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## THE HANDBOOK

This handbook provides policy and guidelines for all McKendree employees. If an employee has an administrative staff appointment with the University, the provisions of the appointment supersede any conflicting provisions of this handbook.

### STATEMENT ON NONDISCRIMINATION

McKendree University complies with all applicable anti-discrimination laws and regulations, including but not limited to: Title IV of the Higher Education Act of 1965, as amended; Title IX of the Education Amendments of 1972, as amended; Title VI of the 1964 Civil Rights Act, as amended; Title VII of the 1964 Civil Rights Act, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act, as amended; and, all other federal, state, and local anti-discrimination and equal opportunity laws and regulations including the Illinois Human Rights Act. McKendree University will not discriminate or retaliate on the basis of race, religion, gender, color, national origin, ethnicity, age, disability, sexual orientation, or gender expression and identification in any phase of its admissions, financial aid, educational, athletic, or other programs or activities or, with respect to its employment practices. McKendree University is also committed to enhancing the cultural and gender diversity of the University.

Students and employees, including applicants, who believe they may have been discriminated against, may contact the University's Compliance Officer at the University's address or by telephone at (618) 537-6533 or they may contact the Equal Employment Opportunity Commission or the Illinois Department of Human Rights. McKendree University is also authorized under federal law to enroll non-immigrant alien students. McKendree University supports the "Eight Keys and the Principles of Excellence for Serving Veterans" published by the U.S. Department of Education and complies with the Uniformed Services Employment and Reemployment Rights Act.

**This handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration. Although we hope your employment relationship with the University will be long-term, either you or McKendree University may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no Supervisor, Manager, or representative of McKendree University other than the President or the Director of Human Resources has the authority to enter into any agreement with you for employment for any specified period of time or to make any promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the President or the Director of Human Resources shall not be enforceable unless it is in a formal written agreement and signed by you and one of the designated University representatives.**

We have avoided the use of specific gender pronouns wherever possible. However, where such avoidance would have led to very awkward sentences, we have used the masculine pronoun. This use should be considered to refer to both genders.

**CRITICAL PHONE NUMBERS**

Ambulance.....911

Fire.....911

Police.....911  
    Non-emergency..... 537-6131

        Director of Health Services..... 537-6503

Rape Hotline.....314-531-2003

Public Safety.....Day 537-6911  
    Night & Weekend..... 537-6911  
    Cell Phone..... 792-3500

If no answer – Lebanon Police Department.....911

Sheriff (St. Clair County).....277-3500

State Police (Road Conditions).....800-452-4368

Physical Plant.....Day 537-6969/6970  
    Night & Weekend.....537-6911

FIRE – In case of fire, go to the nearest telephone, dial 911, and give the exact information regarding the location of the fire. Know the location of the nearest fire alarm box and fire extinguisher. Learn the proper use of an extinguisher.

## **WELCOME TO McKENDREE UNIVERSITY**

An interesting and challenging experience awaits you as an employee of McKendree University. The policies stated in this handbook are guidelines only and are subject to change at the sole discretion of McKendree University, as are all other policies, procedures, benefits, and other programs of the University. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies, please ask your Supervisor or the Director of Human Resources for assistance.

Please discuss any job-related problems or complaints with your Supervisor. Your Supervisor will consider the problem and, if necessary, discuss it with his or her immediate superior in an effort to resolve the matter satisfactorily.

We wish you the best of luck and success in your position and hope that your employment relationship with McKendree University will be a rewarding experience.

## HISTORY AND DESCRIPTION

McKendree University, founded in 1828 as Lebanon Seminary by Methodist circuit riding ministers concerned with the proper education of their children, is the oldest College in Illinois, the 100<sup>th</sup> oldest College in the United States, and the oldest College in the nation with continuous association or affiliation with the United Methodist Church. The College was first called "Lebanon Seminary" and was under the patronage of the Illinois Annual Conference of the Methodist Episcopal Church. In 1835, it received one of the first College charters granted to any institution by the legislature of Illinois. The first principal of the seminary was Edward R. Ames, afterwards a bishop of the church. Though founded as Lebanon Seminary, in 1830 the institution was named McKendree College by the Board of Trustees in honor of Bishop William McKendree, the first American born Methodist Bishop. Bishop McKendree donated land to the institution as a result of this honor. The Reverend Peter Akers was elected the first president in September 1833. He held that office three different times and received the first degree given by McKendree, the Doctor of Divinity. In 1839 a second and more liberal charter, which is still in force, was obtained. For over 180 years, McKendree has contributed to the American way of life through the teaching of Christian living.

McKendree has always been a small institution and has produced governors, senators, military leaders, eminent scientists, physicians, church leaders, and distinguished performers in fine arts. Most notably, McKendree has been a leader throughout the state of Illinois in the graduation of future educational leaders.

McKendree is located on 100 acres in Lebanon, Illinois, a town of 4477 approximately twenty-five miles from downtown St. Louis, Missouri. McKendree is one of a few private universities on the Illinois side of the immediate St. Louis metropolitan area. The campus, as might be expected for an institution that is more than 180 years old, is a mixture of older and newer buildings. The older buildings are located on the "upper campus." Most of these buildings are listed on the National Historical Register and several of the buildings are over one hundred years old. Bothwell Chapel was renovated in 2002 receiving a face lift, the installation of air conditioning, and an elevator. The "lower campus" includes two major classroom building, the library, dining room, and several residential halls, as well as a student center, built in the 1960's. A Convocation Center built in the 1980's, with an addition in 2000, houses two gymnasiums, offices, and meeting rooms. The Marion Piper Academic Center was completed in 2001 and houses classrooms, faculty offices, and state-of-the art computer facilities. The Russel E. and Fern M. Hettenhausen Center for the Arts was completed in summer, 2006. This 34,400 sq. ft. building features a 500-seat theater at the heart of the building.

Historically, a majority of the students at the University have come from the immediate area and Southern Illinois. However, the University is conveniently located near a number of community colleges, which serve as feeder schools for the institution. These Colleges include Southwestern Illinois College, Kaskaskia, Rend Lake, and Lewis and Clark Community Colleges, all of which have articulation agreements with McKendree.

In addition to its historical role in educating traditional students on the Lebanon campus, McKendree is a pioneer in the development of off-campus locations for more than 27 years. At present the University operates such programs in Illinois at Scott Air Force Base and various community college sites in Illinois.

In 1973, McKendree began offering degree programs in Louisville and Radcliff, Kentucky. A permanent building was constructed in Louisville in 1991, similar to the Radcliff building, which opened in 1986. In 2009, a new building was leased in Louisville. Both sites are fully staffed, though the faculty is mostly

hired on an adjunct basis.

McKendree University cherishes its past and looks forward to the next 180 years as a distinguished institution of higher education in Illinois. McKendree University is in its best condition since its founding and is poised to reach new levels of quality and recognition.



## THE PRESIDENTS OF McKENDREE UNIVERSITY

|               |  |
|---------------|--|
| 1828-1833     | Bishop Edward Raymond Ames, Principal, Lebanon Seminary renamed McKendree College in 1830. |
| 1833 -1836    | Rev. Peter Akers   |
| 1836-1838     | Rev. John Dew  |
| 1838-1841     | Rev. John Wesley Merrill   |
| 1841-1845     | Rev. James C. Finley   |
| 1845-1846     | Rev. Peter Akers   |
| 1846-1850     | Dr. Erastus Wentworth  |
| 1850-1852     | Rev. Anson W. Cummings   |
| 1852-1857     | Rev. Peter Akers   |
| 1857-1858     | Rev. Werter Davis (AP)   |
| 1858-1863     | Rev. Nelson E. Cobleigh  |
| 1863-1874     | Rev. Robert Allyn  |
| 1874-1878     | Rev. John W. Locke   |
| 1878-1879     | Rev. Ross Clark Houghton   |
| 1879-1883     | Rev. Daniel W. Phillips  |
| 1883-1886     | Dr. Wm. Fletcher Swahlen   |
| 1886-1887     | Rev. Edward A. Whitwam   |
| 1887-1889     | Rev. Isaiah Villars  |
| 1889-1890     | Prof. A.G. Jepson (AP)   |
| 1890-1893     | Rev. Thomas Hanson Herdman (AP)  |
| 1893-1894     | Morris Lincoln Barr  |
| 1894-1908     | McKendree H. Chamberlain   |
| 1908-1915     | Dr. John H. Harmon   |
| 1915 (Summer) | Prof. James Dolley (AP)  |
| 1915-1917     | Dr. Huber William Hurt   |
| 1917-1919     | Edwin Percy Baker (AP)   |

|                  |                         |
|------------------|-------------------------|
| 1919-1923        | Dr. George McCammon     |
| 1923 (Summer)    | Edwin Percy Baker (AP)  |
| 1923-1935        | Rev. Cameron Harmon     |
| 1935-1945        | Dr. Clark R. Yost       |
| 1945-1949        | Dr. Carl C. Bracy       |
| 1949 (Nov./Dec.) | Dr. Lewis B. Van Winkle |
| 1950-1957        | Dr. Russell Grow        |
| 1957-1960        | Dr. Webb B. Garrison    |
| 1960 (June)      | Dr. W.N. Grandy (AP)    |
| 1960-1964        | Dr. Max P. Allen        |
| 1964-1968        | Dr. Edwin Edgar Voigt   |
| 1968-1975        | Dr. Eric N. Rackham     |
| 1975-1978        | Dr. Julian H. Murphy    |
| 1978-1979        | Dr. Adolph Unruh (AP)   |
| 1979-1994        | Dr. Gerrit J. TenBrink  |
| 1994-2019        | Dr. James M. Dennis     |
| 2020-present     | Mr. Daniel C. Dobbins   |

(AP) = Acting President

## **Mission, Purpose, Promise and Values Statement**

### The University Mission:

The mission of McKendree is to provide a high quality educational experience to outstanding students. We guide our students in the pursuit of academic excellence, which will prepare them for leadership roles in our society. To achieve this end we encourage broader vision, enriched purpose, engagement with community, commitment to responsible citizenship, openness to new ideas and dedication to lifelong learning.

### Purpose:

The purpose of McKendree University is to prepare students to value and exhibit Responsible Citizenship, Engagement, Academic Excellence, and Lifelong Learning.

### Promise Statement:

We will provide students an exceptional, personalized education in a vibrant and engaging academic community.

### Values:

- We are a values-based institution.

We believe the best way to teach values is to model them through our own behavior. These values include service, generosity, respect, and acceptance.

- We value students as individuals.

We encourage an atmosphere of open dialogue, free inquiry, and mutual respect among students from diverse backgrounds.

- We value a holistic education.

We offer undergraduate, graduate, and professional programs to develop our students' knowledge, analytical abilities, research capabilities, creativity, and sense of identity. We believe in educating the whole person--nurturing the development of the mind, body and spirit. We cherish our historical relationship with the United Methodist Church.

- We value experiential and engaged learning.

Our faculty, staff, and students create a culture of campus life that includes experiences beyond the classroom to allow for the development of the whole person. We encourage students to learn by doing. We want them to study abroad, engage in community service, and have a rich co-curricular experience.

- We value our community.

We want our students to feel they are members of the McKendree family. We expect our students, faculty and staff to treat each other with mutual respect in all aspects of campus life. We strive to be good stewards of our students as we seek to weave them into our community.

## **EMPLOYEE BENEFITS**



**ACCIDENTAL DEATH AND DISMEMBERMENT  
(Faculty and Staff)**

The University provides a \$50,000 travel policy with the Insurance Company of North America for full-time and regular employees. The policy is designed to compensate for loss of life or member (arm, eye, etc.) if an accident occurs while the employee is traveling in any conveyance while on University business. The employee must designate his/her beneficiary. The University pays the premium.

The University also provides a 24-hour accident insurance policy with the Board of Higher Education and Ministry of the United Methodist Church for all full-time and regular employees at no cost. Full-face amount of the benefit is equal to his/her yearly salary. Additional coverage may be purchased for the employee or his/her spouse.

**ATHLETIC EVENTS  
(Faculty and Staff)**

Complimentary tickets for non-reserved bleacher seating will be available to faculty/staff and guest (immediate family) by presenting proper McKendree ID to the ticket seller. However, certain playoff events governed by NCAA rules require all spectators have a paid admission. For these events, the complimentary tickets will not be provided.

**BEREAVEMENT LEAVE  
(Effective 03/01/2015)  
(Faculty and Staff)**

Full-time faculty and staff are eligible for three (3) days leave with pay for death in the immediate family. The immediate family is defined as spouse, child, mother, mother-in-law, father, father-in-law, daughter-in-law, son-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandparent-in-law, step-grandparent, grandchild, step-grandchild, domestic partner, step-parents, and step-children. This period of time does not include weekends and holidays. All three bereavement leave days need not be taken consecutively.

One day of bereavement leave will be granted with pay for death of aunt, uncle, niece, nephew, or cousin.

If it is necessary for the employee to attend the funeral of an immediate family member at a location more than 400 miles from the University, the University will grant a maximum of five days off with pay as bereavement leave.

Additional days of leave may be granted at the discretion of the Provost, in the case of a member of the faculty, or the cognizant Vice-President, in the case of a member of the staff.

**TUITION REMISSION PROGRAM  
(Effective 7/12/2023)**

McKendree University's Tuition Remission Program is a valuable benefit which fosters the professional growth and development of its eligible employees, retirees, and their families by providing tuition remission to enroll in academic courses for the improvement of skills or personal development.

Tuition remission is available for undergraduate, graduate, and post-graduate level courses and programs. Benefits under this program begin on the first day of the session following the date of hire and are granted on an academic year basis thereafter. Employees and family members are subject to the provisions of university policy in determining continued eligibility. The tuition remission program will only apply a waiver to the tuition costs of McKendree University and does not include mandatory fees and/or expenses associated with attendance, which remain the responsibility of the student.

## Eligibility

Tuition remission is extended to eligible employees, retirees, and family members as follows:

| Employment Category   | Maximum Courses Per Semester   | Tuition Waived |
|---|--|----------------|
| Full-time, Regular (Undergraduate and Graduate)                           | 1 course during each 8-week session or two courses during each 16-week session*  | 100%           |
| Full-time, Regular (Post-Graduate)#                                       | 1 course during each 8-week session or two courses during each 16-week session*  | 50%            |
| Spouse and IRS dependents of Full-time, Regular (Undergraduate only)      | Not to exceed 6 courses per semester during Fall and Spring terms. Not to exceed 4 courses during the Summer term.**   | 100%           |
| Part-time, Regular (Undergraduate and Graduate)                           | 1 course during each 8-week session or two courses during each 16-week session*  | 75%            |
| Spouse and IRS dependents of Part-time, Regular (Undergraduate only)      | Not to exceed 6 courses per semester during Fall and Spring terms. Not to exceed 4 courses during the Summer term.** † | 75%            |
| Retired with privileges, spouse, and IRS dependents (Undergraduate only)‡ | Not to exceed 6 courses per semester during Fall and Spring terms. Not to exceed 4 courses during the Summer term.**   | 100%           |
| Temporary/Seasonal and Student employees                                  | Not eligible   | Not eligible   |

\*May request an exception to take additional courses, not to exceed double the number of maximum courses per semester with supervisor recommendation and respective VP approval. This request will be routed through the HR department for final coordination.

\*\*May take additional courses at student's expense.

†Benefit is based on the employee's full-time equivalent (FTE) work hours in the previous fiscal year (July 1 through June 30). Employee must work a minimum of 520 hours or provide instruction to at least 3 courses in the previous fiscal year to be eligible for the benefit.

‡Applicable to employees which terminate employment at age 55 or older and 15 years or more of service.

#Subject to acceptance into a program and course availability.

In the event of death or permanent, total disability of a full-time or part-time, regular employee, family members participating in the program may continue to do so through the remainder of the academic year in which the death or disability occurred. To maintain eligibility, the employee impacted by a permanent, total disability may not be engaged in any occupation or employment for wage or profit. When a full-time, regular employee has completed at least six continuous years of employment, the surviving spouse and dependent children remain eligible as indicated above. Family members of deceased retirees remain eligible as indicated above.

In the event of termination of employment of a full-time or part-time, regular employee, family members participating in the program may continue to do so through the remainder of the semester in which employment ended.

## Application Procedure

Individuals participating in the Tuition Remission Program must complete the Tuition Remission Request and Authorization Form (Attachment) prior to the beginning of the term and at the beginning of each academic year. Employees and retirees will complete the form for family member participation. Applications will be submitted to the Department of Human Resources for coordination and approval. Approval for employee participation is vested in the applicable Vice President.

Employees and retirees must provide a certified copy of a marriage license, birth certificate, tax return, adoption decree, or similar document that reflects the relation of the spouse and/or dependent children and age. Approved IRS dependents must be under the age of 25 as of the first day of the session to be eligible.

Applicants enrolled in undergraduate coursework must complete the Free Application for Federal Student Aid (FAFSA). The applicable state and federal grants will be applied to the cost of tuition before tuition remission is awarded. Other forms of institutional aid (scholarship, athletic awards, etc.) will be applied to the cost of tuition before tuition remission is awarded. The Financial Aid Office can provide further guidance regarding the FAFSA, deadlines, and other applicable awards.

Employee supervisors maintain discretion with using a waiting period prior to taking courses immediately upon hire based on the needs of the department and understanding of the position requirements. It is not recommended that employees begin taking courses until after the 90-day introductory period. Failure to comply with procedures may result in delayed award of the benefit.

#### **Taxability of Tuition Remission Program**

Undergraduate courses and programs: Under Section 117(d)(1) of the Internal Revenue Code allows employees of certain educational institutions, including nonprofit universities and colleges, to exclude from gross income qualified undergraduate tuition reduction the employee, their spouse, or their dependent children receive from the employee's employer.

Graduate and post-graduate courses and programs: Under Section 127 of the Internal Revenue Code, employers are allowed to provide tax-free payments of up to \$5,250.00 per calendar year to eligible employees for qualified educational expenses. Tuition costs more than \$5,250.00 in a calendar year will be reported as taxable income.

Tuition remission participants are encouraged to obtain counseling from their personal tax consultant.

#### **Course Enrollment, Withdrawal or Failure**

Employees may not enroll in courses held during normal working hours. The university reserves the right to enroll or drop a participant if the course is at capacity and a tuition paying student wishes to enroll. Tuition remission participants enrolled in a course will not be considered in deciding whether a course is cancelled due to low enrollment.

#### **Employment commitment**

Employees that wish to participate must commit, in writing, to a total of 24 months of employment with the university. An employee participating in the tuition remission program that has completed at least a consecutive 24 months of employment will not incur additional employment commitment to participate. The employee authorizes, in writing, the university to deduct the cost of tuition of all classes that began in the previous two semesters from the employee's final pay if the employee is terminated or separates from employment before completion of the 24-month commitment. If the amount exceeds the amount of the employee's final paycheck, the employee will owe the remaining amount to the university.

The university reserves the right to revoke or amend the Tuition Remission Program as it deems necessary.

**FACULTY/STAFF TUITION EXCHANGE, INC. PROGRAM**  
**(11/2008)**  
**(Faculty and Staff)**  
**Amended 8/1/2022**

Family members of full-time faculty and staff are eligible to apply for participation in the Tuition Exchange (TE) program. TE provides a reciprocal scholarship exchange program among participating institutions. To participate in the program, McKendree University has an obligation to maintain a balanced exchange between the number of students it “imports” and “exports.”

The opportunity is available to be used by an employee’s spouse, child, or an individual for whom legal guardianship can be documented, for up to nine semesters of undergraduate study. It will not be granted for graduate study, non-degree study, or second undergraduate degrees.

The student must apply for admission to the institutions he/she wishes to attend. Each institution determines admission and admission procedures. A faculty/staff member with a dependent who wishes to be considered for TE must also notify the Director of Human Resources of intent to participate by November 1<sup>st</sup> of each academic year. If there are more prospective candidates than slots available, first priority will be given to applicants based on seniority of the faculty/staff member. Seniority is based on years of continued service to the university. In the case of the same hiring date, a lottery will be conducted to break the tie. Notice of certification will be sent to as many as six TE member schools to which the student has applied or intends to apply. A list of TE schools may be found at [www.tuitionexchange.org](http://www.tuitionexchange.org).

Employees that wish to participate must commit, in writing, to a total of 24 months of employment with the university. An employee participating in the tuition exchange program that has completed at least a consecutive 24 months of employment will not incur additional employment commitment to participate. The employee authorizes, in writing, the university to deduct the cost of tuition (McKendree Rate of tuition) of all classes that began in the previous two semesters from the employee’s final pay if the employee is terminated or separates from employment before completion of the 24-month commitment. If the amount exceeds the amount of the employee’s final paycheck, the employee will owe the remaining amount to the university.

**FACULTY/STAFF TUITION EXCHANGE PROGRAM**  
**THROUGH COUNCIL OF INDEPENDENT COLLEGES**  
**(11/2009)**  
**(Faculty and Staff)**  
**Amended 8/1/2022**

Family members of full-time faculty and staff are eligible to apply for participation in the Council of Independent Colleges (CIC) Tuition Exchange program.

The opportunity is available to be used by an employee’s spouse, child, or an individual for whom legal guardianship can be documented, for up to nine semesters of undergraduate study. It will not be granted for graduate study, non-degree study, or second undergraduate degrees.

The student must apply for admission to the institutions he/she wishes to attend. Each institution determines admission and admission procedures. A faculty/staff member with a dependent who wishes to be considered for TE must also notify the Director of Human Resources of intent to participate by November 1<sup>st</sup> of each academic year. Notice of certification will be sent to as



many as six member schools to which the student has applied or intends to apply. A list of participating schools may be found at [www.cic.org](http://www.cic.org).

Employees that wish to participate must commit, in writing, to a total of 24 months of employment with the university. An employee participating in the tuition exchange program that has completed at least a consecutive 24 months of employment will not incur additional employment commitment to participate. The employee authorizes, in writing, the university to deduct the cost of tuition (McKendree Rate of tuition) of all classes that began in the previous two semesters from the employee's final pay if the employee is terminated or separates from employment before completion of the 24-month commitment. If the amount exceeds the amount of the employee's final paycheck, the employee will owe the remaining amount to the university.

**FAMILY AND MEDICAL LEAVE POLICY**  
**(Effective 11/2009)**  
**(Faculty and Staff)**

The Family and Medical Leave Act (FMLA) entitles eligible employees to leave from work in particular situations.

Eligible Employees

To be eligible for leave under this policy, an employee must have been employed for at least 52 weeks in total and must have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

Leave Entitlement

Eligible employees may request up to 12 weeks of unpaid FMLA leave within any 12-month period for the following reasons:

1. Birth of an employee's son or daughter;
2. Placement of a son or daughter with the employee for adoption or foster care;
3. Care of a son or daughter, spouse, significant other, or parent who has a serious health condition;
4. Inability of the employee to perform the functions of his or her position due to a serious health condition; and
5. Any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent of the employee is on active duty in the Armed Forces (or has been notified of an impending call or order to active duty in the Armed Forces) to a foreign country.

In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to up to 26 weeks of FMLA leave per 12-month period to care for the service member. For the purposes this FMLA military caregiver leave, a covered service member is defined as a member of the Armed Forces (and certain veterans) undergoing medical treatment, recuperation, or therapy, in outpatient status, or on the temporary disability retired list for a serious injury or illness. A serious injury or illness in the case of a member of the Armed Forces means an injury or illness incurred or exacerbated in the line of duty during active service in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

When the University employs both spouses, the total amount of combined leave that may be taken for a birth, foster care, or adoption, a serious health condition of a parent, or a qualifying exigency is 12 weeks within any 12-month period. Likewise, spouses who are both employed by the University may only take a combined total of 26 weeks of leave within any 12-month period to care for an injured service member. All leave for a birth, foster care, or adoption must be taken within 12 months of the date of birth or placement.

For leave involving an employee's own serious health condition, childbirth, newborn care, placement of a child through adoption or foster care, care of a spouse, parent, or child with a serious health condition, or for any qualifying exigency, the 12-month period will be calculated using the "rolling" method, measuring backward from the date the employee uses any FMLA leave. As such, when an employee is on FMLA leave, the employee may take no more than the remainder of their unused 12 weeks of FMLA leave, measured backward for one year from the date of the current FMLA leave. For leave to care for a covered service member, the 12-month period will be calculated by looking forward from the first day of an employee's FMLA leave.

On the employee's return from leave, he or she will be reinstated to the same or an equivalent job with the same pay, benefits, terms, and conditions of employment.

#### Scheduling FMLA Leave

When medically necessary, eligible employees may take requested FMLA leave consecutively, intermittently, or on a reduced leave schedule. Intermittent leave is leave taken during separate blocks of time due to a single qualifying event, whereas reduced leave reduces an employee's usual number of working hours per workday or workweek. An employee may be temporarily transferred to an available alternative position with equivalent pay and benefits that better accommodates the employee's need for intermittent or reduced leave.

Leave taken for a serious health condition of the employee or a covered family member may be taken intermittently or on a reduced leave schedule when medically necessary, provided that the employee gives appropriate notice and submits the required medical certification from a health care provider. Likewise, leave taken for a qualifying exigency may be taken intermittently provided that the employee gives proper notice and submits the required certification forms. Intermittent or reduced leave for the birth or adoption of a child may be approved at the discretion of the appropriate department head. Employees requesting intermittent or reduced leave should make a reasonable effort to consult with their supervisors to schedule leave at a time that does not unduly disrupt the operations of their departments.

#### Paid Leave

FMLA leave is unpaid. However, McKendree University requires employees to substitute accrued/earned paid leave for FMLA leave in accordance with University leave policies. Sick leave will be exhausted first, and if appropriate, normal accrued/earned vacation will be exhausted second. All paid leave will be exhausted before an employee begins an unpaid leave portion of an FMLA leave.

In those cases where absences are intermittent, time off for family/medical leave will be considered part of the 12 weeks of leave and will be charged against any available vacation and,

if due to a serious health problem, your permissible time off available. Leave time charged to available vacation or permissible absence will be paid. Time off in excess of available vacation or permissible absence time off will be unpaid. In either instance, this time will be charged against the 12-week family leave allowance.

### Benefits

The University will pay its usual cost to continue the employee's medical insurance and the base level of benefits provided under the life, accidental death and dismemberment, and long-term disability insurance programs during any paid or unpaid FMLA-qualifying leave. After 30 days of unpaid leave, employees must make arrangements with the supervisor, department head, and Director of Human Resources to continue dependent medical and optional benefits coverage at their cost. If payment is not timely, dependent medical and optional benefits coverage may be canceled. Employees will be notified in writing at least 15 days before the date that the dependent health coverage lapses.

If an employee does not return to work after FMLA leave entitlement has been exhausted or has expired, the employee will be required to reimburse the University for any health care premiums paid to continue the employee's health insurance coverage during the unpaid leave portion of the FMLA leave. Timely reimbursement will not be required if the employee is unable to return to work due to a serious health condition of the employee, son or daughter, spouse, or parent, or because of unforeseen circumstances beyond the employee's control. The University may require certification, within 30 calendar days of its request, to substantiate that the employee is unable to return to work because of a serious health condition.

### Employee's Obligations

It is the employee's obligation to provide timely notice and adequate information to allow the supervisor to determine whether the time requested qualifies as FMLA leave, including any medical certification or recertification. If the employee fails to satisfy these requirements, leave may be delayed and any lost work time will not be counted as protected FMLA leave but will be processed in accordance with other applicable policies including but not limited to vacation, sick leave, attendance, and corrective counseling.

### Notification

If the leave is foreseeable, the employee is required to formally request FMLA leave by submitting a Request for Family and Medical Leave form 30 calendar days prior to the commencement of the leave. Examples of foreseeable events include planned medical treatment or a child's birth. If the leave is not foreseeable, the employee is required to provide verbal notification within the same or next workday of when the need for leave becomes known to the employee, except in extraordinary circumstances where such notice is not feasible. Examples of unforeseen events are accidental injuries causing serious health conditions or sudden changes in health.

### Medical Certification

An employee may be required to submit medical certification issued by a health care provider to support a request for leave due to the serious health condition of the employee or a covered

family member. A second or third opinion may be required at the University's expense if there is reason to question the validity of a medical certification. Recertification of medical conditions may also be required at the employee's expense. Certification should be returned to the University no later than 15 calendar days after the University's request for such documentation. Failure to provide such certification in a timely manner may result in denial of the leave until such time as it is provided. In addition, leave may be denied in the event certification is considered inadequate, until adequate certification is provided.

An employee returning from a leave due to his/her own serious health condition is required to submit a return-to-work release. Restoration of employment may be denied or delayed if the release is not received prior to the start of the employee's regularly scheduled work shift.

#### Department Head/Supervisor's Obligations

In all circumstances, a supervisor or department head must contact Human Resources in the event that an absence may be FMLA-qualifying, even if an employee does not expressly assert rights under the Act or even mention the FMLA.

#### Forms

Family and Medical Leave and Medical Certification forms are available in the Human Resources Office.

### **FLEXIBLE BENEFIT PLAN (Faculty and Staff)**

McKendree University has established the McKendree University Flexible Benefit Plan to enable eligible employees to receive nontaxable benefits such as group insurance, dependent care, and medical spending accounts. All employees other than part-time and temporary employees are eligible. Contact the Payroll Office for further details.

### **GROUP LIFE INSURANCE (Faculty and Staff)**

At no cost to the employee, the University provides group life insurance coverage, including accidental death, dismemberment and loss of sight, with Liberty Life Assurance Company of Boston for all employees who work a minimum of 35 hours per week. The amount of insurance is equal to the annual earnings rounded up to the next \$1000.00\*. Employees aged 65 and above will experience a reduction in coverage. See plan summary document for specific information. The beneficiary is designated by the employee. The employee has the option within 31 days after termination of employment to convert the group life insurance to an individual whole life or endowment insurance policy without medical examination. Coverage will be equal to the "face" amount prior to termination.

\*Annual Earnings means 12 times your average monthly earnings from your Employer determined from your W-2 form for the preceding calendar year. If you do not have a W-2 form from the Employer for the preceding calendar year, Annual Earnings means your annual rate of earnings on your last full day of Active Work.

### **HOLIDAYS**

**(Staff)**  
**(Effective 7/6/2021)**

All departments of the University will be closed and employees excused, except in emergencies and for necessary operations during the following holidays:

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

Full-time benefit-eligible employees who are on the active payroll and not on an unpaid leave of absence are eligible. To receive holiday pay, the employee must be in pay status the scheduled work day before and the scheduled work day after the holiday.

If one of the above holidays falls on a Saturday, the preceding Friday will be observed as the holiday; if it falls on a Sunday, the following Monday will be observed as the holiday.

If a holiday occurs during an employee's vacation period, the holiday is not counted as a vacation day.

Additional administrative time off may be granted at the discretion of the President.

**HOLIDAY PAY FOR HOURLY EMPLOYEES**  
**(Staff)**  
**(Effective 7/6/2021)**

Employees will be compensated for the holiday at their regular rate of pay up to 8 hours.

Employees required to work on a holiday will be compensated for the holiday and, at time and a half, for the hours worked.

Additional administrative time off will be compensated at straight pay for hours regularly scheduled to work.

**JURY DUTY**  
**(Faculty and Staff)**

An employee called for jury duty will be given the necessary time off to fulfill their civic duty. Staff employees will request the time away from the office by using the leave request system. Hourly employees will include the time away on the respective bi-weekly timesheet.

**LEAVE OF ABSENCE OTHER THAN FAMILY AND MEDICAL LEAVE**  
**(Effective 03/2006)**  
**(Faculty and Staff)**

Employees who show sufficient reasons may be considered for a leave of absence without pay; however, this practice is discouraged. All benefits cease during such leaves. All leave of absence

requests must be approved by the employee's Supervisor, Department Head, Director of Human Resources, and the President.

### Leave for Blood Donation

Under the Illinois Employee Blood Donation Leave Act, all employees who have been employed by the University on a full-time basis for at least six months are allowed one hour of paid leave every fifty-six (56) days for the purpose of donating blood.

Employees are required to seek permission from their supervisors prior to taking leave pursuant to this policy and may be required to submit documentation that references their participation in the blood donation.

### School Visitation

Up to eight (8) hours during any school year (but no more than four (4) hours on a given day) will be granted to employees who (1) have been employed for at least six (6) consecutive months immediately preceding the request and (2) have worked at least one-half the full-time equivalent position in their classification for the following: school conferences or classroom activities related to their child if that conference or classroom activities cannot be scheduled during non-work hours. However, employees must first exhaust all accrued vacation leave, and must supply any written request at least seven (7) days in advance of the need for leave (or in emergency situations, 24-hours notice) and the scheduled leave must not unduly disrupt the operations of McKendree University. Moreover, within two (2) working days of the school visitation, the employee must provide written documentation of school visitation or the absence will be unexcused.

### Leave for Victims of Violence

In some circumstances, employees may be entitled to leave under the Illinois Victims' Economic Security and Safety Act ("VESSA"). This Act allows individuals who are victims of domestic violence, dating violence, sexual assault or stalking or who have a family or household member (spouse, parent, child, or person residing in the same household) who is a victim of such behavior to take time off of work for the purpose of medical attention, victim services, counseling, safety planning, legal assistance or other specified purposes.

#### A. Length of Leave

VESSA allows an employee to take 12 weeks of leave within any 12-month period. The 12-month period will be calculated by looking forward from the first day of an employee's VESSA leave. VESSA does not allow an employee to exceed the amount of leave time allowed under FMLA nor does it increase the amount of leave time that can be taken pursuant to FMLA. Therefore, each employee is entitled to 12 weeks of leave for both VESSA and FMLA leave purposes in any 12-month period.

#### B. Notice Requirements

An employee is required to give 48 hours advance notice of the need for leave under VESSA. If such notice is not practicable, the employee must provide the employer with notice as soon as is reasonably possible.

C. Certification Requirements

The University is entitled to require certification of the need for leave under VESSA. The certification must state that either the employee or their family or household member is a victim of domestic or sexual violence and that the leave requested is for an approved purpose, such as medical attention, victim services, counseling, safety planning, or legal assistance. The certification can consist of a sworn statement from the employee and, when received, documentation from an employee, agent, or volunteer of an entity providing victim services, counseling, or medical attention, a police or court record, or other corroborating evidence. The certification must be provided within a reasonable period after it is requested.

D. Job Restoration

Upon return from VESSA leave, employees will be returned to the same or an equivalent position. Employees who do not return to work at the end of an authorized leave may be subject to termination.

E. Pay During Leave

Employees must exhaust all accrued paid leave (for example, vacation and sick leave) when they commence a VESSA leave. When all paid leave has been used, the remainder of the VESSA leave will be unpaid.

**LIBRARY USE  
(Faculty and Staff)**

The facilities of Holman Library are available to all employees and dependents with the understanding that the guidelines and procedures established by the Library for such use are followed.

**LONG-TERM CARE BENEFITS  
(Effective 01/2006)  
(Faculty and Staff)**

The University provides for each full-time and regular employee a long term care policy which provides a \$2000 monthly benefit if in a nursing home and additional benefit for assisted living center for a term of up to 3 years. Premiums are paid by the University with buy up options for additional coverage at the employee's expense. Plan is also available to parents, spouse, siblings, and adult children.

**LONG-TERM DISABILITY BENEFITS  
(Faculty and Staff)**

The University has established a long-term total disability plan with UNUM. Full-time and regular employees who have been employed by the University for one year, working a minimum of 35 hours per week are eligible to participate in this plan. The University and the employee each contribute half the premium. Application must be made within 30 days of the employee becoming eligible.

**MAJOR MEDICAL INSURANCE INCLUDING DENTAL AND VISION  
(Faculty and Staff)**

McKendree University provides full-time and regular employees a group insurance plan for basic/major medical, dental, and vision benefits. A mail order prescription drug program that expands the prescription drug benefit is also available. The dental coverage is a three-tier indemnity program.

Full-time and regular employees, working a minimum of 30 hours per week, are eligible to apply for coverage from the first date of employment. Employees going from part-time to full-time will be eligible for the benefit upon completion of their in-processing. Premiums are deducted from the employee's paycheck in advance for coverage in the following month. The employee must enroll in the program within thirty (30) days of employment in order to avoid having to prove insurability which includes answering medical questions and possible limitations due to pre-existing conditions. Informational brochures and application forms are available from the Director of Human Resources.

**MILITARY LEAVES OF ABSENCE**  
**(Effective 03/2006)**  
**(Faculty and Staff)**

Leaves of absence without pay for Military or Reserve duty are granted to Full-time, Regular, and Part-time employees. If you are called to Active Military duty or to Reserve or National Guard training, or if you volunteer for the same, you should notify your Supervisor and submit copies of your military orders as soon as practical. You will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. An employee in the Armed Forces who is required to attend an annual training period may request that the University compensate him/her with the difference between military compensation and the normal University salary, should a difference exist. An employee may also ask to attend the training period as part of earned vacation or he/she may request a leave of absence without pay.

Military Leave for Family Members

In some circumstances, employees may be entitled to leave under the Illinois Family Military Leave Act, which allows an eligible employee to take leave when his or her spouse or child is being deployed for military service for a period of more than thirty (30) days. This policy is designed to explain your rights and obligations if you are covered by this law.

A. Eligible Employees

To be eligible for Family Military Leave, an employee must, as of the date his or her leave begins:

1. Have been employed with the University for at least twelve (12) months prior to the request for leave;
2. Have performed at least 1,250 hours of service in the twelve (12) months prior to the request for leave; and
3. Have exhausted all accrued and unused paid time off, including vacation and sick time.

B. Length of Leave

An eligible employee is entitled to up to thirty (30) days of unpaid leave.



C. Notification Requirements

1. If leave will be taken for five (5) or more consecutive work days, an eligible employee is required to give fourteen (14) days notice of the intended start date and duration of the family military leave;
2. If leave will be taken for less than five (5) consecutive work days, an eligible employee is required to give as much advanced notice as is practical; and
3. An eligible employee may be required to provide documentation from the military authority deploying their family member that verifies the employee's eligibility for family military leave.

D. Medical Benefits

During Family Military Leave, the University will continue to make group health benefits available to an employee (and his or her family) on the same terms and conditions as if they had continued as an active employee. During the leave period, the employee must make arrangements with Human Resources to ensure that his or her premiums are paid.

E. Job Restoration

Upon return from Family Military Leave, employees will be returned to the same or an equivalent position. Employees who do not return to work at the end of an authorized leave may be subject to termination.

**NOTARY PUBLIC  
(Faculty and Staff)**

Notary Public service is available to all employees at no charge in the Business Office and the Department of Information Technology..

**PAID LEAVE FOR ALL  
(EFFECTIVE 1/1/2024)**

In accordance with the Illinois Paid Leave for All Workers Act, the University provides employees with paid leave from scheduled work to maintain their health and well-being, care for their families, or use for any other reason of their choosing.

**ELIGIBILITY**

All regular employees are eligible for Paid Leave For All (PLFA), or "paid leave", beginning on the date of hire or rehire. Students employed by the university and enrolled in and attending classes are not eligible. Employees hired on a temporary, less than 6-month basis, with no reasonable expectation of continuing employment are not eligible. Newly hired employees will have a 90-day waiting period before using paid leave.

**ACCRUAL RATE:**

Paid leave is accrued as indicated below and is available for use on January 1, 2024, or on date of hire or rehire. The paid leave balance is reset at the beginning of each fiscal year as indicated in the accrual rate table. Unused paid leave may not be carried over at the end of each fiscal year.

| Classification | PLFA Accrual Rate | Maximum Accrual Rate |
|----------------|-------------------|----------------------|
|----------------|-------------------|----------------------|

|  |   |                          |
|--|---|--------------------------|
| Full-time Exempt Faculty and Staff       | 4 hours per pay period*   | 40 hours per fiscal year |
| Full-time and Part-time Non-Exempt Staff | 1 hour for every 40 hours worked  | 40 hours per fiscal year |
| Part-time Faculty (Adjunct)              | 1 hour for every 40 hours worked;<br>Worked hours will be calculated by the number of credit hours taught per semester and multiplied by 2.25** | 40 hours per fiscal year |

\*Per the Fair Labor Standards Act, Exempt employees shall be deemed to work 40 hours in each

workweek for purpose of paid leave accrual unless their regular workweek is less than 40 hours, in

in which case paid leave accrues based on that regular workweek.

**\*\*Part-time Faculty (Adjunct) Example:**

|  |
|--|
| 3 CH = 6.75 hours of work per week x 16 weeks = 108 semester hours / 40 = 2.7 hours of paid leave for the semester |
| 6 CH = 13.5 hours of work per week x 16 weeks = 216 semester hours / 40 = 5.4 hours of paid leave for the semester |
| 9 CH = 20.25 hours of work per week x 16 weeks = semester hours / 40 = 8.1 hours of paid leave for the semester    |
| 12 CH = 27 hours of work per week x 16 weeks = semester hours / 40 = 10.8 hours of paid leave for the semester     |

**EMPLOYEE RESPONSIBILITIES**

Employees may take paid leave from scheduled work for any reason of the employee's choosing. Employees are not required to provide documentation or certification as proof or in support of paid leave. An employee may choose whether to use paid leave provided under this policy or other available time offered. Other time used will be requested and used in accordance with the applicable policy.

Employees will make every effort to provide notice as soon as practical after the employee is aware of the necessity of paid leave. When leave is foreseeable, employees are required to inform the manager at least 24 hours prior to the start of leave. In all circumstances, the manager will be informed of the absence.

Generally, exempt employees who have completed more than 50% of the workday are not required to request paid leave of less than 4 hours. Non-exempt employees must record any time absent from work due to paid leave on the applicable timesheet as defined by the Time Entry system policy.

**REQUEST AND DOCUMENTATION**

When foreseeable, employees will utilize the Leave Request System in Ellucian Self Service prior to the start of leave. If leave is unforeseeable, employees will utilize the Leave Request System in Ellucian Self Service upon return from paid leave to properly account for and charge the balance appropriately. Non-exempt employees will also document the paid leave on the applicable timesheet as defined by the Time Entry system policy.

