

TRINE

UNIVERSITY

EMPLOYEE HANDBOOK



Revised April 2026

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NOTICE

This Handbook is not, nor is it intended to be, a complete list of all of Trine University's (hereafter referred to as "the University") rules, regulations and policies. The University reserves the right to modify its policies, benefits and rules, whether or not contained in this Handbook, as it deems necessary. The University President has the power to suspend or alter policies within the employee handbook in a state of emergency.

Nothing in this Handbook is intended to create (nor shall be construed as creating) an express or implied contract of employment or to guarantee employment for any term, or to promise that any specific procedures must be followed by Trine University. There is no contract of employment between Trine University and any of its employees unless the employee has an employment contract that has been signed by Trine University's President.

Unless an employee has a written employment contract signed by Trine University's President, the relationship with the University is "at-will," meaning that an employee may resign from employment at any time for any reason at all, with or without notice. Trine University similarly may terminate the employment relationship at will.

The University provides a copy of all current employee handbooks to all employees via the University's Human Resources Informational System (ADP). Employees are requested to review and acknowledge the employee handbook during their initial employee onboarding and any time there are policy revisions via the Employee Acknowledgment process within the ADP Employee Self-Service Portal.

This Handbook supersedes all prior policies, procedures, and practices – verbal or written.

If you have any questions concerning your employment with the University or any aspect of this Handbook, please contact:

Assistant Vice President for Human Resources
(260) 665-4847



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WELCOME TO TRINE UNIVERSITY



SECTION 1 INTRODUCTION





Welcome to Trine University!

We are thrilled you have joined one of the best universities in the Midwest!

As an employee of Trine University, you represent this great institution every day. Whether providing academic support, maintaining our extensive facilities, teaching in the classroom or supporting our administration, you play an important role in helping advance the mission of this university.

The mission of Trine University, a private institution founded in 1884, is to promote intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve. This mission is the basis for this university's rules, regulations and policies.

Trine University seeks to provide career-oriented higher education in the areas of engineering and computing, business, health sciences and professions, arts and sciences and teacher education in a learning environment in which students receive personal attention through small classes and excellent teaching. The university's undergraduate and graduate programs encourage and foster lifelong learning and prepare graduates to be productive in professional-level positions early in their careers, to advance to leadership roles and to provide service to society.

As employees, our understanding of and our belief in the mission of the university guides us in our daily activities. This manual applies to all Trine University employees. Specific information on academic procedures is available in the Faculty Supplement.

Thank you for your excellent work in support of Trine University and its mission.

Sincerely,

A handwritten signature in blue ink that reads "Earl D. Brooks II". The signature is written in a cursive, flowing style.

Dr. Earl D. Brooks, II
President

History of the Employer

Founded in 1884 as Tri-State Normal College, the institution is a private, non-sectarian, associate, baccalaureate, masters and doctoral degree-granting Institution. Students choose the University for its commitment to quality, career-focused, personalized education, and the competitive scholarships and financial aid programs offered. We currently enroll students at our main campus, Brooks College of Health Professions, Detroit, Reston, Phoenix and TrineOnline.

The University is known for its dedication to providing students with a rigorous, work-ready education that emphasizes leadership development and practical skills. The institution offers programs in more than 50 academic areas through seven schools: Allen School of Engineering and Computing, Ketner School of Business, Jannen School of Arts and Sciences, Franks School of Education, Rinker-Ross School of Health Sciences, Brooks College of Health Professions, and College of Graduate and Professional Studies/TrineOnline. The University offers graduate studies in Artificial Intelligence, Business Administration, Business Analytics, Criminal Justice, Engineering Management, Information Studies, Information Systems, Montessori Education, Organizational Leadership, Physician Assistant, Nursing, Doctor of Occupational Therapy, Doctor of Physical Therapy and Doctor of Information Technology.

In 2008, the University became Trine University, named in honor of alumni, philanthropists and Trustee members Drs. Ralph and Sherri Trine. For more information on the history of Trine University, please see the Trine University website, <https://www.trine.edu/about/history-and-tradition.aspx>

Accreditation

Trine University, based in Angola, Indiana, is accredited by the Higher Learning Commission (HLC) at the associate, bachelor's, masters and doctoral degree-granting levels and has been continuously accredited since 1966.

Allen School for Engineering and Computing: Trine's programs in biomedical, chemical, civil, electrical, computer and mechanical engineering (as delivered on main campus) are accredited by the Engineering Accreditation Commission of ABET.

Franks School of Education: All teacher preparation programs are accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Department of Education / Office of Educator Licensing and Development (DOE/OELD).

Ketner School of Business and College of Graduate and Professional Studies: The Ketner School of Business and the College of Graduate and Professional Studies are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). The Bachelor of Science in Business Administration, Associate in Accounting and Associate in Business Administration programs are accredited.

Brooks College of Health Professions:

Doctor of Physical Therapy Program

The Doctor of Physical Therapy Program at Trine University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), located at 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085. 703-706-3245. email: accreditation@apta.org website: <http://www.captionline.org>.

Doctor of Occupational Therapy Program

The entry-level occupational therapy doctoral degree program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814.

ACOTE's telephone number c/o AOTA is 301.652.AOTA and its web address is www.acoteonline.org. The program must have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Following the completion of the didactic portion of the program, students must complete 24 weeks of Level II fieldwork as well as an individual 14-week capstone experience, including the completion of preparatory activities defined in the 2023 ACOTE Standards D.1.3-D.1.5.

Master of Physician Assistant Studies Program

At its 2025M meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) granted the Trine University Master of Physician Assistant Studies Program sponsored by Trine University on Accreditation-Continued.

Accreditation-Continued is a status that remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The next comprehensive evaluation is in 2033.

The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-trine-university/>.

Nursing

The Trine University Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

ASN (Angola and Fort Wayne locations)

The Associate of Science in nursing programs are approved by the Indiana State Board of Nursing (ISBN).
Indiana State Board of Nursing (ISBN)
Indiana Professional Licensing Agency
402 W. Washington Street, Room W072
Indianapolis, IN 46204
Phone: 317.234.2043
www.in.gov/pla/

The Trine University Associate Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

RN-BSN

The RN-BSN program at Trine University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>).

The Trine University Bachelor's Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202.909.2487.

Trine University is approved by the Washington State Board of Nursing to conduct practice experiences in the state of Washington for the RN-BSN program for Washington state residents.

MSN

The Trine University Master's Degree in Nursing Program holds initial accreditation from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA), located at 2600 Virginia Avenue, NW, Washington, DC 20037. 202-909-2487.

Associate of Applied Science in Surgical Technology Program

Trine University's Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA)

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 113th St N, #7709, Seminole, FL 33775
727-210-2350
<https://www.caahep.org/>

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
6 West Dry Creek Circle, Suite 110, Littleton, CO 80120
303-694-9262
<https://www.arcstsa.org/>

Governance

Operating under a constitution and by-laws, a 30-member Board of Trustees governs the University. The Board selects the President and other University officers, approves the budget, establishes major policies, and approves appointments upon recommendation of the President.

1.3

PURPOSE OF THIS HANDBOOK

The University's personnel policies reflect its belief that its employees are one of its most valuable assets. This Handbook will provide information about employment with the University; and inform employees of some of the rules, regulations and policies related to employment.

The matters discussed in this Handbook are of great importance, but are not, and are not intended to be, a complete list of all of the University's rules, regulations and policies. The University reserves the right to modify its benefits, policies, rules and regulations, as necessary. Every employee is expected to comply with each of the rules, regulations and policies discussed in this Handbook as well as any others adopted by the University in the exercise of its right to manage its business. Questions regarding rules, regulations and policies outlined in this Handbook should be directed to the Assistant Vice President for Human Resources. A violation of any of the University's rules, regulations or policies may result in discipline up to and including termination.

1.4

MISSION, VISION, AND GOALS

Mission Statement

Trine University promotes intellectual and personal development through professionally focused and formative learning opportunities, preparing students to succeed, lead and serve.

Vision

Trine University will be recognized as a premier university, characterized as engaged, dynamic, growing and adding value.

Goals

1. **Academics:** Trine University will provide high-quality academic programs, actively develop new academic programs and academic experiences, and develop additional program delivery methods that fulfill the university's mission and academic goals, and prepare students for a career or for additional education.
2. **Facilities:** Trine University facilities (buildings and properties) will be "state-of-the-art" and will assist in recruitment and retention of high-quality students, faculty and staff. Trine will utilize its facilities to increase visibility for the university in the region as a major cultural, athletic and educational center.
3. **Enrollment:** Trine University will increase its total enrollment in all academic programs at all locations while retaining its character as a university that recognizes the value of small classes, the need for innovative delivery methods and the importance of a vibrant residential community.
4. **Finances:** Trine University will ensure responsible stewardship of its fiscal and physical resources while expanding its support resource base.
5. **Student Services:** Trine University will provide outstanding services and support to all students in a safe environment for student engagement and learning, and provide opportunities that promote leadership, academic growth and professional development.
6. **Technology:** Trine University will equip its various locations and classrooms with state-of-the-art technology as well as the resources and support needed to enhance enrollment, retention of students and faculty, and support for all curricula.

Adopted on May 7, 1999, and revised April 30, 2004, September 2006, October 2010, June 2011, and September 2014, approved by the Board of Trustees

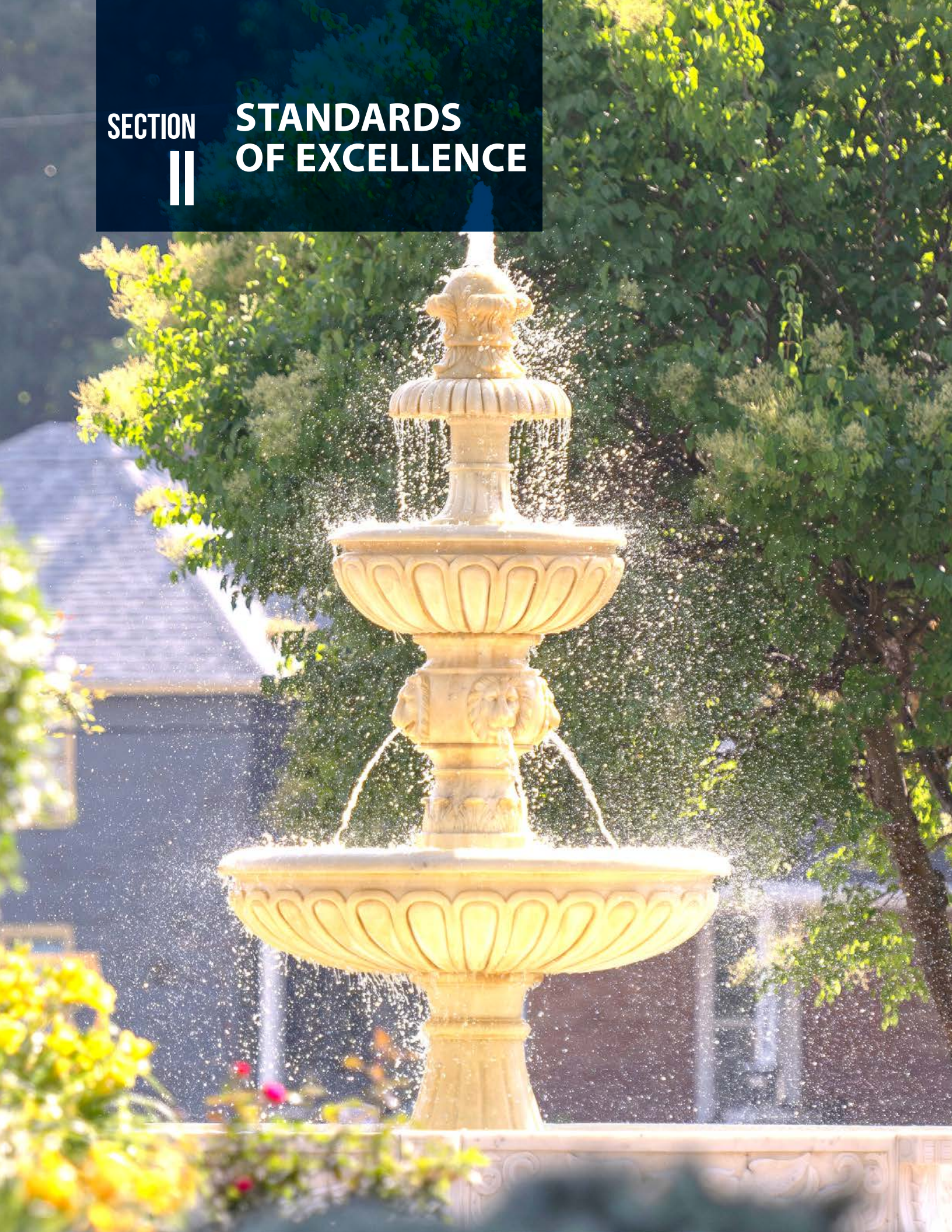
1.5

"AT-WILL" EMPLOYMENT STATEMENT

This Handbook is not intended to be, and in no way creates, a contract of employment between an employee and the University. There is no contract of employment between Trine University and any of its employees unless the employee has an employment contract that has been signed by Trine University's President.

Unless an employee has a written employment contract signed by Trine University's President, the employment relationship with the University is "at-will," meaning that an employee may resign from employment at any time for any reason at all, with or without notice. Trine University similarly may terminate the employment relationship at will.

SECTION
II **STANDARDS**
OF EXCELLENCE



Equal Employment Opportunity Policy

As an equal opportunity employer, Trine University does not discriminate in its employment decisions on the basis of race, religion, color, national origin, sex, pregnancy, childbirth and related conditions, lactation status, gender identity, sexual orientation, age, disability, veteran or military status, genetic information, ancestry or any other protected status as required by law. Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment, including religious accommodations.

Any employees with questions or concerns about any type of discrimination in the workplace or other violation of this policy should bring these issues to the attention of their supervisor or the Office of Human Resources. Employees can raise concerns and make reports without fear of retaliation. No employee will be subject to, and Trine University prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination.

The University will promptly investigate the facts and circumstances of any claim that this policy has been violated and will take appropriate corrective measures. Anyone found to be engaging in any type of discriminatory behavior in violation of this policy will be subject to disciplinary action, up to and including termination. Further, anyone who retaliates against an employee for bringing forth a complaint about behavior that violates this policy will be subject to disciplinary action up to and including termination.

Policy Against Harassment

Trine University believes that discrimination and harassment in any form constitutes misconduct that undermines the integrity of the employment relationship. Trine University prohibits discrimination and harassment that is sexual, racial or religious in nature, or that is related to anyone's gender, national origin, age, sexual orientation, gender identity, pregnancy, disability, genetic information or veteran status. This policy applies to all employees throughout the organization and all individuals who may have contact with any employee for business reasons, such as vendors or customers.

Generally, harassment is unwelcome verbal statements or physical conduct that is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment may include a variety of subtle and obvious behaviors and may involve individuals of the same or different gender or having the same protected characteristics. It is not harassment or a violation of this policy for supervisors to require employees to perform their jobs competently and in a timely manner.

If you feel that you have experienced or witnessed discrimination or harassment, you should immediately notify your supervisor or the Office of Human Resources. Trine University will promptly and thoroughly investigate the complaint and, when applicable, take appropriate remedial action. All complaints will be handled confidentially, to the extent possible. No action will be taken against anyone who makes a good faith report of behavior believed to violate this policy. Retaliation against any employee for reporting a complaint or participating in an investigation is strictly prohibited. This policy applies to any harassment, intimidation, or related behavior that may occur on or off University property or outside of work hours.

Trine University is committed to equal opportunity in all respects of employment for qualified individuals with a disability. In accordance with the Americans with Disabilities Act (ADA) and state law, and consistent with Trine University's Equal Employment Opportunity Policy and Policy Against Harassment, it is the University's policy to provide reasonable accommodations in employment to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the operation of the University's business, change the essential functions of the position, or create a direct threat to the individual, co-workers, or others. Trine University also takes appropriate steps to provide reasonable accommodation upon request to employees whose religious beliefs or restrictions create a conflict with the University's policies, practices or procedures so long as doing so does not cause an undue hardship.

If you believe that you need a reasonable accommodation, you should make a request for accommodation to the Office of Human Resources. This request is part of the interactive process that will allow Trine University to assess your medical condition and determine whether a job accommodation is appropriate. The University will work with you to confirm the nature of your disability, understand the limitations that result from it and help identify potential reasonable accommodations that could overcome those limitations. As part of the interactive process, you may be requested to provide additional medical information from your healthcare provider, or to participate in a functional capacity examination or other medical evaluation. The University will not create a position or displace a full-time associate in order to provide a reasonable accommodation.

Trine University prohibits any form of retaliation for making a request for reasonable accommodation. If you believe that someone has violated this non-retaliation policy, you should bring the matter to the immediate attention of your supervisor or contact the Office of Human Resources. Violations of this policy against retaliation may result in discipline, up to and including termination.



Introduction

Members of the University Community have the right to be free from all forms of Sexual Harassment which impede the realization of the University's mission of education. All members of the University Community are expected to conduct themselves in a manner that maintains an environment free from Sexual Harassment. As such, Trine University does not discriminate on the basis of sex and is committed to providing an educational environment free from sex discrimination.

As a recipient of federal funding, the University is required to comply with Title IX of the Higher Education Amendments of 1972, 10 U.S.C. § 1681 et seq. (Title IX). Title IX is a federal civil rights law that prohibits discrimination on the basis of sex — including Pregnancy Discrimination and Sexual Harassment — in educational programs and activities. Title IX's sex discrimination prohibition extends to claims of discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Sexual Harassment is defined broadly under this Sexual Harassment Policy. Sexual Harassment includes Sexual Assault, Sexual Harassment, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, and Sexual Misconduct with a Minor, Child Molesting, and Sex Discrimination, as defined below. Sexual Harassment is a violation of University policy, state and federal civil rights laws, and may violate state and federal criminal laws. When an allegation of Sexual Harassment is brought to an appropriate individual's attention, and a Respondent is found to have violated this policy, the University will issue appropriate sanctions to prevent future misconduct.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of Sexual Harassment in order to protect the rights and personal safety of students, employees, and other members of the University Community. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to local police. Not all forms of Sexual Harassment will be deemed to be equally serious offenses, and the University reserves the right to impose different sanctions, ranging from verbal warning to expulsion for students, as well as discipline up to and including termination for employees, depending on the severity of the offense. The University will consider the concerns and rights of both the Complainant and the Respondent.

Definitions

The following terms and definitions apply to this Policy.

TERM

Actual Knowledge

DEFINITION

Notice of Sexual Harassment or allegations of Sexual Harassment to a University's Title IX Coordinator or any official of the University who has authority to institute corrective measures on behalf of the University. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute Actual Knowledge. This standard is not met when the only official of the University with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a Student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the University. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. Examples of an Employee with authority to institute corrective measures on behalf of the University include the Title IX Coordinator and deputy coordinators, the President, Vice Presidents, the Athletic Director, head athletic coaches, campus safety officers, and other employees as outlined in Section III: Employees With Authority to Institute Corrective Measures.

TERM	DEFINITION
Complainant	Any person who is reported to have experienced conduct prohibited by this policy, regardless of whether that individual makes a report or participates in the review of that report by the university, and regardless of whether that person is a member of the University Community.
Consent	Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as Consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. A. Consent to any one form of sexual activity cannot automatically imply Consent to any other forms of sexual activity. B. Consent may be withdrawn at any time. C. Previous relationships or prior Consent cannot imply Consent to future sexual acts; this includes “blanket” Consent (i.e., permission in advance for any/all actions at a later time/place). D. Consent cannot be given by someone who, for any reason, cannot understand the facts, nature, extent, or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent, asleep, unconscious, or mentally or physically impaired through the effects of drugs or alcohol, or mentally impaired due to an intellectual or other disability. E. Consent cannot be coerced or compelled by duress, threat, or force. F. Although Consent need not be verbal, verbal communication is the most reliable form of asking for and receiving Consent and all persons are urged to seek and obtain verbal Consent.
Decision Maker	The administrator who oversees any hearing or appeal which takes place as part of the formal resolution process.
Formal Complaint	A complaint filed by the Complainant or the University that triggers the University’s full investigation and hearing process under Title IX.
Investigator	An individual assigned by the Title IX Coordinator to investigate the alleged Sexual Harassment and oversee the investigative hearing.
Respondent	Any member of the University Community who is reported to have engaged in conduct prohibited by this policy.
Retaliation	Any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or Sexual Harassment.
Sexual Harassment	A. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct; B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or C. “Sexual assault” as defined in 20 U.S.C.1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30). All such acts constitute of Sexual Harassment under this policy.

TERM	DEFINITION
Student	An individual to whom an offer of admission has been extended, paid an acceptance fee, registered for classes, or otherwise entered into another agreement with the University to take instruction. Student status lasts until an individual graduates, is permanently dismissed, or is not in attendance for two complete, consecutive terms, and includes those with a continuing educational relationship with the university; “Student” also includes registered Student organizations. A Student organization remains a “Student” for purposes of this policy for one calendar year following the expiration of the organization’s most recent registration. The University reserves the right to administer this policy and proceed with any process provided by this policy even if the Student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a Student while a disciplinary matter is pending.
Title IX Coordinator	The designated University official with primary responsibility for coordinating the University’s compliance with Title IX. This individual provides leadership for Title IX activities; offers consultation, education, and training; and helps to ensure that the University responds appropriately, effectively, and equitably to all Title IX issues.
University Community	Faculty, staff, students, student employees, volunteers, suppliers/contractors, and visitors.

Policy Details

Scope

- A. Medium
 - i. This policy applies to alleged Sexual Harassment in any medium. Sexual Harassment may manifest in many evolving forms including, but not limited to: physical, verbal, and visual, whether in person or online in any format.
- B. Jurisdiction
 - i. The University has a compelling obligation to address allegations and suspected instances of Sexual Harassment when it has Actual Knowledge that this policy has been violated. The University must inform the Respondent of the allegations and may take any further action it deems appropriate, including pursuing an investigation even in cases when the Complainant is reluctant to proceed. The Complainant will be notified in advance when such action is necessary.
 - ii. The University’s disciplinary response may be limited if the Respondent is a visitor or other third-party or is not subject to the University’s jurisdiction.
- C. Location
 - i. This policy applies to alleged Sexual Harassment that takes place in a University’s educational program or activity, against a person in the United States. This includes locations, events, or circumstances over which the University exercised significant control over both the Respondent and the context in which the Sexual Harassment occurred.
 - ii. This policy also applies to alleged Sexual Harassment that occurs off-campus, including virtual spaces, in any building owned or controlled by a student organization that is officially recognized by the University, including fraternity and sorority housing.
 - iii. In situations not covered above, but where the Sexual Harassment undermines the security of the University Community or the integrity of the educational process or poses a serious threat to self or others, other applicable University procedures for general misconduct may be applied.
- D. This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish members of the University Community who exercise their legitimate First Amendment rights.

- E. Policy Maintenance
 - i. This policy is managed by the Title IX Coordinator, who shall approve any revisions.

Receiving Supportive Measures

- A. Members of the University Community impacted by Sexual Harassment are encouraged to use counseling and support services, including those listed here. Because content of discussions with confidential resources is not reported to the Title IX Coordinator, such discussions do not serve as actual notice to the University to address the alleged discrimination or harassment.
 - Trine University Counseling Services (Student Services)
260.665.4172 (after hours call Campus Safety 260.316.1877)
 - Cameron Health (416 E. Maumee St., Angola 260.665.2141)
 - Fort Wayne Sexual Assault Treatment Center/Forensic Nursing Specialists (1420 Kerrway Ct. Fort Wayne, IN. 260.423.2222)

Please also note that emergency response procedures and resources to assist victims of sexual harassment, sexual exploitation or acts of sexual misconduct (including sexual assault) are available by contacting Trine University Campus Safety (University Center, 260.316.1877) or the Angola Police Department (911 or 260.665.2121).

Employees With Authority to Institute Corrective Measures

- A. The University designates certain employees who have the authority to institute corrective measures on its behalf. Under this policy, their knowledge of Sexual Harassment conveys Actual Knowledge to the University.
- B. The following employees have been designated by the University as having the authority to initiate corrective measure on its behalf:
 - i. Title IX Coordinator and all Deputy Coordinators
 - ii. President of the University
 - iii. Vice President of Marketing and Communication; Vice President for Enrollment Management; Vice President for Advancement; Vice President for Student Affairs; Vice President for Academic Affairs; and the Senior Vice President/Chief Financial Officer
 - iv. Director of Intercollegiate Athletics
 - v. Head athletic coaches of all sports
 - vi. All campus security officers
 - vii. Dean of Students and Community Relations
- C. When one of the above employees learns of alleged sexual harassment, that employee must contact the Title IX Coordinator as soon as possible.
- D. Employees may have additional reporting obligations provided by law and/or other University policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

Employee Duty to Report

All University employees have reporting responsibilities to ensure the University can take appropriate action.

- A. All University employees, including student-employees such as Resident Directors and Resident Assistants, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have a duty to report incidents of sexual harassment. Any employee who receives a disclosure of sexual harassment or becomes aware of information that would lead a reasonable person

to believe that sexual harassment may have occurred involving anyone covered under this policy, must report all known information immediately.

- B. Employees are not required to report disclosures of information regarding sexual harassment pursuant to this policy in the following circumstances, unless an individual covered under this policy is implicated or the individual is explicitly seeking assistance from the University:
 - i. At public survivor support events including, but not limited to: "Take Back the Night," candlelight vigils, protests, and survivor speak-outs;
 - ii. To Student-employees when they are operating outside of their official work capacity;
 - iii. During an individual's participation as a subject in an Institutional Review Board (IRB)-approved human subjects research protocol; or
 - iv. Professional Counselors are exempt from the duty to report incidents of sexual harassment due to their legal or professional duty of confidentiality.
- C. Employees with a duty to report should contact the Title IX Coordinator, or one of the Deputy Coordinators.
- D. Employees may have additional reporting obligations provided by law and/or other University policies.
- E. Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies, and procedures.

Reporting Allegations of Sexual Harassment

- A. Any person may report sexual harassment. By way example, this includes:
 - i. Students
 - ii. Employees
 - iii. Parents
 - iv. Any University Community member or other individual who is directly involved in, observes, or reasonably believes that Sexual Harassment may have occurred.
- B. Reports can be made to the Title IX Coordinator in the following ways:
 - i. **Title IX Coordinator:** Jamie Norton, Assistant Vice President for Human Resources / University Compliance, Shambaugh Hall, Room 322, One University Ave, Angola, IN 46703, 260.665.4847.
 - ii. **Deputy Title IX Coordinator:** Cisco Ortiz, Dean of Students and Community Relations University Center, Room 207, One University Ave, Angola, IN 46703, 260.665.4206.
 - iii. **Deputy Title IX Coordinator:** Jacqueline Delagrange, Associate Professor – College of Graduate and Professional Studies, 260.665.4187.
 - iv. **Deputy Title IX Coordinator:** Stephanie George, Director of Human Resources, Shambaugh Hall Room 322, One University Ave, Angola, IN 46703, 260.665.4991.
 - v. **Deputy Title IX Coordinator:** Evan Gustin, Assistant Professor, Ford Hall, Room 118, One University Ave, Angola, IN 46703 260.665.4374

Confidentiality and Privacy

- A. The University recognizes the importance of confidentiality and privacy. Information received in connection with the reporting, investigation, and resolution of allegations will be treated as private and will only involve individuals whom the University determines are necessary to conduct an appropriate investigation, to provide assistance and resources to parties, to perform other appropriate University functions, or when the University is required to provide information under the law.

- B. If an incident is disclosed or reported to the University and the individual requests that no investigation be conducted or disciplinary action be taken, the Title IX Coordinator or designee will explain that the University prohibits Retaliation and explain the steps the University will take to prevent and respond to Retaliation if the individual participates in a resolution process. The Title IX Coordinator or designee will evaluate the request to determine whether the University can honor the request while still providing a safe and nondiscriminatory environment.
- C. A decision to proceed despite an individual's request will be made on a case-by-case basis after an individualized review, and the Complainant will be notified if such a decision is made. If the University proceeds with an investigation, the Complainant is under no obligation to proceed as a part of the investigation.
- D. All individuals involved in the process should observe the same standard of discretion and respect for everyone involved in the process.

Retaliation

- A. Retaliation is prohibited by University policy and law. The University will not tolerate Retaliation in any form against any individual who makes an allegation, files a report, serves as a witness, assists a Complainant, or participates in an investigation of discrimination or harassment.
- B. Retaliation is a serious violation that can subject the offender to discipline, up to and including termination of employment and/or suspension or dismissal of a Student, independent of the merits of the underlying allegation.
- C. Allegations of Retaliation should be reported to the Title IX Coordinator.

Investigation and Resolution Options

- A. Initial Assessment
 - i. The Title IX Coordinator or her designee reviews all reports of Sexual Harassment under this policy for an initial assessment of the reported information. The available resolution options will be guided by the availability of information or evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the desire of the Complainant to participate in an investigation or other resolution.
 - ii. Upon completion of an initial assessment, the Title IX Coordinator or her designee will determine the available options for resolution and will communicate the options to the parties.
- B. Informal Resolution
 - i. Informal resolution may be utilized in some circumstances if the University deems it appropriate and both parties agree to it.
- C. Investigative (Formal) Resolution

The Title IX Coordinator may resolve a report of Sexual Harassment through investigative resolution when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when the party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.

Remedies

- A. When the University makes a finding of a policy violation, it will take steps, whether individual or systemic, to stop the alleged Sexual Harassment, prevent its recurrence, and remedy the discriminatory effects on the Complainant and others, as appropriate. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

B. Corrective Actions/Sanctions

- i. When the Respondent is a Student, potential sanctions include formal reprimand, disciplinary probation, suspension, dismissal, and other appropriate educational sanctions.
- ii. When the Respondent is an employee, corrective actions may be taken pursuant to the University Employee Handbook, Faculty Supplement or other University rule or procedure. Disciplinary corrective actions may include coaching, performance improvement plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate corrective actions.
- iii. Student employees may be subject to corrective action and sanctions under Student and/or employee policies depending on the nature of the case. For instance, a Student employee who is dismissed from the university may also be subject to termination or other corrective actions.

C. Any corrective actions or sanctions will not take effect until any appeals have been completed.

D. Interim Supportive Measures

- i. Supportive measures will be made available to both the Complainant and Respondent whether or not a Formal Complaint is filed to ensure equal access to the University's education and employment programs and activities. The Title IX Coordinator or designee will conduct an individualized assessment and will review requests from Complainant and Respondent to determine supportive measures that are appropriate and reasonably available at no cost to the Complainant or Respondent. Supportive measures may include, but are not limited to:
 - a. "No contact" directives;
 - b. Referral to campus and community resources for victim advocacy, counseling, health services, legal assistance, immigration assistance, disability services;
 - c. Academic support including extensions of time and other course-related adjustments;
 - d. Modification of work or class schedules;
 - e. Change in work or housing locations;
 - f. Change in reporting relationship;
 - g. Consideration of leave requests; and
 - h. Assistance with academic petitions.
- ii. During the period of any investigation a Respondent can be put on administrative leave if they are an employee of the University. If the Respondent is a Student of the University, they may be removed from educational activities following an individualized safety and risk analysis that determines that the Respondent poses an imminent threat to the physical health or safety of anyone due to the allegations made. If a Student is removed from educational activities in this way, they have the right to challenge the determination of the safety and risk analysis.
- iii. The Title IX Coordinator or designee will coordinate the provision of interim supportive measures. Parties will not be required to arrange such measures by themselves but may need to participate in communication with supervisors, faculty, and other University employees with a need to know.
- iv. The University will maintain as confidential any supportive measures provided to the Complainant or Respondent to the extent that maintaining such confidentiality would not impair the ability of the University to provide the supportive measures.

E. Other Remedial Measures

- i. When the university is unable to proceed with investigative resolution, such as lack of information in the report or request by the Complainant that an investigation not move forward, the university may take other remedial measures as appropriate to remedy the effects of the alleged Sexual Harassment and/or prevent its recurrence. Remedial measures may also be implemented when it is determined that inappropriate behavior occurred, but that the behavior did not rise to the level of a policy violation.
- ii. Remedial measures may include and are not limited to:
 - a. Providing training on Sexual Harassment;
 - b. Increasing security in a designated space;
 - c. Changing policy or procedure; and
 - d. Conducting climate checks.

False Allegations

- A. It is a violation of this policy for anyone to make a false allegation of Sexual Harassment in bad faith. Corrective actions or sanctions may be imposed on individuals who in bad faith make false allegations of Sexual Harassment.
- B. The absence of a finding of a policy violation is not equivalent to finding that the Complainant acted in bad faith.

Process Abuse

- A. No member of the University Community may:
 - i. Obstruct, prohibit, exert improper influence over, or interfere with any individual making a report, participating in a process, or carrying out a responsibility covered by this policy;
 - ii. Make, in bad faith, materially false statements in or related to a process covered by this policy;
 - iii. Disrupt or interfere with the orderly conduct of any proceeding conducted under this policy; or
 - iv. Fail to comply with any directive, sanction, or corrective action issued pursuant to this policy.

