retirement, or job abandonment or “involuntary,” through dismissal or position elimination.

Employees leaving employment will be paid through their last physical day worked and receive payment for accrued but unused annual leave (vacation time) as of the date of separation, contingent upon submission of all appropriate timesheets or annual leave reports. Employees leaving are not entitled to receive payment for accrued but unused sick leave or floating holiday time.

Separation from Employment procedures can be reviewed at: <http://hr.eku.edu/separation-employment>.

Voluntary Separation

Retirement

Benefited employees who have at least five years of service and who have reached the required respective age may retire from Eastern Kentucky University with retirement privileges. In order to process timely transaction of the employee’s final pay and benefits changes, the employee must notify Human Resources in writing at least sixty days in advance of his/her pending retirement.

Resignation

Those persons who voluntarily resign their employment with the University, for whatever reason, give up all rights of employment. These rights include seniority, reinstatement, grievance procedures, and any other benefits or privileges of University employees. Those employees who voluntarily resign will be eligible, if they so desire, to withdraw the contributions that they made to the Kentucky Employees Retirement System.

In the event an employee voluntarily leaves employment, certain procedures and courtesies should be observed. To leave in “good standing,” non-exempt employees must give two weeks and exempt employees must give one month advance notice in writing. All resignations must be presented to the supervisor in writing with a copy to the Human Resources Office. Employees must leave in “good standing” to be eligible for future employment with the University.

In the event that the employee or the employer, in a voluntary resignation, wishes to rescind their decision, the employee must notify the Human Resources Office. After an employee submits his/her resignation, the employee’s wishes to rescind may be granted only with the approval of the Department Head and the Chief Human Resources Officer.

Abandonment of Position

Any employee who does not report to work for three consecutive working days without notifying the supervisor of extenuating circumstances shall be considered as having abandoned their position. The employee shall be treated the same as an employee who voluntarily resigns without notice. Employees who abandon their position are not eligible for rehire.

Involuntary Separation

Dismissal

Dismissal can occur for any violation of the University policies or procedures, or the result of an unsatisfactory improvement of job performance under the Progressive Disciplinary procedure. Depending upon the severity of the offense, dismissal may be immediate.

Grant-Funded Positions

Externally-funded or grant-funded positions are always contingent upon funding from the granting agency/authority. Employees can be terminated at any time, with or without cause and with or without notice, should funding no longer exist for the position.

Post-Separation Rights and Responsibilities

Return of University Property

University property may be issued to an employee in cases where the property is required for fulfilling job responsibilities. It is the employee's responsibility to secure and maintain all University property in his or her charge, including but not limited to keys, tools, equipment, computers, uniforms, books and periodicals, identification cards, parking access cards, credit cards, and vehicles. Upon termination of employment, such property must be immediately returned in good condition. Failure to return University property may be construed as theft and appropriate legal action may be taken if the property is not returned on demand. In addition, all financial matters and/or indebtedness to the University, including outstanding parking tickets, must be settled. Computer passwords must be revealed to the appropriate person and/or supervisor upon request prior to leaving the campus.

Receipt of Final Pay Check

Once all documentation is on file in the Human Resources Office, the employee's final check may be released when it is available, which will normally be on the employee's next regular scheduled payday following the separation. The paycheck will be deposited electronically to the employees designated account(s).

Re-employment

Employees who end employment in good standing and did not retire may be re-employed in the same type of work or in another job for which they are qualified through the normal selection and employment process. Upon re-employment, an individual will serve an initial orientation period of employment.

Human Resources

For questions relating to the Staff Handbook, employment, compensation, employee-relations, training and development, performance evaluation, benefits, retirement, leave programs, records or other HR services, please contact Human Resources at (859) 622-5094 or human.resources@eku.edu. Visit the HR webpage at: www.hr.eku.edu.