Under no circumstances will employees receive compensation for unused paid leave.

The University retains the right to change or discontinue this policy at any time in accordance with Illinois law.

**Registration of Sex Offenders  
(Faculty and Staff)  
01/01/2012**

Illinois law requires sex offenders or predators to register with the Public Safety Office at higher educational institutions where they either are attending classes or employed. An offender must register if he or she attends the institution or is employed for a period of five or more days at a time or for a total of 30 days out of the year. Failure to comply with registering could result in termination or expulsion.

**RELIGIOUS OBSERVANCE LEAVE  
(Faculty and Staff)**

It is the policy of McKendree University to ensure that employees are reasonably accommodated with respect to requests for time off from work for religious observance. Such requests will normally be granted, unless they create an undue hardship on the University. Employees requesting time off for religious observance should notify their supervisors as far in advance of the religious holiday as possible. Days granted would normally be without pay; however, employees may charge such absences to earned vacation time if they desire.

**RETIREMENT BENEFITS PROGRAM  
(Faculty and Staff)  
(October 1, 2020)**

The University has an established retirement plan with the Teachers Insurance and Annuity Association (TIAA). All Full-time and Regular employees are eligible to participate in the University Defined Contribution Retirement Plan administered by the Teachers Insurance and Annuity Association and the University Retirement Equity Fund (TIAA-CREF). Part-time and Temporary employees are only eligible to participate in the Supplemental Retirement Annuity (see below). Persons eligible for the plan must enroll on their first day of employment and are obligated to participate in the program. Currently each participant in the retirement plan contributes 5% of his or her base monthly pay; McKendree University contributes an amount equal to 5% of the participant's base salary as its contribution. This contribution is subject to change at the direction of the President and the President's Council. The combined sum is forwarded to TIAA semi-monthly and monthly, based on pay cycle, to purchase retirement benefits for the employee. Employee contributions may be made on a tax-deferred basis. Fixed and variable annuities are offered, within a selection of investment funds. The employee determines which kind of investment to make, depending upon employee needs and preferences. Retirement income from TIAA-CREF is based on the earnings of the fund as well as the amount paid in by you, the employee, and the University. All contributions to the plan are fully vested if working 1000 hours in a year. However, during your employment at McKendree University these funds are not available for cash surrender. After termination of employment or retirement, the employee can gain access to a cash withdrawal but a penalty may result. Upon retirement, the plan provides a variety of income options which allow the employee to receive monthly benefits.

The information presented here is only a brief summary of the University's basic retirement program. The Human Resources Office will provide additional information upon request.

**SUPPLEMENTARY RETIREMENT ANNUITY (SRA)  
(Faculty and Staff)**

An eligible employee, as defined in the Plan Summary document, who wishes to set aside additional dollars for retirement, and to defer additional income for tax purposes, may purchase Supplemental Retirement Annuity contracts (SRA's) through TIAA-CREF. The SRA program involves the same kind of investment funds the basic retirement plan offers, with certain administrative differences. Some employees may use SRA's as an alternative to IRA's to enhance their retirement savings.

Employees who purchase an SRA contract do not receive matching contributions from the University toward the SRA. Additionally, it is possible for all eligible employees, including adjuncts and those employees working more than 9 months per year, regardless of years of service with the University to participate in the SRA plan.

The information presented is only a brief summary of the University's basic Supplemental Retirement Program. The Human Resources Office will provide additional information upon request.

**SICK LEAVE  
(EFFECTIVE 1/1/2024)**

The University provides eligible employees paid sick leave if you are unable to perform work as scheduled for any of the following reasons.

- As a result of absence from work due to personal illness, injury, or medical appointment.
- For absence due to an illness, injury, or medical appointment of a child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for a reasonable period of time as the employee's attendance may be necessary on the same terms upon which the employee is able to use sick leave benefits for their own illness or injury. In this instance, the use of sick leave is limited to half the amount accrued each fiscal year.

Paid sick leave is a privilege extended by the University. Employees who abuse this privilege may be subject to disciplinary action up to and including termination of employment.

*ELIGIBILITY*

Regular Full-time Staff employees are eligible to accrue sick leave beginning at the date of hire or rehire and are eligible to use sick leave after it has been accrued.

*ACCRUAL RATE:*

Sick leave is accrued as indicated below and is available for use at the end date of the applicable pay period. Unused sick leave may be carried over with a maximum of 480 hours allowed at the end of each fiscal year. Staff employees on a less than 12-month agreement will accrue at the equivalent rate for the term of the employment agreement.

| Classification | Sick Leave Accrual Rate    | Maximum Accrual Per Fiscal Year |
|----------------|----------------------------|---------------------------------|
| Exempt         | 4.67 hours per pay period  | 56 hours                        |
| Non-Exempt     | .027 hours per hour worked | 56 hours                        |

*EMPLOYEE RESPONSIBILITIES*

Employees who are absent from work due to a qualifying sick leave reason must notify the manager prior to the start of their regular scheduled workday and must be in accordance with applicable departmental attendance policies. In the event the employee is out for more than one day, regular updates should be provided to the manager. Not meeting these responsibilities may result in denial of sick pay for the absence and/or disciplinary action. The employee will make

every effort to minimize disruption to the scheduled workday.

Generally, exempt employees who have completed more than 50% of the workday are not required to request sick leave of less than 4 hours. Non-exempt employees must record any time absent from work due to sick leave on the applicable timesheet as defined by the Time Entry system policy.

If an employee becomes ill or incapacitated during a scheduled vacation, the time remains reported as vacation time.

#### *REQUEST AND DOCUMENTATION*

Employees will utilize the Leave Request System in Ellucian Self Service. Non-exempt employees will also document the approved sick leave on the applicable timesheet as defined by the Time Entry system policy.

The university reserves the right to request a doctor's verification of treatment. In the event an employee is out or expects to be out for more than 3 calendar days due to a medical or caregiving reason, the employee should contact the Director of Human Resources to discuss other applicable policies such as, but not exclusively, the Family and Medical Leave Act and Victim's Economic Security and Safety Act. Employees may be required to provide a return-to-work statement from a physician.

#### *CONVERSION OF SICK LEAVE TO VACATION*

Employees who accumulate more than 480 hours of sick leave at the end of the current fiscal year may convert up to 36 hours of sick leave to vacation. Converted hours will be applied to the beginning vacation balance of the next fiscal year (July). Converted hours that are not used in the applicable fiscal year after conversion will be forfeited.

Employees who do not exceed 480 hours of sick leave at the end of the current fiscal year may convert up to 16 hours of sick leave to vacation. Converted hours will be applied to the beginning vacation balance of the next fiscal year (July). Converted hours that are not used in the applicable fiscal year after conversion will be forfeited.

To initiate a conversion request, the employee must inform the manager and the Office of Human Resources and Payroll of the desire to participate, and the number of sick days requested to be converted in accordance with this policy. The notification must be in writing and must be completed by July 30, each fiscal year.

#### *DONATION OF SICK LEAVE*

Employees may donate up to 50% of their sick leave balance to employees in an approved Family and Medical Leave Act and/or Medical Leave of Absence status. The recipient of donations must have exhausted all available sick leave and vacation to be eligible for a donation. When such a need arises, the Office of Human Resources and Payroll will inform the campus community. Employees who are interested in donating hours will notify the Office of Human Resources and Payroll in writing with the number of hours desired to be donated. Under no circumstances will the information regarding who donated hours and who received the donation be released. Should any sick leave remain after the recipient of donated hours returns to work, the remaining sick leave hours will be returned to the original donor.

Under no circumstances will employees receive compensation for unused sick leave.

The University retains the right to change or discontinue this policy at any time.

**SOCIAL SECURITY  
(Faculty and Staff)**

Each employee, except those who are exempt by law, pays social security tax at the current rate set by the Federal Government. The University matches the employee's contribution and this combined amount is deposited with the Department of Internal Revenue and the Social Security Administration.

**TENNIS COURTS  
(Faculty and Staff)**

The tennis courts are available to all employees with the understanding that the procedures established by the Athletic Director for such use are followed. Additionally, use of the tennis courts will be on a non-interference basis with classes and tennis team personnel having first priority.

**TIME OFF FOR VOTING  
(Faculty and Staff)**

Illinois law grants employees up to two hours of paid leave for the purpose of voting in a general or special election within the State of Illinois if the employee's working hours begin less than two hours after the opening of the polls and end less than two hours before closing of the polls.

For example, if the polls are open from 6:00am to 7:00pm and the employee's scheduled work hours are from 7:00am - 7:00pm, the employee may be granted 2 hours of paid time to vote during the day of the election.

Hourly Staff employees will document this time as administrative time off on the Ellucian Self-Service Time Entry System.

**TUITION REMISSION PROGRAM  
(Effective 7/20/2022)**

McKendree University's Tuition Remission Program is a valuable benefit which fosters the professional growth and development of its eligible employees, retirees, and their families by providing tuition remission to enroll in academic courses for the improvement of skills or personal development.

Tuition remission is available for undergraduate and graduate level courses and programs. Benefits under this program begin on the first day of the session following the date of hire and are granted on an academic year basis thereafter. Employees and family members are subject to the provisions of university policy in determining continued eligibility. The tuition remission program will only apply a waiver to the tuition costs of McKendree University and does not include mandatory fees and/or expenses associated with attendance, which remain the responsibility of the student.

**Eligibility**

Tuition remission is extended to eligible employees, retirees, and family members as follows:

| Employment Category | Maximum Courses Per Semester           | Tuition Waived |
|---------------------|--|----------------|
| Full-time, Regular  | 1 course during each 8-week session or | 100%           |

|   |  |              |
|---|--|--------------|
|   | two courses during each 16-week session*   |              |
| Spouse and IRS dependents of Full-time, Regular (undergrad only)      | Not to exceed 6 courses per semester during Fall and Spring terms. Not to exceed 4 courses during the Summer term.**   | 100%         |
| Part-time, Regular  | 1 course during each 8-week session or two courses during each 16-week session*  | 75%          |
| Spouse and IRS dependents of Part-time, Regular (undergrad only)      | Not to exceed 6 courses per semester during Fall and Spring terms. Not to exceed 4 courses during the Summer term.** † | 75%          |
| Retired with privileges, spouse, and IRS dependents (undergrad only)‡ | Not to exceed 6 courses per semester during Fall and Spring terms. Not to exceed 4 courses during the Summer term.**   | 100%         |
| Temporary/Seasonal and Student employees                              | Not eligible   | Not eligible |

\*May request an exception to take additional courses, not to exceed double the number of maximum courses per semester with supervisor recommendation and respective VP approval. This request will be routed through the HR department for final coordination.

\*\*May take additional courses at student's expense.

†Benefit is based on the employee's full-time equivalent (FTE) work hours in the previous fiscal year (July 1 through June 30). Employee must work a minimum of 520 hours or provide instruction to at least 3 courses in the previous fiscal year to be eligible for the benefit.

‡Applicable to employees which terminate employment at age 55 or older and 15 years or more of service.

In the event of death or permanent, total disability of a full-time or part-time, regular employee, family members participating in the program may continue to do so through the remainder of the academic year in which the death or disability occurred. To maintain eligibility, the employee impacted by a permanent, total disability may not be engaged in any occupation or employment for wage or profit. When a full-time, regular employee has completed at least six continuous years of employment, the surviving spouse and dependent children remain eligible as indicated above. Family members of deceased retirees remain eligible as indicated above.

### Application Procedure

Individuals participating in the Tuition Remission Program must complete the Tuition Remission Request and Authorization Form (Attachment) prior to the beginning of the term and at the beginning of each academic year. Employees and retirees will complete the form for family member participation. Applications will be submitted to the Department of Human Resources for coordination and approval. Approval for employee participation is vested in the applicable Vice President.

Employees and retirees must provide a certified copy of a marriage license, birth certificate, tax return, adoption decree, or similar document that reflects the relation of the spouse and/or dependent children and age. Approved IRS dependents must be under the age of 25 as of the first day of the session to be eligible.

Individuals registering for six or more credits per semester must complete the Free Application for Federal Student Aid (FAFSA). The applicable state and federal award and any other sources of government funding (excluding veterans education benefits) will be applied to the cost of tuition before tuition remission is awarded. Other forms of institutional aid (scholarship, athletic awards, etc.) will be applied to the cost of tuition before tuition remission is awarded. The

Financial Aid Office can provide further guidance regarding the FAFSA, deadlines, and other applicable awards.

Employee supervisors maintain discretion with using a waiting period prior to taking courses immediately upon hire based on the needs of the department and understanding of the position requirements. It is not recommended that employees begin taking courses until after the 90-day introductory period. Failure to comply with procedures may result in delayed award of the benefit.

### **Taxability of Tuition Remission Program**

Undergraduate courses and programs: Under Section 117(d)(1) of the Internal Revenue Code allows employees of certain educational institutions, including nonprofit universities and colleges, to exclude from gross income qualified undergraduate tuition reduction the employee, their spouse, or their dependent children receive from the employee's employer.

Graduate courses and programs: Under Section 127 of the Internal Revenue Code, employers are allowed to provide tax-free payments of up to \$5,250.00 per calendar year to eligible employees for qualified educational expenses. Tuition costs more than \$5,250.00 in a calendar year will be reported as taxable income.

Tuition remission participants are encouraged to obtain counseling from their personal tax consultant.

### **Course Enrollment, Withdrawal or Failure**

Employees may not enroll in courses held during normal working hours. The university reserves the right to enroll or drop a participant if the course is at capacity and a tuition paying student wishes to enroll. Tuition remission participants enrolled in a course will not be considered in deciding whether a course is cancelled due to low enrollment.

### **Employment commitment**

Employees that wish to participate must commit, in writing, to a total of 24 months of employment with the university. An employee participating in the tuition remission program that has completed at least a consecutive 24 months of employment will not incur additional employment commitment to participate. The employee authorizes, in writing, the university to deduct the cost of tuition of all classes that began in the previous two semesters from the employee's final pay if the employee is terminated or separates from employment before completion of the 24-month commitment. If the amount exceeds the amount of the employee's final paycheck, the employee will owe the remaining amount to the university.

The university reserves the right to revoke or amend the Tuition Remission Program as it deems necessary.

## **UNEMPLOYMENT COMPENSATION (Faculty and Staff)**

All Full-time, Part-time, and Regular employees are covered by in the State's Unemployment Compensation laws. These laws provide for monetary compensation for employees who are terminated from their job through no fault of their own. There is no charge to the employee for this benefit.

## **VACATION (Faculty)**



**Annual Vacation.** The time in the calendar year not covered by the contract period of annual service shall constitute a vacation period during which the faculty member shall be free from institutional duty, except that appointment to any term of the year carries with it the obligation to perform such duties as advising, registration and committee assignments, which may fall just before or after the calendar date of the academic year but which are parts of the regular program.

**VACATION  
(Staff)**

The purpose of the vacation policy is to provide employees the opportunity for rest, recreation and personal activities.

**Non-Exempt (Hourly)**

The vacation with pay benefit is granted to full-time and regular non-exempt employees in accordance with the procedures outlined in this policy and are based on the employee’s length of service with the University. Vacation entitlements are earned on a year of employment basis and allotted on July 1<sup>st</sup>, the beginning of the fiscal year. The following table reflects the number of days accumulated after a specific period of continuous employment.

|                                   |                             |
|-----------------------------------|-----------------------------|
| Hire date to July 1 <sup>st</sup> | Pro-rata portion of 2 weeks |
| July 1 of first year              | 2 weeks                     |
| July 1 of second year             | 2 weeks                     |
| July 1 of third year              | 2 weeks                     |
| July 1 of fourth year             | 2 weeks                     |
| July 1 of fifth year              | 3 weeks                     |
| July 1 of sixth year              | 3 weeks and 1 day           |
| July 1 of seventh year            | 3 weeks and 2 days          |
| July 1 of eighth year             | 3 weeks and 3 days          |
| July 1 of ninth year              | 3 weeks and 4 days          |
| July 1 of 10 year and beyond      | 4 weeks                     |

Regular (vs. Full-time) non-exempt employees receive a pro rata portion of the above table.

Except as specifically identified in this policy, “carry-over” of vacation days from one year to the next is not authorized.

When an employment relationship has been terminated by either the employee or the University, vacation time will be prorated based on the number of months the employee is employed that year. If an employee has taken more vacation than would be earned in a pro-rata situation and termination occurs, the excess pro-rata share will be deducted from the employee's next or final paycheck.

Non-exempt employees who are promoted to exempt positions will be given their remaining vacation at the time of promotion or the pro-rated portion they would be entitled to by the new Memorandum of Agreement, whichever is greater.

Once all earned vacation has been used, five days of time off without pay may be granted annually at the discretion of the immediate supervisor.

**Exempt (Salaried)**

Employees covered by a twelve-month Memorandum of Agreement and those covered by a less than twelve-month Memorandum of Agreement are granted vacation days on an annual basis as defined in either their Memorandum of Agreement or Administrative Staff Appointment. Those days must be used during the time period covered by that agreement.

Except as noted later in the policy, vacation time cannot be carried over beyond the termination date of the Memorandum of Agreement/Administrative Staff Appointment. When an employment relationship has been terminated by either the employee or the University, vacation time will be prorated at a rate of 1.66 days per employed month. If an employee has used more vacation than would be earned in a pro-rata situation (1.66 days per employed month) and termination occurs, the excess pro-rata share will be deducted from the employee's next or final paycheck.

### **All**

Every employee is expected to schedule vacation periods which are suitable to both the University and the individual. Due to varying work schedules in departments, all vacation time must be arranged with and approved by the immediate supervisor. Employees will utilize Ellucian Self-Service to request vacation. Should two or more employees choose the same vacation period and only one employee can be gone at a time, the employee with the longest length of service will have priority.

Vacation pay will be the appropriate pay for the normally scheduled hours of the employee's regularly assigned job. The employee will not earn vacation during a period of absence when the employee is not in pay status.

When an individual's employment terminates for any reason, the employee or the employee's estate will be paid any unused vacation.

If the employee terminates employment for any reason and is subsequently rehired within six months, previously attained vacation status will be reduced by one-twelfth for each 30-day period the employee was away. If the employee is rehired by the University beyond six months of the termination date, the vacation benefit is reduced to new hire status.

An employee hospitalized while on vacation, may elect to stop using vacation on the day he/she enters the hospital. After leaving the hospital, vacation may be rescheduled and must be taken in accordance with the policy.

Every effort will be made to ensure the employee is provided the opportunity to take vacation. Only in very unusual instances will the employee not be permitted to take vacation. If the employee is not permitted by the immediate Supervisor to take vacation, the employee will be allowed to "carry over" the vacation days that he/she was unable to take. The employee is entitled to this benefit only when the University requests that vacation not be taken. The Human Resources Department must be notified, in writing, prior to requesting an employee not take vacation.

### **WORKERS' COMPENSATION (Faculty and Staff)**

Workers' Compensation Insurance covers all employees. The full premium for this coverage is paid by the University. Medical and hospital expenses for job-related injuries or illnesses are paid by the insurance company in accordance with the schedule of coverage listed in the Workers' Compensation policy. They may also be covered by sick leave as well as by Workers'

Compensation Insurance. All procedures for reimbursement to the University are subject to the provisions of the Workers' Compensation Act, as amended.

A job related injury or illness must be reported immediately, and an accident/incident report completed. Delayed reporting could prevent the incident from being classified as work related and the injured/ill individual would be responsible for payment of medical expenses. Therefore, employees must report the injury or illness to their Supervisor, Department Head, or Public Safety prior to leaving the campus or center. Questions should be directed to the Director of Human Resources.

## **WAGE AND SALARY ADMINISTRATION**

## **HOURS (Staff)**

The normal work week for full-time employees is 40 hours, measured from Sunday beginning at 12:00 a.m. and ending on the following Saturday night at 11:59 p.m. Employees are entitled to one hour for lunch and a fifteen-minute break in the first half of the normal eight-hour shift and a second fifteen-minute break during the second half of the eight-hour shift. Break time not taken is forfeited. Breaks will be taken at or in close proximity to the work area.

It is expected that all McKendree employees will follow the work schedule set by their respective supervisors. The employee may not change his/her schedule without the permission of the Supervisor and/or Director of Human Resources. Except in certain circumstances and for certain departments, all offices are expected to be open for business from 8 a.m. to 5 p.m., Monday through Friday. Supervisors should ensure at least one person is on duty at all times when the office is open for business.

The Time Entry system in Ellucian Self Service is the official document to maintain accurate records of hours worked by nonexempt employees. All hourly employees must enter hours worked through Ellucian Self-Service Time Entry at the beginning and end of each scheduled shift, as well as the designated lunch period. Timesheets will be submitted to supervisors weekly at the end of the last scheduled shift for each respective week of the pay period. Supervisors will validate and approve time entered on a biweekly basis no later than Mondays at 12:00 p.m. following the end of the pay period. Applicable pay dates and deadlines can be found on the HR website.

## **OVERTIME (Staff)**

Because of workload fluctuations and special program needs, Supervisors may ask employees to work additional hours beyond the normal work schedule. Although every effort will be made to give an employee as much advance notice as is possible, this is not always possible. Except in an emergency situation, all overtime work must be approved in advance by the Supervisor.

In compliance with federal and state laws, non-exempt employees will be paid at a rate of one and one-half times their normal hourly rate for work in excess of 40 hours in one workweek. Approved administrative time, to include holiday, vacation, and sick, will not count toward the qualification time (40 hours). Exempt employees are not eligible for overtime pay.

## **STAFF WHO TEACH CLASSES (Staff) (Effective 4/1/2021)**

Exempt staff, who do not have teaching duties as part of their roles and responsibilities, may apply to teach one class per academic term with the approval of their immediate supervisor, the Director of Human Resources, the Provost, and the President. Such approval must be obtained annually. The teaching of more than one class per academic term may be approved on a case-by-case basis. Classes must not meet during the employee's regular business hours. A qualified and competent form that includes proof of a master's degree must be completed by the division/school chair.

In order to ensure that the University complies with the Fair Labor Standards Act as it relates to overtime rules, non-exempt staff will not be approved to teach.

**EMPLOYEE  
POLICIES  
AND  
PROCEDURES**

**ABSENCE FROM WORK  
(Faculty and Staff)**

When it is necessary for an employee to be absent from work because of sickness or other legitimate reasons, he/she must notify the supervisor immediately to ensure rescheduling of work may be completed. Should the employee be absent from work three days or more due to medical reasons and/or hospitalization, a "Return to Work Slip" from the attending physician may be required to be given to the supervisor prior to returning to normal duties. Additionally, to ensure compliance with the Family and Medical Leave Act (FMLA), FMLA documentation may be required for absences of three days or more.

**ACCEPTANCE OF GIFTS  
(Faculty and Staff)  
(02/2010)**

Employees are allowed to accept small items such as letter openers, calendars and ballpoint pens issued for advertising purposes which have a value of \$50.00 or less. Gifts with a value of greater than \$50.00 must be reported to their supervisor as soon as possible. Report gifts to your supervisor prior to acceptance. If in doubt, contact the Director of Human Resources.

Cash, gift certificates, gift cards, and gift coupons in any amount that are purchased with McKendree University funds are considered gross wages and will be taxable to the employee. (IRC Section 132(a)) Gifts of this nature must be reported to payroll in a timely manner to ensure compliance with the law.

**ANTI-HARASSMENT POLICY  
(Effective 03/2006)  
(Faculty and Staff)**

McKendree University is committed to providing a workplace that is free from all forms of discrimination, including unlawful harassment. Any employee behavior that constitutes harassment is a form of misconduct which may result in disciplinary action up to and including discharge.

The University has a policy of zero tolerance for **Sexual Harassment:**

Harassment based on sex, race, color, religion, age, national origin, disability, sexual orientation, pregnancy status, veteran status or any other protected status. Retaliation against anyone for making a good-faith complaint of such harassment or for cooperating in agency investigations of such complaints

This Policy protects:

All University employees

All students, independent contractors, customers, clients, vendors and other visitors

Inappropriate Behavior

Harassment in this Policy means unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her sex, race, color, religion, age, national origin, disability, sexual orientation, pregnancy status, veteran status or any other protected status. The following is a list of examples of conduct that the University considers to

be inappropriate behavior that may constitute harassment. This list is not intended to be all-inclusive:

Abusive, offensive, or unwelcome sexual conversation, innuendo, jokes, or teasing

Unwelcome sexual flirtation, advances, propositions or demands for sexual favors

Sexually offensive, insulting, or suggestive gestures, leering, sounds, or comments

Unwanted physical contact including touching, petting, kissing, hugging, pinching or brushing against another person

Continuing to ask someone for dates or to meet after work, after the person has made it clear that she or he does not want to go

Sexual oriented entertainment in the workplace, at University functions, or at meetings organized by the University, where attendance consists predominately of University employees

Sending sexually graphic material through the University's e-mail system or other electronic devices (e.g., voice mail, text pages, radios, etc.), or using University computers for viewing such material

Using slurs, derogatory or demeaning terms or telling jokes or stories that are derogatory toward members of a particular protected group, whether or not members of that group are present

Displaying writings, cartoons, photographs or other derogatory, explicit, suggestive or insulting items based on a particular protected group or which are sexually suggestive

Sabotaging, damaging, or interfering with the work of anyone because of her or his membership a particular protected group

Threatening or intimidating anyone because of her or his membership in a particular protected group

This Policy applies to conduct in the workplace or off-site, which has the effect of interfering with an individual's work performance, or which creates an intimidating, hostile, or offensive working environment. Such harassment or retaliation violates the University's Policy:

Regardless of whether it is committed by an employee, independent contractor, customer, client, vendor, or other visitor to the University

Regardless of whether the harassment or retaliation violates or does not violate federal, state or local law

Violation of this Policy will result in corrective action, up to and including discharge.

### Complaint Procedure

The University has implemented a complaint procedure designed to encourage any employee, student, independent contractor, customer, client, vendor, or other visitor to the University to report any instance of harassment or retaliation that violates this Policy. If you believe that you are being harassed or retaliated against in violation of this Policy, or if you observe someone else being subjected to such conduct, report this conduct immediately to management. You should

report such a violation to any of the following: your supervisor, your department head, your department chair, or the Director of Human Resources.

Any supervisor or member of management who becomes aware of potential violations of this policy is required to contact Human Resources immediately.

### Retaliation Prohibited

The University prohibits retaliatory actions against an individual that are motivated by the individual's good-faith complaint of harassment or by the individual's assistance or cooperation in an investigation of a complaint by someone else. The following are examples of actions that constitute prohibited retaliation:

Discharge, demotion or other discipline of the individual

Unfavorable changes in the individual's work assignment, workload or other terms of employment

Talking negatively about that individual to others

Sabotaging, damaging or interfering with the individual's work

Ostracizing or excluding the individual or subjecting him or her to hostile treatment within the work group

Retaliation in violation of this Policy is treated equally seriously as harassment, and will result in corrective action up to and including discharge.

All reports of inappropriate conduct will be promptly and thoroughly investigated, and the University will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any employee who violates this Policy will be subject to the full range of corrective action, up to and including discharge.

All complaints of harassment or retaliation will be treated as confidentially as possible. No individual will suffer adverse employment consequences as a result of making a good faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including discharge.

### **BACKGROUND CHECK POLICY (October, 2008) (Faculty and Staff)**

McKendree University requires a background check before a candidate may be hired as a full- or part-time employee, or if a current employee is transferred to a different position. In addition, McKendree requires a background check on adult family members of the Residence Life staff who will be living in student housing. The extent and level of the background check is determined by the President, or his designee, and is based on the sensitivity of the position.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction shown in the criminal background check does not automatically disqualify an applicant from consideration for employment with McKendree University. A variety of factors (including, but not limited to, the following: the nature of the position, the nature of the convictions, age of the candidate when the illegal activity occurred) may be considered in the decision to keep an applicant in the pool of acceptable candidates.



If an applicant attempts to withhold information or falsify information pertaining to previous convictions, the employee will be disqualified from further employment consideration in any position with the institution due to falsification of an application.

McKendree University guarantees that all information obtained from the reference check process will only be used as part of the employment process and will take reasonable steps to ensure that the information will be kept confidential. The only University officials that will have access to background check results will be ones with a business-related reason. The Office of Human Resources will maintain a log that will include the position applied for, applicant name and the date of the background check.

All employees must notify the Office of Human Resources within five days of a conviction for a felony, first or second degree misdemeanor, or any drug, or sex-related offense. Failure to report such conviction is grounds for disciplinary action up to and including termination of employment. Supervisors should notify the Office of Human Resources immediately upon being informed of any such conviction.

### **BREAKS AND MEAL PERIODS (Staff)**

Normally, each staff member receives one 15-minute rest period with pay per every four hours worked. Rest periods are to be taken at times which are convenient for the department, normally in mid-morning and mid-afternoon, and are not to be used to cover late arrivals, early departures or extended lunch hours. In offices, staff employees are asked to alternate rest period time so coverage is maintained during all open office hours.

Shift length is normally eight hours; however, staff members who work a shift of five hours or more are also provided a meal period of at least 30 minutes. Except in the few rare situations where employees are required to take on-duty meal periods as part of their regular schedule, meal periods are not paid time.

Meal periods should be taken away from the employee's immediate work area; the meal period is intended to provide a time for relaxation and a change of pace. Lounge areas and various outdoor eating areas are available on campus for this purpose. Meal periods are scheduled by your department in a manner that allows appropriate coverage of your duties. Hourly employees are required to document the meal period on the timesheet in Ellucian Self-Service.

### **BULLETIN BOARDS (Faculty and Staff)**

Bulletin boards are placed throughout the University and display information of interest to employees. The official McKendree University bulletin board is located in Wildy Hall on the first floor. Information determined to be important to employees will be displayed on this bulletin board. Copies of important information will be sent to the Kentucky Centers. The official University bulletin board will be maintained by the Director of Human Resources. All other items displayed on University bulletin boards must be approved by the Student Affairs Office prior to posting. This approval is to be stamped on all documents displayed on the University bulletin boards.

**BUSINESS CREDIT CARDS**  
**(Effective 02/2010)**  
**(Faculty and Staff)**

The University credit card is intended to be used by the employee to charge all business, travel, and entertainment expenses, including airfare, car rental, lodging, restaurants, etc. The card is not transferable and is for business use only. Use of the card is limited to the individual identified on the card.

Monthly billing statements will be sent by the credit card company to each employee at their University address. Upon receipt; the employee should forward the original billing statement with all original receipts, to the Budget Manager for payment. Failure to remit statements on a timely basis may result in disciplinary action, and may result in loss of card privileges and disciplinary action. Any misuse of the University credit card is considered a misuse of McKendree University funds.

The original receipts and business card receipts must be attached to the statement report. Generic receipts (stubs which cannot be identified as authentic because of the establishment name is not printed or stamped legibly) are not acceptable. A receipt is required to support every expenditure regardless of the amount. The University will not reimburse for expenditures without proper receipts. Unauthorized expenditures on the credit card will be cause for discipline up to and including termination.

Employees are required to immediately report lost or stolen credit cards to the card company and the Director of Human Resources or Program Administrator.

**CANDLES**  
**(Effective 03/2006)**  
**(Faculty and Staff)**

As a matter of safety, there will be no open flames allowed in the buildings, which includes the burning of candles. This policy may be waived by the Office of the President of the University.

**CAR/VAN RENTAL**  
**(Faculty and Staff)**

When renting vans and other vehicles, do not elect additional insurance. The University is fully covered through our own insurance and any additional insurance would be duplicate coverage, resulting in unnecessary expenses. If the rental agency indicates a requirement for the additional insurance, sign for the insurance and report the requirement to the Director of Human Resources.

**CHAPEL SERVICES**  
**(Faculty and Staff)**

Full-time and Regular hourly employees and employees with administrative appointments may attend chapel services provided their Supervisor has given approval. When approval would create a situation where adequate coverage of the department is not available, the Supervisor may not be able to give approval. Attending chapel services will not affect the employees pay.

## **CHEMICAL HYGIENE PLAN (Faculty and Staff)**

The Chemical Hygiene Plan has been developed and assembled in compliance with Department of Labor, Occupational Safety and Health Administration 29 CFR Part 1910.1450, Occupational Exposures to Hazardous Chemicals in Laboratories.

The purpose of the plan is to detail the necessary work practices, procedures, and policies required to ensure employees and students are protected from all potentially hazardous chemicals in use in their work areas.

See Appendix D for the complete policy.

## **CHILDREN ON CAMPUS (Faculty and Staff)**

McKendree University welcomes and encourages the participation of families in the life of the University. Spouses and children are encouraged to attend athletic competitions, speaker presentations, fine arts events and other activities on the campus. However, the extended presence of children in classrooms, offices, and other facilities can be disruptive to the effective functioning of our primary purposes and is prohibited.

It shall be the responsibility of the University supervisors and faculty to ensure that no children are allowed in workplaces or classrooms. Children may be allowed for periodic planned programs, such as career day shadowing, with prior supervisory approval.

This policy does not preclude family members from visiting University employees for short periods of time, but rather is intended to eliminate situations in which the extended presence of a family member may hinder the employee's ability to carry out the duties assigned or the orderly functioning of the university and its employees.

## **COMPENSATION POLICY (05/2009) (Faculty and Staff)**

McKendree University is committed to providing a high quality educational experience consistent with its mission and values. McKendree's compensation program is designed to attract, develop, retain a qualified, diverse workforce. The total compensation program includes wage/salary pay opportunities and a wide range of benefits. When compensating employees, the University considers the competitive market place, the relative value of each position to the University, individual performance, qualifications, and experience.

The University compensates all employees on the basis of equal opportunity without regard to race, color, sex, national origin, age, disability, veteran status, or any other basis prohibited by law. The Office of Human Resources is responsible for ensuring that the compensation program complies with all federal and state laws.

## **COMMUNICATIONS AND MARKETING POLICY (Faculty and Staff)**

The Office of Communications and Marketing is the primary office responsible for all media contact and for assuring consistency among publications, news releases and advertising that is distributed internally or externally by representatives of McKendree University.

Announcements to and communications with members of the media must be coordinated through the Office of Communications and Marketing. The Director of Media Relations serves as the first point of contact with the media. As such, all press inquiries should be directed to the Director of Media Relations. In the event of a major University incident, as defined in the McKendree University Crisis and Communication Plan, the Executive Director of Communications and Marketing and the Director of Media Relations will coordinate crisis communications strategies and messages, with final approval of these strategies and messages resting with the President or his designee.

The Sports Information Director serves as the key information officer for media contacts relating to our athletic programs, but is limited to general information about athletic contests, scores, players, coaches, etc.

The official use of the McKendree University word mark and the appropriate use of the University brand are outlined in the McKendree University Graphics and Brand Standards Guide. This Guide serves to ensure that the University is consistently represented in printed and electronic publicity, promotional or informational material.

While the majority of University marketing and publicity materials will be generated through and produced by the Office of Communications and Marketing there are offices which will have occasion to produce materials with outside vendors. The Office of Communications and Marketing is available to serve in a consulting role to any campus office/organization to aid in the preparation of print and electronic publicity/promotional/marketing materials produced by outside vendors, and all offices preparing materials independently which are to be distributed externally should provide the Office of Communications and Marketing ample time to review materials prior to their final production and use. Outside vendors should be provided with a copy of the University Graphics and Brand Standards Guide for reference as materials are being developed.

All questions and comments should be directed to the Senior Vice President and/or the Executive Director for Communications and Marketing.

**COMPUTING USE  
(Faculty and Staff)  
(03/2006)**

McKendree University offers computing and networking resources to students, faculty, and staff for many different purposes. These resources, networked for the benefit of the entire campus community, are continually updated and maintained to ensure that the University is able to fulfill its mission for teaching, research, and service to the students and the community at large. Computing resources at McKendree are limited, and the manner in which individual users access those resources can impact the work of other McKendree users and users throughout the world because our campus network is linked via the internet to other networks worldwide. Every campus user must acknowledge his or her responsibilities and obligations regarding proper computer use and behavior.

Because of the rapid evolution of computing and information networks, the University reserves the right to modify the text of these policies, by approval of the Technology Advisory Committee, the Faculty Affairs Council, and the general faculty. While users will be kept apprised of any changes, it is the user's responsibility to remain aware of current regulations.

Common sense is a good guide to what constitutes appropriate behavior and use of computers and networks. You should respect the privacy of others and use computing resources in a manner that is consistent with the instructional and research objectives of McKendree University.

**University responsibilities.** McKendree University owns most of the computers and all internal computer networks used on the campus. The University also has various rights to the software and information contained on, developed on, or licensed for these computers and networks. The University has the responsibility to administer, protect, and monitor this aggregation of computers, software, and networks.

The purposes of the Technology Advisory Committee (TAC), specifically; the Information Technology Department (IT), specifically; and McKendree University, generally, are to:

1. Establish and support reasonable standards of security for electronic information that community members produce, use, or distribute, and protect the privacy and accuracy of administrative information that the University maintains. TAC will adjudicate any formal complaints that might arise with regard to these matters, using input from IT and the Provost's office.
2. Protect University computers, networks, and information from destruction, tampering, and unauthorized inspection and use.
3. Provide information technology resources to support activities connected with instruction, research, and administration.
4. Delineate the limits of privacy that can be expected in the use of networked computer resources and preserve freedom of expression over this medium without countenancing abusive or unlawful activities.
5. Ensure that University computer systems do not lose important information because of hardware, software, or administrative failures or breakdowns. To achieve this objective, duly authorized individuals hired by the university to function as systems or technical managers may occasionally need to examine the contents of particular files to diagnose or solve problems.
6. Communicate University policies and individuals' responsibilities systematically and regularly in a variety of formats to all parts of the University community.
7. Monitor policies and propose changes in policy as events or technology warrant.
8. Manage computing resources so that members of the University community benefit equitably from their use. To achieve this objective, duly authorized individuals hired by the university to function as systems or technical administrators may, in conjunction with the TAC, occasionally need to restrict inequitable computer use, including shared systems or the network. For example, the University reserves the right to restrict users from using any program that is unduly resource-intensive. TAC will adjudicate any formal complaints resulting from interpretations of these restrictions in all areas of IT/academic overlap.
9. Enforce policies by restricting access in cases of serious violations. For example, in appropriate circumstances, duly authorized individuals hired by the University to function as systems or technical administrators may, in conjunction with the TAC, find it necessary to lock a user's account. In such circumstances, if there is not a

resolution within 24 hours, the systems administrator or the user should refer the matter to the appropriate official for follow-up and resolution. (See section on sanctions for more details.) TAC will adjudicate any formal complaints resulting from interpretations of these restrictions in all areas of IT/academic overlap.

Academic Computing Use policies will be developed collaboratively by the Department of Information Technology and the Technology Advisory Committee.

**Individual responsibilities.** McKendree University supports networked information resources to further its mission of research and to foster a community of shared inquiry. All members of the University community must be cognizant of the rules and conventions that make these resources secure and efficient. It is the responsibility of each member of the University community to:

1. Respect the right of others to be free from harassment or intimidation to the same extent that this right is recognized in the use of other media or communications.
2. Respect copyright and other intellectual property rights. Unauthorized copying of files, information, or passwords belonging to others or to the University may constitute plagiarism or theft. Modifying files without authorization (including altering information, introducing computer viruses, Trojan horses, or worms, or damaging files) is unethical, may be illegal, and may lead to sanctions.
3. Maintain secure passwords. Users should establish appropriate passwords in the first instance, change them occasionally, and not share them with others.
4. Use resources effectively. Accept limitations or restrictions on computing resources – such as storage space, time limits, or amount of resources consumed – when asked to do so by systems administrators.
5. Recognize the limitations of privacy afforded by electronic services. Users have a right to expect that only those to whom permission is given will see what they create, store, and send. Users must know, however, that the security of electronic files on shared systems and networks is not inviolable – most people respect the security and privacy protocols, but a determined person can breach them. Users must also note that, as part of their responsibilities, systems or technical managers may occasionally need to diagnose or solve problems by examining the contents of particular files.
6. Learn to use software and information files correctly. Users should maintain and archive backup copies of important work. Users are responsible for backing up their own files. They should not assume that files on shared machines are backed up. If users choose to participate in a backup service, they should become familiar with the schedules and procedures of that service. They should also learn to use properly the features for securing or sharing access to their files.
7. Abide by security restrictions on all systems and information to which access is permitted. Users should not attempt to evade, disable, or “crack” passwords or other security provisions; these activities threaten the work of others and are grounds for immediate suspension or termination of privileges and possible additional sanctions.

McKendree University extends these principles and guidelines to systems outside the University and that are accessed via the University’s facilities. Network or computing providers outside McKendree University may also impose their own conditions for appropriate use, for which users at this University are responsible for following.

**Sanctions.** Individuals or groups who act in a manner contrary to existing policy and accepted social standards for computer use are subject to the sanctions and disciplinary measures normally applied to misconduct or lawbreaking. Established University channels handle computing policy violations. In the first instance, the appropriate computing administrators will address such matters. Whenever it becomes necessary to enforce University rules or policies, a duly authorized administrator hired by the university to function as systems or technical administrator may, in conjunction with the TAC, prohibit network connections by certain computers (even departmental/divisional and personal ones); require adequate identification of computers and users on the network; undertake audits of software or information on shared systems where connected to the network; or deny access to computers, the network, and institutional software and databases. TAC will adjudicate any formal complaints that may arise and make recommendations to the appropriate University divisions (i.e. the faculty, IT, and the administration). The University's legal counsel will aid in understanding possible violation of rights and individuals.

If the infringement is not settled in discussion with the computing administrator, a matter involving students will be referred to the Dean of Students; a matter involving faculty will be referred to the division chair and/or the Provost; and a matter involving staff will be referred to the immediate supervisor, the manager of the unit, or the Director of Human Resources. TAC and the University's counsel will adjudicate formal complaints. In addition, certain kinds of abuse may entail civil or criminal action as well.