Training

- A. All faculty, staff, student employees and Students are required to take Sexual Harassment training as directed by the university.

Procedure

Initial Assessment

- A. Upon receiving a report, the Title IX Coordinator will provide information to the Complainant on the availability of supportive measures, the right to file a Formal Complaint, and how to file a Formal Complaint.
- B. The Title IX Coordinator or her designee reviews all reports of Sexual Harassment under this policy for an initial assessment of the reported information. Available resolution options will be guided by the availability of information and evidence suggesting that a policy violation may have occurred; the University's obligation to investigate and provide appropriate remedies to eliminate, prevent, and address the effects of the prohibited conduct; and the availability or desire of the Complainant to participate in an investigation or other resolution.
- C. Upon completion of an initial assessment, the Title IX Coordinator or designee will determine the available options for resolution and will communicate these options to the parties.
- D. If the Complainant or the University elects to file a Formal Complaint, the Title IX Coordinator will provide written notice to the Respondent within ten days including:
 - i. The actual allegations of facts that constitute Sexual Harassment and any evidence that supports this;
 - ii. That there is a presumption of innocence in their favor;
 - iii. That all parties are entitled to an advisor of their choice;
 - iv. That all parties can inspect and review evidence; and,
 - v. Information regarding any code of conduct provisions that prohibit false statements made in bad faith.

Dismissal of a Complaint

- A. In the event that prior to, or in the course of, an investigation, the University determines that the allegations fail to meet the definition of Sexual Harassment or did not occur while in the United States and under the University's educational program or activity, the investigation and Formal Complaint will be dismissed. Formal Complaints may still be resolved through an informal resolution process as outlined above or according to procedures set forth in the Student Code of Conduct and/or the University Employee Handbook.
- B. The University reserves the right to dismiss the Formal Complaint and stop the investigation if:
 - i. The Complainant notifies the Title IX Coordinator in writing that they wish to withdraw their Formal Complaint;
 - ii. The Respondent is no longer enrolled in or employed by the University; or

- iii. Specific circumstances prevent the school from gathering sufficient evidence to reach a determination about allegations (e.g., passage of time, lack of participation in the investigative process by parties or witnesses).
- C. If the University dismisses the Formal Complaint for any reason, either party may appeal the decision as outlined in this policy's appeals process.

Informal Resolution

- A. Informal resolution may be utilized in some circumstances if a Formal Complaint is filed.
- B. The usage of an informal resolution process is limited in a number of ways:
 - i. Informal resolution is unavailable if the Respondent is an employee of the school.
 - ii. Informal resolution may only be used if any and all parties to an investigation agree to it.
- C. In all cases, the University will inform the parties of the right to end the informal resolution process at any time. If a party chooses to end the informal resolution process, the University will inform the Complainant of options, including the option to begin the investigative resolution process.
- D. The University will provide a facilitator who is free from conflicts of interest and has received special training regarding Title IX in order to facilitate resolution of the Formal Complaint.
- E. Informal resolution can take any form that the parties agree upon, and that is approved by the Title IX Coordinator. The Title IX Coordinator or designee will work with the parties to develop a form of resolution that adequately resolves the needs of the parties.
- F. As part of the resolution process, additional measures (including, but not limited to educational programming, training, regular meetings with an appropriate University individual or resource, extensions of no contact orders, or counseling sessions) may be agreed upon.

Formal Resolution and Hearings

- A. The University may resolve a report of Sexual Harassment through its formal resolution process when the alleged Sexual Harassment, if true, would be prohibited under applicable University policy. In instances when informal resolution is inappropriate, when any party requests, or when the University requires formal investigation, the University will consider the concerns and rights of all parties and provide a prompt, fair, impartial, and equitable process.
- B. Investigation
 - i. Following the filing of a Formal Complaint, an Investigator will be assigned to the case by the Title IX Coordinator. During the investigation, the Investigator will seek to meet separately with the Complainant, Respondent, and any relevant witnesses who may have information relevant to the incident. The Investigator may also gather or request other relevant information or evidence when available and appropriate. Both the Complainant and Respondent will be asked to identify witnesses and provide other relevant information in a timely manner to facilitate prompt resolution of the case. All investigations will be conducted by the Title IX Coordinator, a Deputy Coordinator, or another person designated by the Title IX Coordinator who is appropriately trained to conduct investigations.
 - ii. Although both the Complainant and Respondent are advised to participate in the investigation process to enable a fair and equitable resolution to any case, neither the Complainant nor the Respondent are required to participate in the investigation process.
 - iii. Formal Complaints of Sexual Harassment may be consolidated where the allegations arise out of the same facts or circumstances.
 - iv. During the investigation process, parties have an equitable right to:
 - a. Receive notice of the allegations before participating in an interview with sufficient time to prepare for meaningful participation;
 - b. A process with reasonably prompt timeframes, with extensions for good cause, as described in the Procedure section below;
 - c. Present relevant information to the Investigator, including evidence and witnesses;
 - d. Receive timely and equal access to any relevant information, documentation, and evidence gathered during the investigation;

- e. Have an advisor of their choosing, or through appointment by the University, including an attorney, advocate, or other support person who is not a potential witness in the investigation or could otherwise compromise the investigation, who provides support throughout the formal resolution process, including being present for any meetings or hearings; and
- f. Investigators who are adequately trained to resolve cases of alleged Sexual Harassment, are familiar with applicable policies and procedures, and who do not have a conflict of interest or bias for or against either party.
- v. The University must provide a written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings to all parties whose participation is invited or expected with sufficient time for the party to prepare to participate.
- vi. The University will not restrict the ability of a Complainant or Respondent to discuss the allegations under investigation or to gather and present relevant evidence.
- vii. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- viii. Following the completion of the investigation, the Investigator will complete an investigative report on the allegations contained in the Formal Complaint. Before the report is finalized, the Investigator will send to each party and their advisors an electronic or hard copy of all evidence that is directly related to the allegations. The University must include all evidence directly related to the allegations, even if the Investigator does not intend to rely on that evidence in making a determination of responsibility. The parties then have at least ten days to provide a written response, which the Investigator will consider before finalizing the investigative report. The finalized report is then circulated for no less than ten days before a hearing is held.

C. Hearings

- i. All hearings are overseen by a Decision Maker. All Decision Makers have received special training on how to be impartial and are assigned to cases by the Title IX Coordinator to avoid any bias and present an objective analysis of the evidence. In no case is the Investigator for a given case also the Decision Maker.
- ii. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the investigation and hearings.
- iii. The Decision Makers will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived it.
- iv. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- v. Hearings are not legal proceedings and do not follow courtroom procedure or the formal rules of evidence. During any hearings, each party must have an advisor present to ask questions to the other party. This advisor does not need to be licensed to practice law and may be a person of the party's choice or, if they do not have an advisor, the University will provide an advisor for them.
- vi. Questioning and Cross-Examinations
 - a. The Decision Maker may question individual parties and witnesses.
 - b. Parties will have the opportunity to cross-examine the party or witness. Parties may never ask questions directly, and questions must be asked to the other party through the use of a party's advisor. All questions asked must be relevant. Any questions determined not to be relevant by the Decision Maker are not required to be answered.
 - c. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

- d. If a party or witness is absent from the live hearing or refuses to answer cross-examination or other questions, the Decision Maker may not rely on any statement of that person in reaching a determination of responsibility. The Decision Maker may not draw an inference about the determination regarding responsibility based solely on a party's or witness' absence from the live hearing or refusal to answer cross-examination or other questions.
- vii. If, at any point during the hearing, the Decision Maker determines that unresolved issues exist that could be clarified through additional investigation time, the Decision Maker may suspend the hearing and reconvene it in a timely manner that accommodates further investigation.
- viii. Hearings may be conducted virtually through the use of technology at the University's discretion. However, if either the Complainant or Respondent asks to be in separate rooms, the University must grant this request and provide appropriate technology to allow for simultaneous participation.
- ix. All hearings will be memorialized through an audio or audiovisual record or transcript of the live hearing. The recording or transcript will be made available for parties to inspect and review following their completion.

D. Resolution

- i. The Decision Maker will communicate his or her decision to both parties, concurrently. The Decision Maker will communicate the decision in writing and orally as soon as possible after the hearing. In all cases, the Decision Maker will send the parties a final outcome letter within ten days of the conclusion of the hearing.
- ii. The Decision Maker bases all conclusions by examining all evidence from the investigation and the hearing. Their conclusion is based on the "preponderance of the evidence" standard. If the evidence indicates that it is more likely than not that the Respondent committed the alleged act(s), then Respondent will be found responsible for violating this policy.
- iii. The Decision Maker's written decision must include the following information:
 - a. Identification of the allegations potentially constituting Sexual Harassment;
 - b. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - c. Findings of fact supporting the determination;
 - d. Conclusions regarding the application of the University's code of conduct to the fact;
 - e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed upon the Respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided; and
 - f. The procedures and permissible bases for either party to appeal.
- iv. If the Respondent is found responsible for violating this policy, the Decision Maker will consult with the Title IX Coordinator or other appropriate University officials in order to determine the corrective actions and/or sanctions to resolve the case. Any such corrective actions and/or sanctions will be outlined in the Decision Maker's written decision.

Appeals Process

- A. If either party disagrees with the outcome of the Decision Maker's determination, they may file a written appeal with the Title IX Coordinator within ten days of receiving the Decision Maker's written decision.
- B. Appeals may be filed due to:
 - i. A procedural irregularity that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
 - iii. The Title IX Coordinator, investigator, or Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

- C. The University will utilize a second decision maker to review all appeals. The second decision maker will examine all evidence in order to determine if the appeal has merit. The University President will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the result of the appeal and the rationale for the result; and will provide the written decision simultaneously to both parties.

Recordkeeping

- A. The University shall maintain all records relating to Formal Complaints of Sexual Harassment, as well as all training materials used under this Policy, for seven years.

2.4

POLICY TO PREVENT SEXUAL ABUSE OF MINORS

The University is committed to the safety of children. The University prohibits and does not tolerate any sexual abuse or corporal punishment in any University-related activity whenever children are visiting one of the University's facilities or participating in a University program. Sexual abuse includes sexual assault, exploitation, injury and molestation.

Three Person Rule

Trine follows the Three Person Rule. The Three Person Rule generally prohibits a child from being alone with an employee or volunteer. In other words, generally, at least two employees or volunteers must be with one child, or at least two children must be with one employee or volunteer. The only exception is where the employee or volunteer and the child are visible from outside a room at all times through an open door.

Background Checks

The University will conduct a background check every three years on each employee and volunteer who has contact with children through a University program. Refusal to consent to a background check may result in termination or exclusion from programs or facilities. Employees and volunteers who are accused of or charged with any criminal offense must immediately report such accusation or charge to the Assistant Vice President for Human Resources.

Reporting Procedure

Trine employees and volunteers are reminded that the State of Indiana is a mandatory disclosure state with regard to suspected abuse or neglect of a minor. If you have reason to believe that a minor (a person under eighteen years of age) is the victim of abuse or neglect then you must immediately report that information to the Indiana Department of Child Services. The suspected abuse or neglect may be reported to DCS using the agency's hotline at 1-800-800-5556. Additional information regarding the DCS hotline and requirement for mandatory disclosure of suspected child abuse or neglect may be found at www.in.gov/dcs/hotline. In addition, an employee or volunteer who becomes aware of or suspects sexual abuse or any other violation of this policy, must immediately report it to the Director of Intercollegiate Athletics, the Dean of Students or the Assistant Vice President for Human Resources. Failure to do so may result in discipline up to and including termination. If requested, the administration official to whom the report is made shall provide the reporting employee with written confirmation that the report has been received. Any other person who is aware of or suspects sexual abuse or any other violation of this policy should report it to the President of the University or the Office of Human Resources.

Investigation

The University takes allegations of sexual abuse seriously. The University will promptly and thoroughly investigate each complaint. During its investigation, the University may take actions including suspension or reassignment of the subject of the investigation. Upon the conclusion of its investigation, the University may take actions including discipline or termination of the subject of the investigation. The University will keep its investigation confidential to the extent possible but will cooperate with any investigation conducted by a law enforcement or regulatory agency and may refer the complaint and the results of its investigation to

such agencies. Any person who commits sexual abuse is subject to civil and criminal prosecution to the fullest extent allowed by law.

Anti-Retaliation

The University prohibits and does not tolerate retaliation against any person who in good faith complains about sexual abuse or any other violation of this policy, or participates in any investigation into sexual abuse or any other violation of this policy.

2.5 NON-RETALIATION POLICY

The purpose of this policy is to encourage the University's employees to report compliance and ethics concerns or to seek guidance on compliance and ethics concerns and to reinforce that the University prohibits retaliation against those individuals who report or seek guidance on possible compliance or ethical issues in good faith. The University's Equal Employment Opportunity/Anti-Harassment and Title IX policies have little effect unless the University's employees can report violations of those policies without fear of retaliation from the University or fellow employees. Consequently, the University cannot and will not tolerate acts of reprisal taken against any employee for reporting what he or she, in good faith, reasonably believes constitutes a violation of either policy. No employee who reports in good faith what he or she reasonably believes constitutes a violation of either policy will suffer any adverse employment consequences because of such a report. Any employee of the University who retaliates against or harasses another employee for making such a report, or encourages another to do so, will receive appropriate discipline, up to and including termination.

Note: It is a serious transgression for an employee to claim that a violation of the Equal Employment Opportunity Policy/Anti-Harassment Policy or Title IX Policy has occurred, or that retaliation for reporting such a violation has occurred, when there is no basis for the employee's allegation. In such a case, the University may elect to investigate. If the investigation demonstrates that the employee filed false or malicious charges, appropriate discipline will result, up to and including termination.

2.6 WHISTLE BLOWER POLICY

Trine University is committed to providing all members of the University community, including students, faculty, staff, alumni, vendors and guests, with a safe and productive environment. If any member of the University community has reason to believe or reasonably suspect that the University or any of its agents is acting contrary to any applicable federal, state or local laws or regulations, or contrary to any established University policy, that person may report such action or activity without fear of reprisal or retaliation.

Any University employee with reasonable suspicion of such illegal or improper activity should notify his or her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his or her next higher level of supervisor and/or the administrator having authority over the employee's area. In lieu of or in addition to notification of supervisory personnel, any University employee with such a complaint may contact the Staff Accountant/Internal Auditor to register a complaint.

Any University student with reasonable suspicion of such illegal or improper activity should notify the Dean of Student Services (who then forwards pertinent information to those conducting an investigation). In lieu of or in addition to notification of the Dean of Student Services, any University student with such a complaint may contact the Staff Accountant/Internal Auditor to register a complaint.

Any vendor, guest or alumnus of the University, or any other interested person with reasonable suspicion of such illegal or improper activity should notify a cabinet member (any vice president) to register a complaint.

After notification of alleged illegal or improper activity, the Senior Vice President and Chief Finance Officer (in conjunction with the Assistant Vice President for Human Resources in a personnel matter) will conduct a

thorough investigation and recommend appropriate action to the University President. All such allegations shall be logged and kept in a secured confidential file in the office of the Staff Accountant/Internal Auditor.

Should retaliation occur, such an act shall be considered a serious violation of University policy and will be dealt with accordingly. Encouraging others to retaliate is also a violation of this policy. Those who file fraudulent or bad faith complaints pursuant to this policy will be subject to disciplinary and/or legal action as well. Below are important phone numbers:

<i>University President</i>	665-4101	<i>Senior Vice President</i>	
<i>Assistant VP for Human Resources</i>	665-4847	<i>and Chief Finance Officer</i>	665-4131
<i>VP for Academic Affairs</i>	665-4306	<i>VP for Student Affairs</i>	665-4555
		<i>VP for Enrollment Management</i>	665-4438

2.7

CONFLICT RESOLUTION /COMPLAINT PROCESS POLICY

Purpose

Problems, misunderstandings and frustrations may arise in the workplace. It is the University's intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns.

The purpose of this policy is to provide employees with a process for resolving work-related conflicts. The emphasis of the Conflict Resolution Process ("Process") is on early identification and resolution of disputes with fair consideration of both sides of the conflict.

Topics for a conflict resolution process include written warnings and other types of decisions affecting an individual's employment status. In all situations, employees may meet with the Office of Human Resources' Assistant Vice President of Human Resources to discuss their concerns and available options.

Title IX, Sexual Harassment or other harassment/discrimination concerns are addressed under separate policies. Any conflict resolution process raising an harassment or discrimination issue will be resolved pursuant to the University's Title IX and/or the Equal Employment Opportunity/Anti-Harassment Policies.

Problem Resolution

If a manager makes a decision with which the employee disagrees, the employee is encouraged to resolve the problem through a discussion with their manager. The employee should initiate this discussion within five (5) business days of the action that led to the disagreement. The manager is expected to consider the employee's point of view and make efforts to resolve the issue informally consistent with University policies. The Assistant Vice President for Human Resources should be consulted in regards to the current policy/procedures and options for resolution. In addition, the Office of Human Resources will need to receive copies of any informal resolution documentation.

The University urges all employees to discuss their employment concerns, problems, or questions with their immediate supervisor. Supervisors are expected to foster and establish effective two-way communication with the employees they supervise.

Conflict Resolution Process (Formal Grievance Process)

When either of the parties believes the conflict has not been resolved through the informal resolution process, either party may present the dispute to the Assistant Vice President for Human Resources. The employee must provide a written notice to the Assistant Vice President for Human Resources to initiate the formal conflict resolution process.

The Assistant Vice President for Human Resources or their designee will facilitate necessary communication between the appropriate manager(s) and employees in an effort to resolve the conflict(s). The Assistant Vice

President for Human Resources will review the materials and at their discretion, may or may not meet with the employee or manager(s) involved. The Assistant Vice President for Human Resources will make the final decision in the conflict resolution process.

Resolution of Disputes (Appeal) – If either party disagrees with the outcome of the final decision determination, they may file a written appeal with the University President within ten (10) business days of receiving the final written decision by the Assistant Vice President for Human Resources.

Appeals may be filed due to:

- I. A procedural and/or policy irregularity that affected the outcome of the matter;
- II. New evidence that was not reasonably available at the time of the determination regarding responsibility and/ or adverse actions that could affect the outcome of the matter; or
- III. The Assistant Vice President for Human Resources had a conflict of interest or bias for or against the employee that affected the outcome of the matter.

The University President will make an unbiased objective conclusion as to the appeal's merit and issue a written decision describing the results of the appeal to the Assistant Vice President for Human Resources within fifteen (15) business days of receiving the appeal. The University President's decision will be final and binding. The decision will be communicated to both parties and will include the rationale for the decision.

Other Considerations

Scope of Conflict Resolution Process

The conflict resolution process is intended to review whether or not a decision made by the supervisor/ manager was fair and consistent with departmental and/or university policies as it applies to an individual employee. Employees may request a conflict resolution process regarding a decision that applies only to him/ her personally and not on behalf of others. Broader issues related to University policies, management style and other such issues will not be considered part of the conflict resolution process.

Remedy

The remedy that an employee seeks is an important part of the conflict resolution process. The initial written notification must address what the employee seeks as an outcome, (i.e., withdrawal of warning, reducing a written warning, etc.) Salary, benefit, placements within another department or other such employment conditions are not appropriate for the conflict resolution process and will not be addressed by the conflict resolution process.

Confidentiality

It is expected that information related to the employee or others involved in the conflict resolution process be treated as confidentially as possible.

Retaliation

Retaliation is prohibited against any person who in good faith initiates a conflict resolution process and/or provides information during a formal process. Retaliation against any such employee may result in corrective action, up to and including termination.

Note: It is a serious transgression for an employee to make false, misleading, or malicious statements about other employees or management, with no basis for the allegations. In such case, the University may elect to investigate. If the investigation demonstrates that the employee filed false or malicious charges, appropriate discipline will result, up to and including termination.

Because the University is committed to free and open inquiry in all matters, it guarantees all members of the the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except

insofar as limitations on that freedom are necessary to the functioning of the University, the University fully respects and supports the freedom of all members of the University community “to discuss,” in the words of former University of Chicago President Robert M. Hutchins, “any problem that presents itself.”

Of course, the ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. The University may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the University. In addition, the University may reasonably regulate the time, place, and manner of expression to ensure that it does not disrupt the ordinary activities of the University. But these are narrow exceptions to the general principle of freedom of expression, and it is vitally important that these exceptions never be used in a manner that is inconsistent with the University’s commitment to a completely free and open discussion of ideas.

In a word, the University’s fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University’s educational mission.

As a corollary to the University’s commitment to protect and promote free expression, members of the University community must also act in conformity with the principle of free expression. Although members of the University community are free to criticize and contest the views expressed on campus, and to criticize and contest speakers who are invited to express their views on campus, they may not obstruct or otherwise interfere with the freedom of others to express views they reject or even loathe. To this end, the University has a solemn responsibility not only to promote a lively and fearless freedom of debate and deliberation, but also to protect that freedom when others attempt to restrict it.

2.9

PREGNANT WORKERS FAIRNESS ACT (PWFA) POLICY

Reasonable Accommodation of Pregnancy, Childbirth and Related Conditions

Trine University does not discriminate against qualified individuals with known limitations related to pregnancy, childbirth or related conditions in regard to application procedures, hiring, advancement, discharge, compensation, training and other terms, conditions and privileges of employment. Trine will reasonably accommodate qualified individuals with known limitations related to pregnancy, childbirth and any medical condition related to the employee’s pregnancy or childbirth (including, but not limited to, lactation or the need to express breast milk for a nursing child) unless the requested accommodation results in an undue hardship to Trine.

Examples of reasonable accommodations for pregnancy, childbirth or related medical conditions may include, but are not limited to:

- Allowing for job restructuring.
- Institute part-time or modified work schedules.
- Allowing for more frequent breaks.
- Acquiring or modifying equipment, uniforms (including safety apparel), or devices.
- Allowing seating for jobs that require standing or standing for jobs that require sitting.
- Implementing appropriate adjustments to modifications of examinations or policies.
- Permitting the use of paid leave or providing unpaid leave, including leave to attend healthcare-related appointments and recover from childbirth.
- Assigning an individual to light duty.
- Allowing for remote work.
- Accommodating an individual's inability to perform one or more essential functions of a job by temporarily suspending the requirement that the employee perform one or more essential functions of a job, if the inability to perform is temporary and the employee is expected to be able to perform the function again in the near future.

Qualified individuals may be entitled to reasonable accommodations under the PWFA even if they are not experiencing a pregnancy-related disability, as defined under the American with Disabilities Act. Trine will not retaliate against an individual who requests or receives reasonable accommodation related to pregnancy, childbirth or related conditions.

Human Resources is responsible for implementing this policy, including the resolution of reasonable accommodation, safety and undue hardship issues. Employees should contact the Office of Human Resources with any questions or requests for accommodation.

2.10

ACCOMMODATIONS FOR NURSING MOTHERS POLICY

The University will provide privacy and reasonable break times for nursing mothers up to one year after the birth of her child. Any employee wishing to express milk in the workplace must contact the Office of Human Resources to arrange lactation breaks and lactation facilities. The employee should then notify her supervisor and discuss any relevant workload or scheduling issues. The University supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday.

The University will provide reasonable break times for employees to express milk. To the extent possible, lactation breaks will coincide with regularly-scheduled lunch or break times. Additional, reasonably needed lactation breaks may be provided as necessary, but those additional breaks may be unpaid.

The University will provide a private location that is shielded from view and free from intrusion from coworkers and the public that an employee may use to express breast milk. Under no circumstances may this private location be a restroom. The private location may be at or near the place where the nursing mother normally works if there is adequate privacy with a closable and lockable door. The private location must have good lighting and an electrical outlet, and should have access nearby to a clean, safe water source. The University will allow employees to provide their own portable cold storage devices for keeping milk that has been expressed. Or, as an alternative, employees may keep expressed breast milk in the designated refrigerator until the end of the work day. Employees must store the expressed milk in their own containers. Each container must be clearly labeled with the employee's name and the date.

SECTION

III

EMPLOYMENT



EMPLOYMENT CLASSIFICATIONS POLICY

For the purpose of designating eligibility for certain benefits and the payment of overtime, employment classifications fall into one of the categories below. All employees are notified in writing of their status at the time of hire.

- **Regular:** A *regular* employee is an individual who has been hired to fill a specific position for an indefinite period of time.
- **Temporary:** A *temporary* employee is an individual who has been hired for work of purely temporary nature. A *temporary* employee is only entitled to statutorily mandated benefits set forth in Section 8.2.
- **Full-Time:** A *full-time* employee is regularly scheduled to work 40 or more hours per week.
- **Part-Time:** A *part-time* employee is any individual who is regularly scheduled to work fewer than 40 hours per week. *Part-time* employees may occasionally be required to work full-time hours because of business needs. These occasions will not alter the employee's *part-time* status unless the University determines that the requirements of the position warrant converting the position to *full-time* status. If the University makes that determination, the employee will be notified in writing that his or her employment status has changed from part-time to full-time.
 - **Part-Time ACA Eligible:** For the purposes of healthcare eligibility, a *part-time ACA eligible employee* is regularly scheduled to work between 30-39 hours per week. A 10-month look back period will be used to determine ACA eligibility for all employees classified as part-time.

If you have any questions as to which categories govern your employment, please see the Assistant Vice President for Human Resources.

EMPLOYMENT ELIGIBILITY POLICY

All new employees and re-hired employees are required to comply with the regulations of the U.S. Department of Homeland Security by providing to the University original documents that allow the employee's identity and employment eligibility to be verified through the completion of Form I-9.

It is the responsibility of every hiring supervisor to notify Human Resources of an impending hire. The supervisor must not allow the employee to work until this government requirement is satisfied.

The University does not knowingly hire any individual who resides in the United States illegally. The University participates in E-Verify and will provide the federal government with the employee's Form I-9 information to confirm that the employee is authorized to work in the United States.

If E-Verify cannot confirm that an employee is authorized to work, the University is required to provide written instructions and an opportunity to contact the Department of Homeland Security (DHS) or Social Security Administration (SSA) so the employee can begin to resolve the issue before taking any action against the employee, including termination of employment. The University can only use E-Verify once an offer of employment has been accepted and the employee portion of the Form I-9 is completed.

Trine University believes that hiring qualified individuals to fill positions contributes to the overall success of the University. Trine University is committed to equal opportunity. The University does not discriminate on the basis of race, gender, age, color, religion, national origin, marital status, sexual orientation, gender identity, disability, genetic information, citizenship status, and status as a covered veteran, pregnancy or any other category protected under federal, state or local law. To facilitate hiring the most qualified candidates for non-student worker positions, the following policy will govern.

Personnel Requisition Procedure

Hiring managers are to review the business need for new or replacement positions with their area VP, Senior Vice President and Chief Financial Officer, and Assistant Vice President for Human Resources; before submitting the personnel requisition form. Hiring managers must wait for an approved Personnel Requisition form prior to any communication with potential candidates (including current employees).

Personnel requisitions must be approved by the University President, the Senior Vice President and Chief Financial Officer, Assistant Vice President for Human Resources, and the VP of the requestor's department. Personnel requests are submitted using the Personnel Requisition form on ADP.

- Personal Requisitions for replacement positions must have revised job descriptions approved by the Office of Human Resources prior to submitting the personal requisition form.

The Office of Human Resources will post job postings on the Trine University employment page on the website. Requests for any additional job board posting sites will need to be noted on the Personnel Requisition form and will be subject to approvals by the budget manager.

Hiring managers who are most familiar with the open position's roles and responsibilities should screen resumes and conduct interviews. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

Hiring managers are responsible for obtaining references on potential employees prior to making a verbal offer of employment. Whenever possible, a minimum of two to three verbal references from current and/or former employers should be obtained for any applicant to whom a manager would consider making a job offer. References may include immediate supervisors, peers, and subordinates. Reference information collected from outside sources will need to be submitted to the Office of Human Resources to be included with individual's employment file.

Hiring managers requesting an exception to the University's standard benefit packages must submit a request in writing to the University President and the Assistant Vice President for Human Resources outlining a justifiable reason for the exception. All benefit exceptions must be approved by the area Vice President, Assistant Vice President for Human Resources and University President. Insurance and retirement benefits are not eligible for exceptions.

If the salary offer differs from the salary range submitted with the Personal Requisition the salary must be approved by the University President, the Senior Vice President and Chief Financial Officer, and Assistant Vice President for Human Resources along with the area Vice President. The hiring manager would need to provide documentation as justification for the salary change. The salary then will be reviewed and compared to the salary ranges of similar positions within the University.

The Office of Human Resources will provide all final offers of employment. Any approved additional benefits must be included in the final offer of employment.

Rehire Procedure

Any candidate who was previously employed with Trine University and is being considered for rehire must be approved by the Assistant Vice President for Human Resources prior to a verbal or written offer being extended. Students whose employment is seasonal in nature do not need prior approval to be eligible for rehire.

For employees with a break in service, the anniversary date used to determine University benefits is based on the most recent date of hire.

Employee Moving Expense Reimbursement

In certain circumstances the University may reimburse employees for moving expenses, when relocation is necessary for employees who are hired on a continuing full-time basis for the period of at least one academic year. Moving allowance for the relocation of an existing employee is allowable in cases where the employee is reassigned and the relocation is in the best interest of the University. In accordance with IRS regulations, any moving expense reimbursements are considered taxable fringe benefits.

- All moving expense reimbursements must be funded by the requesting department and must be approved by the Area Vice President prior to being offered to a candidate.
- Any moving expense reimbursement over \$2,500 must be approved by the Senior Vice President and Chief Financial Officer prior to being offered to a candidate.
- The University complies with the Internal Revenue Code for proper taxation and reporting of household relocation expenses. Moving allowance reimbursements must be made as a lump sum payment through payroll, subject to federal, state, and FICA tax withholdings, after the new employee is set up within the University's payroll system.
- The Office of Human Resources will review and approve all moving expenses in accordance with the Internal Revenue Code.

Repayment of Moving Expense Reimbursements

In the event a newly hired employee does not remain employed with Trine University for a continuous 12 months, whether due to the employee's resignation, termination or otherwise, pursuant to this policy, the employee is liable to repay the University on a prorated basis the amount of the moving expense reimbursement that the University has paid (to or on behalf of the employee).

Repayment amounts shall be prorated as set forth below:

- If the employee's employment with the University ends within one (1) year of the employee's official beginning date of employment, the employee shall be required to pay back all (100%) of the reimbursed moving expenses. Employees can expect that pay back amounts will be deducted from their final paycheck.
- For employees granted reimbursement over the standard limit of \$1,500, if the employee's employment with the University ends more than one (1) year but less than two (2) years from the employee's official date of employment, the employee shall be required to pay back half (50%) of the reimbursed moving expenses. Employees can expect that pay back amounts will be deducted from their final paycheck.

Internal Transfers/Promotions

Trine University employees who have successfully completed six (6) months of continuous service are eligible to apply for open positions. An employee who has worked in his/her current position for less than six (6) months may apply for open positions only with the written approval of his/her area Vice President.

When applying for an internal position with the University, the employee will be advised that if they are being considered for an internal position, internal references, their personnel file, including documented performance appraisals, documented disciplinary action, and attendance records shall be made available to the hiring supervisor, and will form part of the hiring decision for the new position.

A hiring manager wishing to offer a promotion or internal transfer that results in an increase of pay, must seek the approval of the Assistant Vice President of Human Resources and Senior Vice President and Chief Financial Officer before making a job offer.

3.4 DUTY TO REPORT POLICY

Employees must notify the Office of Human Resources in writing within three (3) calendar days of any arrest, conviction or entry of a guilty plea for any criminal offense, or immediately upon reporting to work following such arrest, conviction or plea entry, whichever is earlier. This reporting obligation includes drug- or alcohol-related offenses, but does not apply to minor traffic tickets or citations, unless the employee has an independent obligation to report under the University's Vehicle Operation Policy.

3.5 PERSONAL RELATIONSHIPS AT WORK / NON-FRATERNIZATION POLICY

Employees involved in a personal/romantic/sexual relationship and/or cohabitation must promptly report the relationship to the Assistant Vice President for Human Resources so that appropriate steps may be taken to avoid the potential for the personal relationship or cohabitation to adversely affect anyone if the relationship is between (1) a supervisor and an employee in the supervisor's chain of command or (2) a supervisor and an employee, if the employee indirectly reports to the supervisor or the supervisor has effective input into decisions concerning the terms and conditions of the employee's employment (e.g., "dotted line" reporting, an "indirect" chain of command relationship, or an individual serving in a temporary supervisor capacity). A supervisor's failure to report dating, a personal/romantic/sexual relationship or cohabitation may result in immediate termination.

Similarly, Trine University does not employ individuals related by blood, adoption or marriage (including step relationships) in any capacity where (1) one relative is supervised by or within the chain of command of another or (2) one relative indirectly reports to the other or one relative has effective input into decisions concerning the terms and conditions of the other's employment. Trine University will not consider applications, transfers, promotions, etc., if the resulting employment situation violates this policy. All employees must immediately report the relationship to the Assistant Vice President for Human Resources so that appropriate steps may be taken, including reassignment of personnel.