### **CONFIDENTIALITY OF INFORMATION (Faculty and Staff)**

It is the policy of McKendree University to ensure that the activities, operations, and business affairs of McKendree University, McKendree personnel, McKendree alumni and friends, other individuals associated with the University and McKendree students are kept confidential to the greatest extent possible. If, during their employment, employees acquire confidential or proprietary information about McKendree, its personnel, or its students, such information is to be handled in strict confidence and not to be discussed with outsiders or personnel who do not have a need to know. All employees are responsible for the internal security of such information.

In order to acknowledge their awareness of, and to affirm their commitment to this policy, employees will be asked to sign a Confidential Information Agreement at the time of hire and periodically throughout their term of employment. Employees found to be in violation of the Confidentiality of Information policy are subject to disciplinary action, up to and including termination, and may also be subject to civil and/or criminal penalties for violations of, among other things, trademark and/or proprietary laws.

### **CONFLICT OF INTEREST (Faculty and Staff)**

McKendree University employees have an obligation to avoid conflict or any appearance of conflict, between their personal interests and the interests of the University when dealing with any entity or individual having, or seeking to have, a business relationship with the University.

A conflict of interest exists in any situation in which a person having authority to make decisions on behalf of McKendree University who, as a result of their authority can potentially benefit personally, either directly or indirectly, from an entity or person conducting business with the University. The following are examples of a potential conflict of interest situation:

- (1) The employee or a member of his or her immediate family has an existing or potential financial or other interest with the University, which impairs or might appear to impair that person's independent, unbiased judgment in the discharge of his or her responsibilities to the University.
- (2) The employee has a significant business or personal relationship with any person or firm engaging in, or seeking to engage in, business with the University.
- (3) The employee accepting gratuities, including gifts, with a retail value of \$50.00 or more or any amount of cash or special favors from a vendor, contractor or anyone having a business affiliation with the University.

Any employee who feels there is a potential conflict of interest situation in which he or she could possibly become involved should disclose this situation to his or her Supervisor, Department Head, or Vice President immediately. Failure to disclose such conflict or potential conflict shall subject the employee to appropriate disciplinary action including termination.

### **CONSENSUAL SEXUAL RELATIONSHIPS IN THE WORKPLACE (Faculty and Staff)**

In reference to consensual, sexual relationships between faculty or staff and students, and between supervisors and employees at the University, the respect and trust accorded a faculty or staff member by a student and the power exercised by the faculty or staff member over a student greatly diminish the student's freedom of choice, should a request for a romantic and/or sexual relationship be made or granted. Should an approach come from a student, the faculty or staff member's freedom of choice may be diminished because of fear of charges of sexual harassment or recognition of the unequal balance of power between students and faculty or staff. Therefore, such relationships between faculty or staff and students are strongly discouraged, even if consensual.

Consensual, sexual relationships between a supervisor and a subordinate may result in violation of the University anti-harassment policy and are strongly discouraged. However, should a relationship exist, the individuals involved must inform their supervisors and direct supervision, if any, of one individual over another must be modified to eliminate the direct supervision situation.

Violations of this policy may result in disciplinary measures up to and including termination.

### **COPYRIGHT COMPLIANCE POLICY (Faculty and Staff) 10/01/2012**

*Copyright: "To promote the progress of science and useful arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries." - from Article I, Section 8 U.S. Constitution*

The purpose of McKendree University's ["McKendree"] *Copyright Compliance Policy* is to provide a summary of U.S. copyright law as it relates to the use of text- and digital-based content of copyright-protected works.

U.S. copyright law contains many gray areas, and the goal of this policy is to provide McKendree administrators, faculty, librarians, students, employees, and others with a standard approach for addressing complex copyright issues. This policy covers issues such as photocopying, uploading



digital content to content management systems, library uses for print and electronic reserves and interlibrary loan.

*This policy provides practical advice and procedures on copyright-related matters; however, it is not a substitute for legal advice.*

### **WHAT IS COPYRIGHT?**

Copyright is an area of law that provides creators and distributors of creative works with an incentive to share their works by granting them the right to be compensated when others use those works in certain ways. Specific rights are granted to the creators of creative works in the U.S. Copyright Act (title 17, U.S. Code). If you are not a copyright holder for a particular work, as determined by the law, you must ordinarily obtain copyright permission prior to reusing or reproducing that work. However, there are some specific exceptions in the Copyright Act for certain academic uses, and permission is never required for certain other actions, such as reading or borrowing original literary works or photographs from a library collection.

### **WHAT IS PROTECTED BY COPYRIGHT?**

The rights granted by the Copyright Act are intended to benefit "authors" of "original works of authorship", including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural and audiovisual creations. This means that virtually any creative work that you may come across—including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials, and other printed materials; unpublished materials, such as analysts' and consultants' reports; and non-print materials, including electronic content, computer programs and other software, sound recordings, motion pictures, video files, sculptures, and other artistic works—is almost certainly protected by copyright. Among the exclusive rights granted to those "authors" are the rights to reproduce, distribute, publicly perform and publicly display their works.

These rights provide copyright holders control over the use of their creations and an ability to benefit, monetarily and otherwise, from the use of their works. Copyright also protects the right to "make a derivative work," such as a movie from a book; the right to include a work in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for "authors" of certain works of visual art. Copyright law does not protect ideas, data or facts.

### **Public Domain:**

All materials are either (1) protected by copyright or (2) in the public domain. Materials in the public domain can be used freely for any purpose.

All copyrighted works become a part of the public domain once their copyrights expire.

- ✓ Works published in the U.S. before 1923 are public domain
- ✓ Works published in the U.S. after 1977 have copyright protection for the lifetime of the author plus seventy years

Works may also be in the public domain if copyright holders make their works freely accessible through organizations such as the Creative Commons.

### **Fair Use:**

You may use works without requesting copyright permission if an argument can be made for fair use. Copyright law defines fair use through a set of 4 factors. These factors are weighed in each case to determine whether a use qualifies as a fair use.

1. *The purpose and character of the work*

Has the work been used to help create something new and not merely copied verbatim into another work? For example, was the work transformed by adding new expression or meaning, creating new information, new aesthetics, new insights, and understandings? If yes, it is probably fair use.

2. *The nature of the copyrighted work*

Educators have more leeway to copy from factual works than fictional.

3. *The amount and substantiality of the portion taken*

Is the amount taken no more than what is pedagogically necessary? Does the portion taken avoid the “heart” of the work, the most memorable aspect? If yes, it is probably fair use.

4. *The effect of the use upon the potential market*

Does the use deprive the copyright owner of income or undermine a new or potential market for the copyrighted work? If yes, it is probably not fair use.

### **Educational Fair Use:**

Institutions that qualify for educational fair use for which the work is transmitted must be an accredited nonprofit educational institution. Examples are colleges, universities, libraries and museums that engage in nonprofit instructional, research or scholarly activities for educational purposes. Examples of “educational purposes” are:

- ✓ noncommercial instruction or curriculum-based teaching by educators to students at nonprofit educational institution
- ✓ planned noncommercial study or investigation directed toward making a contribution to a field of knowledge, or
- ✓ presentation of research findings at noncommercial peer conferences, workshops, or seminars.

*NOTE: If libraries or museums purchase resources for their collections where the vendor or publisher requires a contract or license that prohibits reproduction for any purpose, nothing in copyright law, including arguments for fair use, will justify a violation of this legal contract. Licenses trump fair use.*

### **Rules for Photocopying through Print Shop or for Personal Use**

Making copies of items that are copyrighted without consent of the owner may constitute an infringement of the copyright owner’s rights and may lead to liabilities. You are responsible for obtaining permission to make photocopies of copyrighted items. Copyrights can often be purchased through the Copyright Clearance Center online, or Fair Use is a limited exception for copies made for educational and non-profit purposes.

Use the above mentioned Fair Use guidelines to determine whether making copies for your purpose is acceptable or not.

### **Rules for photocopying under educational fair use:**

The Copyright Law of the United States (Title 17, US Code) governs the making of photocopies or reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment; fulfillment of the order would involve a violation of copyright law.

- ✓ Based on the above rules, individuals can only make single copies of items for personal use.
- ✓ Based on the above rules, an instructor can make enough photocopies of a given journal article or one chapter from a book for each student enrolled in a course.

### *Photocopying for interlibrary loan:*

- ✓ Under section 108(d), "Limitation on exclusive rights: Reproduction by libraries and archives," libraries are authorized to furnish a photocopy. 108(d) reads:  
"The rights of reproduction and distribution under this section apply to a copy, made from the collection of a library or archives where the user makes his or her request or from that of another library or archives, of no more than one article or other contribution to a copyrighted collection or periodical issue, or to a copy or phonorecord of a small part of any other copyrighted work, if
  1. the copy or phonorecord becomes the property of the user, and the library or archives has had no notice that the copy or phonorecord would be used for any purpose other than private study, scholarship, or research; and
  2. The library or archives displays prominently, at the place where orders are accepted, and includes on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation."

### **Rules for Library Reserves under educational fair use:**

- ✓ Items that do not need copyright permission include books the library owns, original journal issues, or items for which the instructor owns the copyright
- ✓ One copy per textbook is allowed to be put on reserve, not multiple copies.
- ✓ Workbooks, lab books, and other items that are meant for single use are not allowed on reserve.
- ✓ The library reserves the right to pull items off of reserve that have been used for two or more semesters.

### **Guidelines for using copyrighted digital content for educational fair use:**

While Section 110(2) of the Copyright Act provides specific protection for some streaming and other uses, it does not cover the entire variety of digital uses that are becoming increasingly

important to twenty-first-century instruction. Since copyright law has not kept pace with emerging technologies, fair use plays a key role in the online world. However, simple, clean, concise rules do not exist in the law of fair use.

Holman Library at McKendree University uses the T.E.A.C.H. Act [Technology, Education And Copyright Harmonization] and *Code of Best Practices in Fair Use for Academic and Research Libraries* to help guide the university through this murky area of fair use and copyright law.

**Guidelines:**

1. Limit access to a specific number of students enrolled in a specific class.
2. Do not make copyrighted materials available to students after the class session or course is complete.
3. Avoid substantial excerpts from novels, short stories, poetry, modern art images, and other such materials since fair use applies more narrowly to highly creative works.
4. Do not post on Blackboard digital content created and marketed by publishers primarily for use in courses such as textbooks, workbooks or course packs that are usually purchased by students.
5. Unless the materials are in the public domain, provide links to a website or the PDF of an article rather than copying text or uploading the entire article. A link to an article is often possible through the Holman Library databases.
6. Avoid streaming an entire video without carefully considering whether you can make a fair use argument that it is pedagogically necessary. If not, only stream that portion that is directly related and of material assistance to the learning outcomes of the course.
7. Check with the library before streaming a DVD to see if streaming rights were purchased or are necessary.
8. In order to stream video content, it must be in digital format. Analog materials such as a VHS may only be converted to digital format if no digital version is available.
9. Ensure that encryption or other technological measures to prevent retention of the video or media are not being circumvented.
10. Inform students that materials used in connection with the course may be subject to copyright protection and place a notice of copyright on the online materials.
11. Provide full attribution, in a form satisfactory to scholars in the field, for each work included or excerpted.

## **Public Performance Rights**

Any film showing outside of a scheduled class by any person, student group, organization, etc. is considered public viewing. If a film is being shown for public viewing, a licensing fee is required by federal law. The person(s) showing a film are responsible for acquiring public performance rights or other permission from the copyright owner. The library owns some (limited) videos that were purchased with performance rights.

### **Sources and Further Reading:**

*Copyright Law of the United States, Title 17.* <http://www.copyright.gov/title17/>

*Technology, Education and Copyright Harmonization Act (the TEACH Act):*  
<http://www.ala.org/advocacy/copyright/teachact>

*American Library Association:* <http://www.ala.org/advocacy/copyright/>

*Association of Research Libraries:* <http://www.arl.org/pp/ppcopyright/>

*Center for Social Media:* <http://www.centerforsocialmedia.org/fair-use>

*Code in Best Practices in Fair Use for Academic and Research Libraries:*  
<http://www.arl.org/pp/ppcopyright/codefairuse/code/index.shtml>

*Stanford University's Fair Use and Copyright Center:* <http://fairuse.stanford.edu/index.html>

*Georgia Harper's Crash Course in Copyright at the University of Texas*  
<http://copyright.lib.utexas.edu/>

For further information and advice on copyright and fair use see the Public Services Librarian, Holman Library.

## **DINING FACILITY AND SNACK BAR (Faculty and Staff)**

Employees may secure meals at Ames Dining Hall and 1828 for a nominal charge. Soft drink machines are located throughout campus.

## **DISABILITIES (Faculty and Staff)**

McKendree University does not discriminate on the basis of disability in recruitment, employment, or any other activity or program as specified by federal and state laws and regulations.

The University attempts to make reasonable accommodations to permit an employee to be able to perform the essential job functions and to permit a disabled employee the opportunity to enjoy the benefits and privileges of employment, including access to non-work areas that are equal to those afforded other employees. Applicants and employees are encouraged to notify the Director of Human Resources if a reasonable accommodation is required for him or her to complete the hiring process or to perform the essential functions of his or her job.

**DISCIPLINE**  
**(Effective 07/01/2021)**  
**(Faculty and Staff)**

Discipline as administered at McKendree University is intended, where possible, to be corrective in nature in the hope that the less than satisfactory performance or behavior will improve. The process is developed to afford the employee every opportunity to correct the undesirable performance or behavior before invoking a more harsh level of discipline. However, McKendree University reserves the right to instill whatever discipline it deems appropriate in any particular circumstance. Possible disciplinary actions include: verbal warning; written warning, final warning, and suspensions without pay.

The following offenses are some, but not a complete list of examples of grounds for immediate discharge:

1. A false statement made on the application for employment or during a required medical examination.
2. Intoxication or the possession of liquor on University property.
3. Theft or removal from the premises, without proper authorization, of any University property or property of others.
4. Fighting, attempting, or threatening bodily injury to another employee or student on University property or the use of abusive or threatening language to others.
5. Gambling on University property.
6. Unauthorized possession of firearms or explosives on University property.
7. Immoral or indecent conduct.
8. Falsifying official documents.
9. Overstaying a leave of absence without permission.
10. Being absent three (3) consecutive workdays without having notified the Supervisor.
11. Willfully, misusing, destroying, or damaging any University property or properties of others.
12. Insubordination, refusal, or intentional failure to perform work assignments.
13. Sleeping on the job.
14. Use of drugs, except by authorized prescription.
15. Unauthorized possession, use, copying, or reading of University records, or disclosure of information in such records to unauthorized persons.

Upon termination, University property such as uniforms, keys, equipment and library books must be turned in.

**DISCLOSURE OF IMPROPER CONDUCT**  
**(Faculty and Staff)**  
**August, 2017**

The purpose of this policy is to set forth McKendree University's policy on Board member, employee, volunteer, student, vendor, alumni and applicant disclosure of misconduct relating to accounting or auditing matters, and to protect Board Members, employees, volunteers, students, vendors, alumnae and applicants from retaliation in the form of an adverse employment and other action for disclosing what the Board Member, employee, volunteer, student, vendor, alumni or applicant believes evidences certain unlawful practices. This policy is applicable to all Board Members, employees, volunteers, students, vendors, alumnae of McKendree University and to applicants for jobs at McKendree University.

It is the policy of the McKendree University that Board Members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within McKendree University that he or she reasonably believes constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud or questionable accounting, internal controls and auditing matters.

It is further the policy of the institution that Board members, employees, volunteers, students, vendors, alumnae and applicants shall be free without fear of retaliation to make known allegations of alleged misconduct existing within McKendree University that he or she reasonably believes constitutes a violation of the Institution's stated policies, procedures or legal obligations.

Any University employee with reasonable suspicion of improper conduct should notify his/her immediate supervisor. If the complaint involves the supervisor, the employee should contact his/her next higher level of supervisor and/or the Vice President having authority over the area. In lieu of or in addition to notification of supervisory personnel, any employee with such a complaint may contact the Director of Human Resources to register a complaint. Any complaint shall be made in a signed written document within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. If the Board member, employee, volunteer, student, vendor, alumni or applicant would rather contact a source outside of the Institution, he or she may contact the Campus Conduct Hotline within ninety (90) days of the day on which the complainant knew or should have known of the misconduct. The Campus Conduct Hotline may be reached by dialing toll-free to 866.943.5787.

The University will investigate all reported violations under this policy and will make every effort to protect the identity of the person reporting the improper conduct. The University cannot guarantee confidentiality if identification of the employee is necessary to the University or law enforcement officials for the purposes of investigating the incident. Depending on the nature of the complaint and the findings of the investigation, the University will take appropriate action.

In the case of disclosure of misconduct involving the President, the disclosure may be directed to the chairperson of the McKendree University Board of Trustees by sending an email to CONFIDENTIALCOMPLAINT@mckendree.edu. The Chairperson shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.

An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including discharge.

The University forbids retaliation in any manner against someone who, acting in good faith, has reported a suspected violation. Retaliation against any member of McKendree University community who makes a complaint under this policy, or who in good faith reports impermissible activities, or the warning signs thereof, or who raises any other concern under this policy to an administrator, or who refers a matter for complaint or investigation, or who participates in the complaint, investigation or hearing process under this policy, is prohibited.

The term "retaliation" includes discriminating against, mistreating or taking adverse employment action against someone who has made a complaint under this policy or raised any other concern under this policy to an administrator, or who referred a matter for complaint or investigation, or who participated in the complaint, investigation or hearing process under this policy.

An employee who feels that he/she has been retaliated against may file a written complaint with the Director of Human Resources or the Vice President for Administration and Finance. If the complaint should be against either of them, the written complaint may be filed with the President.

If for any reason, an employee does not feel comfortable in raising a complaint of improper conduct or retaliation internally, he/she may contact the Chairman of the Board of Trustees by sending an email to [CONFIDENTIALCOMPLAINT@mckendree.edu](mailto:CONFIDENTIALCOMPLAINT@mckendree.edu) or by contacting the Campus Conduct Hotline by dialing toll-free to 866.943.5787.

A retaliation complaint that the University, after investigation, reasonably believes to be true will result in disciplinary action up to and including termination of employment.

## **DOMESTIC PARTNER INSURANCE BENEFITS**

**(07/07)**

**(Faculty and Staff)**

McKendree University offers health, dental, and vision insurance for Domestic Partner benefits of its employees. The guidelines are provided in this policy and these qualifications must be met in order to participate in the plan.

### **Who is eligible for the Domestic Partner benefit?**

The definition of Domestic Partners is two adults, of the same sex, engaged in a spouse-like relationship characterized by mutual caring and dependency. More specifically, they must be:

1. Individuals who are at least eighteen (18) years of age and mentally competent to consent to a contract.
2. Individuals who are each other's sole Domestic Partner and intend to remain so indefinitely.
3. Individuals who are not married to or legally separated from anyone else.
4. Individuals who are not related by blood to a degree of closeness that prohibits legal marriage in the state in which they reside.
5. Individuals who are engaged in a committed relationship of mutual caring and support and are jointly responsible for each other's common welfare and living expenses.
6. Have the ability to prove interdependence by providing at least three of the following:
  - a. Common ownership of real property (joint deed or mortgage agreement) or a common leasehold interest in property.
  - b. Common ownership of a motor vehicle.
  - c. Driver's license listing a common address.
  - d. Proof of joint bank accounts or credit accounts.
  - e. Proof of designation as the primary beneficiary for life insurance or retirement benefits, or primary beneficiary designation under a partner's will.
  - f. Assignment of a durable property power of attorney or health care power of attorney.
7. Partners must live together on a continuous basis for a period of 12 months prior to the date of enrollment in the benefit.

### **What coverage is available for a Domestic Partner?**

Group health, dental, and vision insurance is available for eligible Domestic Partners. Coverage for dependent children of Domestic Partners will be available provided the dependents are unmarried, primarily dependent on the employee for support, living with the employee in a regular parent-child relationship and meet the age/school requirements contained in the plan of benefits. When coverage is terminated for a Domestic Partner, he/she will have no independent COBRA election rights unless the Domestic Partner was a dependent under the IRS rules.



Domestic Partners are **not** eligible for life insurance, FSA plan participation unless an official tax dependent status is fulfilled (see section below regarding tax dependent), or the tuition remission benefit.

### **When can a Domestic Partner be added to the plan?**

An eligible member may add a domestic partner to coverage during one of the three enrollment opportunities:

1. Initial hire - Employees must submit the appropriate paperwork and supporting documentation within 31 days of hire.
2. Annual open enrollment - Employees must submit the appropriate paperwork and supporting documentation during the announced period of time, which is generally the month of December.
3. Qualifying Lifestyle change – Employees must submit the paperwork and supporting documentation within 31 days of the eligible qualifying change in status. Those changes would include, but are not limited to, partner’s loss of coverage, a change in the partner’s residence or work situation, or the 1 year anniversary of the domestic partner relationship or finalization of the member or domestic partner’s divorce.

### **What will the effective date of coverage be for my Domestic Partner?**

Initial hires - Employees who add a Domestic Partner to their coverage within 31 days of initial hire will have coverage effective the date of hire.

Annual Open Enrollment – The Domestic Partner’s coverage would take effect January 1<sup>st</sup>.

Qualifying Change in Status – Employees who request Domestic Partner coverage mid-year due to experiencing an eligible change in status will have coverage effective the first day of the month following the signature date on the Domestic Partner Enrollment form. If the qualifying event is that the Domestic Partner lost other coverage, the effective date may be the date of the loss of other coverage if requested prior to losing that coverage.

### **How do I enroll my Domestic Partner?**

Employees seeking to enroll a Domestic Partner must complete a Domestic Partnership Affidavit, an insurance enrollment form, and provide proof of the relationship as mentioned above. Forms are available in the Office of Human Resources.

In order to enroll a Domestic Partner in any insurance plan, the following eligibility requirements must be met:

- a. The employee must be enrolled in the insurance plan, and
- b. All of the qualifications listed in the definition of Domestic Partner of this policy must be met.

Under federal tax laws, if a Domestic Partner does not qualify as the member’s tax dependent as defined by the IRS (explanation below), and if an employee were to pay any portion of the Domestic Partner’s premium, that portion of premium will be subject to federal, state, and any local withholding income tax including Social Security tax. Employees who indicate on the Domestic Partner Affidavit that the partner is a tax dependent must provide a copy of the most recent year’s income tax return. In that case, no portion of the premium would be subject to withholding of tax.

### **What are the tax implications of covering a Domestic Partner for insurance?**

Employees who have a Domestic Partner, who qualifies as a tax dependent but then loses that status, will have the responsibility to notify the Office of Human Resources of the change in order to have the designation changed with the payroll office.

There are strict tax regulations that must be met for a Domestic Partner to qualify as a tax dependent. Please seek the advice of a qualified tax accountant for specific questions. According to the Internal Revenue Code Section 152(a), a Domestic Partner can qualify as the employee's tax dependent only if:

1. For the entire calendar year, he or she lives with the employee as a resident of the household the employee maintains and occupies, and
2. During the calendar year, the employee provides more than half of his or her total support, and
3. The Domestic Partner earned less than the allowable exemption amount, and
4. The Domestic Partner cannot be claimed as a dependent of another taxpayer.

If the Domestic Partner is considered a dependent, the employee will be required to participate in an annual recertification process. A recertification document will be sent from the payroll office which the employee must complete and return. Failure to do so or if the Domestic Partner does not continue to meet the eligibility criteria, coverage will be terminated.

#### **What documentation would prove Domestic Partner Relationship?**

The employee and the domestic partner must be jointly responsible for each other's common welfare and share financial obligations, which may be demonstrated by the existence of supporting documentation. The employee must provide at least three forms of documentation from the list of items in the section "Who is eligible for the Domestic Partner benefit?"

#### **What happens when a Domestic Partner is no longer eligible for coverage?**

When a Domestic Partner is no longer eligible for coverage, it is the employee's responsibility to notify the insurance company and McKendree University of the change within 31 days of such change by completing the Termination of Domestic Partnership form available in The Office of Human Resources. Following the termination of a domestic partner relationship, a minimum of twelve (12) months must elapse before another domestic partner may be added to the employee's coverage.

COBRA coverage will only be offered to domestic partners who were eligible as a tax dependent under the IRS rules.

The following events would cause the Domestic Partner to lose eligibility for this benefit.

1. If the employee gets married to the Domestic Partner, Domestic Partner coverage will be terminated as of the date of the marriage. Refund of premiums will not be given in the case of failure to notify the Office of Human Resources.
2. If the relationship between the employee and the Domestic Partner ends. A minimum of 12 months must elapse before another Domestic Partner may be added to the employee's coverage. This waiting period also applies to any Domestic Partner previously covered under the insurance.

## **DRIVER CERTIFICATION PROGRAM**

**(Faculty and Staff)**  
**(08/2016)**

Drivers of University-owned, rented or leased vehicles and those who transport students in their personal vehicles must register with the Operations Coordinator and complete the driver certification process. There is a one-time training/certification program, and drivers who have not completed the certification will not be allowed to operate a University-owned, rented, or leased vehicle and will not be allowed to transport students. The certification process consists of:

- (1) Providing a copy of your valid driver's license;
- (2) Completing a DMV (Department of Motor Vehicles) check annually; and
- (3) Accomplishing an internet-based, interactive, safe driving course. This course takes approximately 1 hour and 15 minutes and the Operations Coordinator can provide information about how the course can be accessed.

Individuals intending to drive University vehicles, rent vehicles for University business, or transport students are responsible for scheduling the certification. Driving for the University is a privilege and can be withdrawn at the discretion of the University.

**DRUG-FREE WORKPLACE POLICY**  
**(Faculty and Staff)**  
**(Effective 09/2016)**

**Standards of Conduct**

Purpose and Goal

McKendree University is committed to a safe and drug free collegiate environment for all. The University recognizes the significant threat that drug use and alcohol abuse poses to its faculty, staff, students and visitors. In order provide a safe and healthy environment for all individuals, the University has established a Drug-Free Work Place program. This program balances our respect for individual privacy with McKendree University's need to maintain an alcohol-free and drug-free working environment.

It is also the policy of McKendree University to comply with State and Federal regulations regarding drug and alcohol free work environments including: the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools & Communities Act Amendments of 1989, and the Illinois Compassionate Use of Medical Cannabis Pilot Program Act.

Covered Workers

Any individual who conducts business for McKendree University, is applying for a position or is conducting business on McKendree University property or at a McKendree University sponsored events, including at locations not owned by the University, is covered by our drug-free workplace policy. Our policy includes, but is not limited to full-time employees, part-time employees including student workers, as well as volunteers, and is applicable whenever anyone is representing or conducting business for the University on and off University property.

Illegal Drug

An illegal drug is defined for the purposes of this policy as any drug that is either not legally obtainable or has not been legally obtained including alcohol. The term includes doctor prescribed drugs not legally obtained, alcohol not legally obtained, doctor prescribed drugs not

being used for prescribed purposes, prescribed drugs being used by a person other than the prescription holder, and cannabis (also known as marijuana).

### Prescribed Medication(s)

Legally prescribed medications, excluding medical cannabis, are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee's work ability, job performance, or the safety of others in the workplace or educational setting.

### Medical Cannabis

The University is subject to and complies with the federal Drug Free Schools and Communities Act Amendments, which requires campus communities be free from controlled substances (including marijuana). While the State of Illinois has legalized medical marijuana in limited circumstances, it remains illegal under federal law, and the possession, use, and/or distribution of marijuana – prescribed or otherwise – on University property remains prohibited.

### Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants while or prior to conducting business for or acting as a representative of McKendree University.

### **Legal Sanctions**

This information is provided as a general summary of the major federal, state, and local laws on alcohol and illicit drugs. Laws frequently change and applications of law to specific situations require legal counsel.

#### State Sanctions

State of Illinois statutes and sanctions on alcohol and/or illicit drugs include: driving under the influence of alcohol and/or other drugs (625 ILCS 5/11-501); driving while in violation of the underage consumption of alcohol (625 ILCS 5/11-501.8); transporting or possessing alcohol in a motor vehicle (625 ILCS 5/11-502); selling or possessing alcohol by persons under the age of 21, permitting a gathering where alcohol is consumed by those under the age of 21, selling or giving a false ID to a person under the age of 21 (235 ILCS 5/6-16); misrepresenting one's age to be over the age of 21 for the purpose of obtaining alcohol (235 ILCS 5/10-11); and possessing and delivering illicit drugs (740 ILCS 40/0.01 et seq., 720 ILCS 570/100 et seq., 720 ILCS 550/1 et seq. and 720 ILCS 570/401 seq.). Violations of these laws involving alcohol may include one or more of the following penalties: fines up to \$2,500, one year in jail, felony charges, and suspension or revocation of driver's license. Violations of these laws involving drugs as a first-offense may include fines up to \$25,000 and one- to three-year imprisonment. Repeat offenders and those individuals participating in the manufacture and distribution of controlled substances may be subjected to longer prison terms and fined up to \$500,000. *See the Illinois Compiled Statutes for more information: <http://www.ilga.gov/legislation/ilcs/ilcs.asp>.*

#### Federal Sanctions

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances"). A first conviction may include up to one-year imprisonment, a fine of at least \$1,000, or both. After one prior drug conviction: at least fifteen days in prison, not to exceed two years, and a fine of at least \$2,500. After two or more prior drug convictions: at least ninety days in prison, not to exceed three years, and a fine of at least \$5,000. A special, harsher sentencing provision applies for possession of crack cocaine (21 U.S.C. §844(a)). If personal or real property was used to possess or facilitate possession of the controlled substance, that personal and real property as well as vehicles, boats,

aircraft, or any other conveyance used to transport or conceal a controlled substance may be forfeited (21 U.S.C. §§853(a) & 881(a)). Student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for second and subsequent offenses may be denied (21 U.S.C. §§853(a) & 881(a)). Firearms may not be received or purchased (18 U.S.C. §922(g)). Certain federal licenses and benefits (e.g., pilot licenses, public housing tenancy) are vested within the authorities of individual federal agencies. These penalties may be doubled, however, when a person at least eighteen years old: (1) distributes a controlled substance to a person under twenty-one years of age (a term of imprisonment for this offense shall not be less than one year), and/or (2) distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private elementary or secondary school, or a public or private college (21 U.S.C. §§859 & 860). *See the United States Code for more information:*

<http://www.gpoaccess.gov/uscode/index.html>.

#### Local Sanctions

There are no local sanctions in addition to the state and federal sanctions listed above.

### **Health Risks**

#### Position Statement

Under no circumstances does McKendree University condone drug abuse, underage drinking, alcohol abuse, or alcohol on campus. The following is a list of examples of drugs of abuse and their health risks. This is not to be considered a complete list but serves as an example. This list can change at the discretion of the University.

#### Examples of Health Risks

1. Narcotics  
Heroin, Morphine, Hydrocodone
  - Effects  
Euphoria, drowsiness, respiratory depression, constricted pupils, nausea
  - Effects of Overdose  
Slow and shallow breathing, clammy skin, convulsions, coma, possible death
2. Depressants  
GHB, Liquid Ecstasy, Valium, Xanax, Halicion, Activan
  - Effects  
Slurred speech, disorientation, drunken behavior without odor of alcohol
  - Effects of Overdose  
Shallow respirations, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
3. Stimulants  
Cocaine, Amphetamine/Methamphetamine
  - Effects  
Increased alertness, excitation, euphoria, increased pulse and blood pressure, insomnia, loss of appetite
  - Effects of Overdose  
Agitation, increased body temperature, hallucinations, possible death
4. Hallucinogens  
Analog, LSD, PCP, Angel Dust
  - Effects  
Heightened senses, teeth grinding and dehydration, illusions and hallucinations
  - Effects of Overdose  
Increased body temperature, electrolyte imbalance, possible cardiac arrest
5. Cannabis

Marijuana, Tetrahydrocannabinol, Hashish

- Effects  
Euphoria, relaxed inhibitions, increased appetite, disorientation
- Effects of Overdose  
Fatigue, paranoia, possible psychosis

6. Anabolic Steroids

Testosterone

- Effects  
Virilization, edema, testicular atrophy, gyneco-mastia, acne, aggressive behavior
- Effects of Overdose  
Unknown

7. Inhalants

Amyl and Butyl Nitrate (pearls, poppers, rush, locker room)

- Effects  
Flushing, hypotension, headache
- Effects of Overdose  
Vomiting, respiratory depression, loss of conscious, possible death

8. Alcohol

Beer, wine, liquor

- Effects  
Lowers inhibitions and brain functioning, judgment impaired, poor concentration, impaired coordination, increased heart rate
- Effects of Overdose  
Vomiting, unconsciousness, cold, clammy, pale or bluish skin, slow or irregular breathing, mental confusion, seizures, permanent brain damage, or death

## **Drug and Alcohol Programs**

McKendree University recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, we encourage employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee. Several university and local services are available to help students and employees who have problems with alcohol and drugs.

### University Resources

Director of Health Services 618-537-6503

Public Safety 618-537-6911

Director of Residence Life 618-537-6855

Director of Human Resources 618-537-6533

### Community Resources

Alcoholics Anonymous

Mental Health Center of St. Clair County 1-800-559-9503

Alcoholics Anonymous of St. Clair County 1-800-307-6600

Gateway Foundation 618-234-9002 or 618-345-3970

DeRousse Counseling and DUI Services 618-398-9453

Provident Counseling Inc. 618-235-5656

Cornell Interventions E St. Louis Center/Outpatient Meth Maintenance 1-800-950-7226

St. Elizabeth's Hospital 618-234-2120 ext. 1555

### **Disciplinary Sanctions**

If an applicant violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to discipline up to and including termination of employment.

If a student violates the policy, he or she will be subject to discipline up to and including expulsion from school.

### **Confidentiality**

All information received by the organization through the drug-free workplace program will be treated as confidentially as possible.

### **Shared Responsibility**

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. All employees are required to monitor their own behavior and their work environment to insure that a safe, drug-free work environment exists. This includes not reporting to work or being subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

### **Searches and Testing**

McKendree University reserves the right to search company and employee property with or without reasonable suspicion of alcohol or drug use to insure that a drug-free workplace is being maintained. McKendree University also reserves the right to require employees to undergo drug or alcohol testing where reasonable suspicion exists that an employee may have engaged in the use of such substances.

## **EMERGENCY RESPONSE PLAN (Faculty and Staff)**

Each Department Head has a copy of the McKendree University Emergency Response Plan, and all employees are expected to be familiar with required actions. Additionally, all employees are

expected to respond in accordance with the plan direction in the event of a real disaster or disaster exercise.

See Appendix E for the complete plan.

### **EMPLOYEE CLASSIFICATION/STATUS (Staff)**

The following employee classifications all involve at-will employment relationships that can be terminated by the employee or the University at any time, for any reason, with or without cause or notice.

**A Full-time employee** is defined as one who is employed for a 40-hour workweek on a 12-month basis. Full-time employees are eligible for all employee fringe benefits.

**A Regular employee** is employed for the full workweek, but for less than 12 months of the year, or employed for 12 months of the year, but fewer than the normal 40 hours per week. These employees are eligible for pro rata fringe benefits unless otherwise stated under provisions in the Benefits Section of the Handbook.

**A Part-time employee** is defined as being employed for less than a normal workweek and work year. Any employee who works less than 30 hours a workweek shall be in this part-time status. Part-time employees are eligible for only the fringe benefits of the tax-deferred annuity plan of the retirement plan, social security, workmen's compensation, and unemployment insurance compensation. A part-time employee who is enrolled in more than two courses in a semester may be reclassified as a student worker and may be paid accordingly.

**A Temporary employee** is defined as one who is employed for a period not to exceed six months. Should the temporary employment reach the six-month limit, employee status will be evaluated to determine if temporary status should be extended or if the position should be eliminated. Temporary employees are eligible for only the fringe benefits of social security, workmen's compensation, and unemployment insurance compensation.

**Nonexempt employees** are required to be paid overtime at a rate not less than one and one-half times the regular rate at which the employee is actually employed for all hours worked beyond 40 hours in a workweek, in accordance with applicable federal wage and hour laws.

**Exempt employees** are not required to be paid overtime, in accordance with applicable federal wage and hour laws, for work performed beyond 40 hours in a workweek. Executives, professional employees, and certain employees in administrative positions are typically exempt.

You will be informed of your initial employment classification and of your status as an exempt or nonexempt employee during your orientation session. If you change positions during your employment as a result of a promotion, transfer, or otherwise, you will be informed by the Human Resources Department of any change in your exemption status.

Please direct all questions regarding your employment classification or exemption to the Director of Human Resources.

### **EMPLOYMENT-AT-WILL (Staff)**



This policy is developed to ensure all prospective and current employees fully understand the employer-employee relationship that exists at McKendree University.

It is the policy of the University that all employees who do not have a written employment contract with the University for a specific, fixed term of employment are employed at the will of the University.

Employees are employed at the will of the University and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, these employees may terminate their employment at any time for any reason, with or without cause or notice.

No University representative, other than the President, is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship. Supervisory and management personnel should not make any representations to employees or applicants concerning the terms or conditions of employment with the University that are not consistent with University policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only for cause.

This policy may not be modified by any statements contained in the Personnel Handbook or any other employee handbooks, employee applications, University recruiting materials, University memoranda, e-mail, job descriptions, advertisements on the Internet, other electronic media, or other materials provided to applicants and employees in connection with their employment. None of these documents, whether singly or combined, create an express or implied contract of employment for a definite period, or an express or implied contract concerning any terms or conditions of employment. Similarly, University policies and practices with respect to any matter should not be considered as creating any contractual obligation on the University's part or as stating in any way that termination will occur only "for cause." Statements of specific grounds for termination set forth in the Employee Handbook or in any other University documents are examples only, not all-inclusive lists, and are not intended to restrict the University's right to terminate the employment relationship at will.

At the time of hiring, employees are required to sign a written statement acknowledging that they are employed at the will of the University and are subject to termination any time, for any reason, with or without notice, and with or without cause.

Completion of an introductory period or conferral of regular/full-time status does not change an employee's status as an at-will employee or in any way restrict the University's right to terminate the employee or change the terms or conditions of employment at any time and for any reason, with or without cause or notice.

**EMPLOYMENT DURING AN EMERGENCY SHUTDOWN  
(December 2014)  
(Faculty and Staff)**

McKendree University strives to remain operating at all times. However, McKendree University may be forced to close temporarily when its normal operation would pose a significant danger to students, staff and faculty while on campus or during an extreme emergency condition, such as severe weather, natural or human-made disasters, the outbreak of pandemic illness, or for other reasons which might include days of mourning or days set aside to honor a specific person or event. In the event of a shutdown, as designated by McKendree University, this policy shall be applicable:

## **I. MODIFIED OPERATIONS**

In an effort to insure the safety of students, staff and faculty, timely decisions to modify work schedules will be made. Modifications of work schedules may take the form of either a partial or a full closing of McKendree University's operations.

Unless otherwise directed, individuals who are able to work should report to work and support McKendree University in whatever capacity is needed. Unexcused absences may result in discipline up to and including termination. In the event of an emergency, McKendree University reserves the right to require administrators, faculty or staff to perform functions or duties outside of their customary position.

## **II. REQUIREMENTS FOR ESSENTIAL SERVICES PERSONNEL**

In the event of a partial or full closure of McKendree University's operations, employees who are working in positions that are designated as "essential services personnel" are expected to remain at work if the closing occurs during their regular work schedule, or to report to work if the closing announcement is made before their regular work schedule begins.

Administrators, School/Division Chairs, and Supervisors should communicate with employees in advance regarding the "essential services personnel" status of their positions. However, based on business necessity and/or extenuating circumstances, such designation and communication to the employees may be done on short or immediate notice. Designations may be changed at any time depending upon McKendree University's need.

## **III. EMPLOYEE COMPENSATION**

McKendree University reserves the right to continually evaluate all employees' pay status depending upon the duration and nature of McKendree University closing. Unless unusual or complex circumstances exist, during an emergency shutdown, employees will generally be paid as follows:

### **A. Exempt Employees**

Exempt employees, including faculty and administrative and professional staff, will be paid at their regular rate of pay for any week in which any work is performed on behalf of McKendree University. Exempt employees will be expected to make arrangements to handle their normal and designated additional responsibilities during the emergency closing.

### **B. Non-Exempt Employees**

Non-exempt employees will be paid for their regular hours normally worked and will receive additional compensation for hours actually worked computed at their regular hourly rate. An employee will be considered to have worked or have been scheduled to work on the declared day if the majority of his/her regularly scheduled shift falls on the declared day. All employees must submit timekeeping records as directed by their Departments. Non-exempt employees

may not work overtime without prior written approval from the appropriate Vice President for their area.

C. Employees on Approved Vacation or Leave of Absence

Employees on approved vacation or leave of absence without pay when an official closing is declared will be charged for vacation or leave without pay as previously arranged.

D. Part-time Employees

Part-time employees are not eligible for administrative leave and will only be paid for actual hours worked.

#### IV. DESIGNATION OF ACADEMIC SEMESTER OR ACADEMIC YEAR

If McKendree University shuts down indefinitely due to an emergency, McKendree University reserves the right to re-designate the academic semester. In general, an academic semester consists of at least 15 weeks of instruction. In the event of an emergency shutdown, McKendree University shall determine which 15 weeks constitute the semester. McKendree University may also determine when each semester begins and ends. If it is determined that it is necessary to revise the semester schedule, employees are expected to work the revised schedule and to abide by all other terms of their employment contracts.

#### V. INCLEMENT WEATHER

With the possibility of inclement weather, the campus community will be notified in the morning between 6:00 a.m. and 8:00 a.m. as to how the University will function. One of the following messages will be reported on:

KTVI-TV Channel 2  
KMOV-TV Channel 4  
KSDK-TV Channel 5  
KMOX-Radio 1120 AM

- University Closed (only essential personnel report)
- Snow Schedule (classes will start and staff report at 10:00 a.m.)