In many cases, the University can readily ascertain whether employees are related (by, for instance, shared last names). However, if you know or suspect that the University is unaware of such a relationship, you must report the relationship to the Assistant Vice President for Human Resources so appropriate steps may be taken.

Employees of the University are prohibited from cohabitating with students, with the exception of family members. In the collegiate setting, such situations undermine the atmosphere of trust on which educational or institutional activities depend and disrupt the professional environment. Exceptions to this policy should be requested through the Assistant Vice President for Human Resources.

Non-Fraternization

Romantic or sexual relationships between employees and students are prohibited, even when the relationship is a consensual one (except in cases where the relationship precedes the student's matriculation). In the collegiate setting, such relationships undermine the atmosphere of trust on which educational or institutional activities depend and disrupt the professional environment.

The Assistant Vice President for Human Resources is responsible for implementation of this policy and determining whether a relationship constitutes a violation. Any questions as to whether a particular relationship violates this policy should be directed to the Office of Human Resources.

Providing Financial Assistance and/or Gifts to Students

Employees are strictly prohibited from providing student recruits or current students with any form of financial assistance or gifts using their personal funds. This includes, but is not limited to, money, gift cards, personal loans, or any other tangible items of value. The University offers various official programs to support students in need. Employees should refer students seeking assistance to the appropriate university department or submit a request through the We Care program. This policy helps maintain fairness, transparency, and compliance with University standards.

3.6

ADDITIONAL EMPLOYMENT OPPORTUNITIES FOR FULL-TIME UNIVERSITY EMPLOYEES / OUTSIDE WORK POLICY

Prior to commencing any other work within the University or outside the University, full-time employees must seek approval by submitting the Permission to Engage in Additional Employment Opportunities. The employee should consider whether the demands of the additional work would interfere with their full-time University employment. Additional employment opportunities will not be considered an excuse for poor job performance, absence, or tardiness, leaving early, refusing to travel, refusing to work overtime or a changed schedule. Any additional employment opportunities will be permitted only if it does not compromise the University's interests or adversely affect job performance.

Employees may be approved to work outside of their current position with the University and/or an external job for a maximum of 20 hours per week.

Contract Assignments within the University for Full-Time Employees

If teaching an overload course or as an Adjunct Professor for another department/school these activities will be limited to no more than 20 hours per week in accordance with the University's predetermined course allocations. Any exceptions to this policy must be approved in writing by the appropriate Supervisor, area Vice President, Assistant Vice President for Human Resources, and the University President.

Full-time exempt employees who have the appropriate credentials and/or expertise may be offered teaching, coaching, advising or other contracted assignments at the University. Full-time exempt employees with a contract for additional responsibilities outside of their full-time position with the University must ensure all work related to their contracted duties be performed outside of their regularly scheduled work hours.

An employee may accept a contract assignment with additional compensation, that requires work during the working hours of their full-time position, only if the following conditions are met:

- **Teaching Assignments:** The teaching of the course(s) is directly related to the employee's job description or area of educational qualifications.
 - Teaching Assignments within the University's core business hours are limited to one (1) course.
- **Coaching Assignment:** An employee has expertise in the sport for which the coaching assignment is offered.

Employees will be held accountable for the completion of their duties and the time commitment for their full-time position. If an employee's performance is deemed unacceptable within either position with the University, any previously approved permission to engage in additional future employment opportunities may be denied. Performance concerns will be reviewed by the appropriate supervisor and the Office of Human Resources.

Outside Work for Full-Time Employees

An employee may not hold any other employment or engage in any personal business, including as an independent contractor, which would create a conflict of interest or the appearance of a conflict of interest with University employment. The University has the final say as to whether the employee will be permitted to remain employed at the University in a situation where outside work would create a conflict of interest or the appearance of such a conflict. Supervisors have initial discretion to approve or disapprove the request based upon employee's performance, workload, or scheduling demands. An employee with performance concerns could be denied future opportunities for outside work.

Full-time employees who have additional responsibilities outside of their full-time position with the University must ensure all work related to their additional duties be performed outside of their regularly scheduled work hours. Employees will be held accountable for the completion of their duties and the time commitment for their full-time position. If any employee's performance is deemed unacceptable within their position with the University, any previously approved permission to engage in additional future employment opportunities may be denied. Performance concerns will be reviewed by the appropriate supervisor and the Office of Human Resources.

3.7

CONFLICTS OF INTEREST

Conflicts of Interest

The University consistently follows a policy of avoiding any conflict of interest (actual or potential) or the appearance of any conflict of interest on the part of its employees. A "conflict of interest" occurs when an employee occupies a position where his/her action on behalf of the University could serve to benefit him/herself or could benefit another person or organization with whom the employee has a relationship, or in which the employee has an interest.

A "conflict of interest" can also occur when an employee's dual role as an employee of another entity might compromise their objectivity in performing their obligations to the University or the other entity. Examples include being an officer, partner, trustee, director, employee, or agent of an entity; being the beneficial owner of more than 5 percent of the voting stock (controlling interest) of an entity; or benefiting (indirectly or directly) through profit or gain in excess of \$1,000 per year of an entity.

University employees should ensure that vendors and independent contractors receive fair, uniform treatment. Vendors should be given every reasonable opportunity to be awarded business by presenting the best competitive offer. Employees should avoid any action that might create the appearance that a vendor is receiving preferential treatment. University policy prohibits the acceptance of gifts from individuals or organizations with whom the University does business or from those hoping to obtain University business. While it may be difficult to judge the value of gifts offered to University employees by vendors or potential vendors, it is important to avoid the appearance of impropriety. Personal gifts with a value of more than \$100 (e.g. trips, tickets, dinners) should not be accepted without consulting with the Senior Vice President and Chief Financial Officer. Nominal gifts such as mugs, candy and T-shirts may be accepted, as long as doing so does not create the appearance of a conflict of interest.

Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt, complete disclosure upon initial employment. All University employees shall make a written disclosure to the Senior Vice President and Chief Financial Officer of all reportable interests and affiliations.



3.8

PROGRESSIVE CORRECTION ACTION AND PERFORMANCE IMPROVEMENT PLANS POLICY

Work-related issues which may not result in immediate termination, such as certain inappropriate behavior, poor attendance, poor quality or quantity of work, safety violations, or violation of other policies or procedures, will normally be handled through progressive corrective action. Progressive corrective action typically may include verbal warning, written warning, suspension, and termination. (Disciplinary suspensions as to salaried exempt employees will be consistent with the requirements of the FLSA.) All corrective action will accumulate in direct relationship with other previous corrective action and will be factored into the decision as to the next appropriate corrective measure to be applied. Progressive corrective action may begin at any of the levels above depending on the severity of the infraction, and may skip or repeat one or more levels. Our intent is not to terminate good employees, but simply to correct performance issues when deficiencies develop.

Additionally, an employee may be placed on investigatory leave to allow management time to review fully the circumstances related to a potential disciplinary matter. Investigatory leave is typically paid, is not disciplinary, and will not be reflected in a performance review or personnel file, although the results of the investigation may lead to documentation and loss of pay.

Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis, with the severity and frequency of the conduct taken into consideration.

Whenever disciplinary action is formally documented, the employee will typically be asked to acknowledge that they have been given a copy of the document by signing the original. Their signature will acknowledge receipt, not signify agreement with the contents of the document.

It is not possible to provide an exhaustive list of all types of impermissible conduct and performance, and the examples included in this handbook are only a small sample of behaviors that are unacceptable and, if found to exist, can result in corrective action up to and including immediate termination. Be aware that conduct not specifically included in this handbook, but which is detrimental to the University's other employees or customers, may also result in discipline. The University reserves the right to administer appropriate disciplinary action for all forms of disruptive or inappropriate behavior. Each situation will be dealt with on an individual basis.

Whenever an employee has demonstrated an inability to perform assigned work responsibilities efficiently, the supervisor, in consultation with the Office of Human Resources, may place the employee on a performance improvement plan. This status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and work requirements specified by the supervisor and the University. At the end of the performance improvement period, the employee will either be returned to regular employee status, or, if established goals are not met, further corrective actions may occur, up to and including termination.

3.9

RESIGNATION/TERMINATION OF EMPLOYMENT POLICY

Upon resignation or termination of employment, an employee must return all University property in their possession, including but not limited to office keys; University-owned or leased vehicles; copies of this Handbook; University telephone directories; University documents or files; donor lists; student lists or applications; computers; cell phones; printers; office supplies; and contact lists. All University property needs to be turned in to the immediate supervisor on the last day of employment. If there are any questions as to whether an item is University property, seek the direction of the immediate supervisor.

If an employee should choose to resign from their employment, they are expected to give their supervisor a minimum of two weeks' notice. **Vacation or sick time cannot be used to extend the termination date. In addition, these days may not be used in the last two weeks of employment.**

The University President reserves the right to terminate employment of any staff or faculty member due to changes in student enrollment numbers, financial crisis affecting the University, curriculum changes, poor performance and/or a state of emergency.

Early termination of faculty contracts:

The University may terminate the employment relationship for cause at any time, without additional compensation, upon written notice of termination to the educator. "Cause" includes, but may not be limited to: educator's material breach of their faculty contract; poor performance by the educator; misconduct by the educator; a financial exigency or program termination by the University.

Personnel Files

The University maintains personnel files on each employee. They contain documentation concerning an employee's employment, including but not limited to performance, attendance, benefits, compensation, taxes, proof of citizenship or permission to work in the United States, and other miscellaneous information. Personnel files are the property of the University. Access to the information they contain is restricted. Although not required by Indiana law, current employees may review their personnel file by submitting a written request to the Assistant Vice President for Human Resources, who will then schedule an appointment for the review. Personnel files may only be reviewed in the presence of the Assistant Vice President for Human Resources. Employees may request copies of documents from their personnel files.

Changes in Employment Information

To keep personnel records current, the Office of Human Resources must be promptly informed, in writing, of a change in any of the following items: name; home address; home telephone number; marital status; person to contact in the case of an emergency; number of dependents; voluntary payroll deductions; military status; or beneficiary designee. It is the responsibility of the employee to make sure that their personnel file contains the most current and reliable information.

Requests for Information from Outside Sources

The University will limit employment information given to legitimate sources to: (1) the employee's present or past status as an employee of the University; (2) dates of employment; and (3) job title and duties. If an employee or former employee desires that more information be released to an outside source other than the limited information just described, he or she must submit a written, signed request to the Assistant Vice President for Human Resources specifying the information needed for disclosure and to whom.

Employees who wish to assist the University during non-working hours as a volunteer must first obtain approval from the Assistant Vice President for Human Resources. Approval will depend on the nature, extent and duration of the voluntary activity. Due to potential violations of the FLSA, non-exempt employees cannot volunteer for (and will not be allowed to perform) activities that are normally part of their job responsibilities.

If a former employee wishes to continue volunteer efforts for the University, approval will be contingent upon a positive recommendation from the prior employee's supervisor and the Assistant Vice President for Human Resources.

The University encourages volunteer efforts by non-employee volunteers and students. Before engaging in volunteer activities, non-employees will be required to agree to a background check, an interview by the appropriate department supervisor and completion of a signed volunteer agreement.

All volunteers, whether employee or non-employee, serve with the knowledge and approval of the Assistant Vice President for Human Resources, who may terminate the volunteer's relationship with the University at any time for any reason.

Trine University desires to promote, support and foster the creative and inventive talents of its faculty, staff, students and employees. In so doing, there results an increase in the development of creative, inventive works by the faculty, staff, students and employees of the University. Accordingly, it is recognized that there is a need to outline the structure for the ownership of such intellectual property. This intellectual property policy defines the framework for ownership of the various rights associated with inventions, creative works, copyrightable works, works of scholarship, and other intellectual property created in the scope of employment by or under sponsorship by the University. While marketable intellectual property may result from academic activities, the ownership of those rights is dependent upon the specific type of intellectual property involved. The policy sets forth the rights and responsibilities for both the creator and the University.

Definitions

- **Copyright** – The exclusive right granted by federal statute to reproduce, prepare derivative works, distribute, sell, perform publicly or display publicly an original work of authorship fixed in a tangible medium of expression.
- **Creator(s)** – An individual, or group of individuals, who invented, authored, discovered, developed or was otherwise responsible for the creation of applicable intellectual property, defined below.
- **Institutional Works** – Works created at the instigation of the University or supported by University resources for a specific University purpose.
- **Intellectual Property** – Any invention, discovery, improvement, work of authorship (whether or not protectable under copyright laws), mask works, trademark, trade name, trade dress, trade secret, licensable know-how, tangible research and related rights.
- **Invention** – A process, machine, method, discovery, device, plant, compound, and composition of matter, apparatus or other creation created or conceived by the creator, whether or not patented at any time under the Federal Patent Act as now existing or hereafter amended or supplemented.
- **Substantial Use** – Creator of the materials received staff, salary or material support *not typically available* to other individuals for the development of the project at issue. This *does not* include ubiquitous office and instructional resources. It *does* include those efforts specifically funded by internal University grant or designated stipend.
- **Trademark** – Any word, name or graphic symbol used to identify and distinguish the source of goods or services.
- **Applicable Intellectual Property** – Any invention, copyright, institutional work, intellectual property, trademark, creation, innovation, discovery, improvement or other original work developed using University resources, at the instigation of the University, at the direction of the University, or under sponsorship by the University by faculty, staff, students or other persons employed by or under contract with the University and acting under the scope of such employment or contract.
- **Traditional Works of Scholarship** – Works, other than institutional works, reflecting research and/or creativity which within the University are considered as evidence of professional advancement or accomplishment. Such works include textbooks, journal articles, conference papers, research bulletins and other scholarly publications.

- **University Resources** – All tangible resources provided by the University to a creator, including office; laboratory; equipment; supplies; utilities; computer hardware; software; support services including secretarial service, research assistant, laboratory assistant and teaching assistant; and funding other than salary, insurance or benefits paid to or for the benefit of the creator.

Patents and Registerable Intellectual Property

- **Cost of Patents** - The University will determine whether or not to pursue patent protection for an invention considered applicable intellectual property. If the University decides to pursue a patent, the University will bear the cost of pursuing, obtaining and maintaining the patent protection. Revenue resulting from the invention will be shared as outlined below. If the University decides not to pursue patent protection for an invention considered applicable intellectual property, the University will release its rights to such invention and the creator shall be free to pursue patent protection at his or her own expense, and all revenue resulting from such an invention shall go to the creator.
- **Negotiation and Execution of License Agreements for Inventions** - The University has sole authority to make, use, sell, assign, license, transfer or otherwise dispose of any applicable intellectual property. Any agreement to license or transfer applicable intellectual property must be approved by University President, in writing.

Copyrightable Works

- **Creator-initiated course material created without substantial use of University Resources** - Course material created in the scope of the creator's employment with the University but without substantial use of University resources and not at the instigation of the University is considered the work of the creator and is thus owned by the creator. The University shall have a non-exclusive royalty-free educational license in perpetuity to use the work; however, the material shall not be used or modified by other University staff without the consent of the creator. The University reserves the right to review such material prior to instructional use. While under the employ of the University, the creator shall not sell, lease, rent or otherwise use such course material in a manner that competes with for-credit or revenue-producing offerings of the University without approval of the Vice President for Academic Affairs. Any use of such course material outside the University shall not use the University's name (e.g., "a Trine University course") without written permission of the Vice President for Academic Affairs. These provisions shall continue to apply to such course material after termination of the creator's employment by the University, regardless of the reason for termination.
- **Self-initiated course material created with substantial use of University resources** - Tangible applicable intellectual property, including tangible institutional works created at the instigation of the creator with substantial use of University resources, shall be owned by the University. However, the creator shall maintain ownership of the underlying creative content of such applicable intellectual property. Such works include, but are not limited to, a video production, integration of video streaming, or website development made possible through the use of University resources. The University shall own a non-exclusive royalty-free educational license in perpetuity to use the underlying creative content; however, the material shall not be modified by other University staff without the consent of the creator. The University reserves the right to review such material prior to instructional use. The creator shall not use such applicable intellectual property in a manner that competes with for-credit or revenue-producing offerings of the University without the approval of the Vice President for Academic Affairs. If approval is granted, the University will provide the employee with a limited license to use such applicable intellectual property. Any resulting revenue will be shared as outlined below. The creator is responsible for securing and maintaining any and all copyright permission related to the underlying content. The support units

(e.g. Information Technology) involved in the creation of the presentation will secure and maintain any and all copyright permission and licensing related to presentation of the educational material and to responding to any other legal actions resulting from the use of the presentation.

- **Institution-directed course material and Institutional Works** - Any applicable intellectual property created under the direction of the University shall be owned by the University. The University shall have the right to revise such applicable intellectual property at its discretion. When the production of such applicable intellectual property is anticipated, a written agreement shall be created in advance to address any potential sharing of revenue, compensation for production of the materials, and any other relevant issues. The agreement shall also indicate the University's right of ownership. The creator may only use such applicable intellectual property with written permission of the Vice President for Academic Affairs. The University is responsible for securing any and all copyright permissions related to the content and presentation of such applicable intellectual property and will manage said copyright permissions. The University will be responsible for responding to any other legal actions resulting from the use of the material in such applicable intellectual property.
- **Traditional Works of Scholarship** - All rights in traditional works of scholarship shall reside with the creator(s) along with any and all revenue from said work. The creator(s) is responsible for compliance with copyright law and regulation.

Applicability - This policy, which may be amended from time to time, shall be deemed a part of the conditions of employment for every faculty, staff or other person employed by the University and of the conditions of enrollment and attendance for every student of the University. It applies to all applicable intellectual property, whether or not protectable under patent or copyright laws. Failure to comply with the provisions of this policy may result in disciplinary action in accordance with applicable University policies and procedures.

Disclosure - As soon as reasonably possible, the creator shall report, in writing, the development of any applicable intellectual property with a value-to-market over \$10,000 to the Vice President for Academic Affairs. This report shall include a full, complete disclosure of the subject matter and shall be signed by all creators. The creator(s) shall cooperate fully in all steps necessary to obtain legal protection of the applicable intellectual property and perfect the University's rights in the applicable intellectual property. The failure of a creator to accept or abide by these obligations in no way diminishes or extinguishes the rights of the University.

Sponsored Research - If the development of applicable intellectual property is financed partly or in whole by a third party, the ownership of the applicable intellectual property will be governed by terms of the third party's agreement with the University. If an agreement between the third party and the University does not exist at the time the applicable intellectual property is developed, all parties with claims to the applicable intellectual property will meet with the Vice President for Academic Affairs to develop an agreement.

Software - Because software can be copyrighted, it is considered intellectual property and is covered under this policy. Any software that contains a method or procedure that could be patented should be treated as a patent under the terms above. Any other software considered a copyrightable work will be covered above.

Trademarks - All trademarks resulting from activities at the University are the exclusive property of the University. As such, the University will not share revenue from commercialization of the trademark with the individual creator unless a prior written agreement exists.

Other Intellectual Property - Any applicable intellectual property that exists in a form not mentioned above shall be considered the property of the University and treated under the said provisions of this policy.

Assignment to Author - In cases where the University has ownership of applicable intellectual property according to the provisions of this policy, the creator may submit a request to the Vice President for Academic Affairs to have ownership assigned to the creator. Such a request can be granted with the approval of the University President at his/her absolute discretion, subject to a perpetual royalty-free license to the University to use the work for its own purposes.

Outside Activities - Inventions, copyrightable works and other forms of intellectual property made or developed by a University employee in outside activities entirely on their personal time and not at the instigation of the University and not involving the substantial use of University resources are the property of the creator. Should questions arise as to whether the work is applicable intellectual property, it shall be the creator's responsibility to demonstrate the work was created on personal time. The University shall respond in writing, confirming that the work was created on personal time and belongs to the creator, who has the right and responsibility of obtaining a patent at his/her expense. The creator shall receive all resulting revenue.

The creator may also assign the invention to the University. In such a case, the invention will be treated as being made by University personnel on University time and will be subject to the procedures outlined in this policy.

Revenue Distribution - Unless otherwise agreed in writing by the University and the creator, when royalty income is received by the University from the sale, license, and distribution or otherwise of applicable intellectual property covered under this policy, income will be divided as follows:

- University recoups its costs in patenting the invention
- After deduction of costs:
 - 2/3 to the University
 - 1/3 to the creator

Students' Academic Creations - Students' academic creations completed without material support from the University by one or more students of the University for a class assignment and produced outside any University employment are considered the original work of the student. The student holds all rights in ownership to such work. If a student's academic creation was developed in the course of an employment relationship with the University or as part of a University employee's scholarly work or with substantial use of University resources, such a work shall be considered applicable intellectual property governed by this policy.

Resolution of Disputes - Any creator challenging a decision arising over the application of this policy and the ownership of patents or copyrightable works may appeal to the University President. The appeal must be in writing and submitted to the President within six (6) months from the appearance of such grievance. The President shall give a decision within ninety (90) calendar days from receipt of the appeal. The President's decision on the appeal will be final and will be explained in writing to the creator.

Amendments - The University reserves the right to amend or rescind this policy in part or in whole at any time. All revisions must be approved by the President. All persons subject to this policy will be notified promptly of any revisions. Any royalty distributions due employees are established by the policy in effect when the University formally decides to pursue the cost of the patent.

SECTION
IV **WORKPLACE
SAFETY**



The use and abuse of drugs and/or alcohol can seriously impair one's ability to perform their duties safely and efficiently. Drug and alcohol use and abuse not only jeopardize students' and co-workers' safety, they undermine the public's confidence in the University itself. Because a drug or alcohol-impaired employee can pose a significant threat to the safety of the students and co-workers, as well as the employee's own safety, the University has established this policy as part of its ongoing efforts to maintain a drug and alcohol-free workplace.

All employees are expected to report to work free of alcohol and illegal drugs and are not to sell, distribute, dispense, possess, or use, or conspire to sell, distribute, dispense, possess or use an illegal drug or alcohol on University premises, during working time, or when engaged in University business or an activity sponsored by the University. The only exception is for employees attending University-sponsored events or attending events as representatives of the University at which alcohol is served. In such instances, minimal consumption of alcohol is permitted, but not encouraged, so long as the employee's behavior remains acceptable to the University and the employee's blood alcohol content remains under the legal limit for operating a motor vehicle, as defined by state law.

Likewise, all employees are expected not to distribute, misuse or abuse any prescription or nonprescription medications on University property. Employees must remember that distribution of prescription medication to co-workers not only violates this policy, but is also a crime.

Employees using a prescription drug which may impair mental or motor functions so as to affect the employee's ability to perform his/her duties safely must report the use of that prescription drug to his/her supervisor or the Assistant Vice President for Human Resources upon reporting to work. For the safety of all employees, the University may place persons using such prescription drugs in a less hazardous job assignment, provided such an assignment is available; otherwise accommodate an employee; or place them on temporary medical leave if an employee would be a direct threat to themselves or others.

The University looks to all its employees to support this policy to better the overall safety, health, productivity and welfare of all employees. Employees are asked to discourage co-workers from violating this policy and are expected to cooperate in the University's efforts to enforce this policy and in any investigation of its violation.

Reasonable Cause Testing

When there is reasonable cause to believe the employee has inappropriately used drugs or alcohol, the employee may be required to submit to a drug and/or alcohol screening test.

"Reasonable cause" testing may be based upon such things as:

- Specific observations concerning the appearance, behavior, speech or body odors of the employee; observation of drug use, drug possession or possession of drug paraphernalia; physical signs or symptoms of being under the influence of a drug or alcohol; and signs and symptoms of chronic and/or withdrawal effects of drugs;
- A pattern of abnormal or erratic behavior as evidenced by the employee's work time actions, appearance or conduct; or

- Arrest or conviction for a drug-related offense. Employees must notify the Assistant Vice President for Human Resources in writing within three (3) calendar days of an arrest or conviction, or immediately upon returning to work following an arrest or conviction, whichever is earlier.
- Having an on-the-job accident requiring medical attention and/or involving property damage of at least \$500.

If practical, the employee's conduct should be witnessed by two supervisors. If not practical, one supervisor's observations are sufficient. Reasonable cause can also be based upon a report received from a third-party observer if the report is independently corroborated.

An employee who is required to submit to a reasonable cause drug screen will be suspended until the results of the test are disclosed to the University. If the test result is negative, the employee will be paid for the regularly scheduled hours missed.

In any reasonable cause situation, the University will ensure that the employee is transported to an appropriate facility and then transported back to the work site, where a spouse, family member or other individual will be contacted to transport the employee home, if necessary. If the employee refuses to agree to any of these procedures and attempts to operate his/her own vehicle, the University will take appropriate efforts to discourage the employee from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the procedures described above will be subject to termination.

Disciplinary Action

Employees will be terminated if:

- They test positive in a reasonable cause, post-accident or return to work drug screen. They also will not be considered for re-employment for one year after the date of termination.
- Test results show an alcohol concentration of at least .08%. An alcohol concentration of less than .08% but greater than .02% shall constitute evidence of intoxication, along with other evidence of job impairment.
- They sell, distribute, dispense, possess or use an illegal drug or alcohol or conspire to sell, distribute, dispense, possess or use an illegal drug or alcohol on University premises or during working time.
 - Any employee who is believed to be selling, distributing, dispensing, possessing, using or distributing drugs or alcohol on University premises or while conducting University business (or conspiring to do so) will be suspended, subject to termination, pending an investigation.
- They switch, tamper with or attempt to switch or tamper with any screening test or sample.
- They refuse to submit to a drug or alcohol test as required by this policy or to execute any relevant documentation.
- They are convicted of, or plead guilty to, a drug-related offense that occurred in the workplace or while conducting University business. An individualized assessment to determine an employee's employment status will be made when any employee who is convicted of, or pleads guilty to, an alcohol-related offense that occurred in the workplace or while conducting University business is subject to the terms of the "Vehicle Operation" provisions of this handbook.

Voluntary Identification and Rehabilitation/Treatment

Any employee who voluntarily identifies themselves as having a drug- or alcohol-related problem will not be subject to discipline for volunteering that fact. Rather, the employee will be permitted to take an unpaid leave of absence for the purpose of undergoing rehabilitation or treatment to permit the employee to eliminate dependence on drugs or alcohol, or to comply with other treatment plans as recommended by a substance abuse professional. This leave will be in accordance with University leave policies.

Employees who volunteer such information and participate in a rehabilitation/treatment program are not relieved of their obligation to comply with applicable rules concerning alcohol and drugs and will be subject to disciplinary action, including termination, for any violation.

Since the key to the University's rehabilitative efforts is an employee's willingness to admit and seek to remedy the problem, this provision is not available to an employee who requests protection after being asked to submit to testing, or after the employee's use of drugs or alcohol becomes a personnel issue based on direct observation or evidence obtained from an arrest or criminal conviction for a drug- or alcohol-related offense.

If the employee has successfully completed the rehabilitation/treatment program as verified in writing by the program's administrator, the employee will be allowed to return to work when work is available, or in accordance with the Family and Medical Leave Act, where applicable. Return to work may also be conditioned upon the employee's compliance with individual responsibilities, which may include obtaining follow-up counseling and/or treatment.

Any costs associated with the voluntary rehabilitation/treatment program will be at the expense of the employee unless the charge is specifically covered under the University's insurance policy and the employee is an active participant in the insurance program.

4.2

SMOKING AND TOBACCO USE POLICY

Smoking (and/or Vaping) and tobacco use are prohibited in all facilities and all areas of Trine University. This includes, but is not limited to, all indoor and outdoor areas and properties. The only exception is the Zollner Golf Course.

This policy applies to all faculty, staff, students, consultants, contractors and visitors. For purposes of this policy, "university campus" includes those properties and buildings located in Angola, Indiana, that are occupied or controlled by Trine University, and those facilities that are occupied or controlled by Trine University located in other cities and towns.

For purposes of this policy, "smoking" means inhaling, exhaling, burning, carrying or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco and other lighted tobacco products.

For purposes of this policy, "tobacco use" means the personal use of any tobacco product, whether intended to be burned or not, including smoking, as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff, chewing tobacco, smokeless pouches or any other form of loose-leaf smokeless tobacco, and the use of unlighted cigarettes, cigars and pipe tobacco.

Enforcement

The responsibility for the enforcement and communication of this policy rests with all members of the University community. Visitors, contractors and other individuals on campus who are in violation of the policy should be reminded of the policy and asked to comply by discarding their tobacco product.

All staff, faculty and students violating the policy should be reminded of the policy and asked to comply by discarding their tobacco product.

- If a student refuses to comply with the policy, the Dean of Students shall be contacted at 260-665-4171. That office will follow up with the student regarding the policy and available resources for assistance with smoking cessation.
- If an employee refuses to comply with the policy, the immediate supervisor shall be notified. The supervisor will follow up with the employee to remind the employee about the policy and available resources for assistance with smoking cessation.
- Continuing violations may also result in appropriate disciplinary action in accordance with progressive disciplinary policies in place for students and employees.

4.3

WORKPLACE VIOLENCE POLICY

Trine University prohibits any act or threat of violence by any Trine University employee against any other employee, student, customer, vendor or business associate in or around the University's facilities. This policy applies to any workplace violence, intimidation or other threats of or actual violence that may occur on or off Trine University property during work-related activities or outside of working hours.

In keeping with the spirit and intent of this policy, and to ensure the University's objectives in this regard are attained, Trine University is committed to the following:

- To provide a safe, healthful work environment, in accordance with Trine University's safety policies;
- To not tolerate conduct that threatens, intimidates or coerces another employee, customer, student, vendor or other business associate. Trine University employees may not threaten, stalk or harass anyone inside or outside the workplace during work-related activities; the University will take appropriate action when dealing with employees, customers, former employees or visitors to Trine University's facilities who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and assisting law enforcement personnel in prosecuting violators of this policy to the maximum extent of the law.
- To treat threats or violence coming from an abusive personal relationship or domestic situation as it does other forms of violence. Employees should promptly inform the Office of Human Resources of any protective or restraining order they have received that lists the workplace as a protected area, whether they are the person who sought the protective order or the person against whom the order was obtained. Employees are encouraged to report safety concerns with respect to intimate partners or domestic violence. Trine University is committed to supporting victims of intimate partner or domestic violence.
- To establish viable security measures to ensure that the University's facilities are safe and secure to the maximum extent possible and to properly handle access to company facilities by the public, off-duty employees and former employees.

In furtherance of this workplace violence policy, **all employees are responsible for notifying the Assistant Vice President for Human Resources of any possible violations of this policy.** Possible violations include threatening, intimidating or violent behavior of which an employee has been the target, has witnessed, or has heard about from another individual, if the behavior is job-related or has been or might be carried out on University property. Employees are responsible for making this report, regardless of the relationship between the individual who initiated the inappropriate behavior and the person who was the target of the behavior. Employee reports made pursuant to the policy will be held in confidence as much as possible, but complete secrecy cannot be guaranteed during the course of an investigation.

The University will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety, the University may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Employees found to be responsible for threats of or actual violence or other conduct in violation of this policy will be subject to prompt disciplinary action up to and including termination.

4.4

FIREARMS POLICY

The University respects each individual's right to bear arms but does not believe that firearms or ammunition are appropriate in the workplace. Employees may not bring a firearm or ammunition onto University property or carry a firearm or ammunition while on work-related business (1) unless the employee legally possesses the firearm and/or ammunition and (2) the firearm or ammunition is stored in the employee's vehicle's locked trunk, out of plain sight. (If the vehicle has a trunk release in the driver's cabin, then the vehicle must also be locked.) Any employee bringing a firearm to the workplace is subject to disciplinary action, up to and including immediate termination.

Definitions:

- **Firearm** - A gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas or compressed air.
- **University Property** – Buildings, grounds, and land owned by the University or controlled by the University, via leases or other contractual arrangements.

The safety of the University's employees and students, as well as the safety of visitors, is the highest priority of the University Administration and Board of Trustees. The prohibition of unauthorized firearms on University property reduces risk and supports a safe climate for the pursuit of the University's academic mission and its role in serving communities around the state.

4.5

SAFETY/WORKPLACE ACCIDENTS POLICY

The University strives to provide a safe work environment for its employees. The University may provide information to employees about workplace safety and health issues through several internal communication channels, such as supervisor-employee meetings, bulletin boards, memos, e-mail or other written communications.

Each employee must obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe or hazardous condition to their immediate supervisor or the Assistant Vice President for Human Resources. Creating, failing to report or (where appropriate) failing to remedy a hazardous or dangerous situation may result in discipline up to and including termination. Failing to adhere to safety standards can also result in discipline up to and including termination.

All accidents and hazardous conditions, where the potential for injury or damage exists, must be reported immediately to the employee's supervisor, whether or not there is personal or physical damage involved. If the employee's immediate supervisor is not available, the accident must be reported to the Assistant Vice President for Human Resources. All accidents are investigated to eliminate unsafe conditions and unsafe acts. Such reports are necessary so the University can comply with applicable laws and initiate insurance or workers' compensation benefit procedures. Consequently, failing to report accidents and/or hazardous conditions may result in discipline, up to and including termination.