Employees should use discretion when determining whether or not to report to work due to the severity of weather conditions in their area or other circumstances. If an employee chooses not to come to work because of weather conditions, the time absent from work is either leave without pay or vacation time.

If the University declares early closing/late opening because of weather or other emergency, paid time off will be granted to full-time employees who are considered non-essential for that particular emergency situation. This time off will be considered administrative leave. Non-exempt employees, who are considered essential for that emergency, will be paid for their regular hours normally worked and will receive additional compensation for hours actually worked computed at their regular hourly rate. Such time will not be carried over to another day or be paid as overtime. This policy

excludes close-downs or reduction in work force related to University vacation periods, energy or resource shortages, or other conditions beyond the University's control. Such closedowns or reductions in work force shall be considered temporary or permanent layoffs, as appropriate.

**ESSENTIAL SERVICES PERSONNEL**

Essential Services are services that relate directly to the health, safety and welfare of our campuses. During campus emergencies/events, such as cancellation of classes due to inclement weather, essential services personnel will be required to provide continued support to maintain McKendree University properties and services to the campus community.

Employees designated as essential services personnel will perform essential functions generally falling within the scope of their responsibility when called upon to do so. Some services may be deemed more essential when the University is in session than when it is not, however, needs for the specific number of essential service personnel will vary depending on the seriousness, nature and scope of the emergency/event.

Depending on the nature and severity of the emergency causing the University closure, and at the discretion of the respective Vice President, Essential Services Personnel may be excused from service for the following reasons:

- an existing medical condition,
- a personal circumstance that prohibits him or her from reporting to duty or necessitates departure from the workplace (e.g., a child or elder care issue),
- or local/regional authorities have determined that travel at the time of activation between the employee's location and the assigned work area creates a risk of harm to the employee or others.

An employee who is unable to travel must notify his or her Vice President of this circumstance no later than one hour before the scheduled work start time.

The following table provides a baseline structure for essential services personnel needs. Essential services personnel and critically designated functions may be determined, as appropriate, by the Vice Presidents in their respective departments, and/or at the discretion of the President.

| <b>Category</b>  | <b>Function(s)</b>   |
|--|--|
| Public Safety  | <ul style="list-style-type: none"> <li>• Maintain order on McKendree property.</li> <li>• Ensure the safety of other essential personnel, students and visitors.</li> <li>• Implement specific emergency protocols based on the type of emergency/event (i.e. cancellation of classes).</li> </ul> |
| Facilities Services - Custodial, Maintenance & Grounds | <ul style="list-style-type: none"> <li>• Preserve the integrity of McKendree buildings, including, but not limited to ensuring the provision of required energy</li> </ul>   |

|   |   |
|---|---|
|   | <p>resources, attending to operational emergencies and performing essential custodial and maintenance tasks as required.</p> <ul style="list-style-type: none"> <li>• Preserve the integrity and safety of the campus grounds.</li> </ul>   |
| Food Service                                | <ul style="list-style-type: none"> <li>• Provide for the provision of food and water during times when essential services personnel and students are physically present on campus.</li> </ul>   |
| Health Care                                 | <ul style="list-style-type: none"> <li>• Depending on the severity of the event, provide medical and psychological support to essential services personnel and students who are required to be present on campus during the emergency.</li> </ul>   |
| Communications                              | <ul style="list-style-type: none"> <li>• Manage communication needs with the media , including updates to the website.</li> <li>• Facilitate communication with parents of students if necessitated by type of emergency.</li> </ul>  |
| Student and Campus Life                     | <ul style="list-style-type: none"> <li>• Supervise and provide support, communication and direction to students who remain on campus, ensuring essential needs for shelter, food, and information are provided.</li> </ul>  |
| Administrative Staff, as Deemed Appropriate | <ul style="list-style-type: none"> <li>• Operate designated control centers, providing support and direction of McKendree personnel involved in all functions identified as essential services.</li> <li>• Environmental Health and Safety assessment of potential hazards</li> <li>• Information Technology services to provide and sustain the flow of information to the campus community.</li> <li>• Library Services to allow students to use resources without interruption</li> <li>• Academic Support Center and Writing Center to allow students to utilize support services.</li> </ul> |
| Administration                              | <ul style="list-style-type: none"> <li>• Members of the President’s Group are to report when possible to oversee operations of the University unless directed otherwise by the President.</li> </ul>  |

## EMPLOYMENT OF RELATIVES

## **(Faculty and Staff)**

McKendree University permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of University leadership, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. The University will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

1. Individuals who are related by blood or marriage are permitted to work in the same McKendree department, provided no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command/supervisory chain" of a relative such that one relative's work responsibilities, salary, or career progress could be influenced by the other relative.
2. No relatives are permitted to work in the same department or in any other position in which the University believes an inherent conflict of interest may exist.
3. Employees who marry while employed are treated in accordance with these guidelines. If, in the opinion of the University, a conflict or an apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time.
4. In addition, the University recognizes that at times, employees and their "close friends," "domestic partner," or "significant others" may be assigned to positions that create a coworker or supervisory-subordinate relationship. The University will, in its discretion, exercise sound judgment with respect to the placement of employees in these situations to avoid the creation of or the appearance of a conflict of interest, avoid favoritism or the appearance of favoritism, and decrease the likelihood of sexual harassment in the workplace.

This policy applies to all categories of employment at McKendree University including full-time, regular, temporary, part-time, and student classifications.

## **EMPLOYMENT PROCESS (Faculty and Staff)**

Persons seeking employment with McKendree University and invited to the campus for an interview will be asked to complete an application form. References are requested on the application form and will be checked before an employment offer is made. Incorrect or incomplete statements on the application are considered grounds for dismissal. A physical examination may be required. A criminal background check will be completed on each candidate after an offer of employment has been made.

In general, factors considered in employment include appropriate and adequate educational background, previous experience, recommendations, prior training, and interview.

All employment applications received from job applicants will be considered "active" for a period of one year from the date of the application form. Once employment applications become more than one year old, they are considered "inactive," and can be destroyed.

When a job applicant is hired, the employment application is placed in the employee's personnel file and retained as part of a permanent personnel record system. In addition to the application, all reference forms, resume, medical history report, physical examination report, and any other

pre-employment forms or records used will be placed in this folder.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**  
**(Faculty and Staff)**  
**(Effective 03/2006)**

The long-standing policy of McKendree University has been to offer all employees and applicants for employment equal opportunity without regard to race, color, religion, national origin, ancestry, age, sex, pregnancy, physical or mental disability, veteran status, sexual orientation, or other protected group status. This policy covers all aspects of the employment relationship, including application and initial employment, promotion and transfer, selection for training opportunities, salary administration, demotion, layoff, termination, the application of employee benefits and policies, and all other terms and conditions of employment in accordance with applicable federal, state, and local laws. McKendree University expects that each employee will abide by this policy. Discriminatory actions on the part of any supervisor, coworker, employee, customer, student, or vendor should be immediately reported to Human Resources. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to corrective action, up to and including termination of employment.

**FAIR AND ACCURATE CREDIT TRANSACTION ACT'S RED FLAGS RULE**  
**(Faculty and Staff)**  
**(11/2009)**

It is the policy of McKendree University to comply with the regulations of the Federal Trade Commission's Red Flags Rule. A policy for Identity Theft Prevention has been developed and procedures outlined therein are to be followed by all employees in order to minimize the threat of identity theft.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**  
**GUIDELINES**  
**(Faculty and Staff)**  
**(Effective 03/2006)**

1. What is FERPA?

The *Family Educational Rights and Privacy Act*, also known as the *Buckley Amendment*, gives students 3 basic rights:

- ◇ The right to inspect and review education records.
  - ◇ The right to seek to amend education records.
  - ◇ The right to have some control over the disclosure of information from education records.
- All educational institutions (elementary, secondary and post-secondary) that receive federal funds must comply with FERPA. This includes McKendree University.

2. Who is protected under FERPA?

Students who are currently enrolled or formerly enrolled regardless of their age or parental dependency status are protected under FERPA. FERPA does not apply to deceased students or persons who have applied but have not attended.

3. What are Education Records?

Education records are all records that:

- ◇ Contain information directly related to a student; and
- ◇ Are maintained by McKendree or an authorized party.

Education records include any records in the possession of an employee that are shared with or accessible to another individual and may be:

- ◇ a document in the Academic Records office
- ◇ a computer printout in your office
- ◇ a class list on your desktop
- ◇ a computer display screen
- ◇ notes you have taken during an advisement session

“Record” means any information maintained in any way, including handwriting (handwritten notes), computer media (including sent e-mails), print, video or audio tape, film, microfilm and microfiche.

FERPA does not dictate how long records must be maintained. Various campus offices have record retention policies. We are only required to keep records as defined in the retention policies. However, a record cannot be destroyed if a request to review and inspect the record is pending.

#### 4. What is not included in an Educational Record?

Exceptions to “education records” include:

- ◇ Sole possession records or private notes held by educational personnel which are not accessible or released to other personnel. NOTE: It is not a sole possession record if it is placed in an academic advising folder, which may be transferred to a new advisor at some point.
- ◇ Records created and maintained by a law enforcement unit for a law enforcement purpose.
- ◇ Employment records, unless employment is contingent upon attendance.
- ◇ Medical records made and maintained in connection with treatment and disclosed only to individuals providing treatment.
- ◇ Records that only contain information about an individual after he or she is no longer a student at that institution (i.e. alumni records).

#### 5. What is directory information?

Directory information is generally not considered to be harmful or an invasion of privacy if disclosed. Directory information at McKendree is defined as the following:

- ◇ Name
- ◇ Address (local and home)
- ◇ Telephone Number (local and home)
- ◇ E-mail address
- ◇ Date and place of birth
- ◇ Major field of study
- ◇ Dates of attendance (term dates only, *not* whether or not a student actually attended class)
- ◇ Degrees and awards received
- ◇ Most recent educational institution attended
- ◇ Participation in activities and sports
- ◇ Weight and height of members of athletic teams.



Students must be notified annually of what constitutes directory information. Students may, if they desire, request that directory information not be released.

Students can “opt out” of the release of directory information by completing the form available in the Office of Academic Records within the first two weeks of an academic term. This request will be valid for the remainder of the academic year (fall through summer). Students must file this request annually.

If a student “opts out” of directory information, no information will be released. That means their name won’t be provided for any special mailings, their name will not appear on Dean’s/President’s listing (if eligible), and the National Student Loan Clearinghouse will be instructed to withhold information on the student (automatic enrollment verifications). This could result in the student’s missing out on important opportunities and may create additional paperwork if enrollment verifications are requirement for any purpose (loans, health insurance, etc.).

Students are encouraged to consider the “opt out” option very carefully. If an inquiry is received for a student who has directory information hold, we will inform the requestor that “*No information is available on that person.*”

#### 6. What about Parents?

Once a student enrolls in a post-secondary educational institution, the rights under FERPA transfer from the parent to the student (regardless of the student’s age). If a parent wishes to view and inspect (or even discuss) their child’s education record, one of the following must occur (and be documented):

- ◇ The student has provided *written consent* to allow the parent to view and inspect their education record.
- ◇ The student is a dependent (as defined by the IRS). The parent must provide a copy of the latest year’s tax return showing the student as a dependent (all financial data may be marked out).

Copies of the above *must* be forwarded to the Office of Academic Records.

#### 7. Who may have access to student information?

The student and any outside party who has the student’s written consent

- ◇ School officials who have a “legitimate educational interest”
- ◇ Parents of a dependent student as defined by the Internal Revenue Code. Parents of students termed “dependent” for income tax purposes may have access to the student’s educational records. A copy of the parents’ most recent Federal Income Tax form, indicating that the parents declared the student as a dependent, must be submitted to the Office of Academic Records to document dependency.
- ◇ A person in response to a lawfully issued subpoena or court order. A reasonable attempt to notify the student must be made prior to complying with the subpoena or order.

#### 8. What is a School Official?

- ◇ A person employed by McKendree in an administrative, supervisory, academic, research, or support staff position
- ◇ A person elected to the Board of Trustees
- ◇ A person employed by or under contract to McKendree to perform a special task, such as an attorney or auditor

9. What is “Legitimate Educational Interest?”

A school official has a legitimate educational interest if the official is:

- ◇ performing a task that is specified in his or her position description or by a contract agreement
- ◇ performing a task related to a student’s education
- ◇ performing a task related to the discipline of a student
- ◇ providing a service or benefit relating to the student or student’s family, such as advising, job placement, financial aid, or housing assistance

10. When is the student’s consent not required to disclose information?

The exceptions:

- ◇ to school officials with a legitimate educational interest
- ◇ to certain federal, state, and local authorities in connection with an audit or evaluation of state or federally supported educational programs
- ◇ to anyone providing financial aid to the student
- ◇ to agents acting on behalf of McKendree (clearinghouses, degree/enrollment verifiers)
- ◇ to organizations conducting studies on behalf of McKendree
- ◇ to accrediting organizations
- ◇ to parents of a dependent (provided supporting documentation is on file in the Office of Academic Records)
- ◇ to parents/legal guardians when their children under age 21 have violated the alcohol or drug policies of McKendree
- ◇ to comply with a judicial order or subpoena
- ◇ to appropriate parties in a health or safety emergency
- ◇ to the student
- ◇ results of disciplinary hearings to an alleged victim of a crime of violence or non-forcible sex offense
- ◇ to the Immigration and Naturalization Service for purposes of the Student Exchange Visitor Information System
- ◇ to military recruiters who request “Student Recruiting Information.” Student recruiting information is defined as name, address, telephone listing, age, level of education, and major.
- ◇ to the Internal Revenue Service in compliance with the Taxpayer Relief Act
- ◇ to the Department of Veterans Affairs

11. Can I post grades outside my office door?

The public posting of grades either by the student’s name, social security number or other personal identifiers without the student’s written permission is a violation of FERPA. This includes the posting of grades to a class website and applies to any public posting of grades for students taking distance education courses.

Instructors and others who post grades should use a system that ensures that FERPA requirements are met. This can be accomplished either by obtaining the student’s written permission or by using code words or randomly assigned numbers that only the instructor and individual student should know.

Notification of grades via a postcard violates a student’s privacy rights.

Notification of grades via e-mail is not recommended. There is minimal guarantee of confidentiality on e-mail. The institution would be held responsible if an unauthorized third

party gained access, in any manner, to a student's educational record through any electronic transmission method.

12. What can I include in a letter of recommendation?

Statements made by a person making a recommendation that are made from that person's personal observation or knowledge do not require a written release from the student.

However, if personally identifiable information obtained from a student's educational record is included in the letter of recommendation (grades, GPA, etc.), the writer is required to obtain a signed release from the student which (1) specifies the records that may be disclosed, (2) states the purpose of the disclosure, and (3) identifies the party or class of parties to whom the disclosure can be made.

If this letter is kept on file by the person writing the recommendation, it would be part of the student's education record and the student has the right to read it unless he or she has waived that right to access.

Sample letter of recommendation release –

I give permission to Prof. Smith to write a letter of recommendation to:

Allstate Insurance  
324 Wilkins Drive  
Atlanta, GA 33011

Prof Smith has my permission to include my gpa and grades. I waive (or do not waive) my right to review a copy of this letter at any time in the future.

Signature/Date

13. Special "DON'TS" for Faculty

To avoid violations of FERPA rules, DO NOT:

- ◇ at any time use the entire Social Security Number of a student in a public posting of grades
- ◇ ever link the name of a student with that student's social security number in any public manner
- ◇ leave graded tests in a stack for students to pick up by sorting through the papers of all students
- ◇ circulate a printed class list with student name and social security number or grades as an attendance roster
- ◇ discuss the progress of any student with anyone other than the student (including parents) without the consent of the student
- ◇ provide anyone with lists of students enrolled in your classes for any commercial purpose
- ◇ provide anyone with student schedules or assist anyone other than university employees in finding a student on campus

When in doubt, err on the side of caution and do not release student educational information. Contact the Office of Academic Records for guidance.

**FITNESS CENTER USE  
(Faculty and Staff)  
(Effective 03/2006)**

The use of the fitness center is available during the published hours of operation to faculty, staff members, and their dependents over the age of 18.

**FIXED ASSET PURCHASES AND INVENTORY CONTROL**  
**(Faculty and Staff)**  
**(Effective 03/2006)**

The purpose of this policy is to establish the responsibilities and authorization limits for fixed asset purchases. This policy applies to all of the departments within McKendree University.

Fixed assets must meet the following requirements:

- a) The dollar value is greater than \$1,000
- b) Has an estimated useful life of greater than 12 months

Examples include computers, telephones, furniture, equipment, and vehicles.

Correct identification of fixed asset purchases is important for the University to maintain adequate financial records and ensure the items purchased are recorded as assets rather than periodic expenses. An incorrect classification of a purchase can result in the misstatement of the University's financial records.

Procedure for Acquiring New Assets

- Request Purchase Order number for fixed asset(s) purchases by following the procedures outlined in the Purchasing Policy
- Upon receipt of the asset(s), verify quantity received and price
- Initial the invoice and specify the location of the fixed asset(s)
- Forward the invoice to the Budget Manager, for payment
- Contact the Accounting Manager, to obtain fixed asset inventory tags

**FIXED ASSETS DISPOSAL**  
**(Faculty and Staff)**

McKendree University's fixed assets that are no longer needed by a department cannot be thrown away or discarded. (This includes software media.) If not transferred directly to another department, all fixed assets, regardless of cost, must be disposed as described below.

Procedure for Disposing of Old Items

- Remove inventory tag before disposing of any fixed assets
- Send the removed tags to the Accounting Manager
- Include the item's description, location and date of disposal
- Dispose of as follows:
  - o Computer related items, including software, please contact Information Technology (IT)
  - o Other items, please contact Physical Plant

**FURLOUGH AND/OR COMPENSATION REDUCTION**  
**(December, 2020)**

McKendree University strives to maintain stable employment. However, under certain conditions, changes to employment status may be unavoidable. The University may elect to use furloughs or compensation reductions to temporarily reduce workforce expense.

## Furloughs

Furloughs may include, but are not limited to:

- partial reduction in weekly schedule of hourly employee (*e.g.*, reduce hours from 40 hours per week to 20 hours per week)
- intermittent reduction in schedule (*e.g.*, 1-week furlough with no pay every 4 weeks)
- continuous furlough for undetermined period (furloughed with no pay until called to return to work).

Furloughed employees will not be permitted to work during the furlough period. Employees affected by a furlough remain employees of the University, will return to their current position at the end of the furlough period and retain the benefits in place at the time of furlough initiation through the furlough period as permitted by the University's benefit plans.

## Compensation Reductions

Unless otherwise prohibited by law, the University may also elect to prospectively reduce an employee's compensation (either hourly rate of pay or weekly salary amount). Compensation reductions may also be accompanied by a reduction in the number of hours an employee is required to work. Unless deductions are permitted by law, salaried employees who are exempt from minimum wage and overtime under federal and state law will be paid their weekly salary (as reduced) for each week in which they perform any work, regardless of the number of hours worked.

## **Eligibility**

All full-time and part-time employees who are employed without the benefit of an employment contract or memorandum of agreement are covered by this policy.

## **Benefit Costs for Furloughed Employees**

Unless otherwise prohibited by the University's benefit plans, furloughed employees will retain all benefits and will continue to be responsible for the employee's portion of benefit costs. McKendree will continue to make premium payments to insurers on the furloughed employee's behalf.

Employees who receive a paycheck will continue to have benefit costs deducted from their paycheck. If an employee's gross wages net tax withholdings are insufficient to cover benefit costs, the employee will be required to reimburse McKendree for the shortfall amount each scheduled payday. Employees furloughed for an undetermined period and who are not receiving a paycheck will be required to pay McKendree for the employee's portion of benefit costs each scheduled payday.

## **Unemployment Compensation**

A furloughed employee under this policy may apply for unemployment compensation in accordance with applicable state law. The University will respond to requests for information from the Illinois Department of Employment Security or other applicable state unemployment agency related to Employee's request for unemployment benefits as required by law but will not protest Employee's receipt of unemployment benefits. At all times, however, the Illinois Department of Employment Security (or other state applicable unemployment agency) will remain responsible for any decisions regarding Employee's eligibility for unemployment benefits, and the University shall not be responsible for any decision made by Illinois Department of Employment Security (or other state applicable unemployment agency) regarding any claim for benefits.

**GOODS AND SERVICES CONTRACTS  
(Faculty and Staff)  
(01/2010)**

All contracts for goods or services that obligate the University financially or ones in which the university assumes some liability will be signed by the Vice President for Administration and Finance or the President. No other employee is authorized to sign a contract on behalf of McKendree University or any of its departments.

Some examples of those contracts are as follows: titles for assets, contracts to purchase assets, lease agreements, contracts with vendors, contracts for outside services, contracts which include a financial investment, credit applications, student internships and practicum. This is not an exhaustive list.

**HAZARD COMMUNICATION PLAN  
(Faculty and Staff)**

Hazard Communication Standard covers both physical hazards and health hazards plus other illnesses that may occur due to exposure. Two concepts form the basis of the Hazard Communication Standard:

1. Employees have the “right-to-know” the chemical hazards associated with their work environment; and
2. Employees “need-to-know” what protective measures are available to them, so they can prevent or treat injuries that may occur while using or being exposed to these chemicals or other hazards.

See Appendix C for the entire plan.

**HEALTH SERVICES  
(Faculty and Staff)  
(Effective 09/01/2015)**

The University Director of Health Services, when on duty, will provide emergency first aid support for all McKendree students and employees. The Director of Health Services is on duty from 8:00 a.m. to 5:00 p.m., Monday through Friday, except during the summer months. During normal duty hours the Director of Health Services can be contacted at 537-6503; for emergencies through Student Affairs, 537-6857 or 537-6854.

**HIRING AND PROMOTIONS  
(Staff)  
(Effective 03/2006)**

The University wishes to hire and retain the highest quality employees. The policy will reflect our fervent commitment to being an equal opportunity employer and to hire individuals solely on the basis of their qualifications and ability to do the job to be filled. Unless otherwise provided in writing, employment with the University is considered to be at will, so that either party may terminate the relationship at any time and for any lawful reason, with or without cause or notice.

Supervisors and Department Heads who need to fill a job opening or want to add a new job position should contact the Director of Human Resources to ensure all appropriate procedures are followed. All requests will be reviewed, and those for new job positions will be evaluated based upon budget authority.

The University attempts to fill staff openings above entry level by promoting from within, if qualified internal candidates are available. In addition, the University will normally give consideration to any known qualified individuals who are on layoff status before recruiting applicants from outside the organization. Layoff is defined as the process by which employees are removed from the active payroll to the inactive payroll during a reduction in force.

If candidates from within the University are to be considered for job openings, the Human Resources Department will post the openings in accordance with procedures contained in the Promotion Policy.

If candidates from outside the University are to be considered for job openings, the Human Resources Department will be responsible for recruiting the candidates and will use the recruitment methods and sources considered appropriate to fill the openings.

The Human Resources Department will consider requests for reasonable accommodations to complete the applications process and will determine what, if any, accommodations will be made.

During the recruitment, hiring, and orientation process, no statement should be made promising permanent or guaranteed employment; and no document should be called a contract unless, in fact, a written employment contract is to be used. All employees of the University should be aware that employment with the University is at will and should not make any representations otherwise. Any representations made to this effect shall be void and shall not constitute a guarantee of continued employment unless reduced to writing by the Director of Human Resources and signed by all parties involved.

When candidates from outside the University are to be considered for job openings, the following procedures may be followed:

1. All candidates for employment may be required to complete and sign an employment application in order to be considered for hiring.
2. Applicants will be interviewed by the number of individuals necessary to determine whether the applicant is suitable for the position and in whatever manner (e.g., in person, telephone, questionnaire) deemed appropriate by the University.
3. Applicants may be required to complete the Physical Demands Analysis and Job Capabilities forms.
4. Following an offer of employment, the Human Resources Department will determine whether the applicant has the legal right to work in the United States and will conduct background checks as necessary for the position. A prior conviction, taken by itself, will not necessarily disqualify an applicant.
5. Applicants may be required to undergo a physical examination.
6. If the background, medical, or any other subsequent investigation discloses any

misrepresentations on the application form or information indicating that the individual is not suited for the position, the applicant will be refused employment or, if already employed, may be terminated.

A member of an employee's immediate family will be considered for employment by the University if the applicant possesses all the qualifications for employment. An immediate family member may not be hired, however, if the employment would:

1. Create either a direct or indirect supervisor/subordinate relationship with a family member; or
2. Create either an actual conflict of interest or the appearance of a conflict of interest.

See the policy on "Employment of Relatives" for further guidance.

Former employees who left the University in good standing may be considered for reemployment. Former employees who resigned without written notice or who were dismissed for disciplinary reasons may not be considered for reemployment. A former employee who is rehired will be considered a new employee from the date of reemployment unless the break in service is less than thirty days, in which case the employee will retain accumulated seniority. Length of service for the purposes of benefits is governed by the terms of each benefit plan. In order to be considered an applicant, an individual must specify the exact open position for which he or she is applying.

Further, all employment applications received from job applicants will be considered "active" for a period of one year from the date of the application form. Once employment applications are one year old, they are considered "inactive" and the applicant will no longer be considered for employment.

Employees may request in writing a transfer between departments or a reassignment within a department. A transfer or reassignment must be cleared through the Human Resources Department and must be approved by the Supervisor of the department with the opening.

Employees who desire advancement to higher paid classification within their department may make application to their Supervisor. When an employee is transferred from one occupational group to another for any reason, there shall be no loss of seniority.

### **IDENTIFICATION CARDS (Faculty and Staff)**

All employees must secure an identification card, at no charge, by inquiring at the Public Safety Office. The identification card should be carried when on campus. The identification card is required to be turned in to the Human Resources Office when employment is terminated.

### **INJURY & ILLNESS PREVENTION PROGRAM (Faculty and Staff)**

To significantly reduce the risk of danger to McKendree employees and their co-workers, the injury and illness prevention program was developed. Safety, for all employees and students, must be our first priority. Safety and health must be a part of every operation at all locations, and



every employee's responsibility, at all levels. It is the intent of McKendree University to comply with all laws concerning the operation of the University, the health and safety of our employees, and the health and safety of the public as we interface with outside personnel and agencies.

See Appendix B for the complete policy.

### **INTRODUCTORY PERIOD (Staff)**

To ensure all new employees and all employees transferred or promoted to a new position are afforded the greatest opportunity to succeed, an introductory period has been established. During the introductory period, the employee's performance will be carefully monitored and evaluated. Upon satisfactory completion of the introductory period, those employees will be evaluated as provided in this policy.

Normally, an introductory period of at least three months is established to allow supervisors the opportunity to carefully observe the performance of each employee in a new job position. When and where appropriate, weaknesses in performance, behavior, or development should be brought to the employee's attention for correction.

For newly-hired employees, the supervisor should follow the directions provided in the McKendree University Introductory Period Status Report, which will be provided by the Human Resources Department during the new hire orientation. Directions for completion of the report are provided on the form. Copies of the Introductory Period Status Report should be forwarded to the Department Head and the Director of Human Resources for review and inclusion in the employee's personnel file.

For employees who do not receive a satisfactory evaluation and endorsement, the supervisor may recommend to the Department Head that the new employee be given an additional 30-day period to demonstrate their ability to do the job. A recommendation for continuation past the first three-month period should have prior approval of the Director of Human Resources.

Newly-hired employees are eligible for health, dental, disability, vision, long-term care and life insurance, retirement, and flexible spending accounts during their introductory period. The introductory period will be extended by the number of workdays missed because of any excused leave of absence.

Transferred or promoted employees, although evaluated according to this policy, remain eligible for all benefits while attempting to demonstrate their ability to perform the new job. The introductory period will be extended by the number of workdays missed because of any excused leave of absence or vacation.

At the discretion of management, transferred or promoted employees who are unable to perform satisfactorily in their new positions may be returned to their original jobs, if a vacancy exists.

At all times, including during and after successful completion of the introductory period, employment with the University is considered to be "at will," and the employment relationship may be terminated at any time for any lawful reason by either party.

**KEYS  
(Faculty and Staff)**

Key control is absolutely essential if the University is to maintain the level of safety required to protect our personnel, students, equipment, and supplies. Expanded procedures regarding key issue and control are maintained in the Human Resources Office. See Appendix A for complete key control procedures.

1. To obtain a key, the employee must submit a request to the Information Technology Department with the approval by the Department Head.
2. The Information Technology Department reviews the request and forwards same to the Maintenance Supervisor.
3. Requested key(s) will be cut by the locksmith and delivered to the Information Technology Department for control and subsequent distribution/issue. The key should be available for pickup in the Information Technology Department within two days.
4. An employee who has lost a key is responsible for replacement cost.

When employment is terminated or when possession of the key(s) is no longer necessary, the key(s) must be returned to the Office of Human Resources. All University property including keys as well as other equipment must be returned to University control before the employee's final check shall be issued.

**LOST AND FOUND  
(Faculty and Staff)**

All articles found on campus should be turned into the Public Safety Office except for University office/building keys which should be turned into the Office of Human Resources. The Public Safety Office will retain the articles for six (6) months, at which time the items will be referred to the Director of Operations for disposal.

**Mandated Reporter  
(Faculty and Staff)  
(Effective November, 2012)**

All employees are considered mandated reporters under the Abused and Neglected Child Reporting Act [325 ILCS 5/4]. This means that he/she is required to report or cause a report to be made to the child abuse Hotline number (1-800-25A-BUSE) whenever there is reasonable cause to believe that a child known to employee in his/her professional or official capacity may be abused or neglected. The Hotline operates 24-hours per day, 7 days per week, 365 days per year. Willfully failing to report suspected child abuse or neglect, may result in being found guilty of a Class A misdemeanor.

In accordance with the law, employees will be required to sign the CANTS22 letter each year and a copy will be maintained in the office of Human Resources.

**MILEAGE REIMBURSEMENT  
(Faculty and Staff)  
(Effective 07/2023)**

Reimbursement to the employee who uses his/her personal car on university business will be set at the IRS standard business mileage rate. This policy can be adjusted, as needed.

### **ON-THE-JOB INJURIES (Faculty and Staff)**

Any job-related injury or illness, no matter how small, is to be reported immediately to the Supervisor. In turn, the Supervisor will immediately notify the Director of Human Resources. Formal reports must reach the Director of Human Resources **within two days** of occurrence to ensure compliance with the reporting requirements of OSHA and insurance authorities.

For temporary first aid, the University's Director of Health Services will provide treatment when on duty. If necessary, the injured employee should be directed to secure medical attention. Employees with serious injuries should be transported to the medical facility via ambulance. If in doubt, contact Public Safety for support.

This policy does not apply to student athletes injured as a result of participating in an approved activity. Procedures defined by and maintained in the Athletic Department apply.

### **ORIENTATION (Faculty and Staff)**

During their first few days of employment, newly hired employees will participate in an orientation program conducted by Human Resources and various members of the department, including the employee's direct Supervisor. During this program the employee will receive important information regarding the performance requirements of the position, McKendree policies, compensation, and benefits programs, plus other information necessary to acquaint the employee with his/her job and McKendree. Part of the training will also include completing anti-harassment training. The employee will also complete all necessary paper work, such as medical benefits plan enrollment forms, beneficiary designation forms, and appropriate federal, state, and local tax forms. Additionally, the employee will be required to present information establishing their identity and ensuring their ability to work in the United States in accordance with applicable federal law.

### **OCCUPATIONAL SAFETY & HEALTH ACT (OSHA) (Faculty and Staff)**

OSHA compliance officers (inspectors) are authorized under the act to conduct both notice and no-notice work place inspections. In the event of an OSHA inspection of McKendree University facilities, procedures to follow are located in Appendix E.

### **OUTSIDE EMPLOYMENT (Faculty and Staff)**

The University requires Full-time and Regular employees not to accept outside employment which will interfere with their normal work schedule at the University. If outside employment is desired and does not interfere with the normal work schedule at the University, approval must be requested annually from the President through the immediate supervisor and Department Head of the employee. Written approval must be obtained and a copy will be placed in the personnel file.

McKendree University encourages its employees to become active in community affairs that are voluntary, non-occupational in nature, and that do not interfere with scheduled work hours at the University.

**Campus Parking Regulations  
(December, 2014)  
Faculty and Staff**

Campus parking is available for your convenience, but the University is not responsible for damage or theft to vehicles or contents. All parking lots are also subject to all City, State, and Federal Laws or Ordinances.

Persons parking in campus parking lots are required to register their vehicles with the Public Safety Office. Information needed to complete the registration includes the following:

- Student, Faculty, or Staff ID number
- Driver's License
- Vehicle information (manufacturer, model, year, color, and license plate number)

Online vehicle registration is located on the web at [www.vehicleregistration.mckendree.edu](http://www.vehicleregistration.mckendree.edu) . Your online registration is completed when you reach the page that depicts the location of the Public Safety Office. Then to pick up your sticker come to our office at 535 North Monroe Street with your McKendree ID and your driver's license (if the office is locked then contact 618-537-6911 to arrange for an officer to meet you at the office).

Parking stickers are designated as follows:

- White stickers are issued to faculty and staff
- Purple stickers are issued to students who have been designated as second year status or above (to include graduate, and post-graduate students)
- Gold Stickers are issued to first year students

Parking lots are named alphabetically, and have signs designating the authorized stickers that can park in the lots. White stickers can park on any campus parking lot. Purple stickers may park on parking lots that are coded with the purple sticker (Lots C, D, E, F, G, H, I, and J). Gold stickers may park on campus lots that are coded gold (parking lots E and H on the campus map).

Vehicles parked in violation of the campus parking regulations (student handbook pages 51-53) will be ticketed and the charge will be added to your student/faculty/staff account. Fines may be paid at the business office in Wildy Hall during normal business hours.

Parking lot speed limits are designated at 5 miles per hour unless otherwise posted.

In accordance with the ADA (Americans with Disabilities Act), parking spaces have been reserved for person(s) with disabilities. If you have a disability, state law (625 ILCS 5/1-159.1) mandates that you display the pertinent information either by state issued license plate or hanging tag which is properly displayed. Anyone parking in violation in these spaces are subject to a fine of a minimum of \$250.00 (625 ILCS 11-1301.3c). Note: Injured persons are not considered disabled unless they procure the appropriate designation from their doctor and their respective State Department of Motor Vehicles (for Illinois the Department of Motor Vehicles helpline is 1-800-252-8980). The Public Safety Office is not authorized to grant any exemptions to this law.

Parking lots may occasionally be reserved for special activities of the University. Generally, advance notice of the reserved locations and times will be published to the campus community by email. Those normally parking in lots that are reserved for special activities should make other parking arrangements during the time the parking lot is reserved.

After you have registered your primary vehicle and you have a need to use a different vehicle temporarily on campus, you may register that vehicle and be assigned a temporary parking pass for a limited time.

Should you wish to contest the validity of a parking citation you may complete the eform which is located at [www.mckendree.edu/ticketappeals](http://www.mckendree.edu/ticketappeals) . Once a citation has been issued the officer no longer has the discretion to change the ticket, and the appeal process must be completed by policy.

Please note: Vehicles determined by the Public Safety Office to be derelict, abandoned, or otherwise creating a hazard may be towed at the owner's expense. An attempt will be made to notify the owner prior to this action.

### **PAYDAY (Faculty and Staff)**

Hourly employees will receive their pay on a biweekly basis, every other Friday. Payday for faculty and exempt employees is the last business day of the month.

Direct deposit of pay is encouraged. Pay statements may be accessed from Ellucian Self-Service. Paychecks not picked up on payday will be mailed the following business day.

### **PERFORMANCE APPRAISALS (Staff)**

All employees are to be evaluated on an annual basis. The appraisal form will be provided to all staff employees in April. Evaluations must be completed by August 31 and submitted to Human Resources by September 1. The appraisal has been designed to allow for an interactive process between supervisors and staff members in order to provide a basis for evaluating demonstrated performances of University employees. The evaluation process should consider the duties and responsibilities as identified in the position description. After the evaluation has been reviewed by the next level supervisor (VP, Department Head, etc.), the supervisor, during discussion with the employee, should discuss progress of previously established goals and goal attainment. The Director of Human Resources will review the ratings to ensure supervisors are uniformly applying performance criteria and ratings. The appraisal will be a significant factor considered in the promotion process, as well as pay increases, and will be placed in the employee's permanent personnel file folder.

### **PERSONAL APPEARANCE (Faculty and Staff)**

The University has no formal dress code, and appropriate attire is generally left to the employee's discretion. It is expected, however, that the employee will use both common sense and common courtesy in apparel and appearance. Maintaining a professional, businesslike appearance is important to the success of the University. The image McKendree University projects portrays it as a professional, productive, thorough and reliable provider of educational opportunity in the metropolitan area. Appearance is a major element of McKendree's image. To this end, it is the policy of the University that an employee's dress and grooming should be, in the University's opinion, appropriate to the employee's work situation.

### **PERSONAL USE PURCHASING (Faculty and Staff) (Effective 03/2006)**

As an educational institution, the University is considered a non-profit organization and is exempt from paying federal excise and state sales taxes. However, if an employee purchases items in the name of the University that will be sold to students or staff, sales tax must be collected.

Purchases may be made from the University bookstore by all employees at a 10% discount.

**PETS IN BUILDINGS  
(Faculty and Staff)**

No person shall bring into any building owned or controlled by the University, any animal, with the exception of those animals being used for University-authorized research and/or approved guide, hearing, or personal assistance dogs. All animals must be registered with our Public Safety Department.

**PETTY CASH  
(Faculty and Staff)**

The Business Office maintains a limited petty cash fund. The fund will only be used to satisfy an emergency need when sufficient time is not available to complete the processing of a check request. To access the petty cash fund, a check request form must be completed and coordinated through the Department Head. Withdrawals from the fund are limited to \$50.00. If more funds are required, a check request must be initiated for a cash advance. After the expenditure has been made, individuals withdrawing petty cash should present the itemized receipt and any residual cash to the Business Office within three (3) days to ensure the petty cash account is balanced.

**Phased Retirement for Full-time Faculty  
(September, 2014)  
Faculty**

To support the transition of full-time faculty who intend to retire, McKendree University offers a phased retirement program.

Full-time faculty members who have reached the age of 60 and provided at least 20 years of continuous full-time service to McKendree University are eligible to participate in the phased retirement program.

The length of the phased retirement period will be one academic year. During the phased retirement year, the faculty member will be granted a 50% reduction in teaching load and a 50% reduction in administrative or committee duties, if any. Salary will be reduced by 50% as well, but the faculty member will be eligible for cost-of-living raises if awarded during the period of phased retirement.

During the phased retirement year, the university will continue to make contributions toward premiums for health, life, long-term care, and disability insurance at the same rate as for full-time faculty. Contributions to the defined contribution plan will continue on the adjusted base pay at the same percentage rate as the full-time faculty receive. Eligibility for tuition remission benefits will remain the same during the phased retirement year as for full-time faculty. Faculty members participating in the phased retirement plan will not be eligible for sabbatical leave.

Faculty members will retain tenure status during the period of phased retirement.

Faculty members requesting phased retirement must, as part of the application process, provide written notice of intent to retire at the end of the phased retirement year.

Applications to participate in the phased retirement program must be approved by the Provost and the President. Terms and conditions of the phased retirement must be agreed upon by both the

faculty member and the administration of the university, as evidenced by a signed contract for the period of phased retirement.

**POSTERS ON PAINTED SURFACES  
(Faculty and Staff)**

Posters, including paper announcements, should not be taped on any painted surfaces, doors, windows, walls, etc. as the tape can cause the paint to chip upon removal of the poster. Please use the bulletin boards provided throughout the campus for announcements. Prior to placing an announcement on the bulletin board(s), contact the Student Affairs Office to obtain their approval. Any signs inappropriately placed will be removed. See Bulletin Board policy for further information.

**PURCHASING  
(Faculty and Staff)  
(Effective 03/2006)**

The following policy applies when purchasing goods and services with a unit cost of over \$500.00. A requisition form must be completed with name of company, account number, and goods ordered. All requisitions must be signed by the director of the department or the department chair. If the requisition is over \$500.00 it must be signed by the Vice President of that department or the Provost. Send the requisition to the Administration and Finance office to receive a purchase order number. These steps must be followed in order to receive a purchase order number. Goods and services over \$500.00 are not authorized without a purchase order number. Let the Administration and Finance office know if they are expected to place the order. When the invoice is billed to you, please verify that the goods have been received and send the invoice to accounts payable.

When purchases are contemplated and the cost of the goods or services is:

- |                       |   |
|-----------------------|---|
| Under \$500 -         | Only one telephone bid need be obtained, unless the item is <u>highly competitive</u> .                       |
| \$500 up to \$2,999 - | Three telephone bids must be obtained. Information concerning the bids will be included on the requisition.   |
| Over \$3,000 -        | Three written bids are required. The bid request will be signed by the Vice President over the area involved. |

Exception to above will only be in bona fide emergencies and will require approval of the Vice President for Administration and Finance.

**Registration of Sex Offenders  
(Faculty and Staff)  
01/01/2012**

Illinois law requires sex offenders or predators to register with the Public Safety Office at higher educational institutions where they either are attending classes or employed. An offender must register if he or she attends the institution or is employed for a period of five or more days at a time or for a total of 30 days out of the year. Failure to comply with registering could result in termination or expulsion.

## **RESIGNATIONS**

**January, 2019**

**(Staff)**

Staff should submit a resignation with at least one pay period notice in writing to the immediate Supervisor. An exception will be made in the event of serious illness, documented by a physician or when it is mutually agreed that it is in the best interest of the University to terminate the employment relationship immediately. When an employee resigns he/she is entitled to be paid for accumulated vacation time. Employees who fail to give appropriate notice may not be eligible for rehire or accumulated vacation payout.