Any injury that happens on the job, on University property, or that occurs while conducting University business, no matter how slight, must be reported immediately to the employee's supervisor so they may receive prompt and proper medical attention. The supervisor must promptly report the incident to the Assistant Vice President for Human Resources. There may be a requirement to go to a physician chosen by the University for medical treatment and for any follow-up examination requested by the treating physician and authorized by the University. If the responding supervisor determines that medical attention is needed, the employee must comply with that decision. Any expense that is incurred for any unauthorized medical treatment will be the responsibility of the employee.

Incident reports must be completed by the employee and submitted to the Assistant Vice President for Human Resources as soon as possible following the occurrence.

4.6

VEHICLE OPERATION POLICY

Guidelines for Use of Personal/University Vehicles

Employees using their personal or University vehicles to conduct University business, even occasionally, must have a current driver's license, carry liability insurance and abide by all traffic laws. Trine University's liability insurance covers only claims against the University; it does not cover employees or their personal vehicle when that vehicle is being used to conduct University business. If an employee is injured as a result of an accident while using any vehicle to conduct University business, they may be entitled to certain worker's compensation benefits, depending on the circumstances and state law. The University reserves the right to deny driving privileges to anyone they choose at their sole discretion.

Traffic Violations

Employees are solely responsible for any traffic citation received when driving on University business in their personal or in a University vehicle.

Revoked or Suspended Driver's License

If an employee's job requires them to drive, even occasionally, and their driver's license is revoked, suspended or restricted for any reason, the change must immediately be reported to the Assistant Vice President for Human Resources. Failure to do so will result in termination. If an employee voluntarily reports the suspension, revocation or restriction of their driver's license, depending on the circumstances, management may attempt to move the employee to a job that does not involve driving. The work may be in a classification and at a pay rate that is different from the regular classification and pay rate. If for whatever reason

management does not move the employee to a job that does not require driving, they may be placed on a leave of absence without pay, or employment may be administratively terminated, based on business needs at the time and an investigation of the circumstances.

The University may verify driving records and the status of an employee's driver's license through the Bureau of Motor Vehicles. Employees must obtain or authorize the University to obtain a BMV report.

Background Checks

The University will conduct a background check every year for employees that routinely drive University owned vehicles. Refusal to consent to a motor vehicle background screening will deem the employee ineligible to participate in the utilization of the University's vehicle operation benefits. If an employee's job requires them to drive, even occasionally, refusal to consent to a motor vehicle background screening may result in termination.

Use of Electronic Devices

Electronic devices such as cell phones have been identified as a contributing factor in traffic accidents. Consequently, employees of Trine University are prohibited from using electronic devices while driving on University business. Employees operating a motor vehicle should park in a safe area (i.e. removed from the flow of traffic) before making or receiving telephone calls or otherwise using personal devices. If an employee operating a motor vehicle is unable to pull over or stop before receiving a cell phone call, they should:

- Use the "hands-free" device associated with the cell phone for increased safety;
- Keep the business conversation brief; and
- Immediately locate a safe area to park the vehicle.

Trine University does not permit employees to drive while using a personal device without "hands-free" accessories. Further, employees must be familiar and comply with the laws of the jurisdiction in which they are driving, as those may be more restrictive than this policy.

The University reserves the right to deny driving privileges to anyone they choose at their sole discretion.

Safe Driving

- All occupants must use seat belts in a University vehicle or in a personal vehicle used while conducting University business. Any non-functioning seat belt must be repaired or replaced immediately.
- Anyone with more than one moving violation and /or an at-fault accident in the last three years will not be allowed to operate a Trine University vehicle or operate a private vehicle with University students or staff on official trips.
- It is the department manager's responsibility to provide Campus Operations with the following information related to staff that may be required to drive a Trine-owned vehicle: driver's name, date of birth and a copy of the driver's license. All drivers must be at least 21 years of age. No one will be allowed to drive a University vehicle until his or her driving record has been approved and affidavit requirements are met.
- All Trine University drivers may be required to take a driver's training course, which will be held periodically on campus at no cost to the driver. All University drivers may be required to participate in a random drug and alcohol testing program. Training will include specific instruction on the safe operation of twelve (12)-passenger vans. Students are prohibited from driving University vehicles.
- All vehicles will be equipped with a log to be completed for each trip. Required information will include the mileage (start and finish), hours of service performed by the driver, destination, purpose of the trip and notations related to the operating condition of the vehicle.

- Campus Operations is responsible for maintaining the list of approved drivers and for reviewing the trip logs for all vehicles owned and used by Trine University. All trips are scheduled through Campus Operations when using the Trine Fleet.
- All employees traveling by car on business, except for minor errands around Angola, are required to use a University vehicle if it is at all possible.
- Drivers carrying CDL with passenger endorsement are required to comply with INDOT requirements.
- University vehicles are not to be used to transport flammables, firearms, ammunition or other hazardous materials.
- Any Trine University employee who is made aware of reckless or unsafe driving by another Trine employee while in a Trine University vehicle must notify the Office of Human Resources as soon as reasonably possible.

Insurability

If an employee is required to drive as part of their job duties for the University and becomes uninsurable through University insurance coverage, they may be administratively terminated, depending on the University's business needs and circumstances.

Arrest/Conviction

Employees must notify the Assistant Vice President for Human Resources in writing within the earlier of three calendar days or immediately upon reporting to work of an arrest for all drug/alcohol-related offenses or felony driving offenses, or anything adversely affecting your insurability, whether the event occurred on- or off-duty. Failure to provide this notice will result in termination.

An employee who is arrested for an offense that results in a loss of liability coverage will be immediately suspended without pay, pending the University's investigation of the circumstances and determination of employment status.

Vehicle Use Agreement

- Drivers must comply with applicable state and local minimum requirements, including posted speed limits.
- All accidents must be reported to Campus Operations immediately.
- No unauthorized passengers or hitchhikers permitted.
- Pets are restricted from being in any of the vehicles.
- Vehicles are not to be used for personal use.
- Drivers unfamiliar with towing trailers must first complete an orientation for trailer towing with Campus Operations.
- Use of radar detection devices in University vehicles is prohibited.
- Drivers must maintain a safe distance from other vehicles at all times.
- Exceeding passenger and/or weight limits is prohibited.
- Drivers must report damages/repairs to the Campus Operations office or fill out a Service Fleet Request form.
- Drivers must return the vehicle completely fueled.
- Drivers must remove all trash from the vehicle.
- Trine is a Tobacco Free campus. This includes Trine vehicles.

INCLEMENT WEATHER AND EMERGENCY CLOSINGS POLICY

The University may make the decision to close during extreme weather emergencies and/or loss of power. If this occurs, the University will attempt to notify its employees through reasonable means, including Regroup alert system and/or email. Employees are expected to comply with the restrictions imposed by law enforcement. Essential personnel may be called in to work and are expected to be available.

In the event of extreme winter weather conditions, employees may elect to use vacation time and/or make up missed work hours rather than travel in adverse weather conditions. Employees must prioritize using available vacation time before utilizing make-up hour arrangements.

- Extreme winter weather includes conditions such as heavy snow, ice storms, blizzard warnings, or hazardous driving conditions as determined by law enforcement.
- Makeup Hours – Work must be completed within the same workweek as the absence and is subject to supervisor approval. Employees must communicate the proposed makeup schedule for review and approval by their supervisor and makeup hours cannot extend beyond the current workweek.
- Advance Notification – Employees must notify their supervisor at least one hour prior to their scheduled start time.

In all of the above cases, the absences will be considered excused. All full-time employees will be paid for the day(s) due to the emergency closing; however, it is expected that extra effort will be made to overcome the lost productivity. All time paid due to emergency closing will not be included in the calculation of time worked for overtime purposes.

INFECTIOUS DISEASE POLICY

Trine University will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of the University during any such time to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

Trine University is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

The University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategies remain the most obvious: frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also provide alcohol-based hand sanitizers throughout the workplace and in common areas.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Faculty and staff are expected to report to work as normal. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of care should schools or child care centers close.

Staying Home When Ill, or When a Close Family Member is Ill

Many times, with the best of intentions, employees report to work even though they feel ill. The University provides paid sick time and other benefits to compensate employees who are unable to work due to illness. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the symptoms of the infectious disease. Employees should follow the CDC's recommendations as to when they are no longer contagious and can return to work. Employees who report to work ill will be sent home in accordance with these health guidelines.

If an employee is ill or has a medical condition and is unable to receive medical attention (e.g., if an ill employee is awaiting clearance before being allowed to enter a medical facility), the employee is required to stay home from work until doctors have medically cleared them to return to work.

Limiting Travel

All nonessential travel should be avoided. University-related travel outside the United States may not be authorized during a heightened period of the spread of infectious disease.

Also, please be advised that any employee leaving for vacation or for any other reason could be required to remain in self-isolation in accordance with any CDC recommendations before they will be allowed to return to campus.

Requests for Medical Information and/or Documentation

If an employee is out sick or shows symptoms of being ill, it may become necessary to request information from a health care provider. In general, we would request medical information to confirm the need to be absent, to show whether and how an absence relates to the infection, and a medical release indicating that it is appropriate to return to work.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, Trine University may implement these social distancing guidelines to minimize the spread of the disease among staff.

During the workday, employees are requested to:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other if possible; avoid person-to-person contact such as shaking hands.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Outside activities

Employees will be encouraged to the extent possible to:

- Avoid public transportation
- Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

Pandemic Emergency Policy

The University Pandemic Emergency Policy is applicable when the University President or his designee declares a university-wide pandemic emergency on one or more of its locations. Provisions of this policy may be implemented on a full or partial campus basis, or university-wide basis. In all circumstances, time worked for hourly employees and time off for all employees must be entered by the employee in ADP.

Pay provisions, including the use of sick, personal or vacation time, will not apply to part-time staff, student employees and adjunct faculty. These employees will receive pay for hours worked or classes taught. No additional pay or benefits are available.

This policy is designed for various scenarios that are likely to involve combinations of the following elements:

- High rates of absenteeism affecting the ability of university departments to function.
- The cancellation or modification of either all or a significant number of classes on a campus that otherwise remains open.
- The partial or full closing of a campus for a period of time.

When Campus Remains Open During High Rates of Absenteeism

When campus remains open during a pandemic emergency, employees will continue to report absences in accordance with existing policies for the use of sick, personal or vacation time. Additional benefits may be available; however, University pay that is not associated with sick or vacation pay is at the discretion of the President.

An employee will be required to work remotely and/or stay home based upon CDC recommendations, unless the employee is cleared to return to work by their health care provider, in the following cases:

- The employee is diagnosed with an illness defined by the CDC as a pandemic illness and unable to work.
- The employee has been in contact with anyone presenting symptoms of the pandemic illness.
- The employee has any symptoms of the pandemic illness.
- The employee is required, by an outside agency, a medical provider or the University, to quarantine. The employee is expected to work from home, using flexible work arrangements, as directed by the supervisor during the quarantine period if they are able to do so.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to the pandemic illness.

Employees are expected to notify their supervisor prior to any absence in accordance with University attendance policy and departmental procedures. Time off procedures should continue to be followed with respect to reporting time away from work via ADP.

When Some or All Classes and/or Operations Are Modified

- Employees in locations affected by the modification of classes and/or operations may be assigned an alternative work assignment or location to the extent the University determines feasible.
- If an alternative work assignment or location is available and the employee chooses not to accept it, the employee is to cover the time away from work with personal or vacation time or be off without pay.
- Supervisors should ensure there is adequate and necessary work to fulfill and justify the need to work remotely and/or in the office while the University is working under these conditions.
- Faculty on 12-month appointments are expected to utilize available vacation time per the policy. All faculty are expected to continue to perform duties as they are able, per instructions provided by their supervisor.

When the Entire University Is Closed and/or No Classes are offered

- When a campus is closed and/or no classes are offered during a pandemic emergency, employees will continue to report absences in accordance with the existing policies for the use of sick, personal or vacation time. Additional benefits may be available; however, University pay that is not associated with sick or vacation pay is at the discretion of the President.
- Personnel deemed essential, and who are expected to continue to work on campus, include those members of staff who physically provide services on the residential campus, including Security, Buildings and Grounds, and Custodial Services. Other departments, including the Business Office, Admission, Financial Aid, Marketing and Communications, Human Resources, University Advancement and others required to continue operations will continue to work remotely.

Temporary Working Remotely Guidelines

Requests to work remotely will only be considered for employees who are able to do so (e.g.; if they are able to perform their work duties via phone and Internet) and will be handled on a case-by-case basis. Remote work requests will be reviewed by the supervisor and the Office of Human Resources.

Employees who are working remotely during a declared pandemic emergency will receive their normal base rate or salary for the time worked. Non-exempt employees must clock in and out of ADP.

Impact of a Declared Pandemic Emergency on the FMLA and Medical Leave Policy

All leave policies, and the Family and Medical Leave Act (FMLA) policy will continue to apply to leaves covered by these policies.

- This applies whether an employee is on a leave when the pandemic emergency is declared or if a leave begins after the pandemic emergency is declared.
- If an employee's work unit is closed due to the pandemic emergency when the employee's leave ends, the FMLA leave ends, and the employee is considered restored to the position at the current pay.
- Time accrued during periods when campus locations are closed due to a declared pandemic emergency do not count against the 12-week annual limit of FMLA leave.

Termination of Policy

When the Pandemic Emergency Policy is lifted, all regular policies will be reinstated.

SECTION
V **WORKPLACE
EXPECTATIONS**



There are many occasions when faculty and staff act as representatives of, or ambassadors for, the University to outsiders. For the University to be perceived as an upstanding community leader, faculty and staff must, during each contact on behalf of the University, consider how their actions and statements represent and affect the University. All employees are expected to comply with relevant laws, policies and practices, and all applicable University and professional standards.

Recruiting and retention of students is a total institutional effort and critical to the future of Trine University. Every member of the institution plays a key role, and it is expected that all employees will actively engage in this process by directly engaging and supporting our students.

Only the President and those designated by the President have the authority to speak on the University's behalf, or to bind the University contractually (whether orally or in writing).

As experts in their field, Trine University faculty and staff may be contacted by members of the media or others to provide context on topics related to their field. These contacts can provide opportunities to raise the profile of the University and position Trine as an academic leader. Often, these opportunities will come through the Office of University Marketing and Communications. If contacted directly by media, employees should inform the Office of University Marketing and Communications.

However, when offering their personal opinions, faculty and staff should not give the appearance of aligning the University with any position or cause by the use of University stationery or by the use of a University title or position. Faculty and staff should make every effort to indicate that they do not speak for the institution. Faculty and staff should consider using a disclaimer to make clear that they are not speaking on behalf of the university.



It is expected that employees of Trine University conduct themselves in a professional manner which promotes teamwork and a culture of learning.

It is not possible to provide an exhaustive list of all types of inappropriate conduct and performance, and the following are only examples of behaviors that are unacceptable and, if found to exist, can result in corrective action up to and including immediate termination. The University reserves the right to administer appropriate disciplinary action for all forms of disruptive or inappropriate behavior. Each situation will be dealt with on an individual basis.

- **Confidential Matters** – Discussing or revealing confidential financial information, or other nonpublic, proprietary University information with individuals outside of the University or with individuals within the University who are not authorized to have such information. Employees should not share confidential information regarding business partners, vendors or students, and should not violate the University's FERPA policy.
- **Criminal Activity** – Being convicted of or pleading guilty to a crime that reflects unfitness for the job, or raises a threat to the safety or well-being of the University, its students, employees or property.
- **Public and Coworker Relations** – Mistreating, abusing, threatening, harassing or intimidating co-workers or others with whom the University has contact.
- **Detrimental Behavior** – Making unlawful, threatening, harassing or discriminatory statements or actions about or directed toward University employees, students or visitors.
- **Dishonesty** – Falsifying, altering or omitting information from an employment application, time record or any other University record, as well as giving false or misleading information to management personnel or concealing defective work.
- **Drugs and Alcohol** – Violating the University's policy on drug and alcohol use.
- **EEO/Title IX/Anti-Retaliation** –Violating the University's EEO, Title IX or Anti-Retaliation Policies.
- **Fighting** – Fighting, baiting or other behavior that instigates fighting or other conduct that violates the University's policy against workplace violence.
- **Mishandling University Property** – Mishandling, misusing, stealing or improperly accounting for University money, funds or property.
- **Insubordination** – Failing to follow or comply with instructions or work orders in a timely manner.
- **Failure To Cooperate** – Failing or refusing to cooperate in an investigation conducted by the University (excluding issues arising under the National Labor Relations Act).
- **Poor Performance** – Failing to produce quality, timely work or meet performance expectations.
- **Safety** – Failing to use equipment, materials and supplies in accordance with University policies and practices as well as violating safety or health rules or practices, or engaging in horseplay or other conduct that creates a safety or health hazard.

- **Unauthorized Use of University Property/Unauthorized Work on University time** – Using University property for non-work related activities, or working on personal or non-University work on University time.
- **Inappropriate Internet Usage** – The use of University’s internet is intended for business purposes only. As such, the following activities are expressly prohibited: Downloading or distributing material in violation of copyright laws; viewing, downloading or distributing pornography or other sexually explicit materials unless authorized by management, for example: Law enforcement investigations.
- **Non-Compliance with Laws/Regulations** – Failing to comply with local, state and federal laws and/or regulations.
- **Children in the Work Place:** The presence of children in the workplace with the employee-parent during the employee’s workday is inappropriate and is to be avoided. This expectation is to avoid disruptions in job duties of the employee and co-workers, to reduce property liability, and to help maintain the University’s professional work environment.

5.3

COOPERATION WITH INVESTIGATIONS POLICY

If situations such as suspected theft, dishonesty, destruction of property, discrimination or harassment, violations of University policies, or improper alcohol or drug use arise, the University requires full cooperation in investigations, including, but not limited to, truthful accounts of incidents or activity that an employee may have engaged in or observed. All employees requested to cooperate in such an investigation are expected, as a condition of employment, to cooperate fully (excluding issues arising under the National Labor Relations Act). Such cooperation may include submitting to searches of personal property and University property under an employee’s control. Failure to cooperate with an investigation, including providing false or misleading information, may result in discipline up to and including termination.

5.4

CONFIDENTIAL INFORMATION POLICY

Some employees may have access to information that the University considers confidential. Confidential information includes, but is not limited to, employee data, student data, marketing and promotional materials, and financial information. Discussing or revealing confidential financial information or other nonpublic, proprietary University information with individuals outside of the University or with individuals within the University who are not authorized to have such information is prohibited. Employees should not share confidential information regarding business partners, vendors or students, and should not violate the University’s FERPA policy.

Unauthorized disclosure of confidential information will subject an employee to immediate termination and possible criminal and civil penalties. Any questions as to the confidential nature of information should be directed to the area vice president and/or the Office of Human Resources. If there is any doubt, err on the side of nondisclosure until having spoken with the area vice president and/or the Office of Human Resources.

Trine University desires to protect its employees, students, alumni, board members and other third parties from data loss and identity theft. The risk from data loss and identity theft is of significant concern to the University and can be reduced only through the diligent efforts of every employee. It is important to remember that if we collect it, we have to protect it.

The University developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003.

Policy

The University adopts this program to help protect employees, students, all other affected third parties and the University from damages related to the loss or misuse of sensitive information.

Sensitive/Identity theft information includes the following items, whether stored in electronic or printed form:

- Social Security number
- Driver's license number
- State ID card number
- Credit or debit card number, expiration date, security verification code
- Financial account number
- Trine University-issued passwords
- Paychecks/Paystubs
- W2s
- Personal medical information
- Employee/student date of birth, maiden name, phone numbers, addresses

Information classified as identity theft information should only be collected, used and retained if there is a clear organizational requirement. Access to identity theft information should be provided only to those individuals involved in the Trine University activity that requires access to or use of such information. Use of alternative data, such as Trine ID number, the last four digits of a credit card or noting as "on file" should be used whenever possible. Identity theft information, whether in paper or electronic form, must be securely stored and disposed of in an approved, confidential manner.

University personnel are encouraged to use common sense judgment in securing confidential information. If an employee is uncertain of the sensitivity of a particular piece of information, they should contact their supervisor.

Paper records storage and disposal

File cabinets, desk drawers, overhead cabinets and any other storage space containing documents with sensitive information must be locked when not in use.

Desks, work areas, printers and fax machines must be cleared of all documents containing sensitive information when the documents are not in use or when one leaves the area unattended.

Storage rooms containing documents with sensitive information and record retention areas must be locked at the end of each day or when unsupervised.

When documents containing sensitive information are discarded, they must be placed in a locked shred bin or immediately shredded using a mechanical shredding device. Locked shred bins are labeled "Security Container." University records may only be destroyed in accordance with the University's records retention policy.

Electronic media storage and disposal

Internally, sensitive information may be transmitted using approved University email, which is natively encrypted. However, file sharing is suggested over email. External email to non-Trine emails is not encrypted, and may not be used to transmit sensitive information outside of the University. External submission of sensitive data may only be made using Trine's email encryption service.

Identity theft information should only be stored on Trine central administrative software (Jenzabar, PowerFacts, Slate, Raiser's Edge, etc.) or payroll (ADP) software. If there is a need to store this information on Trine University shared drives, permissions to these shares should be routinely reviewed and designated as a secure share.

Identity theft information should not be stored on mobile devices, including, but not limited to, smart phones, laptops/tablets/netbooks and USB attached storage devices, i.e. thumb drives.

Breach

Any breach or exposure of identity theft information must be reported and appropriate steps taken.

A breach includes:

- Improper disposal of any media containing identity theft information.
- Unauthorized acquisition or transfer of data that compromises the security, confidentiality or integrity of identity theft information.
- Loss of electronic devices that include identity theft information.

In the event of a breach, the party must inform their supervisor immediately. The supervisor will notify the vice president in charge of that area and the Chief Information Officer.

In the event of a breach, Trine will initiate the appropriate course of action per Trine policy and applicable laws. Actions may include:

- Determine extent of breach and what information has potentially been compromised
- Notifying appropriate individual(s) affected by exposure
- Notify and cooperate with appropriate law enforcement and credit reporting agencies
- Determine extent of Trine's liability
- Change passwords, security codes or other security devices that permit access to accounts involved in incident.

Covered Accounts

A covered account includes any account that involves or is designed to permit multiple payments or transactions. Every new and existing employee or student account that meets the following criteria is also covered by this policy:

- Business, personal and household accounts for which there is a reasonably foreseeable risk of identity theft;
or

- Business, personal and household accounts for which there is a reasonably foreseeable risk to the safety or soundness of the University from identity theft, including financial, operational, compliance, reputation or litigation risks.

Red Flags

Red flags are potential indicators of fraud. Any time a red flag, or a situation closely resembling a red flag, is apparent, it should be investigated for verification.

Suspicious Documents

- Documents provided for identification that appear to have been altered or forged.
- The photograph or physical description on the identification is not consistent with the appearance of the person presenting the identification.
- Other information on the identification is not consistent with information provided by the person opening a new covered account or presenting the identification.
- Other information on the identification is not consistent with readily accessible information on file with the University.
- An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

Suspicious Personal Identifying Information

- Personal identifying information provided is inconsistent when compared against external information sources used by the University. For example:
 - Personal identifying information provided by the employee or student is not consistent with other personal identifying information provided by the person. For example, there might be a lack of correlation between the SSN range and date of birth.
 - Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the University. For example:
 - The address on a document is fictitious or a mail drop.
 - The phone number is invalid or is associated with a pager or answering service.
 - The request was made from a non-Trine issued email account.
 - The SSN provided is the same as that submitted by other employees, students or other affected parties.
 - The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other employees, students or other affected parties.
 - The person opening the covered account fails to provide all required personal identifying information.
 - Personal identifying information provided is not consistent with personal identifying information on file with the University.
 - When using security questions (mother's maiden name, etc.), the person opening the covered account cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

Unusual Use of or Suspicious Activity Related to the Covered Account

Red flags may further include the following:

- Mail sent to the employee, student or other affected party is returned repeatedly as undeliverable, although transactions continue to be conducted in connection with the covered account.
- The University is notified that the employee or student is not receiving paper or electronic account statements.
- The University is notified of unauthorized activity in connection with an employee's or student's covered account.
- The University receives notice from employees, students, victim of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with covered accounts held by the University.
- The University is notified by an employee, student, victim of identity theft, a law enforcement authority or any other person that the University has opened a fraudulent account for a person engaged in identity theft.

Responding to Red Flags

Once potentially fraudulent activity is detected, the University employee must act quickly, as a rapid appropriate response can protect the University and any affected person from damages and loss.

- Once potentially fraudulent activity is detected, the employee must gather all related documentation, write a description of the situation and present this information to the designated authority for determination.
- The University's legal counsel will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.
- If a transaction is determined to be fraudulent, appropriate actions must be taken immediately. Actions may include:
 - Denying access to the covered account until other information is available to eliminate the red flag.
 - Canceling the transaction.
 - Notifying and cooperating with appropriate law enforcement.
 - Determining the extent of liability of the University.
 - Notifying the affected person that fraud has been attempted.
 - Changing any passwords, security codes or other security devices that permit access to a covered account.
 - Determining that no response is warranted under the particular circumstances.

5.6

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) POLICY

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older, or who attends a postsecondary institution at any age. At Trine, "attendance" begins on the first day of the term in which a student is enrolled.) These rights include:

The right to inspect and review the student's education records within 45 days after the day the University receives a request for access. A student should submit to the Registrar, Dean, head of the academic department or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. The University will, within a reasonable time after receiving the request, decide whether to amend the record as requested. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. In general, the University will not disclose PII from a student's education records to any third party without written consent. However, the University may, and from time to time does, disclose education records without a student's prior written consent under several FERPA exceptions. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in section 99.31 of the FERPA regulations. Except for disclosures to University officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, section 99.32 of the FERPA regulations requires the University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The University may disclose PII from the education records without obtaining prior written consent of the student.

- To other **University officials**, including teachers, within the University whom the University has determined to have legitimate educational interests.
 - A University official typically includes a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
 - A person serving on the Board of Trustees
 - A student serving on an official committee, such as a disciplinary or grievance committee.
 - A University official also may include a volunteer or contractor outside the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor or collection agent, or a student volunteering to assist another University official in performing his or her tasks.
 - A University official has a **legitimate educational interest** if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of section 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of section 99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures

of PII to outside entities designated by them as their authorized representatives to conduct any audit, evaluation or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the University, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the University has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the University determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the University’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any federal, state or local law, or of any rule or policy of the University, governing the use or possession of alcohol or a controlled substance if the University determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Directory Information

FERPA designates certain information related to a student as “Directory Information.” FERPA gives the University the right to disclose such information to anyone inquiring without having to ask a student for permission, unless the student specifically requests in writing that all such information not be made public without written consent. Trine University has designated the following as “Directory Information”: name, local address and telephone number, permanent address, email address, date and place of birth, photograph or likeness, college, curriculum, enrollment status (full/part-time), classification, dates of attendance at Trine University, awards and academic honors, degrees and dates awarded, most recent previous educational institution attended, participation in officially recognized activities and athletic teams, and height and weight of student athletes.

While attending Trine University, students may request to restrict the release of their Directory Information except to University officials with a legitimate educational interest, as outlined above. In order to restrict all information, a signed, dated, written request must be made in writing to the Office of the Registrar. Students may notify the University at any time that they do not want any or all of the above types of information designated as Directory Information, but the notice will not be applied retroactively by the University.

5.7

ATTENDANCE POLICY

Every position within the University is necessary and requires dedication and commitment from every employee. Part of that commitment means being at work on time each day, ready to perform the tasks necessary to do your job. Consistent attendance is critical to achieve the levels of service and productivity needed to make the University successful.

Tardiness and absenteeism can place a strain on the University's operation. When you are excessively tardy or absent, other employees must perform additional tasks as well as their own, placing further stress and strain on others. Poor attendance, excessive tardiness and being absent after all available paid and unpaid leaves or days off have been exhausted may result in disciplinary action, up to and including termination. Poor attendance is defined as more than three (3) unscheduled absences and/or arriving late or leaving early in a six (6) month period. Unscheduled absence is defined as any time off not previously approved by your supervisor.

The University also recognizes, however, that instances inevitably arise when employees must be late, leave early, or be absent altogether. In those rare instances, an employee must notify his or her supervisor as soon as practicable.

- Absences that qualify as approved sick/vacation days within the Sick Policy, will not be counted against an employee's attendance record.
- Personal Illness/Injury – Following an absence of three (3) or more consecutive workdays a physician documentation may be required upon the employee's return to work. These incidents will be counted as one attendance occurrence, provided they are for the same illness/injury (as documented by the physician's note.)
- Your supervisor will discuss with you absences that occur around a vacation day, holiday, weekend or other irregular attendance patterns.
- An employee who is absent without prior approval and fails to call in for more than two (2) consecutive work days will be deemed to have voluntarily resigned. Repeated "no call/no show" instances, even if not in excess of two (2) consecutive work days, may also result in discipline up to and including termination.

5.8

PERSONAL APPEARANCE POLICY

Trine University recognizes that the presentation of its employees in the workplace contributes to a professional learning environment and the public image that has contributed to the success of the University. Therefore, the University expects employees to be well-groomed and professional in appearance when coming to work or engaged in work-related tasks, on- or off-campus, that involve other co-workers, students and community members.

- **Hygiene** - Every employee is expected to practice daily hygiene and good grooming habits. Cologne and perfume are discouraged because some employees may be allergic to, or have negative

physiological reactions to, chemicals in cologne and perfumes.

- **Jewelry** - Employees may wear tasteful jewelry in moderation. The size and/or number of earrings, rings, necklaces and bracelets may be determined at the department level based on specific job functions as well as operational and safety factors. Where job duties present any type of safety risk, jewelry may be prohibited or severely limited.
- **Tattoos** - No visible tattoos or other body art (such as surgically implanted ball bearings, spikes, etc.) are permitted in the workplace. Exceptions may be made for employees who have non-offensive tattoos that cannot easily be covered by standard clothing (i.e., wrist, neck, etc.), or based upon specific job duties. All exceptions require the approval of the immediate supervisor and the Assistant Vice President for Human Resources.
- **Dress** - Must not conflict with the University's mission of developing students through professionally focused learning opportunities. In general, time, place and the occasion determine what is appropriate. While sweatshirts, jeans, shorts and hats may be appropriate for sports, recreational activities and certain work environments, they would be inappropriate for campus offices, where business or dress khaki slacks are more appropriate.

Some University departments may have particular requirements for dress, such as professional attire, uniforms or safety equipment. Even so, departmental requirements (1) must not conflict with the guidelines above and (2) must promote legitimate business, anti-harassment and safety interests. Those requirements are explained by the supervisor at the time of hire.

Regardless of occasion, all employees should avoid wearing spaghetti straps, midriff-baring shirts, or clothing that is cut, torn or frayed, as such items could be deemed unprofessional. In addition, shorts, skirts and dresses must be at a length that is professional, and undergarments should always be covered. Shoes should be professional. While sandals are permitted, flip flops are not.

The University recognizes the importance of individually held religious beliefs to persons within its workforce. Trine University will reasonably accommodate an employee's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Those requesting a workplace attire accommodation based on religious beliefs should contact the Assistant Vice President for Human Resources.

5.9

INFORMATION SYSTEMS POLICY

Email, computer and voicemail systems are the University's property and are intended for business. Personal use must be limited to non working time unless management has approved the personal use. Employees have no right of privacy as to any information or files maintained in or on Trine University's property, or transmitted or stored through the University's electronic information systems or other technical resources.

Trine University reserves the right to monitor the contents of electronic mail messages or the Internet browsing habits of its employees. Information in electronic files or logs that contain a history of electronic communications may be subject to disclosure under certain circumstances; for example, during audit or legal investigations.

Incidental and occasional use of the University electronic communication systems for personal use is permitted when such use does not generate a direct cost to the University, including the cost of lost time during scheduled work hours, and does not interfere with the employee's assigned duties. Abuse will result in discipline.

Trine University strives to maintain a workplace free of harassment. Therefore, Trine University prohibits the use of its electronic information systems in ways that are unlawful, harassing or discriminatory. For example, the display or transmission of images, messages and cartoons that may offend others because of their sex, race, color, age, national origin, disability, religion or any other legally protected category is strictly prohibited. Such misuse includes, but is not limited to, ethnic, racial or sexual slurs; or comments, jokes or any other communication that shows disrespect for others on the basis of sex, race/color, national origin, disability, religion, age or sexual orientation, irrespective of whether these statuses are legally protected.

Documents created when using the University's electronic information systems belong to Trine University. They are not private and may be read by other employees and, under some circumstances, non employees.

Although messages may be deleted from the system, (1) a record may remain either on the daily backups of all data or in other ways, or (2) a "deleted" message may be re-created. Employees have no right of privacy on university-owned equipment and systems. Access to data on university systems is controlled and restricted to authorized personnel. Any access to data protected under FEPPA, HIPPA, Title IX or other applicable law requires documented business justification, appropriate authorization, and will be documented. Ultimate privacy of messages is not assured to anyone, and management may access information stored in its electronic information systems for such purposes as:

- Regular maintenance of the system.
- A business need to access the employee's electronic mail or computer files. For example, if the employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business may be located in these files. While electronic systems may accommodate the use of passwords for security, confidentiality is not guaranteed. Where University access to an account is required, employees must share log in credentials with IT. Credential retrieval is restricted to authorized IT personnel, requires documented business justification that will be documented.
- When the University receives a legal request to disclose electronic information.
- When the University has reason to believe employees are using its electronic information systems or other technical resources in violation of its policies.

5.10

TRINE EMAIL POLICY

Each user is responsible for the content of their email, including attached documents or images that are sent using the Trine University email system. Email must only be used for business-related purposes. Limited incidental personal email use is permitted consistent with the Information Systems Policy, provided it does not interfere with work duties or generate University costs. As such, the following activities are expressly prohibited:

- Sending or forwarding unsolicited email messages to individuals who did not specifically request such material (email spam).
- Sending or forwarding any form of harassment (i.e. verbal abuse or sexually explicit) via email to other employees or individuals on the Internet.
- Sending or forwarding chain letters.
- Using email for illegal activities.

When sending or forwarding information outside of Trine University that has been deemed to be private, proprietary or confidential, IT must be contacted in order to apply encryption to any emails.

Email Standards

Please follow these guidelines for graphic standards when using Trine email accounts. All email signature blocks should be the same for each employee under these institutional directives:

Email Signature Block:

Arial 10 font, no bold, Darkest Blue color. Use sample below to build sequence. (If needed, you can add more specific titles, school of study, etc.) Add cell phone if desired. Go down one line and add the specified statement about URL in black, and enter new URL as shown in example #2. Make sure the link is active.

Sample E-mail Signature:

Your name
Your title
Trine University
1 University Avenue
Angola, IN 46703
260.XXX.XXXX phone
260.XXX.XXXX fax
For more information access: www.trine.edu

Confidentiality Notice: add the statement below to each email signature, in black, Arial 10:

CONFIDENTIALITY NOTICE: This email communication may contain confidential and/or privileged information. If you are not the intended recipient, you are hereby notified that disclosing, retaining, copying, distributing, or taking any action in reliance on the contents of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by replying to this email and delete the original message and any attachments.

Email Content:

When typing an email, content should be in black, Arial 10 with no variation, personal backgrounds, colors or other personalized notations or links other than to the main trine.edu website added anywhere on the outgoing email. In unique situations, such as with the Admission or University Advancement offices, a button can be created by the marketing department to position after the signature block to drive traffic or generate action.

Creating/Modifying Hyperlinks:

If you have a Hyperlink (a link to a website) in the signature, make sure the text copy (i.e., "visit Trine.edu") matches the following hyperlink copy (<https://www.trine.edu>). Hyperlinks can be checked by clicking on the Insert Hyperlink Button on the right hand side of the menu. Make sure that the word/text being linked is highlighted.

5.11

SOCIAL MEDIA POLICY

Trine University recognizes that the Internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, blogs, etc. However, employees' use of social media can create disruption at work, pose risks to the University's confidential and proprietary information, damage the University's reputation and brands, and jeopardize the University's compliance with business rules and laws.

Personal Use of Social Media at Work

It is important that employees use their time at work for business purposes. The University recognizes that employees may occasionally desire to use social media for personal activities during the day, and such occasional use is authorized so long as it does not interfere with an employee's responsibilities and

productivity and is limited to times before or after working hours, or during approved breaks or lunch. During working hours, employees should not:

- Use social media to conduct personal or non-University business.
- Browse social media sites for personal or non-University reasons.
- Update information, upload photos or otherwise engage with personal social media profiles for non-business reasons.
- Blog for a non-business purpose on a social media site throughout the day.

Content of Social Media Posts

Employees are personally responsible for the content they publish on blogs, wikis, Facebook, X or other forms of social media. While employees' free time is not generally subject to any restriction by Trine University, this policy applies to all social media posts, regardless of when or where they are posted. Remember that what you publish will be public for a long time. Also remember that if Trine University receives a complaint from an employee or third party about information you have posted online, the University may need to investigate that complaint to ensure there has been no violation of this policy or other Trine University policies. In the event there is such a complaint, you will be expected to cooperate in any investigation of that complaint.

Specific guidelines for social media posts are as follows:

- Unless you are specifically authorized to do so, do not claim to speak for the University, or create the impression that you are speaking in an official capacity on behalf of Trine University. Employees are encouraged to add disclaimers to personal blogs or social media indicating that their opinions are their own and they do not speak on behalf of their employer.
- Do not disclose confidential financial data or other non-public proprietary University information. Do not share confidential information regarding business partners or students of Trine University
- Do not post content that threatens violence or is discriminatory, harassing, retaliatory, defamatory or similarly unlawful. Examples of such posts include maliciously false posts meant to intentionally harm someone's reputation, or posts that contribute to a hostile work environment on the basis of race, sex, disability, religion, age, national origin, sexual orientation or gender identity, or other status protected by law.
- Remember that other Trine University policies apply to what you do or say on social media. In particular, you should be mindful of the following policies:
 - Title IX policy
 - Non-Discrimination and EEO Policy
 - Anti-Harassment Policy
 - FERPA Policy
- Respect all copyright and other intellectual property laws. For Trine University's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including Trine University's own copyrights, trademarks, logos and brands.
- Violation of this social media policy or the other University policies identified above may result in discipline, up to and including termination. This policy does not in any manner prohibit employees from discussing among themselves or others wages, benefits and other terms and conditions of employment or workplace matters of mutual concern that are protected by the NLRA.

Prompt, efficient telephone service is an important part of the University's operation. We ask your help in keeping the lines clear for business calls. Under no circumstances should you make or charge a long-distance call, unless it is work-related and approved by your supervisor.

Good telephone etiquette is important when dealing with the public. Be courteous and limit conversations to the subject at hand. The first and often only contact many people have with the University is through the telephone. You are encouraged to cultivate a pleasant voice and cheerful manner. It is a proven fact that smiles can be heard.

University stationery, stamps, postage meters, photocopy machines and other supplies are intended for business use only.

Personal Equipment/Cell Phones/Electronic Devices

Due to the potential for issues such as invasion of privacy, sexual or other harassment, and protection of company confidential or proprietary information, employees may not take, distribute or post pictures, videos, or audio recordings while on working time.

Employees also may not take pictures and recordings of work areas, except when engaging in activity protected by the National Labor Relations Act, including, for example, taking pictures of health, safety or working condition concerns, or other protected, concerted activities.

Cell phones may be used to communicate with others via voice, text or email only during non-working times and only in designated areas. Special rules for using electronic devices while driving on business are covered in the Vehicle Operation Policy.

Time spent by University employees at the University's facilities should be primarily for work. Accordingly, the University limits solicitation of employees and distribution of printed material. For purposes of this policy, "working time" means the period of time that an employee spends performing actual job duties, and does not include meal periods and/or breaks. "Work areas" means all locations where employees conduct work for the University, but does not include break areas, cafeterias, or parking lots. "Solicit" means any effort to sell goods or services, to raise money or to encourage membership on behalf of the soliciting party personally, or for any outside organization, club society, religious group, political party, or similar organization. "Distribute" means handing out, posting or making available non-work related printed material of any kind.

Solicitation and distribution on University property by non-employees are prohibited at all times. While on University property, employees may not sell items to generate a profit for themselves, for another employee, or for a third party. The only exceptions to this policy are charitable and community activities supported by the University.

An employee may not solicit another employee if the solicitation occurs during the employee's working time, or the working time of the employee being solicited. Solicitation is permitted when both parties are not on working time.

An employee may not distribute material if the distribution occurs during either the employee's working time or the working time of the employee approached. An employee may not distribute material at any time in any work area. Employees may distribute non-work related material to other employees in non-work areas during non-working time.

It is each employee's responsibility to read email regularly as well as the announcements and information posted on all University bulletin boards. Important information required by law, as well as internal memoranda regarding policies, procedures, benefits, etc. may be posted on bulletin boards or sent via email.

Any University-related message of interest to the workplace that you wish to post on any bulletin board must first be submitted to and initialed by your supervisor. Unauthorized material will be removed.

Employee Communication with Students

Employees are only permitted to communicate with students using official Trine University communication applications. These include, but are not limited to, university email, university-approved social media platforms, learning management systems, admission platforms and training platforms. Employees may use their personal cell phone for communication if they are logged into an official University platform (i.e. Teams Meeting, Email, etc.).

Employees are not permitted to communicate with students using personal email accounts, personal phone calls or text messaging, or personal social media platforms.

Employees who actively recruit for university athletics and/or admissions are exempt from the university's personal cell phone restrictions. In addition, athletic coaches are permitted to communicate with their student-athletes via their personal cell phones when necessary for university-related purposes. However, if requested, employees must comply with any university investigation and provide access to relevant communications as required.

This policy ensures professionalism, security, and the protection of both students and employees.

All fundraising projects must have a direct link to institutional fundraising activities. Before launching any fundraising activity, the Office of University Advancement must review and approve the project. Information needed for this review includes:

- The amount of money to be raised
- Persons who will be solicited
- Clearly defined objectives
- Staff and resources committed to the project
- Timetable and action plans

If the Office of University Advancement approves the project, the Vice President for University Advancement will submit the project to the President for final approval.

All incoming gifts for the project will be channeled through the Office of University Advancement to ensure proper receipting and acknowledgements to the donors.

Overview

Trine University's Purchasing Card Program provides a convenient means with which to make small dollar purchases and, at the same time, reduce the costs associated with initiating and paying for purchases. The purchasing card is a Visa card issued by PNC Bank and gives controlled buying power to those departments who use it.

All purchasing cards are issued at the request of the department's budget manager and may be rescinded at any time.

All prospective cardholders must review, acknowledge, and abide by the Purchase Card Holder Agreement. Questions regarding training should be directed to the card program administrator.

General Information

Cardholders are assigned an individual transaction and monthly dollar limit. The per purchase limit maximum is \$2,500; however, an individual limit may be set at any amount, depending on individual buying needs. The monthly limit will be \$5,000 to \$10,000, based on previous purchasing activity and budget manager approval. Any adjustments to card limits require written VP approval.

Before making a purchase, employees must complete their due diligence and ensure the price paid is fair and reasonable. This may be done through the use of online price comparisons, by relying upon past buying experience, or by obtaining competitive quotes for the same item from three or more vendors. The Business Office is also available to assist in this regard.

Cardholders are accountable for all charges made with their Purchasing Card and are responsible for checking all statement transactions against the corresponding support documentation to verify accuracy. This check should be done weekly using the online Visa platform.

Obtaining a Purchase Card

A Cardholder Agreement Form must be completed. It is recommended that both the cardholder and the supervisor/budget manager read Purchasing Card Program Policies and Procedures before requesting a purchasing card. It contains information about the process, the types of purchases that can and cannot be made using the program, records that must be maintained and reconciled weekly, and other information about the program.

As a cardholder, it is expected that self-training will be completed to ensure familiarity with the University purchasing card policies and procedures. This includes reading the Purchasing Card Policies and Procedures Manual and having a brief overview of the IntelliLink software with the card program administrator. Budget managers are responsible for ensuring that their department's cardholders are familiar with their individual department's policies and procedures. New cards will be received once the Cardholder Agreement Form has been signed. After receipt of the card, the back should be immediately signed and the card should be kept in a secure place.

Authorized Card Use

Cardholders are authorized to use the purchasing card to purchase any merchandise or services required as a function of their duties at the University. Examples of acceptable purchases:

- Office supplies
- Subscriptions, seminars, books, videos
- Laundry of uniforms, lab coats, etc.
- Miscellaneous maintenance requirements
- Computer forms, software, maintenance expenses
- Athletic apparel
- Travel

Unauthorized or Inappropriate Card Use

The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program is intended to complement the existing processes. Purchases over the individual transaction limit established for the card will continue to be processed in accordance with established University purchasing procedures. The following items are NOT appropriate use of the purchasing card. This list is not all-inclusive:

- Items for personal use
- Items for non-university purposes
- Cash advances
- Any item exceeding the single transaction dollar limit established for the card
- Ethyl alcohol or any alcoholic beverages
- Prescription drugs
- Radioactive material
- Lease of equipment
- Temporary help

Should a cardholder make an unauthorized or inappropriate charge with their purchasing card, disciplinary action may be issued. This could include having card privileges revoked, possible termination of employment at Trine University and criminal prosecution.

Purchasing Card Payment

The Purchasing Card Program carries University, not individual, liability. Invoices are paid directly by Accounts Payable. The program does not impact personal credit ratings in any way.

Cardholder Review

IntelliLink offers cardholders the ability to review transactions daily. Using the checkbox format, the cardholder can match transactions with receipts and click “reviewed” anytime during the current month. Also, there is a “notes” feature available to provide comments or further explanation. Transactions should be reviewed within the month that they occur.

Disputed Items

There may be occasions where items on the statement that do not correlate with retained receipts. The first recourse is to contact the merchant involved to try to resolve the error. If the merchant agrees an error has been made, the account should be credited by the merchant. An online annotation can be made for the transaction in question as a reminder that the item is still pending resolution.

If the merchant does not agree an error has been made, contact the Purchase Card Administrator to place the item in dispute with PNC Bank.

Cardholders are responsible for the transactions identified on their statements. If an error is discovered, it is the cardholder’s responsibility to show that the error or dispute resolution process has been invoked.

Lost or Stolen Cards

The purchasing card is University property and should be secured just as one would secure their own personal credit card. If the card is lost or stolen, you should immediately contact the card’s customer service department, using the phone number on the back (1-800-685-4039), as well as the Purchase Card Administrator (4113). Further use of the card will be blocked. Prompt action in these circumstances will reduce the University’s liability for fraudulent charges.

Transfer or Separation

If a cardholder is assigned to a new position in another department or division within Trine University, the Purchase Card Administrator will need to be notified so that the department number is updated accordingly. In these instances a request for new card will not be necessary. A cost reallocation between the old account and the new department’s account may be necessary.

If a cardholder terminates employment with the University, the department has the specific obligation to reclaim the purchasing card, cut it in two pieces and return it to the Purchase Card Administrator, on or before the last day of employment. Failure of a department to do so may result in revocation of all departmental card privileges.

Arrangements for all Trine University team travel and expenses must be approved by the Director of Intercollegiate Athletics, including arrangements for post-season travel. Each head coach is responsible for designating those students and staff members who will travel as part of the team. A team travel itinerary should be prepared and finalized. All itineraries must include a complete list of people in the travel party, departure dates and times, mode(s) of transportation, lodging accommodations, telephone contact number(s) at destination and anticipated time and date of return to campus. A copy of the itinerary should be provided to the Director of Intercollegiate Athletics for review at least 48 hours prior to departure. However, if air travel is involved the itinerary needs to be submitted seven (7) days in advance. The Director of Intercollegiate Athletics will either address any issues or approve and forward the itinerary and travel party list to the appropriate administrative supervisor. It is critically important that all travel party lists are accurate upon departure.

If a team itinerary changes while the team is on the road (e.g., weather issues, post-season open-ended travel, someone stays behind, etc.) the coach must inform the Director of Intercollegiate Athletics or another administrator of the changes to ensure the changes are on file in the Athletics Office. Such notification must occur before the altered travel, if possible.

No team or team members will travel for competition representing Trine University without being accompanied by a coach. In the event of extenuating circumstances, an administrator may travel with the team. Also, a coach will never travel overnight with only one student-athlete. In such a situation, an athletic trainer, an additional coach or an administrator must also make the trip. For travel that includes a hotel stay, team coaches must stay in a separate room from the student athletes.

For travel that is within three hours of Trine University, teams must depart campus on the morning of competition. Teams competing in the afternoon should return to campus that evening, whenever feasible. There should be no overnight stays for local (single) contests unless the contest ends after midnight or if otherwise approved by the Director of Intercollegiate Athletics.

Student-athletes must use official Athletics-provided transportation for away contests. Student-athletes may not drive their own vehicles to or from away contests, nor should they be asked to arrange/obtain their own transportation to airports or competition sites. If, due to extenuating circumstances, a student-athlete is unable to travel to the competition site with the team, he/she must receive approval to travel separately from the team. The head coach will seek administrative approval on behalf of the student-athlete.

Once receiving approval, the student-athlete must complete an "Athletics Trip Waiver/Release" form indicating the method of transportation they will use. Any student-athlete not returning to campus with the team must receive coaches' approval and complete the Release Form, indicating his/her transportation arrangements back to campus with parent or legal guardian only ("cannot ride back with friends"). Student-athletes who are traveling on their own will not be reimbursed for mileage.

The head coach is responsible for setting the standards of team conduct during trips. All team members, coaches and other personnel traveling with the team are expected to stay at assigned lodgings. Specific standards may be set concerning dress, individual conduct, curfews, free-time activities, etc. There will be absolutely no consumption of alcoholic beverages by student-athletes while away from campus for practice or competition, and/or otherwise representing Trine University.

Arrangements for all Trine University travel and expenses **involving students** must be approved by the appropriate area vice presidents. A travel itinerary should be prepared and finalized by the faculty or staff member supervising the trip. All itineraries must include a complete list of people in the travel party, departure dates and times, mode(s) of transportation, lodging accommodations, telephone contact number(s) at destination and anticipated time and date of return to campus. A copy of the itinerary should be provided to the area vice president for review at least 48 hours prior to departure. If air travel is involved, the itinerary needs to be submitted seven (7) days in advance. The area vice president will either address any issues or approve and forward the itinerary and travel party list to the appropriate administrative supervisor. It is critically important that all travel party lists are accurate upon departure. If a travel itinerary changes while the travel party is on the road (e.g. weather issues, someone stays behind, etc.) the faculty or staff member must inform the area vice president of the changes to ensure that the changes are on file.

For travel that is within three hours of Trine University, departures from campus should be on the morning of the event and return that evening. For student travel situations, Trine follows the Three Person Rule. The Three Person Rule generally prohibits a student from being alone with an employee or volunteer. In other words, generally, at least two employees or volunteers must be with one student, or at least two students must be with one employee or volunteer. For travel that includes a hotel stay, employees or volunteers must stay in a room separate from any students.

Upon the vice president's approval of the travel itinerary, the faculty/staff member should obtain a copy of the field trip liability release form from MyPortal on the Trine University website (under the Faculty Support link) and complete the information sections on the form. Then, the faculty/staff member should provide a copy of the form to each student for the student's signature. The supervising faculty or staff member is responsible for obtaining signed releases from each student involved in the trip before leaving campus.

This policy establishes the principles, ethical standards, processes, and governance mechanisms for the responsible use of Artificial Intelligence (AI). This policy applies to all employees of Trine University and all work associated with Trine University that those employees perform, whether on or off campus. The use of generative AI tools will largely be allowed while performing work for Trine University.

With the increasing popularity of generative AI tools such as OpenAI's ChatGPT, Google's Gemini, Microsoft's Co-Pilot and Grammarly, it has become necessary to outline the proper use of such tools while performing duties for Trine University. While we remain committed to adopting new technologies to aid our mission, when possible, we also understand the risks and limitations of generative AI and want to ensure responsible use. Our goal is to protect employees, students, and our affiliates from harm.

There are, however, risks in using technology, including uncertainty about who owns the AI-created content and security/privacy concerns with inputting proprietary University information or sensitive information about an employee, student, alumni, vendor, etc., into an AI tool. Additionally, the accuracy of the content created by these technologies must be verified, as the information may be outdated, misleading, or, in some cases, fabricated. AI must never be treated as a final or unquestioned source. If a reliable source cannot be found to verify factual information generated by AI, that information cannot be used for work purposes. Employees are responsible for any work product that they produce using AI applications.

Guiding Ethical Principles

Employees must use generative AI tools in accordance with all of Trine University's conduct and anti-discrimination policies. All use of AI applications while performing work for Trine is subject to Trine's Employee Handbook and any other applicable policies. AI tools must not be used to create, disseminate, or support content that is: inappropriate, discriminatory, harassing, threatening, defamatory, or otherwise harmful to others or the university. Such use will result in disciplinary action, up to and including termination.

The following principles guide AI usage within the institution:

- **Transparency:** Users must be informed when AI tools are used and how decisions are made.
- **Accountability:** Individuals or departments must be accountable for outcomes resulting from AI usage.
- **Fairness and Non-Discrimination:** AI systems must be evaluated for biases; steps must be taken to mitigate algorithmic discrimination.
- **Privacy and Data Protection:** All AI applications must comply with data privacy laws.
- **Human-Centricity:** AI should support and enhance human decision-making, not replace it.

Trine University's Information System Policy and other relevant monitoring policies still apply when using generative AI tools with university equipment.

Prohibited Data Use

Approved AI platforms are available through the University's IT Services Portal. When using these approved AI platforms, employees should enter confidential information with caution and anonymize it whenever possible.

Data security is governed by the University's four-level data classification system as defined in the Data Classification Policy. Employees may enter information classified as Level 1 – Public Data, Level 2 – Private Data, or Level 3 – Confidential Data into university-approved AI platforms, in accordance with the Data Classification Policy.

When using AI tools that are not approved by the University, employees may only enter information classified as Level 1 – Public Data.

Data categorized as Level 4 – Restricted Data must not be input, uploaded, or share the following types of information within any AI platforms.

Examples of Restricted Data include but are not limited to the following:

- Social Security Numbers
- Protected Health Information (PHI)
- Credit Card Numbers
- Authentication credentials, passwords, cryptographic keys
- Financial account numbers

Even with approved systems, employees must confirm that data handling complies with institutional and regulatory standards.

For the purposes of this policy, 'Professional Judgment' means any determination or conclusion formed through human review and evaluation of data. Outputs generated solely by artificial intelligence, without human review, do not constitute Professional Judgment.

Employees should not use AI applications to assist with employment decisions, e.g. hiring, evaluating, or terminating employees without approval and review by the Office of Human Resources. AI applications may have biases that are not apparent, and which may create legal or ethical issues.

Employee Accountability

Employees wishing to use generative AI tools should discuss the parameters of their use with their immediate supervisor. Supervisors may verbally approve, deny, or modify the proposed parameters as best meets University policy, legal requirements, or other business needs.

University employees must participate in all required AI training before using AI applications for any work for the University.

Employees are responsible for:

- Verifying the accuracy and appropriateness of AI-generated output.
- Reviewing, editing, and validating any AI-assisted content before sharing or submitting it.
- Taking full responsibility for all materials presented, distributed, or claimed as their own, even if created or influenced by AI.

Suspected violations of this policy or misuse should immediately be reported to the Office of Human Resources.

Purpose

University data is information that is either wholly or partially owned by the University, that has been entrusted to the University or is generated by or for the University. University data may exist in any format (i.e., electronic, paper, film, audio, etc.) and includes, but is not limited to, academic, research, and administrative data, employment data, student data, and any other data that supports the function and operation of the University.

The purpose of this policy is to define the data classification requirements for information assets and to ensure that University data is secured and handled according to its sensitivity and the impact that theft, corruption, loss or exposure would have on the organization. The scope of this policy includes all assets governed by Trine University. All personnel and third parties who have access to or utilize information assets to process, store and/or transmit information for or on behalf of Trine University shall be subject to these requirements.

All University data is assigned one of the following four (4) Data Classification (Protection) Levels based on confidentiality, integrity, and availability requirements, and commensurate with the risks of financial loss, reputational damage, operational disruptions, legal and/or other risk to the University, or employees and students in the event of unauthorized use, access, disclosure, modification or loss:

- Level 1-Public Data
- Level 2-Private Data
- Level 3-Confidential Data
- Level 4-Restricted Data

Any data that is not Public is considered sensitive. All individuals working on behalf of the University are responsible for understanding the protection levels for university data, and ensuring compliance with all applicable regulations, statutes, University policy, contractual or other requirements, and incident response.

Roles and Responsibilities

- **Data Owners:** Typically, department heads are responsible for determining classification and approving access.
- **Data Stewards:** Individuals entrusted with implementing controls and managing data on behalf of the Data Owner.
- **Data Users:** Anyone who accesses or interacts with university data.
- **IT Security Office:** Provides guidance, implements safeguards, and monitors compliance.

Data Classification Levels

Classification of data will be performed by the data asset owner based on the specific, finite criteria. Data classifications will be defined as follows:

Level 1 – Public Data

Public data is information that may be disclosed to any person regardless of their affiliation with the University. While Public data may be shared broadly within and outside the University, employees should generally still protect public data from unauthorized modifications or loss. Information intended for public disclosure with minimal to no risk to the University.

Examples of Public data include, but are not limited to, the following:

- Press releases and marketing material
- Course Catalogs
- External-facing website information
- Public events and event calendars
- Published research

Level 2 – Private Data

Private data is information that is potentially sensitive and is not intended to be readily available to the public. Information that is not intended for public release but would pose a limited risk if disclosed.

Examples include, but are not limited to the following:

- Directory information of students and employees (except where students have placed a hold on specific directory information in accordance with FERPA). University FERPA definitions can be found on the trine.edu website on the Family Educational Rights and Privacy Act (FERPA) page.
- Unpublished research, patent applications, work papers, and intellectual property, unless otherwise designated as Restricted or Critical.
- Internal emails, calendar events, and departmental meeting minutes
- Departmental procedural documents that do not contain restricted or confidential data
- Routine annual financial reports
- Marketing plans
- Internal private documents (survey data, and/or webform data)

Level 3 – Confidential Data

Confidential data may adversely affect individuals or the business of the University in the event of unauthorized access, use, disclosure, modifications, loss, or destruction; or is required to be kept confidential by regulation, statute, or other contractual confidentiality obligations, such as with a third party. Confidential data shall be used only when necessary for university business purposes and shall be protected when in use, while being stored and/or transported.

Examples include, but are not limited to, the following:

- Student information (non-directory) covered by the Family Educational Rights and Privacy Act (FERPA)
- Information protected under the General Data Protection Regulation (GDPR)
- University financial information, including donor information and records
- Student or employee identification numbers, especially when stored with other Personally Identifiable Information (PII) such as name, date of birth, and email address, etc.
- Individual employment information, benefits, and performance appraisals for current, former, and prospective employees
- Attorney-Client privileged information
- Student services and/or accommodation records
- Financial Aid data that is not FAFSA or derived from FAFSA, such as non-need-based awards
- Information that is subject to a contractual confidentiality obligation that is not otherwise classified as critical

Information classified as Level 3 is stored within approved internal and external databases and systems. Level 3 information may be used for university projects, including projects that utilize Artificial Intelligence or other advanced technologies, provided appropriate approval has been obtained. It is recommended that Level 3 data is anonymized / masked when possible.

Level 4 – Restricted Data

University data classified as restricted has specific requirements for the control of confidentiality, integrity, or availability of the data due to regulations, statutes, contract, or other requirement or agreement; or may pose a severe risk to the University in the event of unauthorized use, access, disclosure, modification, or loss.

Stringent or prescribed requirements exist for restricted data, including special permissions, training, hardware, software, and incident response. Any unauthorized access, use, disclosure, modification, loss, or destruction of restricted data must be reported in accordance with regulation, statute, contract, University policy, and any other requirements or agreements.

Restricted data requires the highest level of security due to the sensitivity of the information. Institutional data that, if exposed, can lead to identity theft and/or subject the university to regulatory or legal requirements.

Examples of Restricted Data include but are not limited to the following:

- Personally Identifiable Information (PII), as defined as an individual's first name (or initial); last name in combination with any one or more of the data elements: social security number, driver's license number, banking / financial account number, password, access code, or other information that uniquely identifies an individual
- Federal Student Aid Information that is restricted by Gramm-Leach Bliley Act (GLBA) or Title IV of the Higher Education Act.
 - o Restricted information includes Free Application for Federal Student aid (FAFSA), Institutional Student Information Record (ISIR) data, key processing results, expected family contribution, awards, the student's financial aid history as reflected in National Student Loan Data System (NSLDS), ISIR-derived student aid eligibility and resultant award and distribution, and information from the Common Origination and Disbursement (COD) system.
 - o Restricted Financial Aid data includes files received from or generated to send through the Ed Connect Portal and Return of Title IV funds, and Satisfactory Academic Progress
 - o Federal Tax Information (FTI) that is provided via FAFSA
- Personally identifiable health or genetic information, whether subject to the Health Insurance Portability and Privacy Act (HIPAA) and/or Genetic Information Nondiscrimination Act (GINA)
- Personal health or genetic information that is used in research, such as human subject data, unless otherwise classified by an Institutional Review Board (IRB)
- Human Resources and personnel data, including criminal background checks, disability, medical or genetic, tax, and payroll records
- Financial, credit card, and other account numbers subject to the Payment Card Industry Data Security Standard (PCI DSS)
- System security information, access codes, and devices
- Emergency protocols
- Any information which could permit a person or person to harm or attempt to harm the University or individual(s) or assume the identity of an individual.

Entering level 4 data into unapproved internal or external software programs and/or platforms may be subject to disciplinary actions, including and up to termination.



Policy Statement

Trine University is committed to fostering a safe, inclusive, and respectful environment for all members of its community. Hazing, in any form, is antithetical to the values and mission of the University and is strictly prohibited. Employees and Students play a critical role in preventing, reporting, and responding to hazing behaviors. This policy applies to all students, student organizations (including fraternities, sororities, athletic teams, clubs, and other recognized or unrecognized student groups), faculty, staff, alumni, and guests of the University, both on and off campus, whenever the conduct is related to a university-sponsored event, activity, or organization.

Hazing, as defined herein, is strictly prohibited by the University and will result in disciplinary action up to and including suspension, expulsion, termination of employment, and/or withdrawal of university recognition for organizations. Trine University will also comply with all applicable state and federal laws regarding hazing.

Definition of Hazing

The term hazing means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including:

- Whipping, beating, striking, electronic shocking, placing harmful substances on someone's body or similar activity.
- Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity.
- Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances.
- Causing, coercing, or otherwise inducing another person to perform sexual acts.
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
- Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of Local, State, Tribal or Federal law.

It is not possible to provide an exhaustive list of all types of behavior that would constitute hazing, and the behaviors listed above are only examples of common types of hazing behavior. The University reserves the right to administer appropriate disciplinary action for all forms of hazing, and each situation will be dealt with on an individual basis.

The term of "Student Organization" means an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Prevention Policies (Inspired by the Stop Campus Hazing Act)

Trine University employs a multi-faceted approach to prevent hazing, consistent with the principles of promoting transparency, education, and accountability.

Education and Awareness Programs

Mandatory Hazing Prevention Training: All recognized student organizations (including their advisors, coaches, and leaders), new student members (e.g., new pledges, recruits, athletes), and relevant faculty and staff will be required to complete annual hazing prevention training. This training will cover:

- The definition of hazing and its policy.
- The dangers and consequences of hazing.
- Bystander intervention strategies.
- Reporting procedures and amnesty policies.
- Positive team-building alternatives.

Ongoing Educational Initiatives: The University will periodically offer workshops, seminars, and informational campaigns to raise awareness about hazing and promote a culture of respect and safety.

Transparency and Public Disclosure

Hazing Violation Reporting: Trine University will maintain a publicly accessible record of all findings of hazing violations by student organizations. This record will include:

- The name of the organization.
- The date the hazing incident was reported.
- The date the investigation was concluded.
- A description of the hazing violation(s) found responsible.
- Any sanctions imposed on the organization.

This information will be updated at least semiannually and made available on the University website.

Bystander Intervention Training

Training programs will specifically include components designed to empower individuals to recognize, intervene in, and report hazing activities safely and effectively. This will emphasize the responsibility of all community members to prevent harm.

Promoting Positive Alternatives

The University will actively promote and provide resources for student organizations to engage in positive, constructive, and safe team-building activities that enhance camaraderie and personal development without resorting to hazing.

Regular Policy Review

This policy, along with all hazing prevention programs and procedures, will be reviewed periodically to ensure its effectiveness, compliance with applicable laws, and alignment with best practices in hazing prevention.

Reporting Hazing Incidents

Prompt reporting is crucial for addressing hazing and ensuring the safety of the community. Trine University encourages anyone who witnesses, experiences, or suspects hazing to report it immediately. If you feel that you have experienced or witnessed hazing, you should report the incident immediately. Trine University will promptly and thoroughly investigate the complaint and when applicable, take appropriate remedial action.

Who to Report To:

Reports can be made to any of the following University officials or offices:

- **Dean of Students and Community Relations:** Cisco Ortiz, University Center, Room 207, One University Ave, Angola, IN 46703, 260.665.4206
- **Director of Campus Safety:** Stu Hamblen, University Center, Campus Safety Office, One University Ave, Angola, IN 46703 260.665.4543
- **Assistant Vice President for Human Resources/ University Compliance / Title IX Coordinator:** Jamie Norton, Shambaugh Hall, Room 322, One University Ave, Angola, IN 260.665.4847

Employee Duty to Report – All University employees have reporting responsibilities to ensure the University can take appropriate action, including student-employees such as Resident Directors and Resident Assistants, have a duty to report incidents of hazing. Employees may not report suspected hazing anonymously. Any employee who receives a disclosure of hazing or becomes aware of information that would lead a reasonable person to believe that hazing may have occurred involving anyone covered under this policy, must report all known information immediately to one of the persons identified above.

Corrective action may be taken against any individual who has a duty to report and who fails to respond in a manner consistent with the provisions of applicable laws, regulations, policies and procedures.