The Supervisor will notify the Human Resources Office with a copy of the termination notice. An exit interview form and termination checklist must be completed prior to the employee's last day of employment. The departing employee should contact the Human Resources Office to schedule the exit interview.

All final paychecks will be distributed by the Payroll Office only after the termination checklist has been completed and all other obligations have been met.

## **Residential Requirements**

**Effective 1/1/2021**

To ensure accurate processing of payroll taxes, all McKendree University employees, including online instructors, must reside in Illinois, Missouri, or Kentucky. Anyone who lives in one of those states and moves to a state other than one listed must inform the office of human resources of their new address immediately. Employees who move out of approved states will be allowed to finish teaching current class(es), but will not be hired to teach in future semesters. For all other employees, the director of human resources will determine the last date of employment.

## **Retirement/Resignation Policy**

**May, 2012**

**(Faculty and Staff)**

Employees leaving full-time employment of the University will be considered in one of the four following categories: Resignation, Retirement, Retirement with Privileges, and Emeritus.

Resignation will be the designation when an employee terminates employment at an age less than 65 and has less than 15 years of service to the University.

Retirement will be the designation when an employee terminates employment at age 65 or older with less than 15 years of service to the University.

Retirement with privileges will be the designation when an employee terminates employment at age 55 or older and has 15 years or more of service to the University.

In addition to the Vice President/Sr. Vice President's recommendation, approval of the President and approval of the Board of Trustees, Emeritus status will be bestowed by the President of the University on an employee who is terminating employment at age 55 or older and has 15 years or more of service to the University. This special appointment will be reserved for those who have



established themselves as exemplary teachers and scholars in addition to contributing significant service to McKendree University.

Certain privileges afforded to the categories of Retired with Privileges and Emeritus will include:

- Parking Sticker designating the former employee as a retiree
- Discount equal to an employee's at the University bookstore
- Discount equal to an employee's at sporting events
- Discount equal to an employee's at the Hettenhausen Center for the Arts
- McKendree University email account
- The retired employee, spouse and dependent children will continue to be eligible for the tuition remission benefits under the same guidelines as current employees. (See tuition policy.)

Those retiring with Emeritus status will also receive the following in addition to the privileges listed above:

- McKendree Chair
- Invitation to select social events
- Invitation to process in the commencement and convocation exercises
- Name will be so designated in the University catalog

Exceptions to these guidelines may be recommended by the appropriate Vice President to the President for review.

**SAFE HARBOR  
(Faculty and Staff)  
(Effective 03/2006)**

It is the policy of McKendree University to regularly pay its salaried exempt employees a predetermined amount constituting all or part of the salaried exempt employee's compensations. With limited exceptions, the amount paid to salaried employees is not subject to reduction either because a salaried exempt employee works fewer hours in some weeks than others. In certain instances, deductions may be made for personal leave when sick leave is exhausted, FMLA-qualifying absences, jury or military duty, or for violations of McKendree University's safety or workplace conduct rules. This predetermined amount will be paid to salaried exempt employees for any week in which he/she performs any work for McKendree University.

In the event that any of the above-mentioned deductions are taken from the predetermined amount, whether inadvertently, improperly or otherwise, the following procedures will be followed by McKendree University and any affected salaried employee:

1. The affected salaried exempt employee should notify the Vice-President of his/her department or the Director of Human Resources that an improper deduction has been taken.
2. Upon notification by the affected salaried employee, Human Resources will conduct a prompt and thorough investigation into the impropriety of the complained-of deductions, and will make every effort to conclude that investigation in a reasonable amount of time.
3. Once it is determined by Human Resources that any improper deductions have been taken, McKendree University will make full reimbursement to the affected salaried

exempt employee and will make a good faith commitment to comply in the future with the terms of this policy so that improper deductions will not be taken in the future.

It is the intention of McKendree University to fully comply with all applicable state and federal laws that regulate the payment of wages and all other compensation to its employees. Accordingly, this policy is subject to revision as those laws may change.

### **SENIORITY (Staff)**

Consideration is given to seniority in establishing priority among employees for the following:

- (1) Vacation Time
- (2) Promotion (if skills, experience and education are equal)

An employee's seniority is terminated if the employee resigns or is discharged. The initial 90-day introductory period for new employees and time worked while on probation are not considered in regard to seniority.

Questions relative to seniority should be directed to the Human Resources Office.

### **Severance Policy (Staff) (December 2020)**

McKendree University strives to maintain stable employment. However, under certain conditions, employment terminations may be unavoidable.

Please note that this policy sets forth guidelines only. These guidelines should not be construed as a contract of employment or promise of any severance offer. The recommendation to offer severance benefits will be made on a case by case basis by HR and University Administration, with final approval for a severance offer being granted at the sole discretion of the University's President.

#### **Eligibility**

All full-time and part-time employees who are employed without the benefit of an employment contract or memorandum of agreement may be offered severance benefits should the University eliminate the employee's position for one of the following non-cause reasons: (1) organization/department restructure; (2) position reclassification where the existing employee does not meet the qualifications of the new position; or (3) organization/department reduction or program closure.

#### **Forfeiture of Severance Benefits**

Employees who meet the eligibility criteria will not receive severance pay in the following circumstances:

- the employee accepts alternative employment with McKendree University prior to his/her date of separation; or
- the employee rejects or does not respond to an offer of comparable employment (a position for which pay is within 10% of the employee's current annualized base pay) offered by McKendree University.

## **Benefits**

The following severance benefits will be offered to eligible employees to whom the University elects to offer severance. To receive severance benefits, employees will be required to sign a separation agreement that will be prepared by the University. The separation agreement will include a full release of any and all claims that the employee may have related to his/her employment and separation. Employees who choose not to sign the separation agreement will not be entitled to receive severance benefits.

### Severance Compensation

Employees will be eligible to receive severance compensation in the amount equivalent to one week of base salary at their current rate and schedule for each full year of employment, up to twelve (12) weeks of pay. Severance pay will be subject to applicable deductions and withholdings and paid as a lump sum payment within 30 days after the effective date of the separation agreement. Severance pay will be reported on a Form W-2 issued to the employee.

### Vacation Balance

Vacation balance, if any, will be paid to all separated employees (even those who do not sign a separation agreement) in accordance with the University's vacation policy, and is ordinarily paid in the final paycheck. Severance pay will be subject to applicable deductions and withholdings and will be reported on a W-2 issued to the employee.

### Health Insurance

Unless otherwise required by the University's group health insurance plans, participation in the University's group health plans will end on the last day of the month of termination. The employee will be eligible to retain health insurance subject to the terms of the Group Plans and the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). If an employee elects COBRA coverage, the employee will be responsible for making all COBRA payments. The University reserves the right to amend, alter, modify or terminate its group plans at any time.

### Transfer or Reemployment

Employees whose positions are being eliminated may apply for transfer to other open positions within the University, provided that these employees meet minimum qualifications. Such a transfer would be conducted in accordance with standard job posting and transfer/promotion/demotion policies. A person whose position is eliminated has no entitlement to any other position within the University.

### Other Benefits

Any other benefits or payments not described above end on the date of termination of employment.

### Other Services

The following services will be offered to employees whose positions are eliminated:

- Information regarding vacant staff positions at the University
- Benefits counseling services
- Assistance with resume preparation with the Office of Career Services.

### Unemployment Compensation

An employee whose position has been eliminated under this policy may apply for unemployment compensation in accordance with applicable state law. The University will respond to requests for information from the Illinois Department of Employment Security or other applicable state unemployment agency related to Employee's request for unemployment benefits as required by law but will not protest Employee's receipt of unemployment benefits. At all times, however, the

Illinois Department of Employment Security (or other state applicable unemployment agency) will remain responsible for any decisions regarding Employee's eligibility for unemployment benefits, and the University shall not be responsible for any decision made by Illinois Department of Employment Security (or other state applicable unemployment agency) regarding any claim for benefits.

### **Sexual Harassment Policy (Faculty and Staff)**

POLICY STATEMENT: McKendree University is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex in its programs and activities. The University considers sex discrimination in all its forms to be a serious offense. Sexual Harassment, whether verbal, physical, visual, or digital, is a form of prohibited sex discrimination.

Policy can be found at <https://www.mckendree.edu/offices/student-affairs/title-ix/sexual-harassment-title-ix-policy.pdf>

### **SOCIAL MEDIA (Faculty and Staff) December, 2020**

McKendree University respects the rights of all employees to use media for self-expression. However, we also have an interest in protecting the image, goodwill and reputation of the University and our students. For this reason, McKendree University expects employees to conduct themselves in a professional manner and exercise good judgment when using social media, social networking sites and/or blogs. Employees who maintain personal social networking accounts (including but not limited to Facebook, Twitter, LinkedIn, YouTube, Instagram, Snap Chat, Tik Tok, blog, or other social media presence) should follow these guidelines:

- Employees are not permitted to visit personal social networking sites using McKendree University's computers, devices, or network or during working hours for personal use.
- Carefully read the McKendree University Employee Handbook and its policies prohibiting workplace violence, harassment, discrimination, and retaliation before participating in social media. Employees must ensure that social media postings and other content are consistent with these policies. Inappropriate postings include, but are not limited to, remarks (whether to faculty, staff or students of the University or to third parties) that are malicious, vulgar, defamatory, threatening, discriminatory, harassing, abusive, or bullying or communicate similarly inappropriate or unlawful conduct.
- Never represent yourself as a spokesperson for McKendree University. Employees may not make posts on the Internet or a social networking site in the name of McKendree University or in a manner that could reasonably be attributed to McKendree University without prior authorization from the Executive Director for Communications and Marketing. To protect McKendree against unauthorized postings on its behalf, employees who use McKendree University's name on social media, social networking, blogs, chat rooms, or any other form of online publishing or discussion must make it clear that the views expressed are their own and do not reflect the views of McKendree University unless the content of the posting is approved by the Executive Director for Communications and Marketing prior to posting. The following language may be used as a disclaimer: "The opinions expressed are solely my own and do not express the views or opinions of McKendree University."

- Never post any material that violates the Health Insurance Portability and Accountability Act (“HIPAA”), the Family Educational Rights and Privacy Act (“FERPA”), the Americans with Disabilities Act (“ADA”) or the University’s policies regarding personal student or employee data or information.
- Do not disclose the proprietary, financial, marketing, strategic, or other confidential business information belonging to McKendree University that is clearly defined and does not relate to terms and conditions of your employment.
- Always be fair and courteous to fellow employees, visitors, students and/or vendors. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers and/or McKendree University than by posting complaints to a social media outlet. Nevertheless, if you decide to post, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage students, visitors, employees or vendors, that violate the confidentiality of any of McKendree University’s students or family members, or that might constitute harassment or bullying. Examples of such conduct might include posts that violate HIPAA, FERPA, the ADA, offensive posts meant to intentionally harm someone’s reputation, or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or University policy.
- Be honest and accurate. Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about McKendree University, fellow employees, residents, vendors or individuals working on behalf of McKendree.

Nothing contained in this policy is intended to limit, nor shall it limit, employees from talking with each other about the terms and conditions of their employment or engaging in other activities protected by the National Labor Relations Act.

### **SOLICITATION (Faculty and Staff)**

In order to protect the campus community from any form of solicitation, raffle, charity drive, etc., all solicitation of a commercial nature or personal flyers, leaflets, emails, and other types of advertisements, which are generally sent to employees through mass distribution, must be approved. Faculty and staff must seek approval from the Vice President of Administration and Finance. Students must seek approval from the Vice President of Student Affairs. The Vice President for Institutional Advancement must be consulted if contemplating solicitation for donations of any type.

### **CODE OF CONDUCT AND ETHICS (Faculty and Staff) (08/2008)**

As members of the University community, all employees are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values integrity, honesty and fairness and strives to integrate these values into its

teaching, research and business practices. It is the intent of the Code of Conduct and Ethics to protect academic freedom, to help preserve the highest standard of teaching and scholarship, and to advance the mission of the University.

Employees are required to comply with basic standards of conduct and professionalism as members of the University community both on and off-campus. Failure to comply with the following Code as well as any other published policies in the handbook may result in disciplinary action up to and including termination as outlined in the Discipline policy.

1. Neglect of duty and/or lack of due care and/or diligence in the performance of duties.
2. Unsatisfactory job performance or failure to maintain reasonable standards of performance.
3. Inappropriate appearance including failure to maintain personal appearance or dress, including uniform or style of dress, according to departmental standards.
4. Insubordination, poor attitude and discourtesy toward others.
5. Excessive absenteeism or tardiness, or an unacceptable pattern of absences.
6. Attempted or actual theft, misappropriation, misuse, abuse, and/or unauthorized possession or removal of property belonging to the University, members of the University community, or other persons with whom the University has a business relationship.
7. Concealing, falsifying, altering, misusing, or removing records, including electronic data records.
8. Failure or refusal to cooperate in or interference with University disciplinary proceedings or interference with disciplinary procedures, including but not limited to destroying or concealing evidence, providing false or misleading information, intimidation of witnesses, or inducing a witness to provide withhold information or provide false information.
9. Disruption or obstruction of lawful institutional activities and functions.
10. Threats, intimidation, physical contact, physical abuse harassment, coercion and any other conduct which threatens or endangers the health or safety of any person.
11. Possession or use on the University premises of any firearms, dangerous knives, dangerous instruments, explosive devices, fireworks, or dangerous chemicals.
12. Conviction of criminal acts which demonstrate unfitness as a staff member, including but not limited to crimes of moral turpitude.
13. Possession, distribution, sale or use, or being under the influence of, illegal drugs and/or alcohol while on University premises, participating in University-sponsored activities, representing the University, or performing job duties.
14. Violations of other published University policies in hard copy or available on the University website.

**SWIMMING POOL USE  
(Faculty and Staff)**

Due to insurance regulations, the use of the swimming pool at McKendree West is available to students, faculty, and staff members only. It is not available for family members, guests, visitors, community residents, camp participants, babysitting, or parties for outside guests. There is no life guard on duty; all swimmers swim at their own risk.

**TELEPHONE COURTESY  
(Faculty and Staff)**

Prompt, courteous answers to telephone calls must be a self-imposed rule. Each employee of McKendree is a direct representative of the University whenever he/she talks on the phone. It is good practice to identify your department and yourself when answering or making a call.

Local, personal telephone calls are allowed during break periods, but judgment should be used in restricting calls of this type to a minimum.

**TEMPORARY, LEASED, OR AGENCY EMPLOYEES  
(Faculty and Staff)**

To ensure all proper hiring procedures are followed, hiring managers shall contact the Human Resources Office prior to making contact with an employment or personnel leasing agency. This policy does not apply when a temporary employee is an integral part of a larger contract for goods or services.

**TOBACCO-FREE POLICY  
(Effective July 1, 2021)**

All McKendree University owned, leased, or occupied facilities or property are tobacco-free. This policy applies to all, including students, faculty, staff, contractors, and visitors.

McKendree University is committed to providing a healthy, comfortable, productive work and learning environment. The American College Health Association supports the findings of the Surgeon General that tobacco use in any form, including smoking and breathing secondhand smoke, is a significant health hazard and that there is no risk-free level of exposure to smoke. McKendree University strictly prohibits all smoking and other uses of tobacco products within all University buildings and on University property, at all times.

For the purposes of this policy, tobacco is defined to include, but not limited to, any lit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; including e-cigarettes and smokeless or spit tobacco, also known as dip, chew, snuff, or snus in any form, and all nicotine delivery devices that are not FDA-approved as cessation products (110ILCS 64/Smoke-Free Campus Act).

Smoke or Smoking is defined as “the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment.” Smoke or Smoking also includes products containing or delivering nicotine intended or expected for human consumption (110ILCS 64/Smoke-Free Campus Act).

If individuals within the University community smoke or use tobacco products off University properties, they are expected to be respectful of residents and businesses neighboring the University campus and properties. They should not loiter in front of homes and businesses near

the University campus or properties, and must discard tobacco products in appropriate receptacles.

The University provides cessation resources to all students through the University's Health Services. The success of this policy depends upon the cooperation of smokers and nonsmokers. All students, faculty and staff share in the responsibility for adhering to and enforcing this policy. Violations of this policy may result in disciplinary action.

### **TRAVEL PAY FOR HOURLY EMPLOYEES (Staff)**

An hourly employee will be paid travel time for overnight trips when any day of traveling time cuts across the hours that the employee would normally work.

### **TRAVEL/CASH ADVANCES POLICY (Faculty and Staff)**

Travel/cash advances will be given to employees who travel and have the possibility of incurring incidental expenses while conducting University business and will be limited to a maximum amount of \$300.00, unless otherwise approved by the Vice President of Administration and Finance. The employee requesting the advance must pick up the check in person at the Business Office. The cash advance voucher along with all related **original** receipts and **appropriate approvals** will be required to substantiate the expenses within 3 days of return from the trip. Until accounts are settled, the advance will be treated as a pay advance and is due from the employee back to McKendree University. Advances not resolved within 3 days of return from the travel will be deducted from the employee's paycheck in the next reasonable payroll cycle. It is the advance recipient's responsibility to ensure that all related paperwork is submitted in a timely manner.

**An employee is allowed to have only one travel advance outstanding at a time.** The use of credit cards rather than cash is required in order to protect the assets of the University.

Travel expenses should be limited to those necessary and appropriate for the business purpose (e.g. alcohol is generally not a reimbursable expense.) Travel advances and expenses should be limited to expenses required during travel. Personal expenses are prohibited from being charged on the card. Abuse of the charge card in this manner will subject the employee to disciplinary action up to and including termination.

Meals and fuel obtained in the campus vicinity are generally not approved as travel expenses. McKendree University vehicles used for McKendree business purposes should be fueled on campus whenever possible to allow us the savings of sales and excise taxes.

### **TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT (Faculty and Staff)**

The University shall reimburse all employees for reasonable out-of-pocket expenses incurred while traveling on authorized University assignment or while engaged in authorized University business. The nature and amount of expenses may vary according to the objectives of the employee's assignment, the surrounding circumstances of the assignment, the employee's position and the employee's responsibilities within the University. The University is not on a per diem program for reimbursable expenses. It is expected that employees will take full advantage of all commercial discounts, wherever possible.



The policy covers travel and ordinary living expenses incurred while away from the normal duty location. Also, reimbursable expenses are expenses incurred near the University which are not part of normal living costs (e.g., authorized lunches/dinners with employment candidates).

An expense report form, identifying the authorized expenses, must be completed by the employee and submitted with receipts and documentation to Accounts Payable through the employee's immediate Supervisor and Department Head within 3 work days of the time the expenses were actually incurred. Failure to submit claims within 30 days following the date when expenses are incurred will result in denial of the claim.

Cash advances are to be approved only when a material need is established. A check request form for a temporary cash advance must be submitted through and approved by the employee's immediate Supervisor and appropriate Vice President. Cash advances shall also be settled within 3 work days of the time the expenses are actually incurred.

Only those expenses directly related to University business will be reimbursed. Original receipts and invoices submitted with the expense report should be itemized and state clearly the specific details, including the service performed or the individual(s) entertained. Generic receipts (receipts which cannot be identified as authentic because the establishment name is not printed or stamped legibly) are not acceptable. Failure to submit supporting documentation will delay payment and may result in non-payment of the expense. Alcoholic beverages are generally not considered to be a reimbursable expense.

To conform with University and IRS policy, entertainment expenses require the following documentation: Place and type of entertainment provided; names and titles of individual(s) entertained; business purpose of entertainment; and all related (itemized) receipts.

Under normal circumstances, University policy is not to reimburse for entertainment or meal expenses where only University employees are involved.

The following categories cover the most common reimbursable expenditures when incurred for authorized University business. However, the list is not intended to be all-inclusive: Lodging, meals, transportation (air, auto rental, and rail), tolls and parking, telephone and fax service, gratuities (generally not more than 15%), and mileage reimbursement when driving private vehicles.

Employees using their personal vehicles while on University business must have auto insurance coverage. They will be reimbursed at the per-mile rate set by the administration when this use is approved by senior management. Daily miles traveled must be logged to ensure compliance with IRS directives and University policy. Gasoline is only reimbursed when using rental cars or University vehicles. **Note: For faculty only**—If the faculty member is teaching at a location other than their home teaching facility, the mileage from the individual faculty member's home to the primary teaching location should be deducted from the actual miles traveled if the travel occurs when the faculty member would have traveled to teach at the Lebanon campus were the class offered there. In situations where the mileage from their home to the teaching location is less, the lesser amount will be reimbursed. In situations such as when the faculty travels during evening or weekend hours to evaluate student presentations at different community settings, the faculty member will be reimbursed for the entire amount of travel.

Questions relating to compensation for business, business travel or advance authorization for expenses should be directed to the Vice President for Administration and Finance.

## **USE OF CAMPUS FACILITIES BY OFF-CAMPUS BUSINESSES**

## **(Faculty and Staff)**

McKendree University will from time to time make its facilities available to off-campus businesses on a casual or temporary basis. The policies outlined herein govern such use.

In allowing commercial enterprises to use our facilities, there are many considerations which come into play and which must be observed in order to protect the University's interests. These considerations range from liability insurance to sales tax, unrelated business income tax, scheduling conflicts, contractual arrangements with other University business partners, and relationships with donors, trustees, and other constituencies. For example, public law limits our ability to host some functions, such as sales by outside entities in our facilities which have been funded by tax-exempt debt. We must ensure that all such restrictions on our activities are observed. Accordingly, arrangements for such use must be approved in advance by the appropriate authorities as outlined below.

The primary consideration in allowing outside entities use of our facilities is the impact on our own programs and activities. Use by outside organizations, whether commercial or not, will not be permitted to disrupt or otherwise impact our own scheduled instructional and co-curricular activities.

In order to ensure that our policies are observed, all requests for use of campus facilities by off-campus businesses will be forwarded to the Director of Operations for identification of potential schedule and facility conflicts. Based on the nature of the request and the resources requested, the Director of Operations will refer the request to the appropriate official below for approval or disapproval. Because the specifics of each request will vary significantly, the following general policy guidelines are established.

Companies Associated with Trustees of the University – Requests from such companies will usually originate with the Office of the President, but will be immediately referred to that office for approval as soon as the request becomes known. The President will direct the request further as appropriate.

Companies Owned By or Claiming Status as Alumni of the University – Inquiries from alumni or persons claiming alumni status will be referred first to the Director of Alumni Affairs for confirmation of alumni status and for a recommendation as to further action. Final approval, however, will rest with the functional official listed below based on the type of entity and product/service to be provided.

Companies Selling Food Products, Textbooks, or Other Items Which Compete with Campus Contract Vendors – Such organizations will generally not be approved due to contractual commitments with existing campus partners. Approval authority will be the Vice President for Administration and Finance.

Companies Selling Products that Complement our Instructional Program – Inquiries from companies with products or services which complement our academic program (such as the leased piano sale program, computers, and the like) will be referred to the academic division chair involved for a recommendation. If that recommendation is forthcoming, then the Director of Operations will coordinate with the division chair and such other campus departments as may be involved (such as Physical Plant) to determine if approval may be granted. Approval authority will be the Provost/Dean of the University.

Companies Selling Products that Complement our Co-Curricular Program – Inquiries from companies with products or services which complement our co-curricular program (for example,

sporting goods) will be referred to the Vice President for Student Affairs for a determination of suitability. If, after coordination with the appropriate activity, the Vice President for Student Affairs deems the proposal acceptable, the request may be approved.

Companies Selling Products Designed for Personal Needs of Students – Proposals to sell goods or services for personal needs of students in general (credit cards, banking services, insurance, and the like) will be referred to the Vice President for Student Affairs for approval.

Proposals from Student Organizations – All proposals from student organizations for sale of goods or services on campus, whether or not involving an outside party, will be handled by the Vice President for Student Affairs.

All Others – All requests not meeting one of the conditions above will be referred to the Vice President for Administration and Finance for determination as to approval authority.

General Considerations – Good judgment and consideration of the impact on students and the campus community overall must be at the foundation of decisions about these matters. Proposals which interfere with the daily activity of students, faculty, or staff or which entail goods or services which could be embarrassing to or reflect negatively on the University will not be approved. Requests for sale of incidental items on a personal basis among campus persons (for example, Girl Scout cookies) are permitted as long as the activity is not disruptive to classes or office activities. Any activities involving placement of signs, banners, or the like on campus facilities should be discouraged. Any activity involving the execution of a contract must have the approval of the Vice President for Administration and Finance, as must any activity involving the collection and remittance of sales taxes or the possible imposition of unrelated business income tax. Any activity which entails the possibility of revenue to the University (whether gift or otherwise) must have the approval of the Vice President for Administration and Finance.

### **USE OF UNIVERSITY PROPERTY (Faculty and Staff)**

The unauthorized loaning of University equipment to employees and outside personnel is strictly prohibited. The unauthorized loaning/use of University properties is cause for dismissal even for the first offense.

### **VEHICLE POLICY (Faculty and Staff) (08/2016)**

#### **University Vehicles or University Rented Vehicles:**

The University maintains a fleet of vehicles to support collegiate activities. Vehicles are not provided for personal use, or rented to off-campus agencies or persons. A minimum of four passengers is required for van usage. The Director of Operations for the University is the program administrator with the Operations Coordinator providing back-up. The requirements contained in this policy apply to both rented and university-owned vehicles. Driving for the University is a privilege and can be withdrawn at the discretion of the University.

Trips in University vehicles and trips transporting students in leased vehicles are limited to an area within a 600-mile radius of the University.

McKendree University also maintains a fleet of work vehicles for the Physical Plant and Operations departments.

Students, faculty, staff, and volunteers who drive University vehicles or University leased vehicles must be certified by the Operations Coordinator. Requirements for certification include the following:

- (1) Attained 21 years of age to drive either University owned or rented vehicles.
- (2) Provide a copy of a current, valid driver's license.
- (3) Receive an annual satisfactory report from the State Department of Motor Vehicles as determined by the Office of Human Resources.
- (4) Must successfully complete an appropriate internet-based, interactive, safe driving course administered by the Operations Coordinator or a designated representative.

Trips within a 300-mile radius require one certified driver. Trips between 300 and 600 miles require two certified drivers for each vehicle used. This applies to both rented and university owned vehicle unless prior approval is given by the Vice President for Administration and Finance.

Files are maintained by the Operations department regarding student certifications. These certifications are active and in effect until a student graduates or otherwise severs connection with the University. However, a successful Department of Motor Vehicle check is required annually. Drivers may not operate a vehicle if prescription drugs are being used and warn of drowsiness or impaired performance. License suspension or revocation by the State of Illinois, or any other state, will render persons ineligible to drive University vehicles.

Vehicle availability may be checked by calling the Operations Coordinator at ext. 6958. If the Operations Coordinator is not available, contact the Director of Operations at ext. 6959. A fully completed vehicle reservation form listing names and ages of certified driver(s) must be forwarded to the Operations Coordinator at least 10 working days in advance of trip. If two or more requests are turned in for the same trip, each one must list the intended certified driver(s) and the age of each driver.

Vehicles are picked up at the physical plant building on Monroe Street and returned to the same location. Keys should be picked up at the Operations Office in upper Pearson. All keys and completed vehicle forms with mileage recorded are to be returned to the Operations Office by 8 a.m. on the day following the trip.

User Responsibilities:

- (1) Seat belts must be worn by all occupants without exception.
- (2) The driver must maintain order among passengers so that he/she may devote full concentration to operating the vehicle.
- (3) The driver must ensure that trash is picked up and properly disposed of, and that any spills are cleaned up promptly to avoid setting of the stain.
- (4) All spills and any damage to the vehicles, interior or exterior must be reported upon return of the vehicle.
- (5) All maintenance problems (engine knocking, brakes, steering, etc.) must be reported to the Director of Operations as soon as the vehicle is returned to University.

- (6) Smoking or the use of any tobacco product is prohibited inside the vehicles and alcohol and non-prescription drug use are strictly forbidden.
- (7) The driver of the vehicle assumes responsibility for all fines resulting from traffic violations.

### **Emergency Situations:**

#### **Vehicle Disabled:**

In the event that the vehicle becomes disabled or in any way not drivable, the driver should park in secure location, or take the vehicle to nearest auto repair facility, and call Public Safety at (618) 792-3500 to report and receive further instructions. The driver shall procure other means of transportation and keep receipts when renting any vehicle.

#### **Accidents:**

In the event of an accident, the following steps must be taken;

- (1) Determine injuries to passengers and seek medical assistance, if necessary, at once.
- (2) Contact the Public Safety Office at 618-792-3500 to inform the University of the situation and to receive further instructions.
- (3) If another vehicle is involved, exchange insurance and license information (in glove compartment) with the other driver. **Do not comment on fault. Do not leave the scene of the accident until the proper local authorities have cleared you to do so.**
- (4) If vehicle is not drivable, procure other means of transportation (rent van--keep receipt).
- (5) Driver should write down details of the accident as soon as possible, being as specific as possible, and submit the report to the Director of Operations of the University upon return. Our insurance company demands immediate reporting of the accident.

University departments will be charged a per mile mileage charge to cover gas, maintenance, depreciation, insurance, etc. These charges will change (increase) from time to time to reflect increases in these costs to the University. The University community will be notified by the Vice President for Administration and Finance when these increases occur. If a user needs to purchase gas/oil in the course of the trip, reimbursement will occur via departmental channels upon presentation of all receipts. Fluid levels should be checked each time the vehicle requires gasoline.

At all times, it is expected that the driver and passengers will ensure a positive image of McKendree University regarding rules of the road, and courtesy to other drivers.

McKendree University reserves the right to deny use of University owned, rented, or leased vehicles upon a determination, in its sole judgment, that any particular use is not in the best interests of the University.

### **Use of Personal Vehicles to Transport Students:**

Students, faculty, staff, and volunteers who use their personal vehicles to provide transportation to students must be certified by the Operations Coordinator. Requirements for certification include the following:

- (1) Attained 18 years of age.

- (2) Provide a copy of a current, valid driver's license.
- (3) Receive an annual satisfactory report from the State Department of Motor Vehicles as determined by the Office of Human Resources.
- (4) Successfully complete an appropriate internet-based, interactive, safe driving course administered by the Operations Coordinator or a designated representative.
- (5) Provide proof of insurance since vehicle owner's insurance will be the primary insurance and must sign a statement certifying they have valid insurance and will notify the University if their insurance lapses or is cancelled.

Drivers who use their personal vehicles to **transport students** are subject to the annual DMV check, must provide a copy of their driver's license, proof of insurance and must sign a statement certifying that they will inform McKendree if their insurance lapses or is cancelled.

**Use of Personal Vehicles to Conduct Other University Business:**

Faculty, staff or students requesting mileage when using their personal vehicle for University business must do the following:

- (1) Sign a statement certifying that they have a valid driver's license and will notify the University if it is suspended or revoked.
- (2) Provide proof of insurance since the vehicle owner's insurance will be the primary insurance and must sign a statement certifying they have valid insurance and will notify the University if their insurance lapses or is cancelled.

**VISITORS  
(Faculty and Staff)**

Visits by friends and relatives should be limited so as not to interfere with the employee's daily work activities.

## APPENDICES

## **Appendix A**

### **KEY CONTROL PROCEDURE**

McKendree University  
701 College Road  
Lebanon, IL 62254



## KEY CONTROL PROCEDURE

The key issue and control procedure provides improved entry control of access to buildings, offices, classrooms, and resident rooms. The procedures as identified in this document will also apply to keys for padlocks, desks, filing cabinets, and safes.

To effectively control keys, the following procedure will apply for the issuance and control of keys to buildings and offices/classrooms/resident rooms must be followed.

1. Campus Buildings  
Building entrance keys will be made for full-time employees, and students living in campus housing.
2. Offices and Other Interior Areas  
Requirements will be determined and approved by Department Heads through the Information Technology Department.
3. Key Issue and Control
  - a. Key requirements will be submitted to the Information Technology Department on a Work Order approved by the appropriate Department Head.
  - b. Keys will not, under any circumstances, be made (for buildings or internal doors) without an approved Work Order. The Physical Plant will maintain a log of all keys that are made and issued.
  - c. Keys will be delivered to the Information Technology Department.
  - d. The Information Technology Department will issue all keys and maintain a log of keys issued.
4. Public Safety Department  
Keys issued to personnel within the Public Safety Department will be issued by the Director of Public Safety and will be recorded on a key control log.
5. Physical Plant Department
  - a. The Maintenance Locksmith will be responsible for key preparations, which will include marking each key with an identification code.
  - b. Key Room in Physical Plant will have only two keys, one for the Maintenance Locksmith and one for the Maintenance Supervisor.
  - c. Keys for personnel within the Physical Plant will be issued by the Maintenance Supervisor, through individual physical plant supervisors, and will be recorded on a key control log.
6. Student Affairs  
The Director of Residence Life will be responsible for resident room and building entrance keys. Keys issued to students will be recorded on a separate key control log from those issued to staff members.

All key control logs will be available for review at all times. The objective will be to readily determine who has/had possession of keys, should the need arise.

7. Locking Buildings, Residence Halls, and Specified Classrooms
  - a. Public Safety personnel will ensure all buildings are locked at the end of each business day and periodically checked after hours to ensure the doors remain locked.
  - b. Public Safety personnel will be responsible for locking Residence Halls each evening.
  - c. Upon completion of a class, faculty members will lock the classroom if it has been designated by the Department Head to remain locked when not in use (labs, etc.).
  - d. After classrooms are cleaned, Custodians will lock only those classrooms identified in paragraph 4.c. above.
  - e. Custodians will lock all offices after cleaning.
  
8. Opening Buildings, Internal Offices and Resident Rooms

Public Safety shall be contacted to gain access to locked buildings and internal offices. For entry into resident rooms, the Resident Director or Resident Assistant should be contacted. Faculty/staff will be responsible for locking and unlocking their offices. Students will be responsible for locking/unlocking their dorm rooms.
  
9. Key Turn-in
  - a. Terminated employees.
    - (1) All terminated employees, except adjunct faculty, will use a termination checklist, which includes key turn-in procedures. For adjunct faculty members, the appropriate Department Head is responsible for securing keys, when required, and ensuring the keys are returned when no longer needed.
    - (2) For Physical Plant and Public Safety personnel only, the terminating employee's supervisor will certify that keys have been turned in.
    - (3) All other terminated personnel will turn in keys, including keys for padlocks, desks, filing cabinets, and safes, to the Human Resources Office in accordance with the termination checklist.
    - (4) In all situations, keys must be turned in (termination check list will so indicate) before a final paycheck is issued.
  - b. Students. The Director of Residence Life will ensure all building entrance keys are turned in before students leave the campus at the end of each semester, or during the semester, if campus housing is terminated. Additionally, the Director of Residence Life will ensure all room keys are turned in at the end of the academic year.
  
10. Updating Key Records

Periodically, personnel will be required to verify the keys in their possession.

11. Loaning of Keys  
UNDER NO CIRCUMSTANCES SHALL KEYS BE LOANED TO STUDENTS. Students, who in their work study/student work assignment require access to facility keys, must sign for the keys in the Information Technology Department in the same manner as other employees. The individual supervising the student(s) shall request the key(s) in the manner previously identified and shall be responsible for the safety of the key(s).
  
12. Lost/stolen/unmarked keys  
If a key is lost or stolen, Public Safety department and the Information Technology Department should be informed as soon as possible. The Public Safety department maintains a "Lost and Found" for items that cannot be identified as to ownership. When keys are turned in and identified as being found on campus, Public Safety shall retain the keys for 10 days; and if not claimed, shall transfer the keys to the Physical Plant Locksmith for identification and/or destruction. Keys identified as vehicle keys will be retained by Public Safety for periodic destruction. The Director of Resident Life is designated as the collection point for all unmarked/unidentifiable keys held by Residence Hall personnel. All unmarked/unidentifiable keys held by faculty and staff personnel or the Director of Residence Life shall be given to the Director of Human Resources for identification or destruction, as appropriate.
  
13. Authorized Locks  
Only University issued locks and keys are authorized on University property. Unauthorized personnel should not make duplicate keys. Personnel making or using unauthorized keys will be disciplined.
  
14. Master Keys  
The issue of master keys will be strictly controlled through the Information Technology Department. Unless absolutely necessary and fully justified by the Department Head, a master key will not be issued. Instead, keys to all areas, where access is required, will be issued.

All questions/comments relative to these procedures shall be directed to the Information Technology Department

**Appendix B**

**SAFETY**

**INJURY AND ILLNESS PREVENTION PROGRAM**

McKendree University  
701 College Road  
Lebanon, IL 62254

## SAFETY

### INJURY AND ILLNESS PREVENTION PROGRAM

#### Written Plan

By law, McKendree University is required to develop a written Injury and Illness Prevention Plan. Following the safety procedures set forth in this manual will significantly reduce the risk of danger to you and your co-workers. Please read the manual carefully. **Safety, for all our employees and students, must be our first priority.**

#### Our Program

For the purposes of this program, the term “employee” is used to describe the following categories of personnel: part-time and full-time faculty and staff, temporary staff, independent contractors, and students. Further, the guidance contained in this manual applies to all locations, i.e., main campus, Kentucky centers, and Scott center. State and federal laws, as well as University policy, make the safety and health of our employees the first consideration in operating the University. Safety and health must be a part of every operation at all locations, and every employee's responsibility, at all levels. It is the intent of McKendree University to comply with all laws concerning the operation of the University, the health and safety of our employees, and the health and safety of the public as we interface with outside personnel and agencies. To do this, we must constantly be aware of conditions in all work areas that can produce or lead to injuries. **No employee is required to work at a job known to be unsafe or dangerous to his/her health.** Your cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace hazards is a condition of employment. Inform your supervisor immediately of any potentially unsafe situation or condition beyond your ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety concern or violation.

#### Safety Committee

The Safety Committee was formed for the purpose of providing the day-to-day administration of the McKendree University Injury and Illness Prevention Program. Additionally, the committee is charged with providing leadership and insight into the ever changing safety environment. The mission of the Safety Committee is “to provide a proactive approach to ensuring the well-being and safety of all members of the University community; to provide insight and direction through regular committee consultation and actions in the major areas of ongoing campus safety, such as building and grounds, disaster planning, legal requirements; and to respond to various safety concerns and limitations as they arise.”

Membership on the standing committee will be:

- Director of Operations - Chairperson
- Faculty Representative
- Laboratory Associate
- Public Safety Representative
- Student Affairs Representative
- Physical Plant

The Office of Primary Responsibility (OPR) for the Injury and Illness Prevention Program is the Director of Operations. All errors, changes to the program, and recommended topics of discussion for safety training meetings should be forwarded to the Director of Operations. The committee meets on a regular basis.

## **Safety First Priority**

The personal safety and health of each employee at McKendree University is of primary importance. Prevention of occupationally-induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health, but our employees must bear primary responsibility for working safely. Common sense and caution can prevent most accidents.

## **Individual Cooperation Necessary**

McKendree University maintains a safety and health program which embodies the best practices of not only the educational arena, but also those best safety practices identified by OSHA. To be successful, such a program must ensure proper attitudes toward injury and illness prevention on the part of supervisors and employees. It requires cooperation in all safety and health matters, not only of the employer and employee, but between the employee and all co-workers. Only through such a cooperative effort can a safety program which reflects the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

## **Safety Program Goals**

The objective of McKendree University is to develop and maintain a safety and occupational health program that will reduce the number of injuries and illnesses to an absolute minimum. **Our goal of zero accidents and injuries – while lofty, is not unattainable.**

## **Safety Training**

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Fellow employees who need help should be assisted. Every injury that occurs on the job, even a slight cut or strain, must be reported to Department Head or a Public Safety officer, as soon as possible, but no later than the end of the duty day. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury. When we experience an accident, everyone is hurt. **Work safely. Safety is everyone's responsibility.**

## **Safety Rules for All Employees**

It is the policy of McKendree University that everything possible will be done to protect our employees from accidents, injuries and/or occupational disease/illness while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness. If an employee is injured, positive action must be taken promptly to ensure the employee receives adequate/proper treatment. No one desires to be injured nor do they like to see a fellow employee injured. Thus, all activities and operations must be planned with accident prevention as one of the major considerations. To implement our policy, the following rules will apply:

1. All employees shall follow the safe practices and rules contained in this manual plus those rules and practices communicated on the job. All employees shall report to the proper authority any unsafe condition or practice they observe or of which they have knowledge.

2. Supervisors shall be responsible for implementing these policies by insisting employees observe and obey all rules, regulations, and policies required to maintain a safe work place and safe work habits/practices.
3. Good housekeeping must be practiced at all times in the work area. Clean up all waste and eliminate any dangers in the work area.
4. Suitable clothing and footwear must be worn at all times. Personal protection equipment (hard hats, gloves, eye protection, etc.) will be worn, whenever needed/required.
5. Individuals under the influence of intoxicating liquor or drugs, including prescription drugs, which might impair motor skills and judgment, shall not be allowed in the work site.
6. Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety and/or well-being of any employee are prohibited.
7. Work shall be well-planned and supervised to avoid injuries while equipment is in operation or handling heavy materials.
8. No individual shall be permitted to work when the employee's ability or alertness is severely impaired by fatigue, illness, or other causes that might expose the employee or others to danger and/or injury.
9. Employees should ensure all guards or other protective devices are properly installed and adjusted. Deficiencies shall be immediately reported to the supervisor.
10. Employees shall not attempt to repair or adjust any electrical equipment, machinery, or air/water lines except within the scope of their duties and with proper training/instruction.
11. All injuries should be immediately reported to the supervisor to ensure medical or first aid treatment is obtained. If the supervisor is not available, injuries should be reported to the Safety/Public Safety Officer on duty.
12. When manually lifting heavy objects, proper lifting techniques must be employed. Use the large muscles of the legs instead of the smaller muscles in the back.
13. Do not throw items, especially materials and equipment. Dispose of all waste properly and carefully.
14. Bend all exposed nails so they do not injure anyone moving materials.

### **Agreement to Participate**

As previously stated and in accordance with 29CFR 1910.5(a)1, every employer is required to provide a safe and healthful work place. McKendree University is committed to fulfilling this requirement and has given the establishment of a safe and healthful work place one of the highest priorities at the University.