How to Report:

- **In-Person:** Visit the offices listed above during business hours.
- **By Phone:** Contact the relevant office directly (e.g., Dean of Students, Campus Safety).
- **By Email:** Send an email to the appropriate University official or office.
- **Online Reporting Form:** Trine University will provide a dedicated online reporting form on its website for hazing incidents. This form can be submitted anonymously.
- **Anonymous Reporting:** Reports can be made anonymously through the online reporting form or other designated anonymous reporting channels. While anonymous reports will be investigated to the fullest extent possible, the University's ability to investigate and take action may be limited without the ability to gather additional information or engage directly with those involved.

Confidentiality and Amnesty

Confidentiality: Trine University will treat all reports with discretion and will maintain confidentiality to the extent possible, consistent with the need to conduct a thorough investigation and protect the safety of the community. Information will be shared only with those who have a legitimate need to know.

Amnesty for Reporters/Victims: Individuals who report hazing in good faith, whether as a victim or a witness, will not face disciplinary action from the University for their own minor policy violations (e.g., underage drinking) that may be revealed in connection with the hazing incident, provided the report was made promptly and in good faith. This amnesty applies solely to university policy violations and does not protect individuals from criminal prosecution.

Amnesty for Active Participation: Students who actively participate in hazing but subsequently come forward to report the incident and cooperate fully with the investigation may be granted consideration in the disciplinary process, recognizing their role in helping to address the hazing behavior. This consideration will be determined on a case-by-case basis by the investigating body.

Investigation Process for Hazing

Upon receiving a report of hazing, Trine University will initiate a prompt, thorough, and impartial investigation. The primary goal of the investigation is to gather all relevant facts to determine whether a hazing violation has occurred and to ensure the safety and well-being of all involved parties.

Initial Assessment and Response

Receipt of Report: Student-based reports will be forwarded to the Dean of Students Office, or designee, for initial assessment. Employee-based reports will be forwarded to the Assistant Vice President for Human Resources or designee for initial assessment.

Immediate Action: If there is an immediate threat to the health or safety of an individual, Campus Safety will be notified immediately to intervene.

Interim Measures: The University may implement interim measures to protect the safety and well-being of individuals or the community, which may include, but are not limited to, no-contact orders, restrictions on activities or temporary suspension of individuals or organizations.

Investigation Team/Personnel

Investigations will typically be conducted by trained University officials, which may include personnel from the Dean of Students Office, Student Conduct, Office of Human Resources, or other relevant departments, depending on the nature and scope of the allegations. In some cases, external investigators may be engaged.

Gathering Evidence

The investigation process will involve:

- **Interviews:** Conducting interviews with the reporting party, the alleged victim(s), the accused individual(s) or members of the accused organization, and any witnesses.
- **Document Review:** Reviewing relevant documents, such as organization bylaws, previous conduct records, communication logs (emails, texts, social media posts, if accessible and relevant), and event plans.
- **Physical Evidence:** Collecting and examining any physical evidence related to the alleged hazing incident.
- **Information Sharing:** The investigation will involve appropriate information sharing within the University to ensure a comprehensive understanding of the situation while respecting privacy.

Due Process

Throughout the investigation and disciplinary process, all parties involved (the reporting party, alleged victim, and the accused individual/organization) will be afforded reasonable due process, including:

- **Notification:** Timely notification of the allegations.
- **Opportunity to Respond:** An opportunity to present their side of the story, provide evidence, and identify witnesses.
- **Right to an Advisor:** The right to have an advisor of their choice present during interviews and disciplinary hearings (the advisor may not speak on behalf of the party).
- **Access to Information:** Access to relevant information gathered during the investigation, consistent with privacy laws and University policy.

Timeline

The University will strive to complete investigations in a timely manner, typically within 30-60 calendar days of receiving a report, although complex cases may require more time. All parties will be kept informed of the investigation's progress.

Findings and Determination

Standard of Proof: The University will use a "preponderance of the evidence" standard (meaning it is more likely than not that a violation occurred) to determine responsibility for hazing.

Investigation Report: Upon conclusion of the investigation, a report will be prepared summarizing the findings and recommending a determination of responsibility.

Resolution: The Investigator will communicate his or her decision to both parties, concurrently. The Investigator will communicate the decision in writing as soon as possible after conclusion of the investigation.

Appeals Process: If either party disagrees with the Investigator's determination, then they may file a written appeal with the Appeals Committee. The Appeals Committee consists of the Dean of Students and Community Relations, the Director of Campus Safety and the Assistant Vice President for Human Resources / University Compliance / Title IX Coordinator. Appeals must be filed within ten days after the Investigator's written decision is communicated. Absent unusual circumstances, the Appeals Committee shall issue a written decision on the appeal within ten (10) business days. The decision of the Appeals Committee shall be final.

- **Appeals must be filed due to:**

- A procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time of the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter or;
- The investigator(s) had a conflict of interest or bias for or against one or more of the parties involved that affected the outcome of the matter.

Disciplinary Actions and Sanctions

If a student, student organization, faculty, or staff member is found responsible for violating the Hazing Policy, disciplinary sanctions will be imposed commensurate with the severity of the violation and previous conduct history.

Sanctions for Individuals (Students, Faculty, Staff):

Students: Sanctions may include, but are not limited to, official warning, disciplinary probation, suspension from the University, expulsion from the University, mandated educational programs, community service, loss of privileges, and restitution.

Faculty/Staff: Sanctions may include, but are not limited to, documented corrective action, mandatory training, suspension or termination of employment.

Sanctions for Student Organizations:

Sanctions may include, but are not limited to, official warning, disciplinary probation, suspension of University recognition, permanent revocation of University recognition, social probation, loss of privileges (e.g., facility use, participation in campus events), financial penalties, mandatory educational programs for all members, and restrictions on recruitment/new member activities.

In cases of severe or repeated hazing violations, the University reserves the right to immediately and permanently revoke the recognition of a student organization.

External Reporting and Legal Obligations

Trine University will comply with all state and federal laws requiring the reporting of hazing incidents to law enforcement authorities where criminal activity is suspected or confirmed.

The purpose of this policy is to provide guidance and direction for employees who have been approved for hybrid remote work. Hybrid work is not a university-wide entitlement. The University will identify and approve only those positions that meet operational and service requirements for remote work. Individual requests for hybrid work will not be considered.

Hybrid Remote Work does not alter an employee's job duties, obligations, responsibilities and /or conditions of employment with Trine University. Either the employee or the University may end the remote work assignment at any time with or without cause, and use of the Remote Work policy is subject to the following conditions:

Hybrid Remote Work Expectations:

- Employees are responsible for the cost of establishing and maintaining a designated work area at home. Additionally, the employee is required to have a setup equal to their university office to ensure productivity does not decline.
- Designated Work Time employees must follow the University's regular assigned work schedule from Monday through Friday between 8:00 AM to 5:00 pm, EST with an allocated one-hour lunch break, unless discussed with and approved by the employee's manager. Full-time employees are expected to work 40 hours per week.
- Time Keeping - For non-exempt hybrid employees, departmental schedules must comply with the non-exempt time restrictions (no start before 7:30 AM; no end before 4:00 PM). Any deviation requires written approval from the department supervisor. All hours must be accurately recorded within ADP. Overtime hours will require the advanced approval of the employee's supervisor. Failure to comply with these requirements may result in the immediate termination of the remote working arrangement.
- Meeting Etiquette: Employees are expected to attend online/video meetings and have the same professional decorum as being in-person at meetings.
 - Video: Employees who work from home will be required to be present in meetings via webcam/video (unless previously approved by supervisor) just as they would be in person on-campus. Video must be able to stream adequately (see Internet section below)
 - Dress Code: Employees must adhere to Trine University dress code requirements while attending work meetings when on video/webcam.
 - Distractions/Interruptions: Employees are expected to be present and participatory in meetings with limited distractions, with the same professional standards of cleanliness that are required in the office.

Telecommuting Equipment and Supplies

- Remote work should be conducted using a university-issued laptop equipped with VPN capabilities to ensure the highest security protocols are upheld.
- Internet: The Employee is responsible for the cost of establishing and maintaining internet service that meets the minimum requirements set forth by the university's technology department. In case of difficulties, please contact Human Resources.
- Phone: The Employee is responsible for answering phone calls to their university phone when at home.
- Notification of Equipment Failure: The Employee must promptly notify their supervisor and the University HelpDesk in the event of equipment malfunction or failure. Temporary department-owned equipment may be provided, or the Employee may be required to work on-site until the issue is resolved, at the Department's discretion.
- Unauthorized Use of University Property: University-provided equipment, supplies, and property should only be used by employed individuals for university business-related reasons. Other individuals, including household members, are prohibited from using such property.

- **Return of University Property:** The equipment, supplies, and other property provided by the University should be returned within 2 days of the Department's request. Upon termination of employment, all equipment, supplies, documents, and other University property must be returned promptly to the University. In the event the telecommuting arrangement set forth in the Agreement ends, the Employee's obligation to return University property continues.

Safety

- **Designated Work Area:** The Employee is required to maintain a designated work desk area at home and certifies that this work area is safe before the work at home arrangement commences. The Employee should only work in this designated work desk area. Work areas that are not designated as such include a couch, bed, porch, dining room table, or any place outside of your home (coffee shop, restaurant, vacation home, etc.), unless otherwise approved by the supervisor. No individuals, including family, friends, or work associates, should have access to this work desk area during designated hours of work unless authorized beforehand. It is preferred that this designated work area is not in a common and highly trafficked living space where distractions/interruptions could occur.
- **Maintenance of Work Area:** The Employee is responsible for keeping the work area free from safety hazards and using equipment and supplies safely.
- **Work Area Inspections:** The Employee agrees that the Department Supervisor has the right to make periodic visits to his/her home office to audit compliance with safety standards. Reasonable efforts will be made to schedule such visits in advance.
- **Reporting Injury:** Any work-related injuries must be reported to the supervisor immediately (no later than 24 hours), following the standard injury reporting process. A university representative may visit the home office for investigation purposes if necessary.
- **Employer Liability:** The University assumes no liability for injuries that occur outside the designated work area or outside working hours. The Employee is responsible for personal tax and insurance implications of the work from home arrangement.

Work and Family

The work from home arrangement is not a substitute family care arrangement. If dependents are present in the household, there should be a designated person other than the Employee providing primary care during work hours. The Employee should make necessary family care arrangements in advance to avoid interference with work obligations and safety requirements. Failure to adhere to requirements for family care will result in the immediate termination of remote work eligibility.

Terms

This policy is not a substitute for Family Medical Leave (FMLA) or company medical leave. Employees on FMLA leave or company medical leave may not work remotely.

This policy does not prohibit or authorize consideration of remote work as a potential ADA reasonable accommodation to a qualified individual with a disability in appropriate circumstances.

This policy does not guarantee work from home arrangement for any specific term. It may be modified at any time by the University, the Supervisor, or through mutual agreement.

The University reserves the right to terminate hybrid remote work and require the Employee to work on-site. Efforts will be made to facilitate the transition from working at home to working on-site.

SECTION

COMPENSATION



Based on the provisions of the Fair Labor Standards Act (FLSA), Trine employees are classified as either exempt or non-exempt.

- Non-exempt employees are eligible to receive overtime pay in accordance with the FLSA.
- Exempt employees are not eligible for overtime pay, and may be required to work more than forty (40) hours in a workweek without additional pay.

If an employee has questions about their exemption classification, they should contact the Office of Human Resources.

If an employee is classified as an exempt salaried employee, they will receive a salary which is intended to compensate them for all hours that they may work for the University. This salary will be established at the time of hire or when the employee becomes classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work performed.

Exempt employees will receive their full salary for any workweek in which work is performed. However, under federal law, this salary is subject to certain deductions. For example, absent contrary state law requirements, salary can be reduced for the following reasons in a workweek in which work was performed:

- Full day absences for personal reasons, including vacation
- Full day absences for sickness or disability
- Full day absences due to the employee's own sickness or injury (including work-related injuries and FMLA-related absences); such deductions will be made in accordance with the University's paid time off plans and state worker's compensation laws and regulations
- The first or last week of employment in the event the employee works less than a full week
- Unpaid disciplinary suspensions of one or more full days for significant infractions of major workplace conduct rules set forth in written policies
- When no work is performed in a work week

An exempt employee's salary also may be reduced for certain types of deductions, such as: the employee's portion of medical, dental, vision and/or life insurance premiums; state, federal or local taxes, Social Security; or voluntary contributions to a 403(b) plan. In any workweek in which the exempt employee performed any work, their salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability

- Absences for jury duty, attendance as a witness, or military leave in any week in which the employee have performed any work
- Any other deductions prohibited by state or federal law

The University's attendance and disciplinary action policies are applicable to an absence, even though the absence may not be one for which a deduction from salary will be taken.

The University reserves the right to require an employee to utilize paid time off for benefit hours used for partial-day absences occasioned by personal reasons or the employee's own illness or injury. Salary will not be reduced for full-day absences covered by paid vacation or sick leave. Only where no paid leave is available may salary be reduced for a full-day personal absence.

The University encourages any exempt employee who believes their salary has been improperly reduced to report the problem immediately to the Assistant Vice President for Human Resources. Employees are assured that the University is committed to comply, and expects all supervisors and managers to comply, with this policy and not to make improper deductions from salary. The University will reimburse an employee for any improper deduction.

Exempt employees are not entitled to overtime pay and are expected to work as long as may be necessary to perform their job responsibilities, even if that means working in excess of eight (8) hours per day and/or 40 hours per week.

6.3

TIME RECORDS FOR NON-EXEMPT EMPLOYEES POLICY

At Trine, the workweek begins on Saturday at 12:00 am and runs through Friday at 11:59 pm (midnight).

Non-exempt employees are responsible for calculating their own hours on a daily basis. All non-exempt employees must record the total hours that they work each day. These hours must be recorded within ADP system. Each timecard must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures, and meal breaks.

Non-exempt employees are to record their time when they begin working and when they end working each day. Unless non-exempt employees are taking a paid rest break, they are required to clock out whenever they leave the facility for any personal, non-work reason.

Non-exempt employees should not work any hours outside of their scheduled workday unless their supervisor has authorized the unscheduled work in advance. Non-exempt employees should not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless they are authorized to do so and that time is recorded on their timecard. Non-exempt employees are prohibited from performing any "off-the-clock" work.

- "Off-the-clock" work means work an employee performs but fails to report on their timecard.

Any employee who fails to report or inaccurately report any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of the University's policy for any employee to falsify a timecard, or to alter another employee's timecard. It is also a serious violation of university policy for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's timecard to under-or-over report hours worked. If any manager or employee instructs you to (1) incorrectly or falsely under-or-

over report your hours worked, (2) alter another employee's timecard to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the Office of Human Resources.

6.4 PAY POLICY FOR NON-EXEMPT EMPLOYEES

Regular Hours of Operation: The University's standard operating hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, or as otherwise scheduled to meet departmental needs.

Employee Start and End of Workday

These expectations apply regardless of the length of an employee's lunch period.

- Employees may not begin work prior to 7:30 a.m.
- Employees may not end their workday prior to 4:00 p.m.

Exceptions to these work hour requirements may be approved for areas of operation where schedules differ from core business hours due to University and/or departmental needs.

Schedule Modifications (Short-Term and Long-Term)

Request for schedule modifications need to be submitted in writing.

- Any Long-term (weeks to an indefinite duration) modifications to an employee's work schedule must be reviewed and approved by:
 - The immediate Supervisor
 - The Area Vice President, and
 - The Assistant Vice President for Human Resources.

Lunch: Each non-exempt employee is entitled to an unpaid lunch break at a time designated by his/her supervisor. This lunch period must be taken away from the employee's work area. Work may not be completed during lunch breaks. Each day's lunch break must be recorded in the timekeeping system.

- Employees may choose one of the following lunch options with supervisor approval, during which the employee must be fully relieved from work duties (e.g., leaving the office or not performing work on behalf of the university):
 - 30-minute lunch
 - 60-minute lunch

Breaks: Employees may take short, nonscheduled breaks as needed. Employees must be responsible in their use of non-scheduled breaks, and abuse of this policy may be grounds for discipline.

Off-Site Work Time: Non-exempt employees are required to record time spent at off-site meetings or conferences attended at the request of the University. Employees will receive pay for time spent in conference meetings, workshops, etc., but not for time outside such meetings. In addition, non-exempt employees may be reimbursed for time spent traveling to and from one-day conferences attended at the request of the University and, therefore, must record such time as well.

Overtime: Depending on University work needs, employees may be required to work overtime when requested to do so. Non-exempt employees are eligible for additional pay when they work in excess of forty (40) hours in any workweek.

For purposes of overtime compensation, non-exempt employees who work more than forty (40) hours during a workweek will be paid overtime at 1½ times the regular rate of pay for all hours in excess of forty.. Paid days off such as bereavement, vacations, sick, etc. are not considered hours worked for purposes of computing overtime. Overtime work is not permitted without the prior approval of the supervisor. Working unauthorized overtime may lead to disciplinary action.

6.5

PAY PRACTICES POLICY

Paydays are biweekly on every other Friday. All employees are encouraged to have banking information on file so that checks may be direct-deposited. Direct deposit is faster and more secure than paper checks. Pay information for the current pay period and pay history may be accessed through the ADP Employee Portal. Pay information will be furnished by the Office of Human Resources upon request.

If the normal payday falls on a University-recognized holiday, then payroll will be processed as soon as administratively feasible. Under no circumstances will the University release or advance any pay prior to the regularly-scheduled payday.

All employees should review their pay stub when they receive it to make sure that it is correct. The University makes every effort to ensure that our employees are paid correctly. Occasionally, however, inadvertent mistakes may happen. If an employee believes that a mistake has occurred with their pay, or if they have any other questions about their pay, they should contact the Office of Human Resources immediately.

If an employee believes their wages have been subjected to any improper deductions or that their pay does not accurately reflect all hours worked, the employee should report their concerns to their manager or to the Office of Human Resources immediately. Every reported inaccuracy will be fully investigated and corrective action will be taken, if warranted. In addition, the University will not allow any form of retaliation against individuals who report alleged violations of any pay policy or who cooperate in the University's investigation of such reports. Retaliation is unacceptable. Any form of violation of this policy will result in disciplinary action up to and including termination.

6.6

PAYROLL DEDUCTIONS POLICY

The University is required, by law, to withhold the following from each employee's pay: federal income withholding tax, state and local income taxes, and the employee's portion of Social Security and Medicare taxes and court-ordered garnishments. In addition, an employee may authorize voluntary payroll deductions for matters including, without limitation, payment of a premium on policy of group insurance or other insurance obtained for the employee through the University and payment of a pledge or contribution of an employee to the University.

Any other deductions, such as contributions to the retirement plan, insurance premiums, etc., must be authorized **in writing** by the employee.

Necessary and reasonable expenses incurred as part of your job responsibilities will be reimbursed in accordance with the following:

Written Request for Reimbursement

When an employee incurs any job-related expense for which they expect to be reimbursed, a travel/expense report must be submitted. This request should include the items or services purchased, the reason for the expense, and the amount, along with original receipts and any other information relevant to determining the necessity and reasonability of the item or service. All out-of-town travel must be pre-approved by the supervisor. Expenses not within the University's budget may not be approved.

Reimbursable Expenses

Transportation: Employees must attempt to select the most economical mode of travel. Use of personal automobiles on behalf of the University will be reimbursed at a per-mile rate. Fuel receipts will not be reimbursed. When possible, use of a University vehicle is preferred. The cost of mileage and parking for driving to/from work will not be reimbursed.

Meals: Actual costs for meals and tips during travel, not to exceed \$50 per day, will be reimbursed within the guidelines set in the Business Office Policy. Expenses incurred when staff members meet over a meal outside the office will not be reimbursed, nor will regular meals unassociated with travel or special functions. Alcoholic beverages will not be reimbursed, unless the employee is hosting the visit and the guest(s) wish to have alcoholic beverages.

Lodging: When traveling on University business, employees must attempt to select the most economical lodging available. Lodging will not be reimbursed for an overnight stay within a two-hour radius of the University, unless weather and/or safety factors make it advisable.

Telephone Charges: Charges for business-related calls while traveling will be reimbursed. To receive reimbursement, the employee must submit a copy of the original bill, along with an explanation including the person who was called and reason for the call. Charges for non-business related calls will not be reimbursed.

Conferences: Attendance at conferences, seminars, workshops, etc., must be pre-approved by the employee's supervisor. The cost of attendance will be reimbursed in whole or in part at the discretion of the area Vice President.

Membership Fees: Memberships in professional organizations must be pre-approved by an employee's supervisor to assess the benefit to an employee's job responsibilities and the University as a whole. Fees associated with the membership will be reimbursed in whole or in part at the discretion of the area Vice President.

Miscellaneous: Other expenses, such as photocopies, postage, faxes, express mail or other expenses directly related to the University are reimbursable.

Non-Reimbursable Expenses

The University will not reimburse any of the following expenses. This list is not all inclusive:

- Theft, loss or damage to personal luggage and effects.
- Automobile maintenance, fuel, lubricants, washing, waxing, towing, repair, license, registration, depreciation, insurance or other related expenses.
- Parking fines, traffic tickets and other fines.
- Personal services (e.g., shoe shines, barbers/stylists, manicurists, etc.).
- Personal entertainment.
- Personal expenses resulting from work responsibilities (e.g., child care, household help).
- Expenses resulting from travel by accompanying persons not employed by the University
- Expenses incurred without appropriate pre-approval, except in cases of emergency.
- Fees associated with membership in social clubs or recreational organizations.

Travel Expense Report

Employees must complete and submit a travel expense report within two (2) weeks of incurring the expense or returning from travel related to the expense, whichever is later. This form is available on the MyPortal under *Business Office Forms/Policies*. Original receipts for individual expenses must be attached to the travel expense report when submitted.

Additional information about employee reimbursements can be found on the MyPortal under *Business Office Procedures*.



SECTION
VII

**TIME OFF/
LEAVE OF ABSENCE**



Trine University encourages all employees to take the vacation time available to them. Paid vacation is provided in support of employees' well-being and is intended to promote rest and recuperation. Vacation eligibility is based on an employee's anniversary date rather than the calendar year.

Full-time staff and twelve-month faculty are eligible for vacation benefits beginning on their full-time date of hire. Newly hired employees must complete 90 days of employment before using any vacation time.

- Vacation time is not earned or accrued over the course of the year. Instead, vacation is granted only on designated dates in specific allotments determined by length of service.
- Vacation allotments are granted annually on the employee's full-time hire anniversary date, in accordance with the length-of-service schedule.
- For employees who experience a break in service, the vacation anniversary date used for determining vacation allotments will be based on the most recent date of hire.

Eligibility

Vacation is available according to the following schedule:

- Date of hire through fourth anniversary: 128 hours
- Fifth anniversary through ninth anniversary: 168 hours
- Tenth anniversary and greater anniversary: 208 hours

Procedure

An employee may request vacation at any time throughout the year. The University will attempt to approve requests unless business needs necessitate attendance. The University must always maintain adequate staffing levels. Therefore, vacations must be scheduled in advance with prior approval of the employee's supervisor, using the electronic Time off Request available through the timekeeping system.

The supervisor is responsible for approving the request electronically through the ADP Time and Attendance system for processing in the applicable pay period. Vacation will be paid at the employee's base rate in effect at the time the vacation is taken.

If a holiday falls during the employee's vacation, the holiday is not charged against the employee's vacation allowance.

Unused Vacation Time

Vacation must be used within the anniversary year in which it is granted, or it is lost. Unused vacation does not carry over from one anniversary year to the next. A request for a short-term carryover may be authorized by the Assistant Vice President for Human Resources in unusual and exceptional circumstances.

The University will not pay for unused vacation at the end of an employee's anniversary year. Employees may not give their vacation to another employee. Vacation cannot be taken before it is granted. (In other words, employees cannot incur a "negative vacation balance.")

Terminations / Retirement

If an employee's employment ends for any reason, the employee will not receive payment for any unused vacation upon the end of employment.

The last day worked is the last day on which an employee is physically present on the job. Vacation does not extend the termination date.



Full-time employees will accrue hours for use as sick time at the rate of six (6) hours per month, awarded at the beginning of each month. Annual accrual of sick time will be seventy-two (72) hours.

- A maximum of 520 hours (13 weeks) may be accrued.
- After six (6) sick days have been used in a calendar year, physician documentation may be required in accordance with state paid leave requirements.

Unused sick time will not be paid out at termination. If an employee returns to full-time employment with the University within six (6) months of their separation date the employee's previous sick time balance will be reinstated. If an employee returns after six (6) months of their separation date all prior service will be lost and their rehire date will be used for sick benefit accruals.

Permitted Use of Sick Time

Sick leave may be used by an employee for the employee's own needs or to care for an eligible family member for the following purposes:

- To care for or seek diagnosis, treatment, or preventive care for the employee's own physical or mental illness, injury, or health condition.
- To provide care for or seek diagnosis, treatment, or preventive care for a family member's physical or mental illness, injury, or health condition.

Employee and Family Eligibility Who Qualifies as a Family Member

For purposes of sick leave, family members include the following:

- **Spouse:** A current spouse.
- **Child:** A child (under 18 years of age), biological, adopted, foster, or stepchild; a legal ward; or a minor whom the employee stands in loco parentis (acting in the role of a parent). This includes adult children with serious health conditions who are incapable of self-care due to mental or physical disability.
- **Parent:** A biological, adoptive, or stepparent; or an individual who stood in loco parentis to the employee when the employee was a child.

Scheduling

Employees intending to use sick time off must request the leave with as much advance notice as is reasonable under the circumstances.

Sick time will be used to cover all absences before any unpaid time off will be approved. If all sick time has been used, available vacation will be used prior to approving unpaid time off. This could result in a situation where a previously scheduled and approved vacation time may no longer be available to use. Being absent after all available paid and unpaid leaves or days off have been exhausted may result in disciplinary action, up to and including termination.

Sick time may be carried over from one year to the next, up to a maximum of 520 hours. Employees are encouraged to build up a bank of time in the event that a lengthy illness occurs during the course of employment.

The University will administer this policy in compliance with all applicable state laws and regulations. Where state requirements differ from this policy, the University will follow state law.

Sick Leave Bank

The Sick Leave Bank provides a means of obtaining additional sick leave days to avoid loss of compensation due to a catastrophic illness or injury of the employee or an employee's family member.

"Catastrophic injury or illness" means a serious or life-threatening condition or combination of conditions lasting longer than five (5) business days that affects the mental or physical health of the employee or a family member and requires the services of a health care provider.

- Examples of common catastrophic injuries and illnesses usually covered in this policy include, but are not limited to: serious head trauma; accidental amputation; bone fracture; bodily injuries caused by an accident; severe burns; organ damage; septicemia; spinal cord and neurological disorders; coma; cancer; leukemia; heart attack; stroke; surgeries requiring inpatient care; illnesses requiring inpatient care; or complicated pregnancy requiring bed rest or hospitalization.
- Examples of injuries and illnesses usually not covered under this plan would include but are not limited to: colds; flu; earaches; upset stomachs and minor ulcers; headaches; routine dental and orthodontic procedures; periodontal disease; cosmetic treatments (other than those for restorative purposes, unless complications arise causing inpatient care); and uncomplicated pregnancy.
- "Family member" means an employee's spouse, parent, parent-in-law, child, stepchild, adopted child and foster child. The child must be under the age of 18 or be a disabled adult.

Responsibility

The Office of Human Resources shall be responsible for managing and administering the University Sick Leave Bank, including procedural establishment, solicitation of contributions from faculty and staff, processing of applications and records management. All decisions regarding the Sick Leave Bank and the Sick Leave Bank policy, including interpretation and changes to the policy, eligibility and usage, recordkeeping and use of forms or other documentation shall be at the discretion of the Assistant Vice President for Human Resources. Decisions of the Assistant Vice President for Human Resources shall be final.

Membership

- All full-time employees who are eligible for sick leave and have a sick leave balance of 16 hours or more at the time of the initial contribution shall be eligible to participate in the Sick Leave Bank.
- Newly hired employees shall be eligible to participate in the bank the month following the accumulation of 16 hours of sick leave time.
- Upon joining, a member must immediately contribute 16 hours of accumulated sick leave. A member may contribute up to 40 hours per year.
- A member must enroll each year to be an active member within the Sick Bank Leave.

The General Operating Procedures:

The member's initial enrollment requires a minimum contribution of 16 hours of sick leave time. In all subsequent years, a member must contribute a minimum of 8 hours.

Non-member employees shall be provided with an open enrollment period each year. New members will be required to contribute 16 hours of sick leave time, as this would be considered a first-time enrollment.

Usage of the Sick Leave Bank is restricted to members who have contributed to the bank and who suffer, or whose family member suffers, a catastrophic injury or illness as defined above.

Once a member uses leave from the Sick Leave Bank, the member will be required to remain enrolled in the Sick Leave Bank and donate annually until the member contributes back to the Sick Leave Bank the number of days used by the member. Sick Leave Bank usage is not available to members who are currently receiving University sick leave or vacation payments. For purposes of this policy, one day is considered 8.0 hours.

Contributions

Any sick days contributed to the bank will be deducted from the sick leave days available to the contributing member. No member can contribute more than 40 hours (five days) to the Sick Leave Bank each year.

- The sick leave day, once contributed to the Sick Leave Bank, becomes the property of the Sick Leave Bank and may not be reclaimed by the members except as specified in this policy.
- Only members who are active members of the Sick Leave Bank in any given year shall be eligible to draw on the Bank.

Criteria for Sick Leave Bank usage:

The Sick Leave Bank may only be used for continuous leave. The Sick Leave Bank is not available for intermittent leave. The Sick Leave Bank may only be used by members who suffer or whose family members suffer from a catastrophic injury or illness.

- All personal sick and vacation time, or other paid leave available to a member, must be exhausted before the member may use leave from the Sick Leave Bank.
- Leave from the Sick Leave Bank shall run concurrently with any FMLA or Trine Medical Leave available to the employee.
- Members receiving workers' compensation benefits are not eligible to use leave from the Sick Leave Bank.

Application and Withdrawal from the bank:

Requests for Sick Leave Bank usage must be in writing and be accompanied by a written statement from a licensed medical doctor stating the beginning date of the condition, a description of the catastrophic illness or injury, and the date the member may be able to return to work. Progress reports from a health care provider may be required, depending on the length of the injury or illness.

Requests for Sick Bank Leave usage must be made by the member or his/her designee no later than five (5) working days after all leave time has been exhausted.

- Each initial grant of sick leave from the Sick Leave Bank shall be limited to a maximum of 20 consecutively scheduled working days (equivalent to 160 hours) for each illness or injury.
- After the initial grant, an extension (or extensions) of up to 20 (equivalent to 160 hours) more scheduled sick leave days may be granted per illness or injury.
- The total sick leave granted from the Sick Leave Bank to any one member shall not exceed 40 (equivalent to 320 hours) days for any one illness, recurring illness or injury.

The member's application for Sick Leave Bank withdrawal shall be reviewed by the Assistant Vice President for Human Resources or his/her designee. The Office of Human Resources will render a written decision to the employee within five (5) working days after the receipt of the request.

Discontinuation

In the event that the University discontinues the Bank, all employees who are current members of the Bank at the time of discontinuation shall remain members, but no new membership or contributions will be allowed. The bank will remain available to use until all days in the Bank are exhausted.

7.3

HOLIDAYS POLICY

Trine University typically observes the following holidays:

New Year's Day	Fourth of July
Martin Luther King Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day

In addition, a week off during the Christmas break will be offered as paid time.

This holiday schedule is subject to change. If a recognized holiday falls on a weekend, the University will observe either the preceding Friday or the following Monday as a holiday. To receive holiday pay, full-time employees must have worked, or been in other paid status, the full workday before and after the holiday. For purposes of overtime compensation, holiday pay is considered hours worked for computing overtime. Regular part-time employees are not entitled to holiday pay.



Trine University provides leaves of absence to eligible employees for certain family and medical reasons in compliance with the Family and Medical Leave Act of 1993 ("FMLA"), as amended. In addition, the U.S. Department of Labor's FMLA Notice is posted in various Trine University locations.

Other than military leave, employees may not engage in other work while on leave nor may they take part in non-work related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline.

Eligibility

To be "eligible," an employee must have worked for the University as of the date the requested leave is to begin:

- for at least 12 months;
- for at least 1,250 hours during the previous 12 months prior to the date the leave begins; and
- at a facility covered by the FMLA.

Reasons for Leave

FMLA leave may be requested for the following reasons:

- **Parenting Leave:** This leave is to care for a new son or daughter, including by birth, adoption, or foster care placement. An employee may take Parenting Leave only during the 12-month period that begins on the date of the birth, adoption or placement. This leave cannot be taken intermittently or on a reduced schedule.
- **Family Medical Leave:** This leave is to care for the "serious health condition" of the employee's spouse, child or parent in accordance with FMLA regulations.
- **Employee Medical Leave:** This leave is for the employee's own "serious health condition" if the condition renders them unable to perform their job functions.
- **Military Family Exigency Leave:** This leave is for a qualifying exigency arising from the fact that the employee's spouse, son or daughter, or parent is on or has been called to covered active duty in the U.S. Armed Forces. Qualifying exigencies include making arrangements necessitated by short-term deployments, attending certain military events and related activities, assisting the service member with alternative childcare arrangements when the active duty or call to active-duty status necessitates a change in existing arrangements, and assisting the service member with certain financial and legal arrangements related to active duty or the call to active duty.
- **Covered Service Member Leave:** This leave is to care for the employee's spouse, child or parent who is a covered service member with a serious illness or injury incurred or aggravated in the line of active duty on active duty. Also, this leave may be taken by an employee who is the next of kin of a covered service member.