As has been stated, the information presented in this manual constitutes the written injury and illness prevention program required by the law. While McKendree University cannot anticipate every work place hazard, the following general principles should guide the conduct of our employees. To be safe, we must never stop being safety conscious.

Study the guidelines contained in this manual; discuss the work place situation with the supervisor; attend all University sponsored training and safety meetings; read all posters and warnings; listen to instructions carefully and respond in an appropriate manner; follow the **Code of Safe Work Place Practices**; participate in accident investigations, as requested; accept responsibility for the safety of others; and maintain all required documentation.

**Training**

Employee safety training is a requirement of an effective injury and illness prevention program. While McKendree University believes in skills training, we also want to emphasize safety training. All employees should participate in the safety training by reading this manual and discussing any problems or safety concerns with the direct supervisor. Safety training is designed to provide an opportunity for employees to learn their jobs properly, bring new ideas to the work place, reinforce existing safety policies, and put the injury and illness prevention program into action. Training is required for both supervisors and employees alike. The content of each training session will vary, but each session will attempt to teach the following:

- a) The success of the McKendree University Injury and Illness Prevention Program depends on the actions of individual employees as well as a deep commitment by the University.
- b) Each employee's immediate supervisor must review the safe work procedures unique to that employee's job, and the supervisor must demonstrate how these safe work procedures protect against risk and danger.
- c) All employees will understand when personal protective equipment is required or necessary, and how to use and maintain the equipment.
- d) Each employee will learn what to do in case of work place emergencies. Supervisors must be familiar with safety and health hazards to which employees are exposed. They must be able to recognize workplace hazards, know the potential effects of the hazards, and must have knowledge of the rules and procedures for maintaining a safe workplace. Supervisors must convey this information to the employees. Supervisors are responsible for investigating and reporting accidents/injuries in accordance with the accident investigation policies contained in this manual.

The following Subparts of 29 CFR, Part 1910 are areas in which mandatory training guidelines have been established and require a written plan which delineates the training requirements and embodies the training program. The Office of Primary Responsibility (OPR) is identified for ease of reference.

| <u>Plan Name</u>  | <u>OPR</u>                   |
|---|------------------------------|
| 1910.38 Employee Emergency/Fire Prevention Plans                            | Director of Operations       |
| 1910.95 Occupational Noise Exposure   | Physical Plant               |
| 1910.96 Permit Required Confined Spaces                                     | Physical Plant               |
| 1910.97 Control of Hazard Energy (Lockout/Tagout)                           | Physical Plant               |
| 1910.1030 Bloodborne Pathogens  | Director of Health Services  |
| 1910.1200 Hazard Communications   | Scientific Materials Manager |
| 1910.1450 Occupational Exposure to Hazard Chemicals (Chemical Hygiene Plan) | Scientific Materials Manager |

Note: In addition to the plans identified above, the Director of Operations is the OPR for the University Disaster Plan. The Emergency Response Plan in combination with the Injury and



Illness Prevention Plan will satisfy the requirements identified in 1910.38 (Employee Emergency and Fire Prevention Plans).

### **Periodic Safety Training Meetings**

The purpose of periodic safety training meetings is to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, the content of the injury prevention program, special work site hazards, serious concealed dangers, and material safety data sheets. Each month, the supervisor should review a portion of the University's safe work practices contained in this program document, or other safety related information. Whenever a new practice or procedure is introduced into the workplace, it will be thoroughly reviewed for safety. **Safety training meetings can be held in conjunction with normal staff meetings. However, supervisors must ensure attendance is taken and notes of each meeting are distributed.**

### **SAFETY TRAINING VIDEO PROGRAM**

The university maintains a library of safety training videos. Each new employee for the university must view safety videos appropriate to their job description during the hiring process.

The Director of Operations for the university is the OPR for the safety training video program

All videos will not be required of all employees. Certain videos will be required of all employees.

Listed below are the available videos in the program. Those marked with \* are required viewing for all new (and current) employees.

|                                |                                  |
|--------------------------------|----------------------------------|
| Basic First Aid *              | OSHA- Hazcom Compliance          |
| Safety Attitudes and Actions * | PPE- Hazard Assessment           |
| Hand-washing *                 | Hand and Arm Protection          |
| Fire and Electrical Safety     | Respirators- When and How to use |
| Back Care                      | Trenching and Shoring            |
| Elements of Ergonomics         | Chemicals in the Workplace *     |
| Hand and Power Tool Safety     | Lock Out/Tag Out                 |
| Ladder Safety                  | Machine Guarding                 |
| Manual Material Handling       | Bloodborne Pathogens             |
| Slips, Trips, and Falls *      | Foot Protection                  |

### **Employee Responsibility for Training**

Teaching safety is a two-way street. McKendree University can support safety through training and education, but only the employee can practice safety. Safety education and training require employee participation.

Remember, the following **Code of Safe Work Place Practices** will apply in all situations:

- a) No employee should undertake a job that appears to be unsafe.
- b) No employee is expected to undertake a job until he/she has received adequate safety instructions and is authorized to perform the task.
- c) No employee should use chemicals without fully understanding their toxic properties and without being trained on chemical safety.
- d) No employee should operate equipment unless all mechanical safeguards are installed.

- e) Employees must immediately report any unsafe conditions.
- f) Any work-related injury or illness must be reported to management at once.
- g) Personal protective equipment must be used, when required.

### **Accident Investigations**

A primary tool used by McKendree University to identify the areas responsible for accidents is a thorough and properly completed accident investigation and report. The result of each investigation will be reduced to writing and submitted for review by management. A sample copy of the accident report is provided in appendix 1.

A satisfactory accident report will answer the following questions:

1. **What happened?** The investigation report should begin by describing the accident, the injury sustained, the eyewitnesses, the date, time and location of the incident and the date and time of the report. Remember: who, what, when, where and how are the questions which must be answered if causal factors are to be accurately identified.
2. **Why did the accident occur?** The ultimate cause of the accident may not be known for several days until after all the data are analyzed. However, if an obvious cause is apparent, include your conclusions as a hypothesis at the time you give your information to the person in charge of the investigation.
3. **What should be done?** Once the cause of the accident is determined, all situations of a similar character should be analyzed to ensure proper safety precautions are in place. These decisions are the responsibility of the Director of Operations and the direct supervisor, as well as other members of top management. Once a solution has been adopted, it is everyone's responsibility to implement it.
4. **What has been done?** After a reasonable period of time, a follow-up report should be issued to determine if the suggested changes to safety procedures were implemented, and if so, whether the potential for another accident has been eliminated.

### **Records**

McKendree University maintains records of employee training, hazard identification and abatement, and accident investigation. The main campus maintains the record copies of the pertinent data, and all other locations maintain copies of the data.

### **Required OSHA Records**

Copies of required accident investigations and certification of employee safety training shall be maintained by the Operations Department. A written report will be maintained on each accident and injury or on-the-job illness requiring medical treatment. A record of each such injury or illness is recorded on OSHA Log and Summary of Occupational Injuries Form 300 according to its instructions. Supplemental records of each injury are maintained on OSHA Form 300 or the Employer's Report of Injury or Illness Form 5020. Every year, a summary of all reported injuries or illnesses is posted no later than February 1<sup>st</sup>, for one month, until March 1<sup>st</sup>, on OSHA Form 301. These records are maintained for five years from the date of preparation.

**Appendix C**

**HAZARD  
COMMUNICATIONS  
PLAN  
(HAZCOM)  
CHEMICAL  
HYGEINE**

**29 CFR Part 1910.120**

McKendree University

**SAFETY  
HAZARD PROGRAM  
(HAZCOM)**

## Hazard Communication and Chemical Hygiene

### 1. Purpose

To ensure that the hazards of all chemicals are evaluated, and that information concerning these chemical hazards are communicated to employees. The transmittal of information is to be accomplished by means of a comprehensive hazard communication program, which is to include container labeling, material safety data sheet knowledge, function specific training when applicable, and general awareness training.

Furthermore, the purpose of the Chemical Hygiene Plan which is incorporated into this plan is to set guidelines for chemical safety in McKendree University's Lab environments.

### 2. Scope

2.1. The Hazard Communication portion of this program is designed to give information to all employees about the hazardous chemicals to which they are exposed or may be exposed to in the work environment. This includes sharing this information with outside contractors and site visitors.

#### 2.2. Chemical Hygiene

2.2.1. The Chemical Hygiene portion of this applies to McKendree University as it is engaged in the laboratory use of hazardous chemicals as defined below.

2.2.2. Where this section applies, it shall supersede, for laboratories, the requirements of all other OSHA health standards in 29 CFR part 1910, Subpart Z, except as follows (After the written chemical Hygiene plan has been implemented):

2.2.2.1. For any OSHA health standard, only the requirement to limit employee exposure to the specific permissible exposure limit shall apply for laboratories, unless that particular standard states otherwise or unless the conditions of paragraph 2.2.2.3. of this section apply.

2.2.2.2. Prohibition of eye and skin contact where specified by any OSHA health standard shall be observed.

2.2.2.3. Where the action level (or in the absence of an action level, the permissible exposure limit) is routinely exceeded for an OSHA regulated substance with exposure monitoring and medical surveillance requirements, paragraphs 5.1.5. and 5.1.8.1.2 of this section shall apply.

2.2.3. This Chemical Hygiene section shall not apply to:

2.2.3.1. Uses of hazardous chemicals which do not meet the definition of laboratory use, and in such cases,

McKendree University shall comply with the relevant standard in 29 CFR part 1910, Subpart Z, even if such use occurs in a laboratory.

2.2.3.2. Laboratory uses of hazardous chemicals which provide no potential for employee exposure. Examples of such conditions might include:

2.2.3.2.1. Procedures using chemically-impregnated test media such as Dip-and-Read tests where a reagent strip is dipped into the specimen to be tested and the results are interpreted by comparing the color reaction to a color chart supplied by the manufacturer of the test strip; and

2.2.3.2.2. Commercially prepared kits such as those used in performing pregnancy tests in which all of the reagents needed to conduct the test are contained in the kit.

### 3. Reference

29 CFR 1910.120 Hazardous Waste Operations and Emergency Response

29 CFR 1910.1200 Hazard Communication

40 CFR 279 Standards for the Management of Used Oils

40 CFR 261-265 Hazardous Waste Standards

40 CFR 273 Standards for Universal Waste Management

49 CFR 171.3 Hazardous Waste

49 CFR 172.704 Hazardous Material Training Requirements

29 CFR 1910.1450 Occupational exposure to hazardous chemicals in laboratories

### 4. Definitions

**Action level** means a concentration designated in 29 CFR part 1910 for a specific substance, calculated as an eight (8)-hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance.

**Assistant Secretary** means the Assistant Secretary of Labor for Occupational Safety and Health, U.S. Department of Labor, or designee.

**Carcinogen** (see *select carcinogen*).

**Chemical Hygiene Officer** means an employee who is designated by McKendree University, and who is qualified by training or experience, to provide technical guidance

in the development and implementation of the provisions of the Chemical Hygiene Plan. This definition is not intended to place limitations on the position description or job classification that the designated individual shall hold within the McKendree University's organizational structure.

**Chemical Hygiene Plan** means a written program developed and implemented by McKendree University which sets forth procedures, equipment, personal protective equipment and work practices that:

- i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace and
- ii) meets the requirements of paragraph 5.1.6. of this section.

**Combustible liquid** means any liquid having a flashpoint at or above 100°F (37.8°C), but below 200°F (93.3°C) except any mixture having components with flashpoints of 200°F (93.3°C), or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.

**Compressed Gas** means:

- i) A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70°F (21.1°C); or
- ii) A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130°F (54.4°C) regardless of the pressure at 70°F (21.1°C)
- iii) A liquid having a vapor pressure exceeding 40 psi at 100°F (37.8°C) as determined by ASTM D-323-72.

**Exposure or exposed** means that an employee is subjected in the course of employment to a chemical that is a physical or health hazard, and includes potential (*e.g.* accidental or possible) exposure. "Subjected" in terms of health hazards includes any route of entry (*e.g.* inhalation, ingestion, skin contact or absorption).

**Flammable** means a chemical that falls into one of the following categories:

- i) *Aerosol, flammable* means an aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame protection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening;
- ii) Gas, flammable means:
  - (ii)(A) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of 13 percent by volume or less; or
  - (ii)(B) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than 12 percent by volume, regardless of the lower limit.
- iii) Liquid flammable means any liquid having a flashpoint below 100°F (37.8°C), except any mixture having components with flashpoints of 100°F (37.8°C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.

- iv) *Solid, flammable* means a solid, other than a blasting agent or explosive as defined in §1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.

**Flashpoint** means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested. Note: Organic peroxides, which undergo autoaccelerating thermal decomposition, are excluded from any of the flashpoint determination methods specified above.

**Hazmat Employee** means a person who in the course of employment directly affects hazardous materials transportation safety.

**Label** means any written, printed, or graphic material, displayed on or affixed to containers of hazardous chemicals.

**Laboratory scale** means work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person. "Laboratory scale" excludes those workplaces whose function is to produce commercial quantities of materials.

**Material safety data sheet (MSDS)** means written or printed material concerning a hazardous chemical that is prepared in accordance with federal requirements.

**Marking** means a descriptive name, identification number, instructions, cautions, weight, specification, or UN marks, or combinations thereof, on the outer packaging of hazardous materials.

**Medical consultation** means a consultation which takes place between an employee and a licensed physician for the purpose of determining what medical examinations or procedures, if any, are appropriate in cases where a significant exposure to a hazardous chemical may have taken place.

**Organic peroxide** means an organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.

**Oxidizer** means a chemical other than a blasting agent or explosive as defined in §1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.

**Physical hazard** means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.

**Select carcinogen** means any substance which meets one of the following criteria:

- i) It is regulated by OSHA as a carcinogen; or

- ii) It is listed under the category, "known to be carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or
- iii) It is listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (latest editions); or
- iv) It is listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria:

(iv)(A) After inhalation exposure of 6-7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m<sup>3</sup>;

(iv)(B) After repeated skin application of less than 300 (mg/kg of body weight) per week; or

(iv)(C) After oral dosages of less than 50 mg/kg of body weight per day.

**Unstable** (*reactive*) means a chemical which is the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

## 5. Responsibilities

### 5.1. Director of Physical Plant:

5.1.1. Maintains in the office, a written hazard communication program which describes how the criteria for labels, material safety data sheets, and employee information and training are met, and which includes the following:

5.1.1.1. A list of the hazardous chemicals known to be present using an identity that is referenced on the appropriate material safety data sheet.

5.1.1.2. The methods used to inform employees of the hazards of non-routine tasks, and the hazards associated with chemicals contained in unlabeled pipes in their work areas (See Appendix B).

5.1.2. Ensures that the hazard communication program includes the following:

5.1.2.1. The methods used to provide contractor(s), who may be working on-site, access to material safety data sheets for each hazardous chemical the contractor ('s) employees may be exposed to while working (See Contractor Policy).

5.1.2.2. The methods used to inform the contractor(s), who may be working on-site, of any precautionary measures that need to be taken to protect employees during the



workplace's normal operating conditions and in foreseeable emergencies (See Contractor Policy).

5.1.2.3. The methods used to inform the contractor(s), who may be working on-site, of the labeling system used in the workplace (See Contractor Policy).

5.1.3. Ensures that employees are provided with effective information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new physical or health hazard is introduced into their work area.

5.1.3.1. Employees are informed of:

5.1.3.1.1. Any operations in their work area where hazardous chemicals are present.

5.1.3.1.2. The location and availability of the written hazard communication program, including the required list(s) of hazardous chemicals, and material safety data sheets.

5.1.4. Shall, for laboratory uses of OSHA regulated substances, assure that laboratory employees' exposures to such substances do not exceed the permissible exposure limits (PEL) specified in 29 CFR part 1910, Subpart Z.

5.1.5. *Employee Exposure determination-Chemical Hygiene*

5.1.5.1. Shall measure the employee's exposure to any substance regulated by a standard which requires monitoring if there is reason to believe that exposure levels for that substance routinely exceed the action level (or in the absence of an action level, the PEL).

5.1.5.2. If the initial monitoring prescribed by paragraph 5.1.5.1. of this section discloses employee exposure over the action level (or in the absence of an action level, the PEL), McKendree University shall immediately comply with the exposure monitoring provisions of the relevant standard.

5.1.5.3. May terminate monitoring in accordance with the relevant standard.

5.1.5.4. Shall, within 15 working days after the receipt of any monitoring results, notify the employee of these results in writing either individually or by posting results in an appropriate location that is accessible to employees.

- 5.1.6. Shall implement a Chemical hygiene plan-General. (Appendix E of this section is non-mandatory but provides guidance to assist McKendree University in the development of the Chemical Hygiene Plan.)
- 5.1.6.1. Where hazardous chemicals as defined by this standard are used in the workplace, McKendree University shall develop and carry out the provisions of a written Chemical Hygiene Plan which is:
- 5.1.6.1.1. Capable of protecting employees from health hazards associated with hazardous chemicals in that laboratory and
- 5.1.6.1.2. Capable of keeping exposures below the limits specified in paragraph 5.1.4. of this section.
- 5.1.6.2. The Chemical Hygiene Plan shall be readily available to employees, employee representatives and, upon request, to the Assistant Secretary of OSHA.
- 5.1.6.3. The Chemical Hygiene Plan shall include each of the following elements and shall indicate specific measures that McKendree University will take to ensure laboratory employee protection:
- 5.1.6.3.1. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals;
- 5.1.6.3.2. Criteria that McKendree University will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices; particular attention shall be given to the selection of control measures for chemicals that are known to be extremely hazardous;
- 5.1.6.3.3. A requirement that fume hoods and other protective equipment are functioning properly and specific measures that shall be taken to ensure proper and adequate performance of such equipment;
- 5.1.6.3.4. Provisions for employee information and training as prescribed in paragraph 7.6. of this section;

- 5.1.6.3.5. The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the McKendree University or McKendree University's designee before implementation;
- 5.1.6.3.6. Provisions for medical consultation and medical examinations in accordance with paragraph 5.1.8. of this section;
- 5.1.6.3.7. Designation of personnel responsible for implementation of the Chemical Hygiene Plan including the assignment of a Chemical Hygiene Officer and, if appropriate, establishment of a Chemical Hygiene Committee; and
- 5.1.6.3.8. Provisions for additional employee protection for work with particularly hazardous substances. These include "select carcinogens," reproductive toxins and substances which have a high degree of acute toxicity. Specific considerations shall be given to the following provisions which shall be included where appropriate:
  - A) Establishment of a designated area;
  - B) Use of containment devices such as fume hoods or glove boxes;
  - (C) Procedures for safe removal of contaminated waste; and
  - (D) Decontamination procedures.

5.1.7. Shall review and evaluate the effectiveness of the Chemical Hygiene Plan at least annually and update it as necessary.

5.1.8. *Medical consultation and medical examinations.*

5.1.8.1. Shall provide all employees who work with hazardous chemicals an opportunity to receive medical attention, including any follow-up examinations which the examining physician determines to be necessary, under the following circumstances:

5.1.8.1.1. Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination.

- 5.1.8.1.2. Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.
- 5.1.8.1.3. Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.
- 5.1.8.2. All medical examinations and consultations shall be performed by or under the direct supervision of a licensed physician and shall be provided without cost to the employee, without loss of pay and at a reasonable time and place.
- 5.1.8.3. McKendree University shall provide the following information to the physician:
  - 5.1.8.3.1. The identity of the hazardous chemical(s) to which the employee may have been exposed;
  - 5.1.8.3.2. A description of the conditions under which the exposure occurred including quantitative exposure data, if available; and
  - 5.1.8.3.3. A description of the signs and symptoms of exposure that the employee is experiencing, if any.
- 5.1.8.4. *Physician's written opinion- Chemical Hygiene.*
  - 5.1.8.4.1. For examination or consultation required under this standard, McKendree University shall obtain a written opinion from the examining physician which shall include the following:
    - (A) Any recommendation for further medical follow-up;
    - (B) The results of the medical examination and any associated tests;

(C) Any medical condition which may be revealed in the course of the examination which may place the employee at increased risk as a result of exposure to a hazardous chemical found in the workplace; and

(D) A statement that the employee has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

5.1.8.4.2. The written opinion shall not reveal specific findings of diagnoses unrelated to occupational exposure.

## 5.2 The Campus Environmental & Safety Coordinator:

- 5.2.1. Obtains a MSDS from the chemical manufacturer or importer before any chemical is put into use.
- 5.2.2. Maintains in the office copies of the material safety data sheets for each hazardous chemical, and ensures that they are readily accessible during each work shift to employees in their work area(s).
- 5.2.3. Keeps a copy of each manifest signed in accordance with 40 CFR 262.23(a) for three years or until he receives a signed copy from the designated facility which received the waste. This signed copy must be retained as a record for at least three years from the date the waste was accepted by the initial transporter.
- 5.2.4. Keeps a copy of each waste report for a period of at least three years from the due date of the report.
- 5.2.5. Keep records of any test results, waste analyses, or other determinations made in accordance with 40CFR 262.11 for at least three years from the date that the waste was last sent to on-site or off-site treatment, storage, or disposal.
- 5.2.6. Ensures that transporter, treatment, storage, and disposal facility and state receive copies of signed manifest.
  - 5.2.6.1. When shipping hazardous waste, includes a Land Disposal Restriction form with the Manifest.
  - 5.2.6.2. If final copy is not received , conducts and investigation and submit and exception report.
  - 5.2.6.3. Ensures that an accurate report depicting the waste content is available.

- 5.2.6.4. Ensures that a contingency plan for waste releases exists at this facility.
- 5.2.7. Ensures that each container of hazardous chemicals in the workplace is labeled, tagged or marked with the following information:
  - 5.2.7.1. Identity of the hazardous chemical(s) and,
  - 5.2.7.2. A NFPA warning label or label with equivalent information (See Appendix A).
- 5.2.8. Ensures that labels or other forms of warning are legible, in English, and prominently displayed on the container, or readily available in the work area throughout each work shift.
- 5.2.9. Inspects weekly all hazardous waste containers in storage and maintains those inspection records:
  - 5.2.9.1. Containers must be marked “Hazardous Waste”.
  - 5.2.9.2. Closed to prevent spills and fugitive emissions.
  - 5.2.9.3. Maintained in a “ready for transport” condition  
Accumulation time must be noted (date must be placed on contained immediately upon placement in storage).
- 5.2.10. Ensures that satellite accumulation of up to one 55 gallon drum of hazardous waste or one quart of acutely hazardous waste is not exceeded at the point of generation.
  - 5.2.10.1. Ensures that the container is labeled “Hazardous Waste”.
  - 5.2.10.2. Ensures that the container is closed when not being filled.
  - 5.2.10.3. Ensures that the waste material is inspected weekly.
- 5.3. Chemical Hygiene Officer
  - 5.3.1. *Hazard identification.*
    - 5.3.1.1. With respect to labels and material safety data sheets:
      - 5.3.1.1.1. Shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced.
      - 5.3.1.1.2. Shall maintain any material safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible to laboratory employees.

5.3.1.2. The following provisions shall apply to chemical substances developed in the laboratory:

5.3.1.2.1. If the composition of the chemical substance which is produced exclusively for the laboratory's use is known, the Chemical Hygiene Officer shall determine if it is a hazardous chemical as defined in paragraph 4. of this section. If the chemical is determined to be hazardous, the Chemical Hygiene Officer shall provide appropriate training as required under paragraph 7.6. of this section.

5.3.1.2.2. If the chemical produced is a byproduct whose composition is not known, the Chemical Hygiene Officer shall assume that the substance is hazardous and shall implement paragraph 5.1.6. of this section.

5.3.1.2.3. If the chemical substance is produced for another user outside of the laboratory, the Chemical Hygiene Officer shall comply with the Hazard Communication Standard (29 CFR §1910.1200) including the requirements for preparation of material safety data sheets and labeling.

5.3.2. Where the use of respirators is necessary to maintain exposure below permissible exposure limits, the Chemical Hygiene Officer shall provide, at no cost to the employee, the proper respiratory equipment. Respirators shall be selected and used in accordance with the requirements of 29 CFR §1910.134.

## **6. Labels and Other Forms of Warning**

6.1. As indicated in Appendix A, a NFPA based label system is used but signs, placards, operating procedures, or other such written materials may be used in place of affixing labels to individual stationary process containers, as long as the alternative method identifies the containers to which it is applicable and conveys the information required on a label. If this information is kept in a written format, it is readily accessible to the employees in their work area throughout each work shift (For safety color designation see Appendix D).

## **7. Training for Hazard Communication**

7.1. Employee training includes:

7.1.1. Methods and observations that may be used to detect the presence or release of a hazardous chemical in the work area.

7.1.2. The physical and health hazards of the chemicals in the work area.

- 7.1.3. The measures employees can take to protect themselves from these hazards, including appropriate work practices, emergency procedures, and personal protective equipment to be used.
- 7.1.4. The details of the hazard communication program, including an explanation of the labeling system and the material safety data sheet, and how employees can obtain and use the appropriate hazard information.
- 7.2. Where an employee's job tasks include ordering, packaging, loading, unloading, handling, or preparing for the transportation any hazardous materials, that employee will be given further instruction when applicable to job task on the Hazardous Materials Table and Special Provisions, Shipping Papers, Marking, Labeling, Placarding, and Emergency Response Information (further training requirements section 8.).
  - 7.2.1. This training will be given initially upon receiving such a job task and recurring training shall be given every three years or when an employee changes job functions.
  - 7.2.2. Records of hazmat training are maintained with the following information: employee name, most recent completion date of training, description of training, copy or location of training materials, name and address of person performing training, and certification the employee has been trained according to regulation.
- 7.3. Where an employee's job tasks bring him/her into contact with Universal Wastes, they must be trained, have knowledge and abide by sections 10. through 15.
- 7.4. Where an employee's job tasks bring him/her into contact with used oil, he/she should be aware and abide the requirements set out in sections 16. through 18.
- 7.5. Where an employee's job tasks bring him/her into contact with hazardous waste, he/she should be aware and abide the requirements set out in section 9.
- 7.6. *Employee information and training- Chemical Hygiene.*
  - 7.6.1. McKendree University shall provide employees with information and training to ensure that they are apprised of the hazardous of chemicals present in their work area.
  - 7.6.2. Such information shall be provided at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations. The frequency of refresher information and training shall be determined by McKendree University.
  - 7.6.3. Employees shall be informed of:
    - 7.6.3.1. The contents of this standard and its appendices which shall be made available to employees;



- 7.6.3.2. The location and availability of the McKendree University's Chemical Hygiene Plan;
- 7.6.3.3. The permissible exposure limits for OSHA regulated substances or recommended exposure limits for other hazardous chemicals where there is no applicable OSHA standard;
- 7.6.3.4. Signs and symptoms associated with exposures to hazardous chemicals used in the laboratory; and
- 7.6.3.5. The location and availability of known reference material on the hazards, safe handling, storage and disposal of hazardous chemicals found in the laboratory including, but not limited to, Material Safety Data Sheets received from the chemical supplier.

7.7.4. *Specific Chemical Hygiene Training.*

7.7.4.1. Employee training shall include:

- 7.7.4.1.1. Methods and observations that may be used to detect the presence or release of a hazardous chemical (such as monitoring conducted by McKendree University, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.);
- 7.7.4.1.2. The physical and health hazards of chemicals in the work area; and
- 7.7.4.1.3. The measures employees can take to protect themselves from these hazards, including specific procedures McKendree University has implemented to protect employees from exposure to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.

7.7.4.2. The employee shall be trained on the applicable details of McKendree University's written Chemical Hygiene Plan.

**8. Additional Training Requirements for DOT HazMat Employees**

8.1. Training requirements

- 8.1.1. Each hazmat employee is provided with general awareness/familiarization training designed to provide familiarity with DOT's hazardous materials requirements, and to

enable the employee to recognize and identify hazardous materials consistent with the hazard communication policy.

8.1.2. Function-specific training

8.1.2.1. Each hazmat employee is provided with function-specific training concerning requirements of the hazardous materials regulation which are specifically applicable to the functions the employee performs.

8.1.3. Each hazmat employee receives safety training concerning

8.1.3.1. Emergency response information.

8.1.3.2. Measures to protect the employee from the hazards associated with hazardous materials to which they may be exposed in the work place, including specific measures McKendree University has implemented to protect employees from exposure.

8.1.3.3. Methods and procedures for avoiding accidents, such as the proper procedures for handling packages containing hazardous materials.

8.1.4. Each hazmat employee must receive training that provides an awareness of security risks associated with hazardous materials transportation and methods designed to enhance transportation security. This training must also include a component covering how to recognize and respond to possible security threats. New hazmat employees must receive the security awareness training required by this paragraph within 90 days after employment.

8.1.5. Security training must include company security objectives, specific security procedures, employee responsibilities, actions to take in the event of a security breach, and the organizational security structure. McKendree University is not required to have a Hazmat Security Plan (McKendree University does not ship placardable quantities of hazardous material).

8.2. Initial and recurrent training

8.2.1. A new hazmat employee, or a hazmat employee who changes job functions may perform those functions prior to the completion of training provided.

8.2.1.1. The employee performs those functions under the direct supervision of a properly trained and knowledgeable hazmat employee.

8.2.1.2. The training is completed within 90 days after employment or a change in job function.

## **9. Additional Training Requirements for those with contact with Hazardous Waste**

### **9.1. Training**

9.1.1. Facility personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the requirements of this part. The owner or operator must ensure that this program includes all the elements described in the document required under the hazardous waste regulations.

9.1.2. This training program must be directed by a person trained in hazardous waste management procedures, and must include instruction which teaches facility personnel hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed.

9.1.3. At a minimum, the training program must be designed to ensure that facility personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems, including, where applicable:

9.1.3.1. Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment(See Appendix C for inspection form and the emergency action program).

9.1.3.2. Communications or alarm systems

9.1.3.3. Response to fires or explosions

9.1.3.4. Response to ground-water contamination incidents and

9.1.3.5. Shutdown of operations.

9.2. Facility personnel must successfully complete the program required in section 9.1. within six months after the date of their employment or assignment to a facility, or to a new position at a facility, whichever is later. Employees must not work in unsupervised positions until they have completed the training requirements of 9.1 (For Small Quantity Generators and Large Quantity Generators).

9.3. Facility personnel must take part in an annual review of the initial training required section 9.1.

## **10. Recordkeeping**

10.1. For a Hazmat employee, a record of current training, inclusive of the preceding three years, is created and retained by McKendree University for as long as that

employee is employed by McKendree University as a hazmat employee and for 90 days thereafter. The record includes:

- 10.1.1. The hazmat employee's name.
  - 10.1.2. The most recent training completion date of the hazmat employee's training.
  - 10.1.3. A description, copy, or the location of the training materials used to conduct the training. (Training material kept in the safety office).
  - 10.1.4. The name and address of the person providing the training.
  - 10.1.5. Certification that the hazmat employee has been trained and tested.
- 10.2. Training records of current personnel must be kept until closure of the facility; training records on former employees must be kept for at least three years from the date the employee last worked at the facility. Personnel training records will accompany personnel transferred within the same company.
  - 10.3. McKendree University shall establish and maintain for each employee an accurate record of any measurements taken to monitor employee exposures and any medical consultation and examinations including tests or written opinions required by this standard.
  - 10.4. McKendree University shall assure that such records are kept, transferred, and made available in accordance with 29 CFR §1910.1020.
  - 10.5. *Appendices.* The information contained in the appendices is not intended, by itself, to create any additional obligations not otherwise imposed or to detract from any existing obligation.

## **11. Universal Waste**

- 11.1. McKendree University is a small quantity handler of universal waste (will not accumulate 5,000 kilograms or more total of regulated batteries or lamps at any time) and manages universal waste batteries in a way that prevents releases of any universal waste or component of a universal waste to the environment, as follows:
  - 11.1.1. McKendree University contains any universal waste battery that shows evidence of leakage, spillage, or damage that could cause leakage under reasonably foreseeable conditions in a container. The container is closed, structurally sound, compatible with the contents of the battery.
  - 11.1.2. McKendree University may conduct the following activities as long as the casing of each individual battery cell is not breached and remains intact and closed (except that cells may be opened to remove electrolyte but must be immediately closed after removal):

- 11.1.2.1.       Sorting batteries by type;
  - 11.1.2.2.       Mixing battery types in one container;
  - 11.1.2.3.       Discharging batteries so as to remove the electric charge;
  - 11.1.2.4.       Regenerating used batteries;
  - 11.1.2.5.       Disassembling batteries or battery packs into individual batteries or cells;
  - 11.1.2.6.       Removing batteries from consumer products; or
- 11.2.   As a small quantity handler of universal waste, McKendree University manages lamps in a way that prevents releases of any universal waste or component of a universal waste to the environment, as follows:
- 11.2.1. McKendree University employees contain regulated lamps in containers or packages that are structurally sound, adequate to prevent breakage, and compatible with the contents of the lamps. Such containers and packages remain closed and will lack evidence of leakage, spillage or damage that could cause leakage under reasonably foreseeable conditions.
  - 11.2.2. McKendree University's trained personnel immediately clean up and place in a container any regulated lamp that is broken and places in a container any lamp that shows evidence of breakage, leakage, or damage that could cause the release of mercury or other hazardous constituents to the environment. Containers will be closed, structurally sound, compatible with the contents of the lamps and will lack evidence of leakage, spillage or damage that could cause leakage or releases of mercury or other hazardous constituents to the environment under reasonably foreseeable conditions.

## **12.   Universal Waste Labeling/Marking**

- 12.1.   A universal waste battery container in which the batteries are contained, is labeled or marked clearly with any one of the following phrases: "Universal Waste-Battery(ies), or "Waste Battery(ies)," or "Used Battery(ies);
- 12.3.   Universal waste thermostats (i.e., each thermostat), or a container in which the thermostats are contained, are labeled or marked clearly with any one of the following phrases: "Universal Waste-Mercury Thermostat(s)," or "Waste Mercury Thermostat(s)," or "Used Mercury Thermostat(s)".
- 12.4.   Each lamp or a container or package in which such lamps are contained are labeled or marked clearly with one of the following phrases: "Universal Waste-Lamp(s)," or "Waste Lamp(s)," or "Used Lamp(s)."

### **13. Accumulation Time Limits**

- 13.1. As a small quantity handler of universal waste, McKendree University accumulates universal waste for no longer than one year from the date the universal waste is generated, or received from another handler, unless for the purpose of accumulation of such quantities of universal waste as necessary to facilitate proper recovery, treatment, or disposal. However, McKendree University's Campus Environmental and Safety Coordinator bears the burden of proving that such activity is solely for the purpose of accumulation of such quantities of universal waste as necessary to facilitate proper recovery, treatment, or disposal.
- 13.2. McKendree University's Campus Environmental and Safety Coordinator demonstrates the length of time that the universal waste has been accumulated from the date it becomes a waste or is received. The Campus Environmental & Safety Coordinator makes this demonstration by:
  - 13.2.1. Placing the universal waste in a container and marking or labeling the container with the earliest date that any universal waste in the container became a waste or was received;
  - 13.2.2. Marking or labeling each individual item of universal waste (e.g., each battery or thermostat) with the date it became a waste or was received;
  - 13.2.3. Maintaining an inventory system on-site that identifies the date each universal waste became a waste or was received;
  - 13.2.4. Maintaining an inventory system on-site that identifies the earliest date that any universal waste in a group of universal waste items or a group of containers of universal waste became a waste or was received;
  - 13.2.5. Placing the universal waste in a specific accumulation area and identifying the earliest date that any universal waste in the area became a waste or was received; or
  - 13.2.6. Any other method which clearly demonstrates the length of time that the universal waste has been accumulated from the date it becomes a waste or is received.

### **14. Employee Training for Universal Waste**

- 14.1. All employees who handle or have responsibility for managing universal waste are informed of the proper handling and emergency procedures appropriate to the type(s) of universal waste handled at the facility.

### **15. Response to Releases**

- 15.1. McKendree University's trained employees would immediately contain all releases of universal wastes and other residues from universal wastes.
- 15.2. McKendree University's Campus Environmental and Safety Coordinator determines whether any material resulting from the release is hazardous waste,

and if so, would manage the hazardous waste in compliance with all applicable requirements. At that time, McKendree University would be considered the generator of the material resulting from the release, and must manage it in compliance with Federal Regulations.

## **16. Off-Site Shipments**

- 16.1. As a small quantity handler of universal waste, McKendree University is prohibited from sending or taking universal waste to a place other than another universal waste handler, a destination facility, or a foreign destination.
- 16.3. If a universal waste being offered for off-site transportation meets the definition of hazardous materials, McKendree University's shipping and receiving employees would package, label, mark and placard the shipment, and prepare the proper shipping papers in accordance with the applicable Department of Transportation regulations;
- 16.4. Prior to sending a shipment of universal waste to another universal waste handler, The Campus Environmental & Safety Coordinator would ensure that the receiving handler agrees to receive the shipment.
- 16.5. If McKendree University sends a shipment of universal waste to another handler or to a destination facility and the shipment is rejected by the receiving handler or destination facility, The Campus Environmental & Safety Coordinator will either:
  - 16.5.1. Receive the waste back when notified that the shipment has been rejected, or
  - 16.5.2. Agree with the receiving handler on a destination facility to which the shipment will be sent.

## **17. Hazardous Waste Mixing in Reference to Used Oil**

- 17.1. Mixtures of used oil and hazardous waste would be managed in accordance with characteristic hazardous waste requirements.
- 17.2. The rebuttable presumption for used oil applies to used oil managed by generators. Under the rebuttable presumption for used oil, used oil containing greater than 1,000 ppm total halogens is presumed to be a hazardous waste and thus must be managed as hazardous waste and not as used oil unless the presumption is rebutted. However, the rebuttable presumption does not apply to certain metalworking oils/fluids and certain used oils removed from refrigeration units.

## **18. Used Oil Storage**

- 18.1. Used oil generators are subject to all applicable Spill Prevention, Control and Countermeasures in addition to the requirements of this part.
  - 18.1.1. McKendree University does not store used oil in units other than containers or units subject to regulation under parts 40 CFR 264 or 265.

18.1.2. Containers and aboveground tanks used to store used oil at McKendree University facilities are:

18.1.2.1. In good condition (no severe rusting, apparent structural defects or deterioration); and

18.1.2.2. Not leaking (no visible leaks).

18.1.3. Labels

18.1.3.1. Containers used to store used oil at generator facilities are be labeled or marked clearly with the words "Used Oil."

18.1.3.2. Fill pipes used to transfer used oil into underground storage tanks at generator facilities would be labeled or marked clearly with the words "Used Oil."

18.1.4. Upon detection of a release of used oil to the environment that is not subject to technical standards and corrective action requirements for owner and operators of underground storage tanks, McKendree University's Maintenance personnel would perform the following cleanup steps:

18.1.4.1. Stop the release.

18.1.4.2. Contain the released used oil.

18.1.4.3. Clean up and manage properly the released used oil and other materials; and

18.1.4.4. If necessary, repair or replace any leaking used oil storage containers or tanks prior to returning them to service.

## **19. Off-Site Shipments**

19.1. The Campus Environmental & Safety Coordinator ensures that their used oil is transported only by transporters who have obtained EPA identification numbers.

19.2. The Campus Environmental & Safety Coordinator ensures that used oil is sent to permitted facilities according to 40 CFR 279.

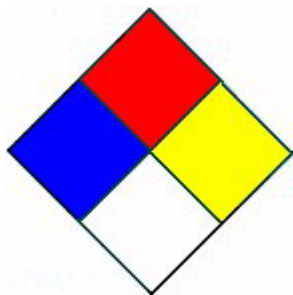


## Appendix A

McKendree University uses a NFPA based hazard identification system or labels with equivalent information.

NFPA label components are as follows:

- 1) The diamond-shaped label contains four colored squares, with a number or symbol appearing in each square.
- 2) There are four categories of hazards identified by this system—health, flammability, reactivity, and special hazard.
- 3) The degree of severity is indicated numerically by five divisions.



Health = Blue

- 4= **Severe Hazard-** Can be lethal
- 3= **Serious Hazard-** Can cause serious or permanent injury
- 2= **Moderate Hazard-** Can cause temporary incapacitation or residual injury
- 1= **Slight Hazard-** Can cause significant irritation
- 0= **Minimal Hazard-** Would offer no hazard beyond that of ordinary combustible materials

Fire = Red

- 4= **Severe Hazard-** Materials which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature
- 3= **Serious Hazard-** Liquids and solids that can be ignited under all ambient temperature conditions
- 2= **Moderate Hazard-** Materials that must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur
- 1= **Slight Hazard-** Materials that must be preheated before ignition can occur
- 0= **Minimal Hazard-** Materials that will not burn

Reactivity = Yellow

- 4= **Severe Hazard-** Readily capable of detonation at normal temperatures and pressures
- 3= **Serious Hazard-** Capable of detonation, with strong initiating source
- 2= **Moderate Hazard-** Readily undergo violent chemical change at elevated temperatures
- 1= **Slight Hazard-** Normally stable, but can become unstable at elevated temperatures
- 0= **Minimal Hazard-** Normally stable

Special Hazards = White

**W**

Materials that demonstrate unusual reactivity with water.

**OX**

Materials that possess oxidizing properties.



Radioactive Hazard

**COR**

Corrosive

**ACID**















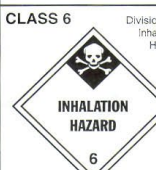
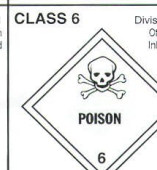
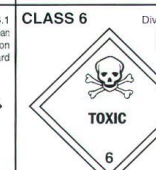
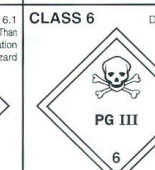
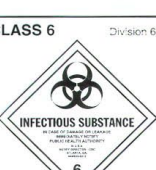
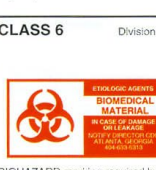
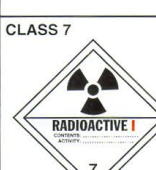


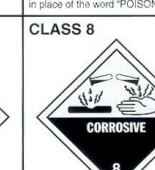
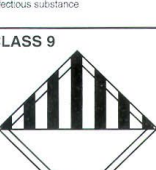

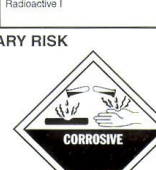
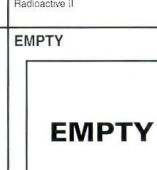
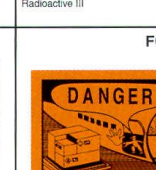

Acid

**ALK**

Alkali

For those employees that need hazmat training for shipping and receiving will also need to understand the DOT labeling system pictured on the following page.

## HAZARDOUS MATERIALS LABELING CHART

|  |   |   |  |   |   |
|--|---|---|--|---|---|
| <p><b>CLASS 1</b> Explosive 1.1, 1.2, 1.3</p>  <p>*Include appropriate division number and compatibility group.</p> | <p><b>CLASS 1</b> Explosive 1.4</p>  <p>*Include appropriate compatibility group.</p>  | <p><b>CLASS 1</b> Explosive 1.5</p>  <p>*Include appropriate compatibility group.</p>            | <p><b>CLASS 1</b> Explosive 1.6</p>  <p>*Include appropriate compatibility group.</p>                           | <p><b>CLASS 2</b> Division 2.1</p>  <p>Flammable gas</p>  | <p><b>CLASS 2</b> Division 2.2</p>  <p>Non-flammable gas</p>   |
| <p><b>CLASS 2</b> Division 2.2</p>  <p>Oxygen</p>   | <p><b>CLASS 2</b> Division 2.3</p>  <p>Poison gas</p>  | <p><b>CLASS 3</b></p>  <p>Flammable liquid</p>   | <p><b>CLASS 4</b> Division 4.1</p>  <p>Flammable solid</p>  | <p><b>CLASS 4</b> Division 4.2</p>  <p>Spontaneously combustible</p>  | <p><b>CLASS 4</b> Division 4.3</p>  <p>Dangerous when wet</p>  |
| <p><b>CLASS 5</b> Division 5.1</p>  <p>Oxidizer</p>   | <p><b>CLASS 5</b> Division 5.2</p>  <p>Organic peroxide</p>  | <p><b>CLASS 6</b> Division 6.1 Other Than Inhalation Hazard</p>  <p>Poison Inhalation hazard</p> | <p><b>CLASS 6</b> Division 6.1 Other Than Inhalation Hazard</p>  <p>Poison<br/>See Toxic and PG III labels.</p> | <p><b>CLASS 6</b> Division 6.1 Other Than Inhalation Hazard</p>  <p>Toxic<br/>The word "TOXIC" is allowed to be used in place of the word "POISON."</p>   | <p><b>CLASS 6</b> Division 6.1 Other Than Inhalation Hazard</p>  <p>Packing Group III<br/>The text "PG III" is allowed to be used in place of the word "POISON."</p> |
| <p><b>CLASS 6</b> Division 6.2</p>  <p>Infectious substance</p>   | <p><b>CLASS 6</b> Division 6.2</p>  <p>BIOHAZARD marking required by 29 CFR 1910.1030 may be used for Regulated Medical Waste.<br/>The Etiologic Agent label may be required (42 CFR 72.3).</p>  | <p><b>CLASS 7</b></p>  <p>Radioactive I</p>  | <p><b>CLASS 7</b></p>  <p>Radioactive II</p>  | <p><b>CLASS 7</b></p>  <p>Radioactive III</p>   | <p><b>CLASS 8</b></p>  <p>Corrosive</p>  |
| <p><b>CLASS 9</b></p>  <p>Miscellaneous</p>   | <p style="text-align: center;"><b>SUBSIDIARY RISK</b></p>  <p>Numbered</p>  <p>Unnumbered<br/>Allowed until October 1, 2005.<br/>See §172.402(b).</p> |   | <p><b>EMPTY</b></p>  <p>For Class 7 packagings that meet the requirements in §173.428.</p>                    | <p style="text-align: center;"><b>FOR AIRCRAFT</b></p>  <p>Cargo aircraft only</p>  <p>Magnetized material</p> |   |

### **Hazards Associated with Non-Routine Tasks**

Methods:

- 1) Upon initial hire, employees are informed that they should consult his/her Supervisor when the employees are either unaware of the hazards associated with a new task or if they lack knowledge of potential hazards in their workspace (unmarked pipes etc.).
- 2) Upon notification, the Supervisor shall do a hazard assessment of the task or work environment and inform the employee of the associated hazards. The employee will not commence work until the task or work environment has been assessed (where pipes are unmarked, the Supervisor shall label these pipes to avoid potential future confusion).

Appendix C

**WEEKLY HAZARDOUS MATERIALS / HAZARDOUS WASTE**

Storage Area Self-Inspection Form

Area Inspected: \_\_\_\_\_

|                 |  |                                   |                              |                                  |   |                              |                            |                                |                    |                             |   |                             |                      |  |                               |
|-----------------|--|-----------------------------------|------------------------------|----------------------------------|---|------------------------------|----------------------------|--------------------------------|--------------------|-----------------------------|---|-----------------------------|----------------------|--|-------------------------------|
| Inspection Date | Flammable Liquid Storage – containers closer and not | Area free of spills / leaks (Yes) | All incompatibles segregated | Secondary containment (Yes / No) | Containers labeled with NFPA label (Yes / No) | Used Oil labeled “ Used Oil” | Clean and secure Universal | Quantity of waste in container | Haz. Waste labeled | Container closed (Yes / No) | Hazardous waste accumulation time marked (Yes / No) | Emergency procedures posted | Inspector's initials | Waste container condition (Good / Bad) | Comments / Corrective Actions |
|-----------------|--|-----------------------------------|------------------------------|----------------------------------|---|------------------------------|----------------------------|--------------------------------|--------------------|-----------------------------|---|-----------------------------|----------------------|--|-------------------------------|



**Area Inspected:** The area or areas being inspected should be indicated on the form.

**Inspection Date:** Enter the month, day and year of the inspection.

**Flammable/Combustible Liquid Storage:** Storage occurs in accordance with 1910.106

**Area free of spills/leaks:**

- Look on and around hazardous material containers and hazardous waste containers for signs of spilled or leaked materials. There should be no visible signs of contamination on tops or sides of waste containers, in the containment, or elsewhere in the general storage area. Wipe down or clean containers, containment and the storage area as necessary.

**Proper secondary containment:**

- Where applicable, is the secondary containment of adequate size? The suggested volume of the secondary containment is:
  - 110% the volume of a single container if only one is present or,
  - if multiple containers use a single secondary containment, the containment volume should be the larger of 150% of the largest container volume, or 10% of the total volume of all the containers.
- Is the secondary containment compatible with the chemicals to be stored? Make sure it won't be degraded or corroded by a spill.
- Are all materials stored in the same secondary containment compatible? Make sure they won't chemically react with each other.

**Containers closed:**

- All containers of hazardous materials and hazardous wastes should be closed with a tightly fitting lid or bung. A properly sealed container will not leak when laid on its side or overturned.

**Containers labeled:**

- All containers, whether the contents are hazardous or non-hazardous, including individual use containers, squeeze bottles and spray bottles, should have a legible label, which at a minimum indicates the name of the product and the primary hazard of the contents.

**Incompatibles segregated:**

- Are materials that could adversely interact with each other or the other containers separated by secondary containment and/or distance? For instance, are acids kept away from bases and flammables/combustibles separated from oxidizers? The product MSDS is a good source for identifying incompatible materials.
- For materials transferred to a new container, such as a spray bottle, is the material compatible with the new container?

**Waste within storage time:**

- For areas subject to satellite accumulation requirements, containers will be removed within 3 days of being filled. Up to one 55 gallon drum of hazardous waste or one quart of acutely hazardous waste may be accumulated in a satellite area. A small quantity hazardous waste generator may accumulate hazardous waste on-site for up to 180 days, or 270 days if the waste is to be shipped over 200 miles away for treatment, storage, or disposal.

**Emergency procedures:**

- For each area where hazardous materials or wastes are stored, verify that simplified response information for emergencies is available.

**Inspector's initials****Comments/Corrective actions:**

- Explain any problems found and corrective actions taken. Follow-up promptly on deficiencies noted. When corrections are completed, initial, date and explain corrective actions taken.

**Proper Universal Waste Storage:**

- Light bulb and Battery storage labeled "Universal Waste-Battery" or "Universal Waste- Lamp" and storage container is secure.



Compatibility Chart

| Group   | Name  | Example   | Incompatible Groups                             |
|---------|---|---|---|
| Group 1 | Inorganic Acids                             | Hydrochloric acid<br>Hydrofluoric acid<br>Hydrogen chloride<br>Hydrogen fluoride<br>Nitric acid<br>Sulfuric acid<br>Phosphoric acid   | 2,3,4,5,6,7,8,10,13,14,16,<br>17,18,19,21,22,23 |
| Group 2 | Organic acids                               | Acetic acid<br>Butyric acid<br>Formic acid<br>Propionic acid  | 1,3,4,7,14,16,17,18,19,22                       |
| Group 3 | Caustics                                    | Sodium hydroxide<br>Ammonium hydroxide solution   | 1,2,6,7,8,13,14,15,16,17,18,20,23               |
| Group 4 | Amines and Alkanolamines                    | Aminoethylethanolamine<br>Aniline<br>Diethanolamine<br>Diethylamine<br>Dimethylamine<br>Ethylenediamine<br>2-Methyl-5-ethylpyridine<br>Monoethanolamine<br>Pyridine<br>Triethanolamine<br>Triethylamine<br>Triethylenetetramine | 1,2,5,7,8,13,14,15,16,17,18,23                  |
| Group 5 | Halogenated Compounds                       | Allyl chloride<br>Carbon tetrachloride<br>Chlorobenzene<br>Chloroform<br>Methylene chloride<br>Monochlorodifluoromethane<br>1,2,4-Trichlorobenzene<br>1,1,1-Trichloroethane<br>Trichloroethylene<br>Trichlorofluoromethane      | 1,3,4,11,14,17                                  |
| Group 6 | Alcohols<br><br>Glycols<br><br>Glycol Ether | 1,4-Butanediol<br>Butanol (iso, n, sec, tert)<br>Diethylene glycol<br>Ethyl alcohol<br>Ethyl butanol<br>Ethylene glycol<br>Furfuryl alcohol<br>Isoamyl alcohol<br>Methyl alcohol<br>Methylamyl alcohol<br>Propylene glycol      | 1,7,14,16,20,23                                 |

|          |                                  |  |                                   |
|----------|----------------------------------|--|-----------------------------------|
| Group 7  | Aldehydes Acetaldehyde           | Acrolein<br>Butyraldehyde<br>Crotonaldehyde<br>Formaldehyde<br>Furfural<br>Paraformaldehyde<br>Propionaldehyde | 1,2,3,4,6,8,15,16,17,19,20<br>,23 |
| Group 8  | Ketones                          | Acetone<br>Acetophenone<br>Diisobutyl ketone<br>Methyl ethyl ketone  | 1,3,4,7,19,20                     |
| Group 9  | Saturated Hydrocarbons           | Butane<br>Cyclohexane<br>Ethane<br>Heptane<br>Paraffins<br>Paraffin wax<br>Pentane<br>Petroleum ether          | 20                                |
| Group 10 | Aromatic Hydrocarbons            | Benzene<br>Cumene<br>Ethyl benzene<br>Naphtha<br>Naphthalene<br>Toluene<br>Xylene                              | 1,20                              |
| Group 11 | Olefins                          | Butylene<br>1-Decene<br>1-Dodecene<br>Ethylene<br>Turpentine   | 1,5,20                            |
| Group 12 | Petroleum Oils                   | Gasoline<br>Mineral Oil  | 20                                |
| Group 13 | Esters                           | Amyl acetate<br>Butyl acetates<br>Castor oil<br>Dimethyl sulfate<br>Ethyl acetate                              | 1,3,4,19,20                       |
| Group 14 | Monomers Polymerizable<br>Esters | Acrylic acid<br>Acrylonitrile<br>Butadiene<br>Acrylates  | 1,2,3,4,5,6,15,16,19,20,21<br>,23 |
| Group 15 | Phenols                          | Carbolic acid<br>Cresote<br>Cresols Phenol   | 3,4,7,14,16,19,20                 |
| Group 16 | Alkylene Oxides                  | Ethylene oxide<br>Propylene oxide  | 1,2,3,4,6,7,14,15,17,18,19<br>,23 |
| Group 17 | Cyanohydrins                     | Acetone cyanohydrin<br>Ethylene cyanohydrin  | 1,2,3,4,5,7,16,19,23              |
| Group 18 | Nitriles                         | Acetonitrile   | 1,2,3,4,16,23                     |

|          |                 | Adiponitrile                            |  |
|----------|-----------------|---|--|
| Group 19 | Ammonia         | Ammonium Hydroxide<br>Ammonium Gas      | 1,2,7,8,13,14,15,16,17,20,<br>23         |
| Group 20 | Halogens        | Chlorine<br>Fluorine                    | 3,6,7,8,9,10,11,12,13,14,1<br>5,19,21,22 |
| Group 21 | Ethers          | Diethyl Ether<br>THF                    | 1,14,20                                  |
| Group 22 | Phosphorus      | Phosphorus, Elemental                   | 1,2,3,20                                 |
| Group 23 | Acid Anhydrides | Acetic anhydride<br>Propionic anhydride | 1,3,4,6,7,14,16,17,18,19                 |

Appendix D  
**Signage Color Codes**

Red shall be the basic color for the identification of:

Fire protection equipment and apparatus.

Safety cans or other portable containers of flammable liquids having a flash point at or below 80°F, shall be red colored with some additional clearly visible identification either in the form of a yellow band around the can or the name of the contents conspicuously stenciled or painted on the can in yellow.

The colors red, black, and white shall be those colors depicted for danger signs.

All employees shall be instructed that danger signs indicate immediate danger and that special precautions are necessary.

Emergency stop bars on hazardous machines shall be red. Stop buttons or electrical switches with letters or other markings used for emergency stopping of machinery shall be red.

Yellow shall be the basic color for designating caution and for marking physical hazards such as: Striking against, stumbling, falling, tripping, and “caught in between.”

Standard color of the background shall be yellow; and the panel, black with yellow letters for caution signs. Any letters used against the yellow background shall be black.

Caution signs shall be used only to warn against potential hazards or to caution against unsafe practices.

All employees shall be instructed that caution signs indicate a possible hazard against which proper precaution should be taken.

There shall be no variation in the type of design of signs posted to warn of specific dangers as they relate to the workplace hazards.

Safety instruction signs shall be used where there is a need for general instructions and suggestions relative to safety measures.

Standard color of the background shall be white; and the panel, green with white letters for safety instruction signs. Any letters used against the white background shall be black.

## Appendix E

### NATIONAL RESEARCH COUNCIL RECOMMENDATIONS CONCERNING CHEMICAL HYGIENE IN LABORATORIES (NON-MANDATORY)

Table of Contents

Foreword

Corresponding Sections of the Standard and This Appendix

#### *A. General Principles*

1. Minimize all Chemical Exposures
2. Avoid Underestimation of Risk
3. Provide Adequate Ventilation
4. Institute a Chemical Hygiene Program
5. Observe the PELs and TLVs

#### *B. Responsibilities*

1. Chief Executive Officer
2. Supervisor of Administrative Unit
3. Chemical Hygiene Officer
4. Laboratory Supervisor
5. Project Director
6. Laboratory Worker

#### *C. The Laboratory Facility*

1. Design
2. Maintenance
3. Usage
4. Ventilation

*D. Components of the Chemical Hygiene Plan*

1. Basic Rules and Procedures
2. Chemical Procurement, Distribution, and Storage
3. Environmental Monitoring
4. Housekeeping, Maintenance and Inspections
5. Medical Program
6. Personal Protective Apparel and Equipment
7. Records
8. Signs and Labels
9. Spills and Accidents
10. Training and Information
11. Waste Disposal

*E. General Procedures for Working With Chemicals*

1. General Rules for all Laboratory Work with Chemicals
2. Allergens and Embryotoxins
3. Chemicals of Moderate Chronic or High Acute Toxicity
4. Chemicals of High Chronic Toxicity
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*F. Safety Recommendations*

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## Foreword

As guidance for each employer's development of an appropriate laboratory Chemical Hygiene Plan, the following non-mandatory recommendations are provided. They were extracted from "Prudent Practices for Handling Hazardous Chemicals in Laboratories" (referred to below as "Prudent Practices"), which was published in 1981 by the National Research Council and is available from the National Academy Press, 2101 Constitution Ave., NW., Washington DC 20418.

"Prudent Practices" is cited because of its wide distribution and acceptance and because of its preparation by members of the laboratory community through the sponsorship of the National Research Council. However, none of the recommendations given here will modify any requirements of the laboratory standard. This Appendix merely presents pertinent recommendations from "Prudent Practices," organized into a form convenient for quick reference during operation of a laboratory facility and during development and application of a Chemical Hygiene Plan. Users of this appendix should consult "Prudent Practices" for a more extended presentation and justification for each recommendation.

"Prudent Practices" deals with both safety and chemical hazards while the laboratory standard is concerned primarily with chemical hazards. Therefore, only those recommendations directed primarily toward control of toxic exposures are cited in this appendix, with the term "chemical hygiene" being substituted for the word "safety." However, since conditions producing or threatening physical injury often pose toxic risks as well, page references concerning major categories of safety hazards in the laboratory are given in section F.

The recommendations from "Prudent Practices" have been paraphrased, combined, or otherwise reorganized, and headings have been added. However, their sense has not been changed.

### *Corresponding Sections of the Standard and this Appendix*

The following table is given for the convenience of those who are developing a Chemical Hygiene Plan which will satisfy the requirements of paragraph (5) of the standard. It indicates those sections of this appendix which are most pertinent to each of the sections of paragraph (5) and related paragraphs.

### **Corresponding Sections of the Standard and this Appendix**

| Topic in laboratory standard  | Relevant appendix section |
|---|---------------------------|
| Standard operating procedures for handling toxic chemicals.             | C, D, E                   |
| Criteria to be used for implementation of measures to reduce exposures. | D                         |
| Fume hood performance.  | C4b                       |
| Employee information and training (including emergency procedures).     | D10, D9                   |
| Requirements for prior approval of laboratory activities.               | E2b, E4b                  |
| Medical consultation and medical examinations.                          | D5, E4f                   |

|   |           |
|---|-----------|
| Chemical hygiene responsibilities.                                  | B         |
| Special precautions for work with particularly hazardous substances | E2, E3,E4 |

In this appendix, those recommendations directed primarily at administrators and supervisors are given in sections A-D. Those recommendations of primary concern to employees who are actually handling laboratory chemicals are given in section E. (Reference to page numbers in "Prudent Practices" are given in parentheses.)



## A. General Principles for Work with Laboratory Chemicals

In addition to the more detailed recommendations listed below in sections B-E, "Prudent Practices" expresses certain general principals, including the following:

1. *It is prudent to minimize all chemical exposures.* Because few laboratory chemicals are without hazards, general precautions for handling all laboratory chemicals should be adopted, rather than specific guidelines for particular chemicals (2,10). Skin contact with chemicals should be avoided as a cardinal rule (198).
2. *Avoid underestimation of risk.* Even for substances of no known significant hazard, exposure should be minimized; for work with substances which present special hazards, special precautions should be taken (10, 37, 38). One should assume that any mixture will more toxic than its most toxic component (30, 103) and that all substances of unknown toxicity are toxic (3, 34).
3. *Provide adequate ventilation.* The best way to prevent exposure to airborne substances is to prevent their escape into the working atmosphere by use of hoods and other ventilation devices (32, 198).
4. *Institute a chemical hygiene program.* A mandatory chemical hygiene program designed to minimize exposures is needed; it should be a regular, continuing effort, not merely a standby or short-term activity (6, 11). Its recommendations should be followed in academic teaching laboratories as well as by full-time laboratory workers (13).
5. *Observe the PELs, TLVs.* The Permissible Exposure Limits of OSHA and the Threshold Limit Values of the American Conference of Governmental Industrial Hygienists should not be exceeded (13).

## B. Chemical Hygiene Responsibilities

Responsibility for chemical hygiene rests at all levels (6, 11, 21) including the:

1. *Chief executive officer*, who has ultimate responsibility for chemical hygiene within the institution and must, with other administrators, provide continuing support for institutional chemical hygiene (7, 11).
2. *Supervisor of the department or other administrative unit*, who is responsible for chemical hygiene in that unit (7).
3. *Chemical hygiene officer(s)*, whose appointment is essential (7) and who must:
  - (a) Work with administrators and other employees to develop and implement appropriate chemical hygiene policies and practices (7);
  - (b) Monitor procurement, use, and disposal of chemicals used in the lab (8)
  - (c) See that appropriate audits are maintained (8);
  - (d) Help project directors develop precautions and adequate facilities (10);
  - (e) Know the current legal requirements concerning regulated substances (50); and
  - (f) Seek ways to improve the chemical hygiene program (8, 11).
4. *Laboratory supervisor*, who has overall responsibility for chemical hygiene in the laboratory (21) including responsibility to:
  - (a) Ensure that workers know and follow the chemical hygiene rules, that protective equipment is available and in working order, and that appropriate training has been provided (21, 22);
  - (b) Provide regular, formal chemical hygiene and housekeeping inspections including routine inspections of emergency equipment (21, 171);
  - (c) Know the current legal requirements concerning regulated substances (50, 231);
  - (d) Determine the required levels of protective apparel and equipment (156, 160, 162); and
  - (e) Ensure that facilities and training for use of any material being ordered are adequate (215).
5. *Project director or director of other specific operation*, who has primary responsibility for chemical hygiene procedures for that operation (7).

6. *Laboratory worker*, who is responsible for:

- (a) Planning and conducting each operation in accordance with the institutional chemical hygiene procedures (7, 21, 22, 230); and
- (b) Developing good personal chemical hygiene habits (22).

## C. The Laboratory Facility

1. *Design.* The laboratory facility should have:

- (a) An appropriate general ventilation system (see C4 below) with air intakes and exhausts located so as to avoid intake of contaminated air (194);
- (b) Adequate, well-ventilated stockrooms/storerooms (218, 219);
- (c) Laboratory hoods and sinks (12, 162);
- (d) Other safety equipment including eyewash fountains and drench showers (162, 169); and
- (e) Arrangements for waste disposal (12, 240).

2. *Maintenance.* Chemical-hygiene-related equipment (hoods, incinerator, etc.) should undergo continuing appraisal and be modified if inadequate (11, 12).

3. *Usage.* The work conducted (10) and its scale (12) must be appropriate to the physical facilities available and, especially, to the quality of ventilation (13).

4. *Ventilation.*

(a) *General laboratory ventilation.* This system should: Provide a source of air for breathing and for input to local ventilation devices (199); it should not be relied on for protection from toxic substances released into the laboratory (198); ensure that laboratory air is continually replaced, preventing increase of air concentrations of toxic substances during the working day (194); direct air flow into the laboratory from non-laboratory areas and out to the exterior of the building (194).

(b) *Hoods.* A laboratory hood with 2.5 linear feet of hood space per person should be provided for every 2 workers if they spend most of their time working with chemicals (199); each hood should have a continuous monitoring device to allow convenient confirmation of adequate hood performance before use (200, 209). If this is not possible, work with substances of unknown toxicity should be avoided (13) or other types of local ventilation devices should be provided (199). See pp. 201-206 for a discussion of hood design, construction, and evaluation.

(c) *Other local ventilation devices.* Ventilated storage cabinets, canopy hoods, snorkels, etc. should be provided as needed (199). Each canopy hood and snorkel should have a separate exhaust duct (207).

(d) *Special ventilation areas.* Exhaust air from glove boxes and isolation rooms should be passed through scrubbers or other treatment before release into the regular exhaust system (208). Cold rooms and warm rooms should have provisions for rapid escape and for escape in the event of electrical failure (209).

(e) *Modifications.* Any alteration of the ventilation system should be made only if thorough testing indicates that worker protection from airborne toxic substances will continue to be adequate (12, 193, 204).

(f) *Performance.* Rate: 4-12 room air changes/hour is normally adequate general ventilation if local exhaust systems such as hoods are used as the primary method of control (194).

(g) *Quality.* General air flow should not be turbulent and should be relatively uniform throughout the laboratory, with no high velocity or static areas (194, 195); airflow into and within the hood should not be excessively turbulent (200); hood face velocity should be adequate (typically 60-100 lfm)(200, 204).

(h) *Evaluation.* Quality and quantity of ventilation should be evaluated on installation (202), regularly monitored (at least every 3 months) (6, 12, 14, 195), and reevaluated whenever a change in local ventilation devices is made (12, 195, 207). See pp. 195-198 for methods of evaluation and for calculation of estimated airborne contaminant concentrations.

## D. Components of the Chemical Hygiene Plan

1. Basic Rules and Procedures (Recommendations for these are given in section E, below)
2. Chemical Procurement, Distribution, and Storage

(a) *Procurement.* Before a substance is received, information on proper handling, storage, and disposal should be known to those who will be involved (215, 216). No container should be accepted without an adequate identifying label (216). Preferably, all substances should be received in a central location (216).

(b) *Stockrooms/storerooms.* Toxic substances should be segregated in a well-identified area with local exhaust ventilation (221). Chemicals which are highly toxic (227) or other chemicals whose containers have been opened should be in unbreakable secondary containers (219). Stored chemicals should be examined periodically (at least annually) for replacement, deterioration, and container integrity (218-19).

Stockrooms/storerooms should not be used as preparation or repackaging areas, should be open during normal working hours, and should be controlled by one person (219).

(c) *Distribution.* When chemicals are hand carried, the container should be placed in an outside container or bucket. Freight-only elevators should be used if possible (223).

(d) *Laboratory storage.* Amounts permitted should be as small as practical. Storage on bench tops and in hoods is inadvisable. Exposure to heat or direct sunlight should be avoided. Periodic inventories should be conducted, with unneeded items being discarded or returned to the storeroom/stockroom (225-6, 229).

### 3. Environmental Monitoring

Regular instrumental monitoring of airborne concentrations is not usually justified or practical in laboratories but may be appropriate when testing or redesigning hoods or other ventilation devices (12) or when a highly toxic substance is stored or used regularly (e.g., 3 times/week) (13).

### 4. Housekeeping, Maintenance, and Inspections

(a) *Cleaning.* Floors should be cleaned regularly (24).

(b) *Inspections.* Formal housekeeping and chemical hygiene inspections should be held at least quarterly (6, 21) for units which have frequent personnel changes and semiannually for others; informal inspections should be continual (21).

(c) *Maintenance.* Eye wash fountains should be inspected at intervals of not less than 3 months (6). Respirators for routine use should be inspected periodically by the laboratory supervisor (169). Safety showers should be tested routinely (169). Other safety equipment should be inspected regularly. (e.g., every 3-6 months) (6, 24, 171).

Procedures to prevent restarting of out-of-service equipment should be established (25).

(d) *Passageways*. Stairways and hallways should not be used as storage areas (24). Access to exits, emergency equipment, and utility controls should never be blocked (24).

## 5. Medical Program

(a) *Compliance with regulations*. Regular medical surveillance should be established to the extent required by regulations (12).

(b) *Routine surveillance*. Anyone whose work involves regular and frequent handling of toxicologically significant quantities of a chemical should consult a qualified physician to determine on an individual basis whether a regular schedule of medical surveillance is desirable (11, 50).

(c) *First aid*. Personnel trained in first aid should be available during working hours and an emergency room with medical personnel should be nearby (173). See pp. 176-178 for description of some emergency first aid procedures.

## 6. Protective Apparel and Equipment

These should include for each laboratory:

(a) Protective apparel compatible with the required degree of protection for substances being handled (158-161);

(b) An easily accessible drench-type safety shower (162, 169);

(c) An eyewash fountain (162);

(d) A fire extinguisher (162-164);

(e) Respiratory protection (164-9), fire alarm and telephone for emergency use (162) should be available nearby; and

(f) Other items designated by the laboratory supervisor (156, 160).

## 7. Records

(a) Accident records should be written and retained (174).

(b) Chemical Hygiene Plan records should document that the facilities and precautions were compatible with current knowledge and regulations (7).

(c) Inventory and usage records for high-risk substances should be kept as specified in sections E3e below.

(d) Medical records should be retained by the institution in accordance with the requirements of state and federal regulations (12).

## 8. Signs and Labels

Prominent signs and labels of the following types should be posted:

- (a) Emergency telephone numbers of emergency personnel/facilities, supervisors, and laboratory workers (28);
- (b) Identity labels, showing contents of containers (including waste receptacles) and associated hazards (27, 48);
- (c) Location signs for safety showers, eyewash stations, other safety and first aid equipment, exits (27) and areas where food and beverage consumption and storage are permitted (24); and
- (d) Warnings at areas or equipment where special or unusual hazards exist (27).

## 9. Spills and Accidents

- (a) A written emergency plan should be established and communicated to all personnel; it should include procedures for ventilation failure (200), evacuation, medical care, reporting, and drills (172).
- (b) There should be an alarm system to alert people in all parts of the facility including isolation areas such as cold rooms (172).
- (c) A spill control policy should be developed and should include consideration of prevention, containment, cleanup, and reporting (175).
- (d) All accidents or near accidents should be carefully analyzed with the results distributed to all who might benefit (8, 28).

## 10. Information and Training Program

- (a) *Aim*: To assure that all individuals at risk are adequately informed about the work in the laboratory, its risks, and what to do if an accident occurs (5, 15).
- (b) *Emergency and Personal Protection Training*: Every laboratory worker should know the location and proper use of available protective apparel and equipment (154, 169).  
  
Some of the full-time personnel of the laboratory should be trained in the proper use of emergency equipment and procedures (6).  
  
Such training as well as first aid instruction should be available to (154) and encouraged for (176) everyone who might need it.
- (c) Receiving and stockroom/storeroom personnel should know about hazards, handling equipment, protective apparel, and relevant regulations (217).



(d) *Frequency of Training*: The training and education program should be a regular, continuing activity-not simply an annual presentation (15).

(e) *Literature/Consultation*: Literature and consulting advice concerning chemical hygiene should be readily available to laboratory personnel, who should be encouraged to use these information resources (14).

#### 11. Waste Disposal Program.

(a) *Aim*: To assure that minimal harm to people, other organisms, and the environment will result from the disposal of waste laboratory chemicals (5).

(b) *Content* (14, 232, 233, 240): The waste disposal program should specify how waste is to be collected, segregated, stored, and transported and include consideration of what materials can be incinerated. Transport from the institution must be in accordance with DOT regulations (244).

(c) *Discarding Chemical Stocks*: Unlabeled containers of chemicals and solutions should undergo prompt disposal; if partially used, they should not be opened (24, 27).

Before a worker's employment in the laboratory ends, chemicals for which that person was responsible should be discarded or returned to storage (226).

(d) *Frequency of Disposal*: Waste should be removed from laboratories to a central waste storage area at least once per week and from the central waste storage area at regular intervals (14).

(e) *Method of Disposal*: Incineration in an environmentally acceptable manner is the most practical disposal method for combustible laboratory waste (14, 238, 241).

Indiscriminate disposal by pouring waste chemicals down the drain (14, 231, 242) or adding them to mixed refuse for landfill burial is unacceptable (14).

Hoods should not be used as a means of disposal for volatile chemicals (40, 200).

Disposal by recycling (233, 243) or chemical decontamination (40, 230) should be used when possible.

## E. Basic Rules and Procedures for Working with Chemicals

The Chemical Hygiene Plan should require that laboratory workers know and follow its rules and procedures. In addition to the procedures of the sub programs mentioned above, these should include the rules listed below.

### 1. General Rules

The following should be used for essentially all laboratory work with chemicals:

(a) *Accidents and spills*—Eye Contact: Promptly flush eyes with water for a prolonged period (15 minutes) and seek medical attention (33, 172).

Ingestion: Encourage the victim to drink large amounts of water (178).

Skin Contact: Promptly flush the affected area with water (33, 172, 178) and remove any contaminated clothing (172, 178). If symptoms persist after washing, seek medical attention (33).

Clean-up. Promptly clean up spills, using appropriate protective apparel and equipment and proper disposal (24, 33). See pp. 233-237 for specific clean-up recommendations.

(b) *Avoidance of "routine" exposure*: Develop and encourage safe habits (23); avoid unnecessary exposure to chemicals by any route (23);

Do not smell or taste chemicals (32). Vent apparatus which may discharge toxic chemicals (vacuum pumps, distillation columns, etc.) into local exhaust devices (199).

Inspect gloves (157) and test glove boxes (208) before use.

Do not allow release of toxic substances in cold rooms and warm rooms, since these have contained recirculated atmospheres (209).

(c) *Choice of chemicals*: Use only those chemicals for which the quality of the available ventilation system is appropriate (13).

(d) *Eating, smoking, etc.*: Avoid eating, drinking, smoking, gum chewing, or application of cosmetics in areas where laboratory chemicals are present (22, 24, 32, 40); wash hands before conducting these activities (23, 24).

Avoid storage, handling or consumption of food or beverages in storage areas, refrigerators, glassware or utensils which are also used for laboratory operations (23, 24, 226).

(e) *Equipment and glassware*: Handle and store laboratory glassware with care to avoid damage; do not use damaged glassware (25). Use extra care with Dewar flasks and other evacuated glass apparatus; shield or wrap them to contain chemicals and fragments should implosion occur (25). Use equipment only for its designed purpose (23, 26).

(f) *Exiting*: Wash areas of exposed skin well before leaving the laboratory (233).

(g) *Horseplay*: Avoid practical jokes or other behavior which might confuse, startle or distract another worker (23).

(h) *Mouth suction*: Do not use mouth suction for pipeting or starting a siphon (23, 32).

(i) *Personal apparel*: Confine long hair and loose clothing (23, 158). Wear shoes at all times in the laboratory but do not wear sandals, perforated shoes, or sneakers (158).

(j) *Personal housekeeping*: Keep the work area clean and uncluttered, with chemicals and equipment being properly labeled and stored; clean up the work area on completion of an operation or at the end of each day (24).

(k) *Personal protection*: Assure that appropriate eye protection (154-156) is worn by all persons, including visitors, where chemicals are stored or handled (22, 23, 33, 154).

Wear appropriate gloves when the potential for contact with toxic materials exists (157); inspect the gloves before each use, wash them before removal, and replace them periodically (157). (A table of resistance to chemicals of common glove materials is given p. 159).

Use appropriate (164-168) respiratory equipment when air contaminant concentrations are not sufficiently restricted by engineering controls (164-5), inspecting the respirator before use (169).

Use any other protective and emergency apparel and equipment as appropriate (22, 157-162).

Avoid use of contact lenses in the laboratory unless necessary; if they are used, inform supervisor so special precautions can be taken (155).

Remove laboratory coats immediately on significant contamination (161).

(l) *Planning*: Seek information and advice about hazards (7), plan appropriate protective procedures, and plan positioning of equipment before beginning any new operation (22, 23).

(m) *Unattended operations*: Leave lights on, place an appropriate sign on the door, and provide for containment of toxic substances in the event of failure of a utility service (such as cooling water) to an unattended operation (27, 128).

(n) *Use of hood*: Use the hood for operations which might result in release of toxic chemical vapors or dust (198-9).

As a rule of thumb, use a hood or other local ventilation device when working with any appreciably volatile substance with a TLV of less than 50 ppm (13).

Confirm adequate hood performance before use; keep hood closed at all times except when adjustments within the hood are being made (200); keep materials stored in hoods to a minimum and do not allow them to block vents or air flow (200).

Leave the hood "on" when it is not in active use if toxic substances are stored in it or if it is uncertain whether adequate general laboratory ventilation will be maintained when it is "off" (200).

(o) *Vigilance*: Be alert to unsafe conditions and see that they are corrected when detected (22).

(p) *Waste disposal*: Assure that the plan for each laboratory operation includes plans and training for waste disposal (230).

Deposit chemical waste in appropriately labeled receptacles and follow all other waste disposal procedures of the Chemical Hygiene Plan (22, 24).

Do not discharge to the sewer concentrated acids or bases (231); highly toxic, malodorous, or lachrymatory substances (231); or any substances which might interfere with the biological activity of waste water treatment plants, create fire or explosion hazards, cause structural damage or obstruct flow (242).

(q) *Working alone*: Avoid working alone in a building; do not work alone in a laboratory if the procedures being conducted are hazardous (28).

## 2. Working with Allergens and Embryotoxins

(a) *Allergens* (examples: diazomethane, isocyanates, bichromates): Wear suitable gloves to prevent hand contact with allergens or substances of unknown allergenic activity (35).

(b) *Embryotoxins* (34-5) (examples: organomercurials, lead compounds, formamide): If you are a woman of childbearing age, handle these substances only in a hood whose satisfactory performance has been confirmed, using appropriate protective apparel (especially gloves) to prevent skin contact.

Review each use of these materials with the research supervisor and review continuing uses annually or whenever a procedural change is made.

Store these substances, properly labeled, in an adequately ventilated area in an unbreakable secondary container.

Notify supervisors of all incidents of exposure or spills; consult a qualified physician when appropriate.

## 3. Work with Chemicals of Moderate Chronic or High Acute Toxicity

Examples: diisopropylfluorophosphate (41), hydrofluoric acid (43), hydrogen cyanide (45).

Supplemental rules to be followed in addition to those mentioned above (Procedure B of "Prudent Practices", pp. 39-41):

(a) *Aim*: To minimize exposure to these toxic substances by any route using all reasonable precautions (39).

(b) *Applicability*: These precautions are appropriate for substances with moderate chronic or high acute toxicity used in significant quantities (39).

(c) *Location*: Use and store these substances only in areas of restricted access with special warning signs (40, 229).

Always use a hood (previously evaluated to confirm adequate performance with a face velocity of at least 60 linear feet per minute) (40) or other containment device for procedures which may result in the generation of aerosols or vapors containing the substance (39); trap release vapors to prevent their discharge with the hood exhaust (40).

(d) *Personal protection*: Always avoid skin contact by use of gloves and long sleeves (and other protective apparel as appropriate) (39). Always wash hands and arms immediately after working with these materials (40).

(e) *Records*: Maintain records of the amounts of these materials on hand, amounts used, and the names of the workers involved (40, 229).

(f) *Prevention of spills and accidents*: Be prepared for accidents and spills (41).

Assure that at least 2 people are present at all times if a compound in use is highly toxic or of unknown toxicity (39).

Store breakable containers of these substances in chemically resistant trays; also work and mount apparatus above such trays or cover work and storage surfaces with removable, absorbent, plastic backed paper (40).

If a major spill occurs outside the hood, evacuate the area; assure that cleanup personnel wear suitable protective apparel and equipment (41).

(g) *Waste*: Thoroughly decontaminate or incinerate contaminated clothing or shoes (41). If possible, chemically decontaminate by chemical conversion (40).

Store contaminated waste in closed, suitably labeled, impervious containers (for liquids, in glass or plastic bottles half-filled with vermiculite) (40).

#### 4. Work with Chemicals of High Chronic Toxicity

(Examples: dimethylmercury and nickel carbonyl (48), benzo-a-pyrene (51), N-nitrosodiethylamine (54), other human carcinogens or substances with high carcinogenic potency in animals (38).)

Further supplemental rules to be followed, in addition to all these mentioned above, for work with substances of known high chronic toxicity (in quantities above a few milligrams to a few grams, depending on the substance) (47). (Procedure A of "Prudent Practices" pp. 47-50).

(a) *Access*: Conduct all transfers and work with these substances in a "controlled area": a restricted access hood, glove box, or portion of a lab, designated for use of highly toxic substances, for which all people with access are aware of the substances being used and necessary precautions (48).

(b) *Approvals*: Prepare a plan for use and disposal of these materials and obtain the approval of the laboratory supervisor (48).

(c) *Non-contamination/Decontamination*: Protect vacuum pumps against contamination by scrubbers or HEPA filters and vent them into the hood (49). Decontaminate vacuum pumps or other contaminated equipment, including glassware, in the hood before removing them from the controlled area (49, 50).

Decontaminate the controlled area before normal work is resumed there (50).

(d) *Exiting*: On leaving a controlled area, remove any protective apparel (placing it in an appropriate, labeled container) and thoroughly wash hands, forearms, face, and neck (49).

(e) *Housekeeping*: Use a wet mop or a vacuum cleaner equipped with a HEPA filter instead of dry sweeping if the toxic substance was a dry powder (50).

(f) *Medical Surveillance*: If using toxicologically significant quantities of such a substance on a regular basis (e.g., 3 times per week), consult a qualified physician concerning desirability of regular medical surveillance (50).

(g) *Records*: Keep accurate records of the amounts of these substances stored (229) and used, the dates of use, and names of users (48).

(h) *Signs and labels*: Assure that the controlled area is conspicuously marked with warning and restricted access signs (49) and that all containers of these substances are appropriately labeled with identity and warning labels (48).

(i) *Spills*: Assure that contingency plans, equipment, and materials to minimize exposures of people and property in case of accident are available (233-4).

(j) *Storage*: Store containers of these chemicals only in a ventilated, limited access (48, 227, 229) area in appropriately labeled, unbreakable, chemically resistant, secondary containers (48, 229).

(k) *Glove boxes*: For a negative pressure glove box, ventilation rate must be at least 2 volume changes/hour and pressure at least 0.5 inches of water (48). For a positive pressure glove box, thoroughly check for leaks before each use (49). In either case, trap the exit gases or filter them through a HEPA filter and then release them into the hood (49).