The University has the right and the responsibility to designate any qualifying FMLA leave and count the time against the employee's leave entitlement regardless of whether the employee desires to designate the leave as FMLA.

Duration of Leave

An eligible employee is entitled to a total of 12 work weeks of leave during a “rolling” 12-month period measured backward for each employee from the date FMLA leave is used, other than Covered Service Member Leave.

For Covered Service Member Leave, eligible employees are entitled to up to 26 work weeks of leave in a single 12-month period. For purposes of Covered Service Member Leave only, the “single 12-month period” is the 12-month period measured forward from the first date of Covered Service Member Leave.

When a husband and wife are both eligible employees of the University, the husband and wife will be permitted to take only (1) a combined total of 12 weeks for Parenting Leave or (2) a combined total of 26 weeks in a single 12-month period for Covered Service Member Leave.

At the exhaustion of FMLA leave, an employee may:

- Return to work
- Request for an extended Medical Leave of Absence. Extended leave must be requested in writing within five (5) days of the expiration of FMLA leave.
- Return to work with a reasonable accommodation based on any restrictions that employee may have at that time
- Request unpaid ADA leave as a reasonable accommodation

Any requests for reasonable accommodations or unpaid ADA leave should be made by the employee as soon as possible. All such requests shall be reviewed by the Office of Human Resources in accordance with the University’s reasonable accommodation policy. If an employee exhausts FMLA leave and no reasonable accommodation is available, then his or her employment may be administratively terminated.

Substitution of Paid Leave

Generally, FMLA leave is unpaid. However, if an employee has available paid time off, the employee must use all available paid time off concurrently with FMLA leave.

Employees will not be required to use available paid time off when receiving disability or worker’s compensation benefits. However, where disability or worker’s compensation benefits provide replacement income that is less than the employee’s full salary, employees may elect to use available paid time off to supplement such benefits with a written request to the Assistant Vice President for Human Resources. FMLA will run concurrently with disability or worker’s compensation benefits, regardless of whether the employee supplements those benefits with available paid time off.

Intermittent or Reduced Schedule Leave

Under certain circumstances, an employee may take intermittent or reduced schedule leave in increments of no less than one (1) hour. “Intermittent leave” generally means leave taken on an occasional basis for such reasons as medical treatments. “Reduced schedule leave” means a temporary, but regular, change in the employee’s usual number of hours per day or hours per week.

For Family Medical, Employee Medical, or Covered Service Member Leave, the employee may take intermittent or reduced schedule leave if it is medically necessary. An employee must provide certification that a medical need for leave exists and that the medical need can best be accommodated through intermittent or reduced schedule leave. Military Family Exigency Leave may also be taken on an intermittent or reduced schedule basis.

Employees needing intermittent leave or a reduced schedule must make reasonable efforts to schedule their leave so as not to disrupt Trine University's operations. In addition, if an employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment, Trine University may require the employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and that better accommodates intermittent or reduced schedule leaves.

Notice of Need for Leave

With respect to leave due to a qualifying exigency, employees must provide notice as soon as practicable, regardless of how far in advance such leave is foreseeable. With respect to FMLA leave for other reasons, employees must provide at least thirty (30) days' advance notice of foreseeable leave. If thirty (30) days' notice is not possible, employees must provide notice as soon as practicable (usually the same day they learn of the need for leave or by the next business day). Depending on the circumstances, an employee's failure to provide sufficient notice of leave may result in the delay or denial of leave. Employees must follow Trine University's usual and customary notice and procedural requirements for requesting leave (for example, completing specific forms, reporting to a specific individual, reporting absence in a timely manner, etc.).

Employees must promptly advise the Assistant Vice President for Human Resources, preferably in writing, as soon as they know they may need a leave of absence for any reason, or, if later, within the time periods set forth in this paragraph, so that a determination of the employee's eligibility, rights and obligations may be made. Employees must provide the reasons for the requested leave, the anticipated start of the leave, the anticipated duration of the leave, and the information set forth in the following paragraph to enable Trine University to determine whether the reason may be FMLA-qualifying. Failure to follow these requirements may result in the delay or denial of leave.

When reporting a need for leave, employees must provide sufficient information for Trine University to determine if the leave may qualify for FMLA protection. Depending on the situation, such information may include that a condition renders the employee unable to perform the functions of their job; that the employee is pregnant or has been hospitalized overnight; whether the employee or the employee's family member is under the continuing care of a health care provider; if the leave is due to a qualifying exigency, that a military member is on covered active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty), and that the requested leave is for one of the reasons listed in this policy or in the FMLA regulations; or, if the leave is for a family member, that the condition renders the family member unable to perform daily activities, or that the family member is a covered service member with a serious injury or illness. **Employees must inform Trine University if the requested leave is for a reason for which FMLA leave was previously taken or certified. Simply calling in "sick" is not sufficient.**

Trine University will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against an employee's leave entitlement. If Trine University determines that the leave is not FMLA-protected, Trine University will notify the employee of that determination.

During any FMLA leave, employees may be required to periodically report on their status and intent to return to work. If the amount of leave that an employee needs changes, the employee must let Trine University know within two (2) business days of the date the employee learns of the change in circumstances.

Certifications

As a general rule, an employee's request for FMLA leave for their own serious health condition; to care for a spouse, son, daughter or parent with a serious health condition; to care for a covered service member with a serious injury or illness; or because of a qualifying exigency must be supported by a certification. Trine

University will provide employees with the required form, which must usually be completed and returned to the Office of Human Resources within fifteen (15) calendar days.

With respect to medical certifications for the serious health condition of the employee or covered family member, Trine University may require a second opinion from a healthcare provider that it designates, at no cost to the employee. If there is a difference between the two opinions, Trine University may require a third opinion from a mutually agreeable healthcare provider, at no cost to the employee, which will be final and binding.

From time to time, at the employee's expense, recertification of a serious health condition may be required. Recertification generally will not be required more often than every thirty (30) days (or longer period if the minimum duration of an employee's condition is certified to exceed 30 days) unless the employee requests an extension of the FMLA leave, circumstances described in a previous certification have changed significantly, or there is a reason to doubt the validity of the prior certification.

A fitness-for-duty certification from a healthcare provider, at the employee's expense, will be required before an employee may return to work following any FMLA leave due to an employee's own serious health condition. This does not apply each time an employee returns from intermittent leave; however, Trine University may require a fitness for duty certification every thirty (30) days (or longer period) in such situations if Trine University has reasonable safety concerns regarding an employee's ability to perform their duties.

Employees are responsible for providing a complete, sufficient certification. If an employee provides a certification that is not complete or sufficient, the employee will have seven (7) days to cure deficiencies that Trine University brings to their attention. If the employee fails to meet timelines for providing a complete, sufficient certification, the request for leave may be delayed or denied.

Continuation of Benefits

As a general rule, FMLA leave is unpaid. The University, however, will maintain an employee's coverage under its group health plans on the same conditions during FMLA leave as if the employee had been employed continuously during the FMLA leave period. An employee may choose not to continue coverage. An employee who continues health coverage must continue to pay his/her share of the premiums during an FMLA leave period to maintain coverage. An employee's premium payment is due at the same time it would be made by payroll deduction.

The University's obligation to continue health coverage during FMLA leave will end if the employee's premium payment is more than thirty (30) days late. Even if an employee does not continue health coverage during FMLA leave, the University will restore regular coverage if the employee returns to work.

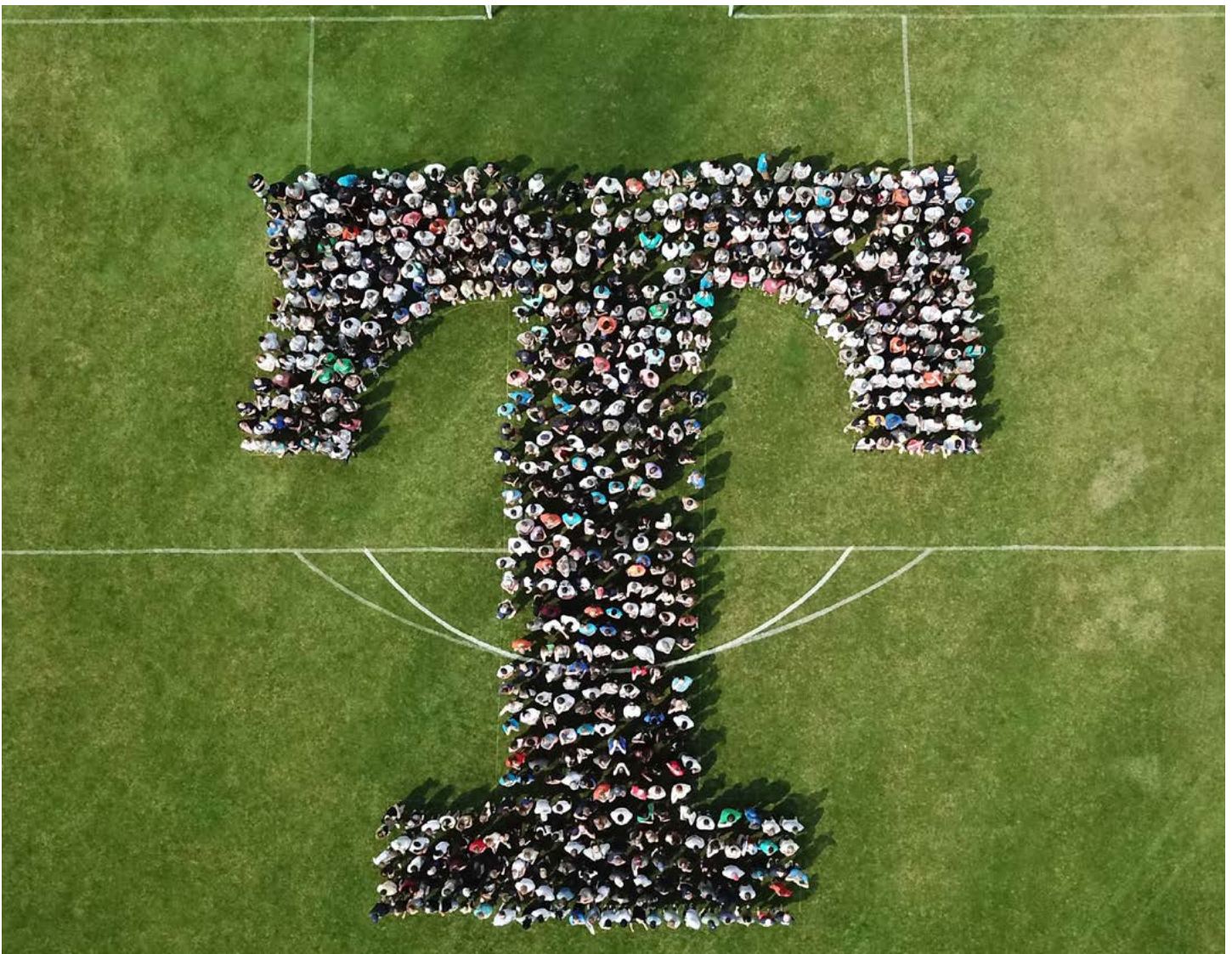
Right to Job Restoration

Upon return from FMLA leave, employees will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. Certain salaried key employees (as defined by the FMLA) may be denied restoration if their reinstatement would cause substantial and grievous economic injury to the University. If, during FMLA leave, a reduction or other event occurs that would have changed, or even eliminated, the employee's job had the employee not taken leave, the returning employee will have no greater rights than if the employee had been continuously employed during FMLA leave. The University will determine whether an employee will be restored to the same position or to an equivalent position.

If an employee chooses not to return to work after FMLA leave expires, the University may recover its share of health insurance premiums paid on the employee's behalf during the FMLA leave period. The University will seek to recover those premiums unless the employee fails to return because of (1) the continuation, recurrence or onset of a serious health condition (or serious illness or injury, with respect to Covered Service Member Leaves) that would otherwise entitle the employee to FMLA leave or (2) other circumstances beyond the employee's control. If an employee fails to return to work because of the continuation, recurrence or onset of a serious health condition (or serious illness or injury, as applicable), the employee must provide a medical certification of their serious health condition or serious illness/injury within thirty (30) days from the date the University requests it. If the employee does not provide the certification in a timely manner, the University may recover its share of the health insurance premiums paid for the employee during the entire FMLA leave period.

Non-retaliation

No employee who attempts to exercise their rights under the FMLA will be subjected to retaliation of any kind for doing so. If an employee believes anyone has violated this policy, the employee should immediately report their concerns to the Assistant Vice President for Human Resources. Trine University will take immediate and appropriate corrective action (which may include unpaid suspension or termination) if it determines that a violation of this policy has occurred.



In accordance with Indiana's Military Family Leave Act, Trine University provides leave to eligible family members of individuals on active duty in the United States Armed Forces or the Indiana Army or Air National Guard. "Active duty" means full-time service on active duty orders for a period of at least 90 consecutive calendar days.

Eligibility

Eligible employees include the following relatives of the individual on active duty:

- Spouse
- Parent (biological or adoptive parent, court-appointed guardian or custodian, foster or step-parent)
- Court-appointed guardian or custodian
- Grandparent (biological, adoptive, foster or step-grandparent)
- Sibling (biological, adoptive, foster or step-sibling)
- Child (biological, adopted, foster or step-child)

To be eligible for Military Family Leave, an employee must have been employed by the University for at least 12 months and must have worked at least 1,500 hours during the 12-month period immediately preceding the date that the leave is to begin.

Leave Entitlement

Eligible employees may take up to ten (10) days off work per year as Military Family Leave. Under this policy, a year is a "rolling" 12-month period measured backward for each employee from the date Military Family Leave is used. Leave can be taken during:

- the thirty (30) days before active duty orders are in effect
- during a leave provided to the one on active duty while the active duty orders are in effect
- the thirty (30) days after the termination of the active duty orders

Notification Requirements

Employees must provide a written request for Military Family Leave to the Assistant Vice President for Human Resources and provide a copy of active duty orders, if available, before taking leave. This request must be made at least thirty (30) days before the date the requested leave is to begin, unless the active duty orders are issued fewer than thirty (30) days prior to the date the requested leave is to begin. The University may require verification of an employee's eligibility for the leave. If an employee fails to provide verification, the University consider the employee's absence from employment to be unexcused.

Substitution of Paid Leave

Generally, Military Family Leave is unpaid. If, however, an employee also has accrued paid time off and if the employee's leave request meets the requirements to use that paid time off, the employee may elect to receive paid time off while on Military Family Leave.

Continuation of Benefits

Trine University will maintain an employee's coverage under its Health Plan on the same conditions during Military Family Leave as if the employee had been employed continuously during the leave period. An employee who wishes to continue health coverage must continue to pay his/her share of the premiums during the leave period to maintain coverage.

Job Restoration/No Retaliation

Upon return from Military Family Leave, employees will generally be restored to their same or an equivalent position. No action will be taken against an employee because of the use of Military Family Leave. If, during the leave, an event occurs that would have changed, or even eliminated, the employee's job had leave not been taken, the employee will have no greater rights than if continuously employed during the leave.



This policy supplements the existing FMLA policy and provides medical leave of absence benefits to employees who are not eligible for FMLA leave.

Extended Medical Leave (Post-FMLA):

After an employee exhausts their 12 weeks of FMLA leave, additional medical leave may be granted for up to six (6) additional weeks, for a maximum total of eighteen (18) weeks of leave within a rolling 12-month period. This extended leave includes the initial 12 weeks of FMLA leave during a rolling year. Extended medical leave is not available for intermittent or reduced schedule leave unless the employee is a qualified individual with a disability and a reasonable extension of intermittent or reduced schedule leave would not cause undue hardship. Other than military leave, employees may not engage in other work while on leave nor may they take part in non-work-related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline.

Medical Leave for Non-FMLA Eligible Employees:

Employees who have not met FMLA eligibility requirements such as those who have not completed one year of service or who work fewer than 1,250 hours per year—are generally not eligible for FMLA leave. This policy provides a medical leave option specifically for those non-FMLA eligible employees.

If an employee is unable to work because of illness or injury (work related or non-work related) for more than five (5) consecutive scheduled workdays, they may be placed on a leave of absence. Absences due to illness or injury of five (5) consecutive scheduled workdays or less will be addressed under the attendance policy.

For employees who have been employed for twelve (12) continuous weeks to one year, or who are regularly scheduled to work fewer than 1,250 hours annually, and thus, typically are not FMLA eligible, medical leave may be granted for periods up to a maximum of six (6) weeks during a “rolling” 12-month period. A “rolling” 12-month period is measured backward for each employee from the date the employee uses medical leave.

For employees employed fewer than twelve (12) continuous weeks, medical leave will be granted only in the following circumstances:

- The employee is a qualified individual with a disability, and granting reasonable medical leave would be accommodation that would not cause undue hardship.
- The employee will be granted up to six (6) weeks of medical leave for maternity purposes.
- The employee will be granted one period of medical leave for an absence of between six (6) and ten (10) consecutive workdays.

All available paid time off must be used concurrently with any approved medical leave.

Extended Medical Leave and Non-FMLA Medical Leave Request Process

To request Extended Medical Leave (after exhausting FMLA) or Non-FMLA Medical Leave, Employee must submit a written request for medical leave to the Assistant Vice President for Human Resources. The request must include medical documentation confirming the employee is medically unable to work and the anticipated duration of the medical leave.

Required Timing of Requests

- **Extended Medical Leave Requests:**

The request must be submitted at least five (5) days before the expiration of the employee’s current FMLA leave.

- **Non-FMLA Medical Leave Requests:**

The request must be submitted as soon as the need for leave is known, and no later than reasonably practicable based on the circumstances.

Renewal or Return-to-Work Notification

Employees must notify the Assistant Vice President for Human Resources in writing at least five (5) working days before the expiration of any medical leave Extended or Non-FMLA whether they plan to return to work or need a renewal or extension of the leave. Updated medical documentation must confirm either the employee's ability to return to work or the continued medical need for leave and the anticipated duration.

Medical Review and Verification

The University may request updated information on the employee's medical condition; request medical documentation from the employee's healthcare provider or a provider chosen by the University. Deny a request for leave or renewal if medical evidence shows the employee can perform their job or continue medical leave if medical information shows the employee cannot perform essential job functions with or without reasonable accommodation.

Expiration of Leave

Employees must notify the Assistant Vice President for Human Resources at least five (5) scheduled working days before the expiration of a medical leave whether they will be returning to work or whether a renewed medical leave will be needed. In either case, medical documentation must be provided confirming the ability to return to work or the basis for the need for renewed medical leave.

Failure to provide this notice may cause a delay in returning to work or result in the administrative termination of employment.

Conclusion of Leave

At the conclusion of medical leave, an employee will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, there may be a reassignment or change in position based on business and personnel needs, and if, as a qualified individual with a disability, the availability of any reasonable accommodation that would not cause undue hardship regarding operations. If returning to work after a medical leave, an employee will resume employment on the same terms and conditions applicable to employees generally without having to satisfy any benefit plan waiting periods applicable to new employees.

No vacation or sick days will accrue during a medical leave of absence, except while the leave is running concurrently with FMLA. Health insurance and other benefits may be terminated in accordance with the determination of eligibility under each plan.

Continuation of Benefits

Medical Leave of absence is unpaid. The University, however, will maintain an employee's coverage under its group health plans on the same conditions during their Medical Leave of absence as if the employee had been employed continuously during the leave period. An employee may choose not to continue coverage.

An employee who continues health coverage must continue to pay his / her share of the premiums during a medical leave of absence period to maintain coverage. An employee's premium payment is due on the same schedule as premium payments are made under COBRA.

If an employee's health insurance or other benefit premiums become delinquent during a medical leave of absence, the University will allow the employee to repay missed employee-share premiums upon their return to work, provided that a written repayment agreement is signed by the employee; The agreement specifies the terms and repayment schedule; and repayment is completed within a maximum of six (6) payroll periods

following the employee's return to work.

The University's obligation to continue health coverage during medical leave will end if the employee's premium payment is more than thirty (30) days late. Even if an employee does not continue health coverage during medical leave, the University will restore regular coverage if the employee returns to work.

7.7

PERSONAL LEAVE OF ABSENCE POLICY

At its discretion, Trine University may grant an unpaid personal leave of absence upon an employee's written request to the Assistant Vice President for Human Resources after the employee has used all available vacation and sick days. A request for an unpaid personal leave of absence must clearly state the reason for the leave and the amount of time requested. Requests will be granted only for urgent and exceptional circumstances, and when the leave is appropriate based on workload, staffing and other factors affecting University operation. Personal leave cannot be used to extend an FMLA leave or a Medical Leave of Absence, or because all available paid time has been exhausted. Personal leave will be granted in one week increments and will not typically exceed two weeks during a rolling twelve (12) month period. A "rolling" twelve (12) month period is measured backward for each employee from the date personal leave is used. Other than military leave, employees may not engage in other work while on leave nor may they take part in non-work related activities that are inconsistent with their qualifying reasons for any type of medical and/or FMLA or personal leave. Employees abusing leave may lose their entitlement to leave and will also be subject to discipline.

At the conclusion of a personal leave of absence of up to two weeks, an employee will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, Trine University may reassign or change a position based on its business and personnel needs.

An employee who fails to report promptly for work at the expiration of a personal leave of absence, or who applies for and receives unemployment compensation while on leave, will be considered to have voluntarily resigned.

Vacation and sick days do not accrue during a personal leave of absence. An employee will not receive holiday pay during a personal leave of absence.

Faculty members may request of leave of absence of up to one year without pay for time to engage in activities intended to increase their professional effectiveness in service to the University. The University will not cover the cost of insurance benefits during the leave period; although the faculty member may do so at his or her own expense. The faculty member may request an extension of the leave under the same conditions, up to one additional year. To apply for a leave, a faculty member should submit a written request to his or her supervisor containing a description of the activities to be pursued and the benefits to be derived by the University. The President approves or denies such requests based upon recommendation from the respective dean via the VPAA. The request may be submitted at any time, though the University's decision to grant the leave shall in part be contingent upon its ability to cover the applicant's teaching assignments.

Faculty on leave shall be offered a contract for the year following the leave at a salary determined according to regular University procedures.

The University will comply with all applicable laws regarding military leaves of absence. To request a leave of absence for military duty, written proof of the service agreement must be furnished to the Assistant Vice President for Human Resources at least two (2) weeks in advance of service dates or as soon as otherwise feasible. The University will provide its full-time employees with two (2) weeks of paid military leave annually. Use of paid vacation/sick time is optional for leave exceeding two (2) weeks per year.

All full-time employees are eligible for bereavement leave in the unfortunate death of certain family members. Bereavement Leave for family members is paid leave. Bereavement leave for family members may be up to forty (40) hours per occurrence. Employees are not entitled to any additional compensation if bereavement leave is not taken. Employees who need additional time to attend to the affairs of the deceased or for personal reasons may request to use vacation or personal absence time. For purposes of bereavement leave, "family" means the employee's: parents, step-parents, children, step-children, spouse, sibling, step-sibling, mother-in-law, father-in-law, grandparent and grandchild. (In-law relationship by a current marriage of any of the above).

Employees must notify their manager and the Office of Human Resources and request bereavement leave prior to being absent. All bereavement leave must be taken at the time of death, or at the time of the funeral or memorial service for the deceased. Proof of death and proof of the employee's relationship with the deceased may be required. Should the death of other family members or friends occur, time off may be given with prior approval, without pay. Paid vacation/sick days may be requested. Proof of death and relationship may be required.



The University recognizes that jury or witness duty is the obligation of all citizens and encourages its employees to fulfill this obligation. If an employee is called for jury duty or subpoenaed as a witness in a court or administrative agency action, they will be granted excused time away from work. Employees are expected, however, to return to their duties any time they are not needed in the courtroom.

An employee who is selected for jury duty or subpoenaed as a witness must advise their supervisor and provide a copy of the summons or subpoena as soon as possible after receipt.

Non exempt employees will receive the difference between their average straight time hourly rate up to eight hours per day and the payment they receive for jury service for time they otherwise would have been regularly scheduled to work, for up to a maximum of **six** weeks. Non exempt employees will not be compensated for time spent as witnesses.

Exempt employees will receive their normal salary for partial work weeks in which they perform jury service or witness duty related to Trine University's business.

An exempt employee who misses up to six (6) full work weeks for jury service will be paid their normal salary, but additional full weeks of jury service will be without pay. Exempt employees will not be compensated for time spent as witnesses unrelated to Trine University business.

Both exempt and non-exempt employees must present proof of the amount of jury pay received.



SECTION
VIII

BENEFITS

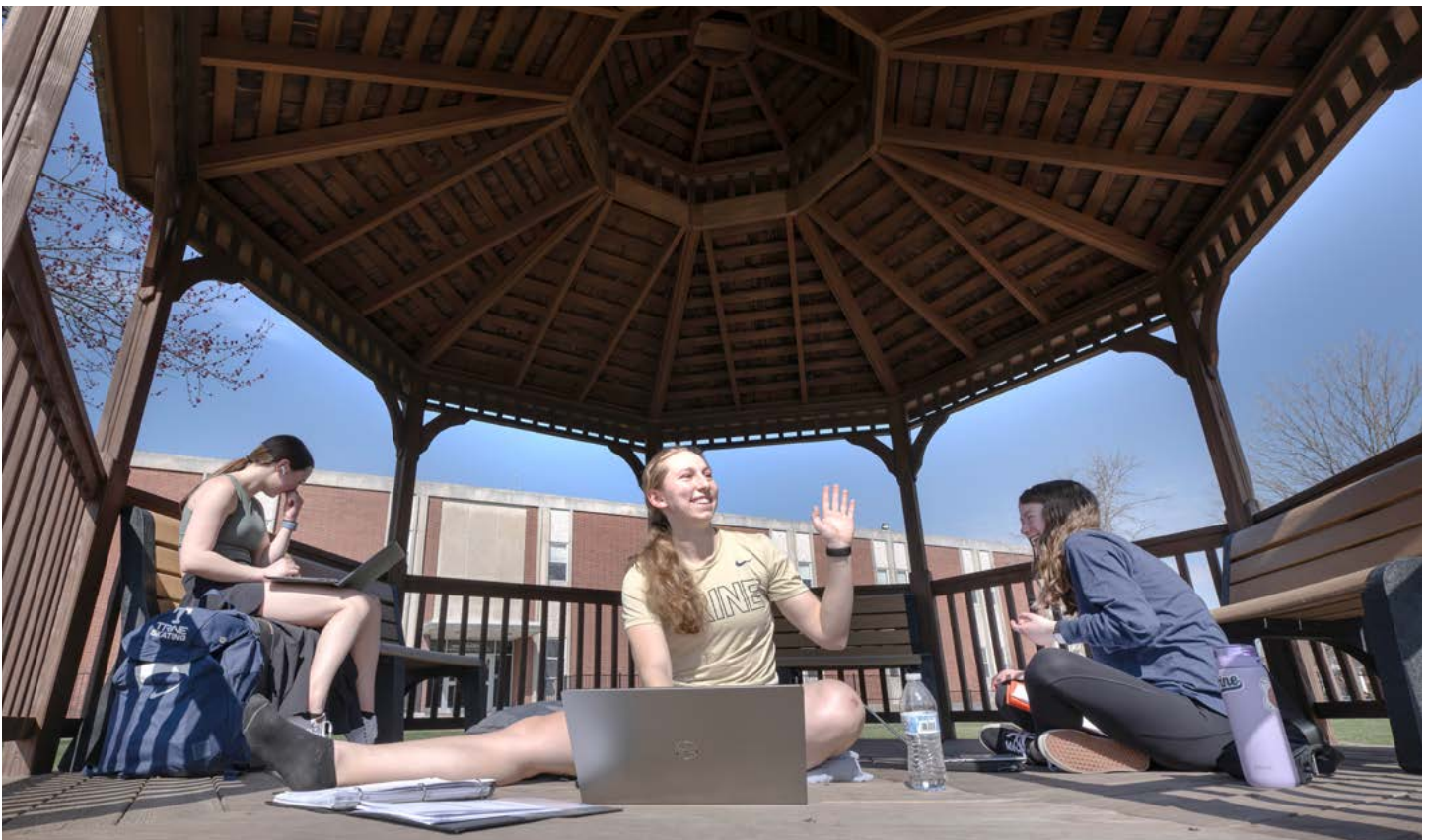


The University has established a variety of employee benefit programs designed to assist employees and employee eligible dependents in meeting the financial burdens that can result from illness, disability, or death and to help an employee plan for retirement. The employee Benefits section contains an overview of the benefits to which an employee may be entitled as an employee of the University. Please understand that this is not intended to, and does not, provide an employee with all the details of these benefits. Therefore, this section does not change or otherwise interpret the terms of the official plan documents. An employee's rights can be determined only by referring to the full text of the official plan documents, which are available for an employee examination from the Office of Human Resources. To the extent that any of the information contained in this section is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between Trine and its employees, retirees or their dependents, for benefits or for any other purpose. All employees shall remain subject to termination or discipline to the same extent as if these plans had not been put into effect.

As in the past, Trine reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, Trine reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Eligibility is based on the language contained in the benefit plan documents. For complete information regarding any of our benefit programs, please refer to an official plan document.



Workers' Compensation Insurance

In accordance with applicable law, the University provides a workers' compensation program. This program covers any injury or illness sustained in the course of employment. The entire cost of this insurance is paid for by the University. If an employee sustains a workplace injury, it must be reported to their supervisor and the Office of Human Resources. If the injury requires the employee to be absent from work or to incur medical costs, then the employee must contact the Office of Human Resources for the appropriate forms to be completed and processed for Workers' Compensation.

If an employee sustains an injury or illness within the scope of employment and arising out of the employee's job, it may be covered under the Workers' Compensation Act. If an occupational injury or illness occurs, employees must report it promptly to their direct supervisor and to the Office of Human Resources. Any delay in reporting that an incident occurred may result in corrective action up to and including termination. The employee will be referred for appropriate medical treatment under the guidelines for the Workers' Compensation Act. The University will reserve the right to direct care. Only medical care authorized by the University will be submitted to the University's workers' compensation insurance carrier for payment. All medical restrictions placed on an employee will be reviewed for temporary assignment, if possible. If the University has work available consistent with the medical restrictions placed, an employee will be expected to report as regularly scheduled, or to report on an alternate work schedule to comply with the medical restrictions.

Workers' Compensation fraud is a punishable crime. The University and our insurer have a "zero tolerance" policy for fraud. Offenders will be prosecuted. If an employee believes they have witnessed fraud, the employee's supervisor or the Assistant Vice President for Human Resources must be notified as soon as reasonably possible. Any tips received by the University will be investigated and kept strictly confidential.

Unemployment Compensation Insurance

Under the Federal Unemployment Tax Act of 1939, the University will pay unemployment premiums on its employees' behalf that pay for the cost of administering unemployment insurance and employment service programs at the state and federal levels.

Based on employee earnings, the University makes regular payments to the State and Federal governments for unemployment insurance benefits. These benefits are paid to the employee by the State should the employee become unemployed and qualify for assistance under the laws governing this insurance.

Social Security / Medicare

As required by federal law, the University currently deducts a portion of an employee's salary and contributes an equal amount in the employee's name to the Social Security system. Benefits and contribution rates are changed frequently by Congress; current information about benefits may be obtained from your local Social Security Office or its website, www.socialsecurity.gov.

Trine University provides a number of insurance programs to eligible employees. Summary Plan Descriptions (SPD) and other information relating to insurance programs is provided at or before the time employees become eligible for coverage. Please refer to the SPD for each plan for the information relating to the plan.

Some or all of the insurance programs offered to regular, full-time and part-time ACA eligible employees may require regular employee contributions. Immediate family members of eligible employees may also be eligible for coverage for an additional employee contribution. The cost and employee contribution rate are reviewed annually and are subject to change.

If the description of benefits in this handbook conflicts with anything in a plan SPD, the latter will govern and supersede this handbook. Any questions about insurance programs should be directed to the Office of Human Resources.

If an employee declines one or more of the insurance benefits provided by the University, they will be asked to sign a waiver of benefits form indicating the decision. All employees will have the opportunity to change their benefits elections during the annual open enrollment period, or if a qualifying life event is experienced; e.g., birth of a child, marriage, divorce, etc. Human Resources must be notified within thirty (30) days of an occurrence of a life event.

The University also currently provides a life insurance program for eligible employees. The University pays the entire premium for an employee's basic life insurance plan. Employees may purchase additional life insurance coverage if they wish to do so. Eligibility, coverage and benefits are controlled by the master policy issued by the carrier.

The University periodically reviews the features of its insurance programs, including coverage, carriers and employee participation requirements. The University reserves the right to modify any of its insurance programs at its discretion, or as required by law. Every effort will be made to communicate significant changes in the group health insurance plan to covered employees prior to the effective date of the changes.