(l) *Waste*: Use chemical decontamination whenever possible; ensure that containers of contaminated waste (including washings from contaminated flasks) are transferred from the controlled area in a secondary container under the supervision of authorized personnel (49, 50, 233).

#### 5. Animal Work with Chemicals of High Chronic Toxicity

(a) *Access*: For large scale studies, special facilities with restricted access are preferable (56).

(b) *Administration of the toxic substance*: When possible, administer the substance by injection or gavage instead of in the diet. If administration is in the diet, use a caging system under negative pressure or under laminar air flow directed toward HEPA filters (56).

(c) *Aerosol suppression*: Devise procedures which minimize formation and dispersal of contaminated aerosols, including those from food, urine, and feces (e.g., use HEPA filtered vacuum equipment for cleaning, moisten contaminated bedding before removal from the cage, mix diets in closed containers in a hood) (55, 56).

(d) *Personal protection*: When working in the animal room, wear plastic or rubber gloves, fully buttoned laboratory coat or jumpsuit and, if needed because of incomplete suppression of aerosols, other apparel and equipment (shoe and head coverings, respirator) (56).

(e) *Waste disposal*: Dispose of contaminated animal tissues and excreta by incineration if the available incinerator can convert the contaminant to non-toxic products (238); otherwise, package the waste appropriately for burial in an EPA-approved site (239).

## F. Safety Recommendations

The above recommendations from "Prudent Practices" do not include those which are directed primarily toward prevention of physical injury rather than toxic exposure. However, failure of precautions against injury will often have the secondary effect of causing toxic exposures. Therefore, we list below page references for recommendations concerning some of the major categories of safety hazards which also have implications for chemical hygiene:

1. Corrosive agents: (35-6)
2. Electrically powered laboratory apparatus: (179-92)
3. Fires, explosions: (26, 57-74, 162-4, 174-5, 219-20, 226-7)
4. Low temperature procedures: (26, 88)
5. Pressurized and vacuum operations (including use of compressed gas cylinders): (27, 75-101)



## G. Material Safety Data Sheets

Material safety data sheets are presented in "Prudent Practices" for the chemicals listed below. (Asterisks denote that comprehensive material safety data sheets are provided).

- \*Acetyl peroxide (105)
- \*Acrolein (106)
- \*Acrylonitrile (107)Ammonia (anhydrous) (91)
- \*Aniline (109)
- \*Benzene (110)
- \*Benzo[a]pyrene (112)
- \*Bis(chloromethyl) ether (113)Boron trichloride (91)Boron trifluoride (92)Bromine (114)
- \*Tert-butyl hydroperoxide (148)
- \*Carbon disulfide (116)Carbon monoxide (92)
- \*Carbon tetrachloride (118)
- \*Chlorine (119)Chlorine trifluoride (94)
- \*Chloroform (121)Chloromethane (93)
- \*Diethyl ether (122)Diisopropyl fluorophosphate (41)
- \*Dimethylformamide (123)
- \*Dimethyl sulfate (125)
- \*Dioxane (126)
- \*Ethylene dibromide (128)
- \*Fluorine (95)
- \*Formaldehyde (130)
- \*Hydrazine and salts (132)Hydrofluoric acid (43)Hydrogen bromide (98)Hydrogen chloride (98)
- \*Hydrogen cyanide (133)
- \*Hydrogen sulfide (135)Mercury and compounds (52)
- \*Methanol (137)
- \*Morpholine (138)
- \*Nickel carbonyl (99)
- \*Nitrobenzene (139)Nitrogen dioxide (100)N-nitrosodiethylamine (54)
- \*Peracetic acid (141)
- \*Phenol (142)
- \*Phosgene (143)
- \*Pyridine (144)
- \*Sodium azide (145)
- \*Sodium cyanide (147)Sulfur dioxide (101)
- \*Trichloroethylene (149)
- \*Vinyl chloride (150)

## **Appendix E**

### **OSHA Inspection**

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Lebanon, IL 62254

## **PROCEDURES TO FOLLOW IN THE EVENT OF AN OSHA INSPECTION**

In accordance with the Occupational Safety and Health Act (OSHA), OSHA compliance officers (inspectors) are authorized under the act to conduct both notice and no-notice work place inspections. In the event of an OSHA inspection of McKendree University facilities, the following procedures should be followed:

1. Upon arrival at the University, the OSHA compliance officer should be directed to the Office of the Vice President for Administration and Finance. Office personnel should make immediate contact with the V.P. for Administration and Finance, the Director of Operations, or the Director of Human Resources. The OSHA compliance officer should be apprised that contact is being made with the appropriate University representatives, and they will meet with OSHA as rapidly as practical. **No inspection tour should commence prior to this meeting.** The OSHA compliance officer should be asked to produce appropriate identification/credentials. Additionally, all personnel accompanying the compliance officer, including any consultants, should be required to produce proper identification/credentials.
2. During the preliminary meeting with the compliance officer(s), the Vice President for Administration and Finance or the designated representative, will ascertain: a) the purpose of the visit; b) the scope of the inspection; and c) the standards that will apply to the inspection.
3. The Director of Operations, or the designated representative, will accompany the compliance officer(s) on all tours of the University property, both grounds and facilities. A representative of the area/facility to be inspected will join the inspection party during their specific portion of the tour. Maintenance personnel capable of making minor repairs to equipment and/or facilities should be a part of the inspection team. Only those areas identified under the scope of the inspection will be accessible for the inspection. Should the compliance officer request any documentation, the documentation should be brought to the compliance officer rather than allowing access to files. **During the inspection, University representatives should respond to the compliance officer's requests; however, responses should be limited to only the information requested.**
4. At the conclusion of the tour, the compliance officer will meet again with the University representatives to discuss areas inspected, findings, and to identify all apparent violations for which a citation may be issued or recommended. The compliance officer will advise the University representatives of all appeal rights. The compliance officer has the authority to issue citations at the work site immediately following the closing meeting. Generally, this only occurs in cases where immediate protection is necessary. Citations and penalties are normally issued by the OSHA Area Director.
5. The compliance officer will be furnished with a list of all the University representatives who participated in the visit/tour.
6. A debriefing of the University's representatives will be conducted immediately following the compliance officer's departure.

**Appendix F**

**EMERGENCY  
RESPONSE  
PLAN**

## FORWARD

This Emergency Response Plan has been compiled to provide assistance and guidance to our campus community in the event that a major disaster (which may cut the campus off from the outside world for a length of time) should occur. It provides a structure which is specific, yet flexible to time of day, day of week, time of year.

The university asks that responders report to their designated posts as soon as possible following a major event—even if they are off-campus at the time of the occurrence.

Various duties have been assigned to your position at the university in the event of a major disaster. Please read the entire Plan to gain insight into our response to the emergency as a whole, and know your assignments well—before you are needed.

Also please designate someone else within your department to serve as “backup” to yourself, and ensure that they are knowledgeable of the Plan and what their duties would be. Designate other persons within your department to serve as part of your “team” response to the event. Please communicate this information to the Director of Operations (Director – Emergency Response Team).

Above all, please remember that many in our community will be in need and counting upon you for help.

Daniel C. Dobbins  
President

McKendree University  
EMERGENCY RESPONSE PLAN

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## **I. INTRODUCTION**

For the purpose of this Plan, disaster means any event that causes widespread destruction and/or human suffering beyond the resources of the University to combat, and which requires outside assistance to correct and/or alleviate the attendant problems.

This Emergency Response Plan (ERP) is designed to specifically and effectively coordinate the University's response to these natural (or man-made) disasters in the interim between the event and federal, state, and local intervention and assistance. The plans contained herein are subject to and compliant with the National Incident Management System (NIMS) and the Incident Command System (ICS). McKendree University senior officials and supervisory staff are required to complete various levels of NIMS training modules in order to be knowledgeable of the differing response activities within the NIMS and ICS structures.

Major disasters considered in the Plan include high-magnitude earthquakes, tornadoes, and acts of terror, although other disasters such as fire, hazardous material incidents, air crashes, and explosions may require similar or limited response. Establishment of departmental emergency response plans (Foodservices, I.T., Physical Plant, and Science Building) is encouraged with the caveat that they not interfere or contradict this University Emergency Response Plan. Individual departmental plans are subject to review and correction by the Emergency Policy Group (EPG) and the director of the Emergency response Team (ERT).

Following such incidents, the University will respond in three major phrases:

PRIMARY = life saving and injury

SECONDARY = damage control and injury prevention

TERTIARY = recovery, repair, re-organization

The Plan organizes campus units to assess damages and direct resources in a coordinated manner to these ends. Primary and Secondary responses must also include special consideration toward assisting disabled persons.

Certain assumptions have guided the development of this Plan:

-McKendree University is vulnerable to significant damage from a major earthquake along the New Madrid fault.

-McKendree University is geographically and meteorologically located within a high-risk tornado zone.

-McKendree University is located within and adjacent to aircraft flight patterns in and out of Scott Air Force base and Mid-America Airport.

-Recent criminal "shooter-events" at other campuses have increased the likelihood of "copy-cat" scenarios at our own campus.

-All response activities should be guided by life safety as the highest priority, followed by protection of properties and restoration of University programs.

-Specific procedures will depend upon time of day, day of week, and time of year in which event occurs.

-Changing circumstances in social and legal paradigms demand fluidity of the Plan and require review and updating of the Plan at least twice per year.



This Plan is organized into the following sections:

- I. INTRODUCTION
- II. TYPES OF DISASTERS
- III. NOTIFICATION PROTOCOL
- IV. EMERGENCY ORGANIZATION AND RESPONSIBILITIES
- V. EMERGENCY RESPONSE PRIORITIES
- VI. EMERGENCY COMMUNICATIONS
- VII. DEPARTMENT RESPONSIBILITIES
- VIII. EMERGENCY EQUIPMENT AND SUPPLIES-LOCATIONS

## II. TYPES OF DISASTERS

### A. Earthquake

The highest earthquake risk in the United States outside the West Coast is along the New Madrid fault. Damaging tremors are not as frequent as in California, but when they do occur, the destruction covers more than 20 times the area because of underlying geology. Damaging earthquakes in this area, 6.0 or greater, occur about every 80 years (the last one in 1895). The results would be serious damage to schools and masonry buildings from Memphis to St. Louis. Our greatest concerns are the 6.0 – 7.6 sized events, which do have significant probabilities in the near future. A shock has a 90% chance of occurring by the year 2040.

The New Madrid fault system extends 120 miles southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. It crosses five state lines and cuts across the Mississippi River in three places and the Ohio River in two places.

The first indication of a damaging earthquake may be gently shaking. You may notice the swaying of hanging plants or light fixtures or hear objects wobbling on shelves. The first indication of a strong earthquake may be a violent jolt, such a sonic boom. You may hear a low rumbling noise such as thunder. After these preliminary indicators, the shaking is greatly amplified, and it may be difficult to stand up or move from one place to another. Do not wait to be certain that a strong earthquake is occurring—take immediate action. At the first indication of shaking, drop and cover.

Persons in buildings should crawl beneath desks or into a closet, place their heads between their knees and cover their heads with their arms. Persons who are in hallways or large open areas should move to an interior wall, crouch down and cover their heads with their arms. Persons who are outdoors should move away from buildings and utility wires and either lie down or sit down.

During an earthquake, the following events may happen:

Objects will slide and crash together.

Free-standing cabinets and bookshelves may fall over.

Wall-mounted objects may shake loose and fly across the room.

Suspended ceiling components may pop out, bringing light fixtures, ventilators, and other ceiling fixtures down with them.

Door frames may be bent and may jam doors shut. Window frames may be bent and break causing windows to shatter sending dangerous shards of glass into rooms.

Noise levels may be extremely high and many unfamiliar sounds will be heard. This will cause great emotional stress on all involved.

**Building evacuation following an earthquake is imperative due to the possibility of secondary hazards, such as explosions and fires. Building evacuation following an earthquake should also be quick and orderly. It is, however, difficult to estimate how long it will take or how difficult it will**

**be for students and staff to maneuver through the debris that may have fallen in their path to safety.**

Because surprises lead to confusion and anxiety, students and staff should be told what to expect and how to navigate safely. To emphasize that evacuation takes place only after ground shaking ceases, building evacuation should be practiced as an extension of classroom “drop-and cover” drills.

A pre-arranged assembly point outside the building, and approximately 30 yards in front of the building, which conforms to earthquake safety guidelines should be assigned and communicated. Trapped and injured persons must be located and assisted as soon as possible. First-aid must be rendered. Transportation must be arranged for the seriously injured to the campus control aid station in Pearson Hall. A verbal report on injured, trapped persons must be given as soon as possible to the command post in Piper Academic Center, so that resources and assistance may be directed to problem areas quickly.

Shutting off utilities at point of origin fall within the purview of the emergency response team (ERT), which will be addressed further in this plan.

Indoors or outdoors, when an earthquake occurs: TAKE ACTION AT THE FIRST INDICATION OF GROUND SHAKING.

## **B. Tornado**

Tornadoes develop during severe thunderstorms and hurricanes. While not all thunderstorms and hurricanes create tornadoes, the potential remains. During violent weather, monitor a local television or radio station for tornado reports, or call Public Safety at Ext. 6911 for information.

If you are outside, look for a funnel shaped cloud with obvious rotating motion. As a tornado develops, it will produce a loud roar that grows louder as the funnel cloud touches the ground. When nearby, a tornado has a sound comparable to the combined roar of several jet engines.

A tornado watch indicates that conditions are right for a tornado to develop and that the sky should be watched.

A tornado warning indicates a tornado or severe storm has been sighted or has been spotted on radar. Warnings will give the location of the tornado/severe storm, and the areas immediately affected by the warning. Persons in the path of the tornado/storm should immediately take cover in the best shelter available.

The immediate danger from tornadoes is danger to life and damage to property from violently whirling winds and debris hurled through the air. Post tornado risks include the possibility of building collapse, fallen trees and power lines, broken gas lines, broken sewer and water mains, and the outbreak of fires.

Notification and alerts about tornadoes will be made by the National Weather Service over television and radio, and passed along to campus departments and persons by the Emergency Response Team.

The best protection is a basement shelter, or a substantial steel-framed or reinforced concrete building. (If none is available, take refuge in other places as indicated below).

If your building has no basement, take cover under heavy furniture in the ground floor in the center part of the building, in hallways, or in a small room on the ground floor that is away from outside walls and windows. Interior stairwells offer good protection, also.

Do not remain in a trailer, recreational vehicle, automobile, or mobile home if a tornado is directly approaching you. Take cover in a ditch, culvert, etc.

If advised that you are likely to be in the path of a tornado, and if time permits, electricity and fuel lines should be cut off.

If you are outside in open country, drive away from the tornado's path, at a right angle to it. If there isn't time to do this—or if you are walking—take cover and lie flat in the nearest depression, such as a ditch, culvert, excavation, or ravine.

### **C. Aircraft Crashes**

The proximity of McKendree to two major airports (Scott Air Force Base and Mid-America Airport), coupled with the fact that most air crashes occur within a ten mile radius of the take off point, (according to the National Transportation Safety Board) present the University and the Emergency Response Team with the possibility of a crash event occurring at some point in the future.

A crash of any sized aircraft could be devastating to the university because aircraft will be carrying a large amount of fuel upon takeoff, and it would occur without warning.

The Emergency Response Team needs to be prepared to take actions such as building evacuation, search and rescue, utility shut off, and medical triage for approximately two hours following the event, and prior to the arrival of substantial outside assistance.

### **D. Acts of Terror and Lockdown Procedures**

University campuses have become “soft targets” (relatively easy targets) for acts of terror and terrorism. Campuses present ready-made locations for large numbers of people which are appealing to terrorist groups or certain mentally disturbed individuals.

If the success of an act of terror is defined by the terrorist as a high casualty count, then the success of the responding university is defined by a low or zero casualty count. The best way to ensure low or zero casualty counts is thorough training of the university populace in recognizing, responding, and alerting of the campus community to threats.

All campus persons are strongly advised to be aware of the Emergency Response Plan (ERP) for the university and act accordingly when a terror event occurs.

The university has installed stop-gap measures for instant communication of the threat to as many campus persons as possible as quickly as possible.

As soon as the threat is identified the Emergency Response Team (ERT) will issue an instant text message via personal cell phones notifying all subscribers that a terrorist threat has/is occurring, give as much information as possible about the nature of the threat, and issue instructions as to immediate actions required by the text recipient (e.g. stay put, evacuate, lockdown, etc.)

All campus persons are strongly urged to register their cell phone numbers, Facebook account, and Twitter account on the University's website in order that they may receive this emergency messaging.

Also, Emergency Response Team members and Public Safety Officers will be dispatched ASAP to all classroom buildings imparting information verbally and via bullhorns when possible to inform persons not carrying cell phones or otherwise not privy to emergency text messaging. Campus wide emails will also be broadcast.

Rapid notification and communication of action required are critical factors in achieving low or zero casualty counts. This can only be achieved through a cooperative effort between the Emergency Response Team and the campus community.

Lockdown procedures will be communicated by all means possible and implemented rapidly in the event of a shooter on campus. All classroom doors have been equipped with internal deadbolt locking systems for this purpose.

Be aware, also, that local and other law enforcement agencies are on the way and, within the purview of NIMS (National Incident Management System), will assume control of the event upon their arrival.

#### **E. Other**

Fire, explosion, and hazardous materials spills are events that, like aircraft crashes, will require limited action from the Emergency Response Team.

By nature, they are “localized” events involving one building only, and are turned over to local intervention upon arrival.

The role of the Emergency Response Team is primary in nature, involving life-saving measures and, if possible, containment of threat.

### III. NOTIFICATION PROTOCOL

#### A. Emergency Policy Group (EPG)

Daniel Dobbins  
University President  
Wildy Hall 2<sup>nd</sup> Floor  
618-537-6936 (w)

Dr. Tami Eggleston  
Provost and Dean of the University  
Wildy Hall 3<sup>rd</sup> Floor  
618-537-6809 (w)

Dr. Joni Bastian  
V.P. Student Affairs  
Clark Hall  
618-537-6555 (w)

Dr. Marilee Montanaro  
V.P. for Administration and Finance  
Wildy Hall 1<sup>st</sup> Floor  
618-537-6838 (w)

Christopher Hall  
V.P. for Admissions and Financial Aid  
Piper Academic Center  
618-537-6833 (w)



Gail Hollis  
Laboratory Technician  
Voigt Science Hall

618-537-6954 (w)

618-476-1309 (h)

314-724-4262 (cell)

Krysti Connelly  
Executive Director of Communications and Marketing  
Wildy Hall

618-537-6861 (w)

618-667-2554

314-591-6671 (cell)



## Emergency Response Team Assignments

Director of Operations

Assignment: Director – Emergency Response Team

Responsibilities:

1. Report to Emergency Response Command Post – Piper Academic Center. Obtain approval from EPG for activation of Emergency Response Plan if time permits. Activate Emergency Response Command Post. Contact 911 if warranted and not done yet.
2. Establish Communication:
  - A) Retrieve cell phones
  - B) Set up phones for use if telephone switch is still operational or becomes operational.
  - C) Direct Security to retrieve all VHF and UHF radios to command post for distribution to ERT members.
  - D) Establish communications with outside assistance entities if possible via cell phones and/or VHF radio link.
  - E) Procure battery operated AM/FM radios.
3. Direct Emergency Response Team Members to conduct rapid reconnaissance of damage and injuries on campus and to coordinate immediately needed life-saving activities. Ensure that all damaged or potentially hazardous facilities, including designated laboratory buildings, are evacuated.
4. Identify and prioritize all major response actions, working closely with the Emergency Response Team members.
5. Coordinate all response efforts, including campus lockdown procedures, closure, and evacuation if necessary. Ensure that critical information is communicated to all responding units.
6. Activate emergency messaging to campus community, and coordinate with Office of Communications in release of public information.
7. Provide periodic reports to the Emergency Policy Group.
8. When immediate life safety concerns have been addressed, coordinate response to secondary problems.
9. Deactivate Emergency Response Command Post upon request of Emergency Policy Group.

Director of Public Safety

Assignment: Commander Field Operations Security Services

Responsibilities:

1. Establish position as departmental representative at Emergency Response Command Post. Provide dispatcher to operate the Command Post radio base Station, and maintain records of all activities at Command Post. Contact 911 if warranted, directed, or not done yet.
2. Mobilize Security Services staff for emergency duties, and establish designated Security Command Sub-Posts to include Pearson Hall, site of medical Triage and first-aid.
3. Coordinate rapid reconnaissance of major damage and problems on campus, depending on time of day, day of week, and time of year.
4. Take control of all incidents involving evacuation, fire control, search and rescue, hazardous materials, and medical aid, following command procedures based on the following steps:
  - Conduct initial assessment
  - Mobilize personnel and equipment
  - Isolate affected area
  - Identify entrance and exit routes
  - Identify responders' assembly areas
  - Evacuate an appropriate area if necessary
  - Provide for treatment of injured
  - Coordinate with other responding units
5. After life-safety hazards have been controlled, prioritize campus areas in terms of security needs, and assign personnel to provide security as needed, including controlling access to evacuated areas or buildings. Arrange for temporary supplemental staff through outside security contractors if necessary.

Director of Physical Plant

Assignments: Damage Assessment and Control

Responsibilities:

1. Establish command Sub-Post at Physical Plant building. Activate emergency plans, mobilizing damage-assessment Physical Plant staff in pre-designated zones. Damage assessment priorities will depend on time of day, day of week, and time of year. If the incident occurs when instructional and administrative buildings are fully occupied, they will be first assessment priorities. If the incident occurs when primarily residential structures are occupied, they will be first assessment priorities.
2. Establish communication with and provide periodic reports to the Emergency Response Command Post in Piper Academic Center.
3. Begin primary damage assessment, conducting quick external assessment of gross structural damage to identify major problem areas.
4. Communicate major structural damage quickly to the Emergency Response Command Post.
5. Begin secondary damage assessment, conducting more in-depth inspections of damage to building interiors, equipment, nonstructural elements, and utility systems. Focus primarily on identifying problems that must be addressed immediately, such as gas leaks, interior flooding, and electrical problems. Those hazards that can be addressed immediately in the field should be so addressed.

NOTE: Dangerous assessment staff should not enter buildings with severe structural damage due to possibility of collapse. They should also not begin interior assessments of laboratory buildings unless accompanied by the Laboratory Science officer (if available) on the Emergency Response Team to assess hazardous materials problems.

6. Conduct emergency repairs, shoring, and bracing of damaged facilities necessary to assure life safety in the emergency period. If necessary, establish contact with contractors to assist with damage repair and control.
7. Medical or search and rescue emergencies encountered during the damage assessment process should be reported immediately to the Emergency Response Command Post. If necessary, staff should be prepared to assist with rescue and medical transportation efforts after the primary damage assessment has been completed.
8. After emergency period ends, begin planning of long-term repair and reconstruction based on codes and standards that will lessen future damage.

Nurse and College Athletic Trainer

Assignment: Medical Triage/First-Aid

Responsibilities:

1. Mobilize medical and support staff to include any and all available persons from the University's department of nursing, available Public Safety staff (certified in first-aid (CPR)), and if possible, certified EMTs from local area. Establish medical Sub-Post in Pearson Hall, if structurally sound or alternate location if not.
2. Establish telephone or radio contact with the Emergency Respond Command Post in Piper Academic Center. Public Safety will deliver radio.
3. Assess status of all patients.
4. Assign medical staff to treat various levels of injury, and support staff to prepare disaster equipment and supplies for use.
5. Based on information from the Emergency Response Command Post, assess the location and severity of injuries. If possible, medical evaluation teams should be sent to casualty sites to provide first-aid and coordinate movements of victims. If the number of casualty sites precludes this, teams should be sent only to sites with large number of seriously injured; decision to be made by Director ERT and nurse.
6. Request the assistance of medically trained volunteers from the Emergency Response Command Post.
7. Coordinate with other campus units to assist with transporting casualties.
8. Keep records of the status and locations of all casualties.

Laboratory Science Officer

Hazmat

Assignment: Hazardous Materials Control

Responsibilities:

1. Report to Emergency Response Command Post and immediately recommend closure of high hazard facilities pending assessment. Assess incidents involving hazardous materials in University facilities.
2. Advise emergency responders and other campus personnel regarding chemical and radiological hazards during emergency period; assist in assessing building habitability and determining if access is to be allowed for researchers to retrieve vital materials.
3. Assist campus personnel in controlling/mitigating incidents involving hazardous materials. Take all possible steps to prevent chemical fires or other secondary hazards.
4. Provide periodic reports to Emergency Response Command Post regarding status of effort to control hazardous materials incidents.
5. Monitor sources of warning of potential off-campus hazardous materials incidents (overturned trucks, derailed trains, etc.).

Emergency Medical Technician – EMT

Assignment: Commander – Search and Rescue Team, Fire Hazards Control

Responsibilities:

1. In coordination with other members on the Emergency Response Team prioritize locations where search and rescue services are needed.
2. Mobilize available personnel trained in search and rescue techniques.
3. Coordinate the effort of trained staff and volunteers to perform search and rescue services. Evaluate search and rescue sites to ensure that risks to rescuers are minimized.
4. Provide periodic reports on the status of search and rescue efforts via radio to the Emergency Response Command Post.
5. Alert the campus to fire risks following the event, and provide recommendations for fire prevention measures to be followed during the emergency.
6. To the extent possible, respond to reports of small fires that can be extinguished if caught in time.
7. In the event that a larger fire occurs in a campus facility assure that all personnel are safely evacuated. Request assistance from the Lebanon Fire Department, if they are available. To the extent possible, prevent the spread of fire to other facilities.
8. If necessary, establish a fire watch in facilities determined to be at risk of fire in absence of Fire Department services.

Director of Residence Life

Assignment: Emergency Housing Needs

Responsibilities:

1. Procure and distribute all available VHF in-house radios to resident directors or their designated representatives.
2. Establish resident life sub-post in Deneen Center. Establish communication with Emergency Response Command Post in Piper Academic Center via VHF radio and cell phones.
3. Direct activities of resident directors regarding survival, health, and safety of all resident students. Direct life safety assistance efforts in cooperation with EMT – Commander Search and Rescue Team and Fire Hazards control.
4. Ensure that damaged housing is safely evacuated and persons accounted for.
5. Provide emergency housing for displaced students and staff. (This may involve facilities not normally used for housing).
6. Maintain records on persons using emergency housing and of operations conducted.
7. Report missing or injured students to Human Resources in Emergency Response Command Post in Piper Academic Center.

Director of Food Services

Assignment: Emergency Food Services

Responsibilities:

1. Assess ability of Dining units to function, including availability of utilities and staff. Assess inventory of perishable/non-perishable food available for use; take any feasible steps to preserve perishable food. To the extent possible with available staff and safe facilities, provide food for resident students and staff required to remain on campus. If food reserves are available, coordinate with other campus units in distribution to designated shelter areas.
2. Arrange for supplemental food supplies through activation of emergency purchase agreements if necessary.
3. Maintain records on persons using emergency housing and feeding facilities, of activities and operations conducted, and of the associated costs.
4. Maintain close liaison with director of housing.
5. Make periodic reports to Emergency Response Command Post in Piper (PAC).

Director of Human Resources

Assignment: Personnel Tracking and Volunteer Coordination

Responsibilities:

1. Report to Emergency Response Command Post in Piper Academic Center.
2. Director of Housing and department coordinators will begin process of personnel tracking by identifying missing or injured students and staff, and communicating information to this desk at Emergency Response Command Post.
3. If possible, communicate student/staff status to inquiring families.
4. Coordinate volunteer services required during emergency by locating and mobilizing students and staff with useful emergency skills. Liaison with Director of Emergency Response Team in personnel resources allocation.

Director of Informational Technology

Assignment: Vital Records Protection

Responsibilities:

1. Mobilize assigned staff for disaster response roles. Establish communication with Emergency Response Command Post. Assist with life-saving operations if necessary.
2. In coordination with other campus units, take immediate steps to prevent loss of systems information.
3. Thoroughly assess damage to critical systems, in coordination with Director of Emergency Response Team, and Physical Plant. Assess all systems in priority order, starting with those system elements determined to be most critical to the University.
4. If necessary, arrange for alternate site processing of critical records and information while primary site is being restored.
5. In coordination with other units involved in recovery activities, conduct necessary repair and restoration activities. Follow repair and restoration procedures that will minimize damage in future emergencies.

Director of Communications and Marketing

Assignment: Public Relations, Media relations, Press releases

Responsibilities:

1. Interface with all media regarding Emergency Policy Group as outlined in the Crisis Communication Plan.



#### IV. EMERGENCY ORGANIZATIONS AND RESPONSIBILITIES

Following a major disaster, key university staff will assess and repair damage, provide emergency assistance to those in need, and disseminate information to keep the campus informed of critical events and conditions. University administrators and representatives of various Departments will coordinate these response activities from the Emergency Response Command Post, located in Piper Academic Center lower level.

Individual campus units will also establish disaster command Sub-Posts to serve as coordination points for the response. These command Sub-Posts will be established in designated locations if conditions permit, or outdoors if required. Units establishing command Sub-Posts will include:

- Damage Assessment and Control – Physical Plant Building
- Medical Triage and First-Aid – Pearson Hall LL
- Emergency Housing – Deneen Center

In the event that telephone service is disabled, two-way radios will provide a back up communications network. Cellular phones will provide an additional back up communications network. If necessary cellular phones will be delivered to Command Sub-Posts at the direction of the Emergency Response Team Director.

Two groups will have critical decision-making responsibilities in the emergency situation:

1. The Emergency Policy Group (EPG) composed of key administrators and representing various departments provides the overall guidance, under the leadership of the President of the University.
2. The Emergency Response Team (ERT), composed of key administrators, faculty, and staff persons manages emergency response activities for the college.

Both groups EPG and ERT will occupy the Emergency Response Command Post in Piper Academic Center. The secondary location will be Pearsons Hall (1828).

##### **Group Responsibilities:**

The Emergency Policy Group will request periodic updates from the Director of Emergency Response team to the extent of the emergency and actions taken. The Group's major responsibilities include:

- Provide overall guidance and policy direction in the emergency.
- Resolve issues of coordination and authority in emergency response operations.
- Provide decisions on major policy issues, including campus closure, dismissal/resumption of classes, legal questions, acquisition of outside resources, demolition of damaged buildings, and personnel issues.
- Provide critical input to emergency public information, including emergency bulletins to staff and students.
- Notify the Emergency Response Team Director at the appropriate time to deactivate the Emergency Response Plan.

The Emergency Response Team will manage the University's response to the emergency within the policy framework provided by the Emergency Policy Group. They will activate the Emergency Response Command Post, provide periodic reports to the Policy Group on the situation, and coordinate detailed response to all problems, including:

- damage assessment and emergency repairs
- medical triage and first-aid
- fire and hazardous materials control
- terrorist/shooter activity
- emergency dining and housing services
- evacuation and transportation services
- personnel tracking
- search and rescue
- emergency communications
- student assistance

## V. EMERGENCY RESPONSE PRIORITIES

In the event of a major disaster, emergency response activities will be guided by several priorities:

1. Primary – Life saving and injury
2. Secondary – Damage control and injury prevention
3. Tertiary – Recovery, repair, re-organization

When the Emergency Response Command Post has been established, specific response steps will depend on the magnitude of the event, the amount of damage, and the timing of the incident. The first step in the emergency response will be an assessment of damage and injury in order to identify areas of campus in need of assistance. The Emergency Response Team has developed damage assessment plans assigning staff to conduct an assessment in specific areas of campus. The plans are proactive and automatic.

Emergency response units have divided the campus into assessment areas, identifying a priority order in which facilities will be assessed. If the incident occurs during business hours when school is in session, classroom, assembly, and administration buildings will be first priority. If the incident occurs during non-business hours when classes are not in session, residential areas will be the first priority. If the incident occurs during early evening hours when limited classes are in session, priorities will be adjusted accordingly. Nearby off-campus areas will be included in damage assessment priorities, if possible.

In the event of a major disaster, the university community will look to the emergency response units for evacuation guidance. Students, faculty, and staff will be concerned about the stability of buildings and relocating to safe outdoor assembly areas, and will be uncertain about the safety of re-entry. Evacuation decisions will be made jointly by the key emergency response unit representatives in the Emergency Response Command Post, in consultation with field personnel.

Security, Safety, Facilities, and Housing personnel engaged in damage assessment will order evacuation if they determine that a life safety hazard is present. Any evacuated facility will be locked to bar re-entry until full damage assessment is possible. Field responders will base decisions on a conservative standard, ordering evacuation if they have any doubt about the safety of the facility.

Generally, a building should be evacuated if it has sustained structural damage or if there are special hazards present. While only structural engineers are trained to fully evaluate structural damage, general indicators for evacuation include major wall cracks, column failures, portions of the building leaning, or major foundation damage. However, the evidence may not be clear; structural damage can be hidden, and cosmetic damage can appear more serious than it is.

Special hazards justifying evacuation include release of hazardous materials in laboratory buildings or other facilities. The following potentially high-hazard campus facilities shall be evacuated automatically following a major event, and re-entry will not be allowed until facilities have been assessed by hazardous materials staff:

- Voigt Science Hall
- Benson Wood Hall
- Eisenmayer Auditorium
- Physical Plant

Emergency response units will coordinate all evacuation decisions among themselves rather than closing or opening buildings unilaterally. If a building must be closed due to life safety hazards, the action must be communicated to other response units. When the hazard is eliminated, the building must not be opened for re-entry before consulting with other response units.

Listed below are the major steps involved in primary response, secondary response, and recovery:

### **Primary Response**

- Establish emergency communication
- Conduct initial overview of damage, injuries, and location of major problems.
- Evacuate damaged campus facilities pending assessment.
- Isolate all hazardous buildings and areas until they are judged safe for re-entry.
- Establish medical triage and first-aid area, and transport seriously injured to hospital facilities if necessary, and if possible.
- Conduct rapid assessment and repair of nonstructural systems to prevent further life safety hazards. (including gas lines, water, power, elevators, HVAC, etc.)
- Rescue individuals trapped in damaged facilities.
- Control secondary hazards such as fire or hazardous materials incidents.
- Disseminate critical emergency information and instructions to the campus, the public, and families of students.

### **Secondary Response**

- Brace or shore up damaged facilities that pose life-safety hazards.
- Provide emergency food and shelter for students displaced from resident housing and staff required to remain on campus during the emergency.
- Conduct rapid structural engineering assessment of campus facilities.
- Track status of all injuries and missing staff and students.
- Assess and restore damaged telecommunications and computer systems as quickly as possible.
- Assess transportation conditions in the surrounding areas and provide advisories to the campus regarding viable routes.
- Provide security for damaged facilities vulnerable to property loss or re-entry problems.
- Take steps to restore systems that process vital university records.

### **Tertiary Response**

- Document all damage to university facilities
- Relocate office and classroom space if necessary due to damage.
- Identify time frame for dismissal/resumption of classes and work schedules.
- Provide counseling assistance to staff and students experiencing psychological problems.
- Begin planning of long-term repair and reconstruction of campus facilities, based on codes and standards that will lessen future losses.

## VI. EMERGENCY COMMUNICATIONS

The university relies on several levels of communication in a major emergency: Telephone, radio (VHF and UHF), and cellular phones.

### A. Telephone systems

Following a major disaster the telephone system will be overloaded with calls and it will be necessary to implement Essential Line Service. This procedure involves temporarily rerouting the primary call-in numbers to the Emergency Response Command Post in Piper Academic Center.

It is important to note that, in the event of power failures, the university has installed emergency generators in Piper Academic Center to maintain telephone and computer systems.

### B. Radio Systems

Radio systems will play a critical operational role following a major disaster, even in the event that the university's telecommunication systems are operational.

The university is currently assigned three radio frequencies by the Federal Communication Commission – two VHF and one UHF. VHF communication occurs radio to radio, and radios are located in Security, Physical Plant, and Resident Life. UHF communication occurs via a repeater system located in Security. In the event of disaster the repeater will be relocated to the Emergency Response Command Post in Piper Academic Center. Public Safety and Physical Plant currently possess numerous UHF radios, and Security runners will dispatch UHF radios to Resident Life Emergency Housing Sub-Post in Deneen Center, and Medical Triage Sub-Post in Pearson Hall to complete the communications loop on two frequencies with all posts.

All university personnel will follow established protocol for emergency radio communications procedures, and will minimize radio traffic in order to keep frequencies clear for high priority messages.

KMOX Radio 1120 am will play important roles during a major emergency. It is designated as part of the Emergency Broadcast System and will be monitored at the Emergency Response Command Post.

### C. Cellular Phone Systems

Currently the university possesses numerous cellular telephones. All members of the Emergency Policy Group and the Emergency Response Team are requested to bring their cell phones with them to the Emergency Response Command Post in Piper Academic Center

### D. Portable Public Address Systems

Battery operated bull-horns are held by Security for use in major emergencies, and it is suggested that all departments with critical missions in emergency response maintain bullhorns in designated locations.

### E. Text---Facebook---Twitter Messaging

The Director of the Emergency Response Team will broadcast campus-wide messages to all campus persons keeping them informed of emergency response procedures, advisories, and other pertinent information. Messages will occur at the direction of the EPG and will originate from a temporary service telephone line set up at the Emergency Response Command Post Piper.

## VII. DEPARTMENTAL RESPONSIBILITIES

The Emergency Response Team will manage the University's response to the disaster/emergency within the policy framework provided by the Emergency Policy Group. They will activate the Emergency Response Command Post and Sub-Posts, provide periodic reports to the Policy Group, and coordinate detailed response to all problems including:

- damage assessment and emergency repairs
- medical triage and first-aid
- fire and hazardous materials control
- emergency dining and housing services
- evacuation and transportation services
- personnel tracking
- search and rescue
- emergency communication

Specific responsibilities of Departments represented in the Emergency Response Team will include:

- A. Public Safety: Coordinate the overall emergency response effort; provide initial situation assessment; assist with medical response, evacuation, rescue, and fire control as necessary; provide security for damaged and evacuated buildings; coordinate with City and County responders.
- B. Physical Plant: Assess damage to buildings and utility systems; provide emergency repairs to reduce life safety hazards in the emergency period; begin planning of long-term repair and reconstruction of campus facilities.
- C. Health Services and Nursing Department: Provide medical triage and first-aid for casualties; coordinate transport of seriously injured to available outside facilities (with assistance of other units.)
- D. Public Relations: Coordinate dissemination of emergency public information to the campus and community.
- E. Resident Life: Assist students during the disaster/emergency; help to keep track of students status; assist in direction of students movements; with Human Resources Director, answer parent inquiries and coordinate student volunteers assisting with non-hazardous tasks; designate emergency housing.
- F. Dining Services: Coordinate allocation of emergency food services and dining facilities/arrangements.
- G. Human Resources: Assist in tracking all campus persons; coordinate volunteers; report status of all campus persons to inquiring parties (families).
- H. Telecommunications/Communications: Establish emergency telephone services; provide essential line services in Command Posts; provide cellular telephones to Command Post; provide voice mail messaging to campus; provide AM and FM battery-operated radios and television to Command Post; assure procurement and proper allocation of all VHF and UHF radios to Emergency Response Team.
- I. Science: Assess and control hazardous materials problems in university laboratories and other facilities; provide warnings of hazardous situations to other campus units; coordinate Hazcom documentation.

- J. Computing and Information Systems: Provide personnel to assess damage to computing systems and restore services as soon as possible.
- K. Counseling Center: Provide counseling assistance to staff and students experiencing psychological difficulties as a result of the disaster/emergency.
- L. Special Assignments: During and after an emergency, Building Supervisors will coordinate feasible actions to control immediate problems within their areas, assist in evacuations if necessary, to the extent possible identify and report missing persons, and report major problems requiring assistance to the Emergency Response Command Post. Building Supervisors will be notified of any emergency instructions, serving as a communication link between the command post and their building occupants.



## VIII. EMERGENCY EQUIPMENT AND SUPPLIES – LOCATIONS

Four locations on campus have been designated as bases for emergency response:

Piper Academic Center – Emergency Response Command Post  
Pearson Hall – Medical Triage/First-Aid Sub-Post  
Deneen Center – Resident and Student Sub-Post  
Physical Plant Building – Damage Assessment Sub-Post

Additional equipment and supplies will be maintained at McKendree West for use at the location following a major disaster/emergency.

Piper Academic Center – Emergency Response Command Post  
(Supplies temporarily located in Voigt Science Hall basement)

- Portable cellular telephones – two
- First-aid kits – two
- Status board and campus maps
- Battery operated Radio and T.V.
- Battery operated flashlights and lanterns
- Portable public address system
- Camera
- Emergency Rations
- Tables/chairs
- Hazmat kits – two

Storage location: Lower Level store room

B. Pearson Hall – Medical Triage/First-Aid Sub-Post

- VHF radios
- UHF radios (delivered by Security)
- Cell phone
- First-Aid kits – five to ten
- Battery operated radio
- Flashlights/Lanterns
- Blankets and pillows
- Mattresses from dormitories

Storage location: Storage area in boiler room.

C. Deneen Center – Resident and Student Sub-Post

- VHF radios
- UHF radios (delivered by Security)
- Cell phones
- First-Aid kits – five
- Battery operated radio and T.V.
- Flashlights/Lanterns
- Portable public address system
- Blankets/pillows/mattresses – from dormitories

Storage location: South stairwell maintenance room

D. Physical Plant – Damage Assessment Sub-Post

- VHF radios
  - UHF radios
  - Cell phone
  - First-Aid kits – two
  - Battery operated radio
  - Camera
  - Flashlights and lanterns
  - Portable public address system
  - Hazmat kits – two
  - Hardhats – ten
  - Portable fire extinguishers – five
- Storage location: North-West storage room in break room areas

E. McKendree West – Remote Location

- VHF radio
  - UHF radio (delivered by Security)
  - Cell phone
  - First-Aid kits – three
  - Battery-operated radio and T.V.
  - Flashlights
- Storage Location: Resident Director apartment