The University currently provides eligible employees with a 403(b) retirement savings plan as a means of long-term savings for retirement.

Employees will receive plan documents relating to the 403(b) program at or before the time that they become eligible for the program. Employees should refer to the plan documents for details relating to the plan. Trine University reserves the right to modify the program as required by law or as it determines necessary, at its sole discretion.

Trine University encourages its employees to pursue continued education in areas that will enhance the skills and contributions they can make to the University. Accordingly, employees who wish to enroll in university-level or graduate courses are encouraged to do so, provided their course of study will not interfere with their duties and responsibilities at the University.

The tuition remission benefit at Trine University is a waiver of tuition for courses taken for credit through Trine. This benefit applies to employees, spouses and dependents of employees and covers tuition only. All other costs, such as enrollment application and registration fees, course materials, lab fees, room and board, and books, are the responsibility of the student. The applicant must meet general admission enrollment requirements as well as other eligibility guidelines as described within this policy.

The tuition remission policy also applies to children of employees who are high school students enrolled in Dual Enrollment programs, with the FAFSA requirement waived.

This benefit is available as long as the University is able to sustain the cost, but may be modified or withdrawn if the financial situation of the University necessitates such action. The class must have a sufficient number of paying students before an employee can receive tuition remission.

Employee Eligibility

- Undergraduate: Employees with full-time status who have completed six (6) months of full-time service are eligible to receive tuition remission for a maximum of two classes per term for an undergraduate degree. Excludes some Health Science degrees. Please confirm with Human Resources regarding eligibility.
- Graduate: Employees with full-time status who have completed one (1) year of full-time service are eligible to receive tuition remission for a maximum of two classes per term for a graduate degree from the University (excludes all Health Science graduate degrees). Graduate tuition remission will be made available in the form of a loan from the University to the employee. The loan will then be forgiven over a two-year period. Employees who receive the graduate tuition remission benefit must remain an employee of the University for two years following the award of their degree. Employees who begin, but do not complete, a graduate degree program must remain an employee of the University for two (2) years following the completion of the last class for which they received tuition remission. Employees who do not meet the two-year requirement will be required to repay all or a portion of the tuition remission loan pursuant to the terms of the Employee Tuition Benefit Loan Agreement. Employees should review the terms of the Loan Agreement before accepting any loan proceeds.
 - Please note that the amount of this benefit that exceeds \$5,250 in any calendar year is taxable under current IRS regulations and will be reported by the University to the IRS.
 - A Graduate Tuition Remission Benefit Application form must be completed by the required term due dates.

General provisions for Graduate Degrees

There are several prerequisites for an eligible employee to enroll himself/herself in courses taken through the tuition remission benefit:

- The graduate degree must enhance the employee's current job at Trine University.
- Eligible employees must obtain approval from their supervisor prior to applying for the tuition remission benefit for graduate degrees.
- The applicable department Vice Presidents and the University President must also approve the employee's application. The employee, Human Resources and the Business Office will be notified of these decisions.
- Once the application has been approved by the employee's manager, Vice President and University President, the employee can apply for admission into the graduate program. Employees must meet all graduate program guidelines to be eligible for the program.
- Prior to the beginning of each term/semester, the employee must sign the Employee Tuition Benefit Loan Agreement located in the Business Office.

Employee Guidelines

Employees may take only one (1) course that meets during the employee's regularly scheduled working hours. Class time is not compensable. Make-up work and scheduling must be coordinated with the employee's supervisor. Class study and assignments must be completed outside of working hours. Each employee must have the approval of their direct supervisor before submitting the Tuition Benefit Request for themselves.

Supervisors have discretion to approve or disapprove the request based upon the employee's performance, workload or scheduling demands.

Spouse and Dependent Eligibility

Undergraduate: Spouses and dependents (as defined below) of eligible full-time employees who have completed six months of full-time service are eligible to receive tuition remission. Excludes some Health Science degrees. Please confirm with Human Resources regarding eligibility.

Dependent Guidelines

The dependent must be the biological child, adopted child, stepchild or ward of the employee and must be claimed as a dependent on the employee's federal tax return. Employees may be asked to substantiate a child's dependent status with documentation.

General provisions

Several steps are prerequisites for an eligible employee to enroll himself/herself, a spouse or dependents in courses taken through the Tuition Remission benefit:

- Eligible employees, spouses and dependents applying for admission must meet the University's admission requirements and must complete the formal application process.

- File a FAFSA annually by March 1 of each year. Eligible employees, spouses and dependents must apply for federal and state financial assistance by filing the Free Application for Federal Student Aid (FAFSA) both initially and annually in order to receive tuition remission. The form is filed electronically at <https://fafsa.ed.gov/>. Failure to complete a FAFSA or to complete it past the deadline will result in a denial of the application for tuition remission. This requirement is waived for dependent high school students who are applying to take classes in dual enrollment programs and employees seeking graduate program tuition remission.
- Complete the entire application process by the deadline listed below in Application Process.

Remission Limitations

- Tuition Remission for graduate degrees is limited to Trine University employees. All Health Science program graduate degrees are excluded from the tuition remission benefit.
- Admission of employees or dependents into classes is subject to space availability. Tuition-paying students have priority. A course will not be offered unless there are enough tuition-paying students to make the course cost effective. Trine employees will be admitted in the order in which they are registered for classes on a "first-come, first-served" basis.
- The tuition remission benefit for an employee is applicable for a total of twelve (12) full-time semesters or twenty-four (24) part-time semesters per student.
- The tuition remission benefit for dependent/spouse is applicable for a total of eight (8) full-time semesters or sixteen (16) part-time semesters per student.
- Recipients of tuition remission must maintain good academic standing and be making satisfactory academic progress (SAP) toward their degree in order to maintain eligibility. SAP policy is located in the student handbook.
- A student on academic probation and/or financial aid probation with a cumulative GPA of less than 2.0 may be denied tuition remission for a subsequent semester.
- An employee on a Performance Improvement Plan or with other performance deficiencies (as determined by their immediate supervisor and HR) may not participate in the tuition remission program.
- Tuition remission may not be granted if a student repeats a course more than once.
- Recipients of the tuition remission benefit who drop a class after the University's drop/add deadline may be required to pay for the tuition of the dropped class.
- Should eligibility be affected; i.e. employee termination or change to part-time status, the tuition benefit will remain in effect only to the end of the current semester. No additional benefit will be granted.
- Study abroad and non-credit courses are not eligible for tuition remission.

Application procedure

Applications must be submitted **every** semester.

- Complete the FAFSA and print initial confirmation (will need in PDF or Word format to upload document). The FAFSA deadline is MARCH 1.
- Print an unofficial transcript from MyPortal or provide unofficial transcripts from another college/university. Dual Enrollment students do NOT need to upload high school transcripts. (Transcripts also need to be in PDF or Word format to upload.)
- Complete the Undergraduate or Graduate Tuition Remission application found on the ADP home page.

****Late submissions will be denied the benefit for the semester****

Semester Enrolled Applications Submitted By:

- **Fall:** **March 1**
- **Spring:** **November 15**
- **Summer:** **April 1**

Questions regarding the Tuition Remission policy should be directed to the Office of Human Resources.



Employee Eligibility

Employees with full-time status who have completed six (6) months of full-time service are eligible to apply for tuition exchange for an undergraduate degree.

Spouse and Dependent Eligibility

- Spouses and unmarried children and step-children of eligible full-time employees may be eligible to receive tuition exchange benefits for up to eight (8) full-time semesters.
- The dependent must be the biological child, adopted child, stepchild or ward of the employee and must be claimed as a dependent on the employee's federal tax return.
- Employees may be asked to substantiate a child's dependent status.

The University participates in two (2) tuition exchange programs: Tuition Exchange (TE) and Council of Independent Colleges (CIC).

- An Undergraduate Tuition Exchange application must be completed by October 1 each year. The Tuition Exchange application can be found on the ADP employee home page.
- A limited number of tuition exchange slots are available each year. Tuition exchange slots are renewable until the student completes eight semesters of full-time education, provided a cumulative GPA of at least 2.0 is maintained and the student is making satisfactory academic progress at the exchange school.
- Entry into the tuition exchange program is not guaranteed. Entry may be limited by restrictions imposed by the exchange school, by the TE and CIC programs, and by the level of Trine's participation in the programs. To the extent that demand for tuition exchange positions exceeds availability, an employee's length of service at Trine may be used to determine entry into the program.
- For best results, employees should select from the **Tuition Exchange Co-op** list of schools ([Tuition Exchange Institutions](#)) and/or the Council of Independent Colleges ([CIC Tuition Exchange Participating Institutions](#)).
- An employee or dependent may apply to more than one college. If applying to more than one school, please confirm which school the student will attend with the tuition exchange liaison.
- The employee or dependent must inform the liaison if wishing to renew for additional academic years by October 1 of the prior year, or immediately if withdrawing from the program.
- If the employee's employment with Trine is terminated for any reason, then participation in the tuition exchange program will end at the conclusion of the semester in which the student is enrolled at the time of termination.
- There is a \$300 administrative fee assessed annually each fall.

SECTION IX ACKNOWLEDGEMENT



I have been informed about the availability of the Employee Handbook located on the ADP Employee Portal. I agree to read and keep the Handbook for future reference and to direct any questions about the contents of the handbook to the Assistant Vice President for Human Resources. I understand that as a term and condition of my employment I am to comply with and abide by the policies in the Handbook. I understand that this Handbook is not a contract of employment and does not alter my at-will employment relationship with Trine University. I further understand that Trine University may modify, change, delete or add to, as it deems appropriate, the policies, procedures, benefits and other general information in this Handbook.

I also understand that this Handbook supplants any previous Employee Handbooks, Faculty Handbooks or policy manuals distributed by the University.

I acknowledge that I have read this "Acknowledgement" before signing below.

Employee Printed Name: _____

Employee Signature: _____

Date: _____

This acknowledgment will be kept in your personnel file.

If you wish to acknowledge this handbook electronically, please log into the [ADP Employee Portal](#).

1. Select the Resources tab – Company Information – Company policies section
2. Click on the policy name
3. Read the policy
4. Select the "I certify that I have read the policy above" check box
5. Click "Yes" at the confirmation message

SECTION
X

FACULTY SUPPLEMENT



Faculty Recruitment, Appointment, Promotion and Contract Procedures

F1.1

FACULTY RECRUITMENT AND APPOINTMENT PROCEDURE

The University is an equal opportunity employer and welcomes all candidates to apply. Positions are posted through national, regional, and local sources to attract qualified candidates. The University uses academic credentials as the primary mechanism for determining faculty qualifications, adhering closely to the guidelines of the Higher Learning Commission. The qualifications of faculty who do not hold these credentials are determined according to the University's tested experience policy, below.

Determining Qualifications by Academic Credentials

Faculty teaching or developing coursework in *undergraduate* programs will:

- hold a degree at least one level above that of the program in which they are teaching AND
- have completed a program of study in the discipline in which they are teaching or developing curricula, or in a closely-related discipline, with coursework at least one level above that of the courses being taught or developed OR have at minimum, 18 graduate credit hours in the discipline or closely related discipline in which they are teaching.

NOTE: No one who does not hold at least a bachelor's degree, regardless of tested experience, is eligible to teach at the undergraduate level.

Faculty teaching or developing coursework in *graduate* programs will:

- Hold the terminal degree determined by the discipline.*
- Have an established record of research, scholarship, and achievement appropriate for the graduate program at the University.

NOTE: No one who does not hold at least a master's degree, regardless of tested experience, is eligible to teach at the graduate level.

* Given the limited number of doctoral degrees completed in the fields of business, analytics, information systems, and Montessori education, Trine University designates a master's degree in these subjects as a terminal degree. Moreover, graduate faculty members at Trine University who hold master's degrees are classified as terminal, who also possess a minimum of seven years of industry experience, ensuring their expertise when teaching master's level coursework. Additionally, a Master of Fine Arts (MFA) in creative writing, visual art, music performance, and related fields is recognized as a terminal degree at Trine University.

Determining Qualifications by Equivalent Experience

Academic departments are strongly encouraged to hire faculty with appropriate academic credentials. However, in exceptional circumstances, the hiring of alternatively-credentialed faculty may be necessary. In those cases, the following procedures should be followed:

1. Submission of Evidence: The candidate submits evidence documenting tested experience. This evidence may include, but is not limited to:

- Professional experience related to the discipline in which the candidate will teach (5 years to teach at the undergraduate level, 7 years to teach at the graduate level).
- Licensure or certification in a discipline-related field.
- Regional or national recognition of field expertise as determined by awards, service on national or regional committees, work as a professional consultant, or publication of a discipline-specific textbook or book of academic scholarship.
- A significant record of scholarly publishing and/or presentations.

Note: While previous years of classroom instruction do not alone constitute equivalent experience, they may be factored into the decision to qualify a faculty member. If previous years of classroom instruction are weighed heavily in the decision to qualify a faculty member, that should be noted in writing by the hiring supervisor and approved by the Office of Academic Affairs, College of Graduate and Professional Studies and the Office of Human Resources.

2. Evaluation of Evidence and Approval: The administrator responsible for the hiring decision evaluates the candidate's evidence documents and approves them.

The initial solicitation and screening of candidates for full-time appointments is the responsibility of the head of the academic unit that has the vacancy. The search for a faculty candidate begins after authorization is granted by the University President and the Vice President for Academic Affairs (VPAA) and/or the Vice President of Online and International Studies and must proceed in accordance with the University's recruitment policy. The Office of Human Resources provides assistance throughout the search and hiring process. Expenses connected with a faculty search shall be authorized by the VPAA and/or the Vice President of Online and International Studies.

Recommendations to the VPAA for a faculty appointment should include a copy of the candidate's vita, three written references and official college/university transcripts. Faculty also must successfully pass reference and background screenings. All of these must be received by the VPAA before a contract will be issued.

After receiving the recommendation for a full-time appointment from the department chair and respective dean, the VPAA submits the nominee to the President for approval. In accordance with procedures established by the Board of Trustees, the President issues contracts to full-time appointees for each academic year.

Faculty appointments include the following positions:

- **Full Professor:** The highest professorial rank. Full-time faculty and/or staff within academic departments holding this rank have a terminal degree and are regionally recognized as an expert in their field..
- **Associate Professor:** The intermediate rank of the three professorial ranks. Full-time faculty and/or staff within academic departments members holding this rank have a terminal degree or considerable experience in their teaching field and have proven teaching skills.
- **Assistant Professor:** The beginning rank of professorial status. Full-time faculty and/or staff within academic departments members holding this rank have a terminal degree or considerable experience in their field of expertise.
- **Instructor:** Extended to full-time faculty and/or staff within academic departments members who do not have considerable experience in their field of expertise and have yet to attain a terminal degree.
- **Medical Educator:** Extended to part-time (0.50 FTE) faculty within Brooks College of Health Professions. Educators contribute meaningfully to the academic environment through their professional expertise and instructional experience. Medical Educators hold faculty rank in accordance with the University's ranking

criteria, serve on faculty committees, participate in accreditation process, and in faculty voting.

- **Lecturer:** Extended to full-time staff members who have taught at the university for a minimum of three years and completed at least thirty-six (36) credit hours of instruction. Full-time staff members holding this rank have a terminal degree or considerable experience and expertise in their teaching field. Educators contribute meaningfully to the academic environment through their instructional responsibilities while maintaining their professional staff roles. Staff holding the Lecturer rank are not eligible for faculty promotion, to serve on faculty committees, or to participate in faculty voting.
- **Visiting Professor:** Normally extended to those individuals on temporary duty from another institution. Visiting professors should have distinguished records in their fields. One-year appointments that replace faculty members on leave or who meet some other contingency need normally receive the rank of instructor or visiting professor. These appointments are limited to three years.

F1.2

ADJUNCT FACULTY RECRUITMENT AND APPOINTMENT PROCEDURE

The “adjunct faculty” designation is assigned to part-time and temporary faculty. Adjunct faculty contracts are for a specific semester or term-specific contract that may or may not be renewed. Adjunct faculty are required to have qualifications at least comparable to those of a faculty member holding instructor rank. Official college/university transcripts must be received by the VPAA or CGPS before a term-specific contract is issued.

Adjunct faculty contracts are issued by either the Vice President of Academic Affairs or the Vice President of Online and International Studies and/or their designee.

The University uses academic credentials as the primary mechanism for determining faculty qualifications, adhering closely to the guidelines of the Higher Learning Commission. The qualifications of faculty who do not hold these credentials are determined according to the University’s tested experience policy, below.

Determining Qualifications by Academic Credentials

Faculty teaching or developing coursework in undergraduate programs will:

- hold a degree at least one level above that of the program in which they are teaching AND
- have completed a program of study in the discipline in which they are teaching or developing curricula, or in a closely related discipline, with coursework at least one level above that of the courses being taught or developed OR have a minimum 18 graduate credit hours in the discipline or closely related discipline in which they are teaching.

NOTE: No one who does not hold at least a bachelor’s degree, regardless of tested experience, is eligible to teach at the undergraduate level.

Faculty teaching or developing coursework in graduate programs will:

- Hold the terminal degree determined by the discipline. *
- Have an established record of research, scholarship, and achievement appropriate for the graduate program at the University.

NOTE: No one who does not hold at least a master's degree, regardless of tested experience, is eligible to teach at the graduate level.

* Given the limited number of doctoral degrees completed in the fields of business, analytics, information systems, and Montessori education, Trine University designates a master's degree in these subjects as a terminal degree. Moreover, graduate faculty members at Trine University who hold master's degrees classified as terminal also possess a minimum of seven years of industry experience, ensuring their expertise when teaching master's level coursework. Additionally, a Master of Fine Arts (MFA) in creative writing, visual art, music performance, and related fields is recognized as a terminal degree at Trine University.

Determining Qualifications by Equivalent Experience

Academic departments are strongly encouraged to hire faculty with appropriate academic credentials. However, in exceptional circumstances, the hiring of alternatively credentialed faculty may be necessary. In those cases, the following procedures should be followed:

- **Submission of Evidence:** The candidate submits evidence documenting tested experience. This evidence may include, but is not limited to:
 - Professional experience related to the discipline in which the candidate will teach (5 years to teach at the undergraduate level, 7 years to teach at the graduate level).
 - Licensure or certification in a discipline-related field.
 - Regional or national recognition of field expertise as determined by awards, service on national or regional committees, recognition by a court of law, work as a professional consultant, or publication of a discipline-specific textbook or book of academic scholarship.
 - A significant record of scholarly publishing and/or presentations.

Note: While previous years of classroom instruction do not alone constitute equivalent experience, they may be factored into the decision to qualify an adjunct faculty member. If previous years of classroom instruction are weighted heavily in the decision to qualify an adjunct faculty member, that should be noted in writing by the hiring supervisor and approved by the Office of Academic Affairs and/or the College of Graduate Professional Studies, and the Office of Human Resources.

- **Evaluation of Evidence and Approval:** The administrator responsible for the hiring decision evaluates the candidate's evidence documents and approves them.

F1.3

FACULTY APPOINTMENT RENEWAL OR NON-RENEWAL

Faculty members are given a performance assessment by their immediate supervisor at least once each academic year. These assessments shall identify shortcomings, if any, and possible remediation activities.

Renewal of contracts shall be issued to faculty by the President upon the recommendation of the VPAA. As provided by the department chairs via their respective dean, the VPAA's recommendations shall contain an assessment of the faculty member's performance in the areas of teaching effectiveness, professional growth and development, administrative service and community service. The initial assessment is the responsibility of the hiring supervisor and approved by the Office of Academic Affairs and/or the College of Graduate Professional Studies, and the Office of Human Resources.

- **Evaluation of Evidence and Approval:** The administrator responsible for the hiring decision evaluates the candidate's evidence documents and approves them.

The goal of the faculty evaluation and contract process is to ensure the maintenance of high professional standards within the context of the University's emphasis on excellence in teaching, service and scholarship.

Definitions:

- **Term Contracts:** Faculty members in this category are employees of the University with temporary (adjunct) contracts. Normally, such contracts are for the duration of one semester or less, and they are not automatically renewable.
- **Single-Year Contract:** Faculty members in this category are full-time employees of the university who will receive single-year contracts. At the sole discretion of the University, employment may be terminated at the conclusion of any single-year contract or at the end of the probationary period.
- **Professional Development Plan:** A document created by each faculty member that explicitly states his or her goals with respect to University performance targets. Professional development plans must be approved by the University President. The Vice President for Academic Affairs makes a recommendation to the President based upon input from the respective school dean and department chair.
- **Faculty Promotion & Review Committee:** This faculty committee, whose primary function is to review promotion-in-rank applications, serves as a board of appeal in cases where consensus with respect to evaluation of a professional portfolio cannot be achieved between the faculty member, department chair and school dean. This committee reviews and evaluates professional portfolios and, based on a majority decision of the committee, makes a recommendation to the VPAA.

Process

The process involved in evaluating full-time faculty and awarding full-time faculty contracts is one that assumes an open, collegial atmosphere based upon the sincerity and mutual trust of faculty, peers, supervisors and administrators. The ultimate goal is to encourage the evolution of faculty credentials and accomplishments to a level appropriate for a university that wishes to be recognized for its academic excellence.

- **Term Contracts:** A term contract is for a designated period and automatically expires at the end of that period. Re-employment of the faculty member after expiration of a term contract is solely at the discretion of the university. Term contracts are also used to provide compensation for contract phase faculty who perform supplemental duties for additional compensation (e.g. summer teaching, overloads or administrative tasks).
- **Single-Year Contract:** All full-time employees with faculty rank receive single-year contracts.

All faculty promotions are made by the Board of Trustees upon the recommendation of the President and Vice President for Academic Affairs (VPAA). Promotions shall be made in accordance with the following policy:

I. Procedures

The VPAA office will email all faculty annually in the fall the faculty promotion process overview, timeline, and required documentation.

Faculty eligible for promotion will submit their promotion materials to the VPAA office by the deadline announced in the VPAA email. Promotion materials must be complete for consideration. Faculty must have the approval of their direct supervisor before submitting their promotion materials to the VPAA office. Supervisors have discretion to approve or disapprove the request based upon the faculty's performance.

To be eligible for promotion, a faculty member must not be on an active Performance Improvement Plan (PIP), must not have completed a PIP within the previous twelve (12) months, and must not have received any written Corrective Action within the past twelve (12) months as determined by their immediate supervisor and the Office of Human Resources.

The VPAA office will forward materials to the Faculty Promotion Committee for review.

The Faculty Promotion Committee shall consist of faculty members assembled annually by the VPAA.

- The composition of this committee shall be at least one representative from each of the seven schools/colleges.
- The committee members should consist of faculty of professor rank; if a school does not have a qualifying faculty member able or willing to serve, the qualifying member's rank is first to an associate professor, then assistant professor, and last an instructor.
- Department chairs, academic directors, and deans are not eligible to serve on the committee.

The Faculty Promotion Committee will review the promotion materials and forward their recommendations with supporting materials to the VPAA.

The VPAA will review all materials and the recommendations made by the Faculty Promotion Committee and submit the VPAA recommendations to the President.

If the Promotion Committee does not recommend a nominee for promotion, the VPAA will meet with the faculty member to discuss the findings of the Faculty Promotion Committee and provide the nominee an opportunity to write a formal appeal including a specific rationale.

The formal appeal must be submitted to the VPAA and the Office of Human Resources no later than 7 calendar days from the meeting date. The VPAA will then make the final decision as to whether to recommend the nominee for promotion or maintain the recommendation of the Faculty Promotion Committee.

The VPAA will then make the final decision as to whether recommend the nominee for promotion or maintain the recommendation of the Faculty Promotion Committee.

The VPAA presents nominations recommended for approval to the President and Board of Trustees for final review and action at the winter board meeting.

II. Eligibility

Faculty or academic staff who are serving Trine University in full-time teaching, part-time when required by specialized accreditation or administrative capacity are eligible for promotion. Unless negotiated as part of the initial written contract, a faculty member becomes eligible for promotion only after completing the recommended time in rank at Trine University. Time in rank served at another institution is not considered when determining promotion eligibility. Promotion is not automatic, and completion of the recommended time in rank does not guarantee advancement. Eligible part-time faculty's required experience would double in length from what is noted below.

To be considered for promotion, faculty members must demonstrate successful evaluations in teaching, service, and scholarships and are required to provide corresponding evidence of teaching effectiveness, scholarly engagement, and service contributions as part of their promotion materials.

Note - Full-time non-academic staff members teaching in Adjunct Faculty roles are not eligible for promotion.

No Rank to Instructor

An academic staff member appointment without rank may be considered for promotion to the rank of Instructor upon meeting the following minimum qualifications: employed with the university full-time, have taught for a minimum of three years at Trine and have taught 36 credit hours at Trine before being eligible to apply for Instructor rank. Academic staff are employed full-time under a school / college, library or Office of Academic Affairs.

Instructor to Assistant Professor

The rank of instructor is designated for new faculty yet to earn a terminal degree. Those without a terminal degree will hold this rank for a minimum of four full years at Trine University before being eligible to apply for assistant professor. If a terminal degree has not been earned, evidence of outstanding contribution in the field of expertise is necessary for promotion.

Assistant to Associate Professor

The rank of assistant professor is designated for faculty who are at the beginning of their professorial status. A terminal degree is expected for promotion to associate professor. Assistant professors will hold this rank at Trine University for a minimum of three full years but may be considered for promotion to associate rank without a terminal degree after six full years in rank at Trine University and outstanding contribution in their field of expertise.

Associate to Full Professor

Exceptional individuals may be considered for promotion to professor after a minimum of five full years in rank at Trine University. A terminal degree is required.

The award of emeritus status to a selected retiring or retired faculty member is to be considered an honor bestowed in recognition of meritorious service. To obtain emeritus status, the individual must have at least ten years of service at Trine University.

Service and Outreach

Service includes contributions a faculty member makes to the University, the profession, and the community at large.

Service to the University

Faculty are expected to serve on faculty committees established through the Faculty Advisory Committee or on ad hoc committees formed as needed by the university. Committee service is not expected during a faculty member's first year of employment but should begin during the second year. Faculty members seeking committee assignments may consult with their department chair, program director, or dean. All faculty are also expected to participate in department, school, and faculty meetings.

Examples of University service include, but are not limited to:

- Serving on committees
- Participating in ad hoc task forces or workgroups
- Advising student organizations or honor societies
- Assisting with student recruitment or retention initiatives
- Serving as a faculty mentor for new faculty
- Representing the University at approved on- or off-campus events
- Supporting accreditation or program review processes

Service to the Discipline / Profession

Service to the discipline refers to contributions a faculty member makes to their academic or professional field through participation in professional, scholarly, or industry organizations. Such service may advance the discipline or enhance teaching, learning, and practice within the field.

Examples of service to the discipline include, but are not limited to:

- Holding office or serving on committees within professional organizations
- Organizing or moderating conference sessions or panels
- Reviewing manuscripts, textbooks, or conference proposals
- Serving on editorial boards for academic journals
- Providing professional development workshops or training in one's field

Service to the Community

Service to the community draws upon a faculty member's academic or professional expertise to address problems or support initiatives at the local, regional, national, or international levels.

Examples of community service include, but are not limited to:

- Providing expert presentations, workshops, or lectures for community groups
- Serving on boards or committees for nonprofit or civic organizations
- Offering pro bono consulting or professional services aligned with one's expertise
- Collaborating with local schools, agencies, or businesses on educational or outreach initiatives
- Leading community-based research or service-learning projects involving students
- Participating in international service or outreach initiatives connected to one's discipline

F2.2

ACADEMIC/STUDENT ORGANIZATION ADVISING

Academic Advising

Academic advising is an important function of the University and requires the best efforts of all faculty. Faculty are assigned advisees by their supervisor. Academic advisors assist students in developing plans to meet degree requirements and support timely progress toward graduation. Student course registration must be approved by their academic advisor.

Examples of effective academic advising include, but are not limited to:

- Helping students understand degree requirements, prerequisites, and course sequence
- Assisting students in understanding and planning their academic pathway.
- Monitoring student progress toward graduation and recommending adjustments when necessary
- Referring students to appropriate campus resources such as tutoring, counseling, or financial aid
- Discussing career goals, internship opportunities, and relevant elective choices
- Communicating important deadlines (e.g., registration, add/drop)
- Reviewing transfer credits or study abroad plans in consultation with appropriate offices
- Reaching out to advisees when academic difficulty or registration concerns are identified through established University processes (e.g. early alert systems, four-week grades, midterm grades, scheduled advising periods)
- Reaching out to advisees who have not registered for courses.

Graduate Advising

Graduate advisors with expertise in the student's field of interest will be assigned to each graduate student. Advisors will assist graduate students with planning their course of study, registration, and any problems encountered throughout their program.

Examples of effective graduate advising include, but are not limited to:

- Assisting with development of a program plan aligned with academic and career goals
- Providing guidance on capstone projects, theses, research topics, or practica
- Helping students navigate course selection based on specialization or professional pathways
- Supporting students in identifying research opportunities, internships, or professional experiences
- Offering feedback on academic progress and strategies for program completion
- Directing students to institutional resources such as the library, writing center, or career services

Advising Student Organizations

Faculty members are encouraged to provide service to Trine University by serving as advisors for student organizations.

Examples of student organization advising include, but are not limited to:

- Attending organizational meetings and providing guidance on planning and operations
- Assisting students in coordinating events, service projects, and campus activities
- Advising on University policies, risk management, and budget procedures
- Supporting leadership development within the organization
- Helping the group connect with campus partners, community organizations, or professional associations
- Reviewing and approving organizational materials, event proposals, or travel requests as required

F2.3

COMMITTEES AND MEETINGS

Board Committees

Members of the faculty are asked to serve on the standing and special committees of the Board of Trustees from time to time. Appointments to these committees are made by the President upon the recommendation of the President of the Faculty. Adjunct faculty shall not be given assignments to these committees.

Faculty Committee Meetings

As noted in the Faculty Governance section, the Faculty Senate has several standing and ad-hoc committees each year. These committees meet with varying frequency. After one year of employment, it is expected that faculty will provide service to Trine University by being an active participant in one or more of these committees.

Faculty Meetings

General faculty meetings are held periodically on the main campus. Faculty members are **expected** to attend faculty meetings unless prevented by other regularly scheduled duties. Adjunct faculty are invited to attend faculty meetings, but they do not have voting privileges.

School meetings occur periodically and faculty within those schools are expected to attend.

F2.4

PUBLIC AND PROFESSIONAL SERVICE

Personal conduct and academic activities should be such that students and colleagues recognize the faculty member as a true professional in the highest sense of the term. To be active professionally, a faculty member should belong to one or more professional organizations, especially those that relate to the faculty member's discipline. Faculty members are expected to engage in professional development activities. While important and valued, this service to the public at large and service to the discipline must not interfere with regular service to the University.

Recruiting and retention of students is a total institutional effort and critical to the future of Trine University. Every member of the institution plays a key role, and it is expected that faculty members will actively engage in this process by directly supporting the activities of the Admission and Retention offices, as well as the Athletic Department. Opportunities to assist in this effort include attendance at Summer Orientation and Registration (SOAR), participation in group visit days and scholarship days, serving as a faculty mentor and attendance at extracurricular activities (athletic competitions, ensemble performances, productions, etc.). Participation in K-12 outreach activities is another integral part of recruitment and retention initiatives. Faculty are encouraged to consult with their supervisor for opportunities to engage in K-12 outreach.

Faculty members are expected to engage in scholarly work or professional development activities that continuously strengthen their areas of interest and expertise. Faculty are not expected to engage in all forms of scholarship; rather, meaningful engagement in one or more areas is appropriate.

Faculty scholarship may include one or more of the following:

- Scholarship of discovery or creativity includes generating new knowledge, creative work, or artistic endeavor within a discipline
- Scholarship of integration involves research at the boundaries where fields converge that includes giving new meaning and context to existing knowledge
- Scholarship of applications include scholarly activities that use knowledge in an academic discipline to benefit individuals, organizations or society, and may involve the discovery of new material or evaluation of existing material
- Scholarship of teaching includes scholarly activities that are related to the process of teaching and learning that may involve discovery, application or evaluation of material

Categories of Faculty Scholarship

Traditional Research and Publication

Activities contributing to academic knowledge.

- Publishing peer-reviewed journal articles
- Presenting research at academic conferences
- Authoring or editing academic books or book chapters
- Conducting research

Applied and Community-Engaged Scholarship

Scholarships are conducted in partnership with community organizations, nonprofits, schools, or government agencies.

- Conducting program evaluations
- Producing policy briefs
- Publishing case studies on community-based interventions
- Collaborating with community partners on curriculum or program development

Scholarship of Teaching and Learning (SoTL)

Inquiry into teaching practices and student learning

- Studying the effectiveness of instructional strategies or learning technologies
- Publishing or presenting innovative instructional strategies
- Leading workshops on evidence-based teaching practices

Creative Scholarship

Creative scholarships includes artistic or performance-based work evaluated by professional standards. Examples include art exhibitions, digital media design, original music composition or performance, and directing theatre or film projects.

Professional Scholarship

Professional scholarships include activities that maintain or advance expertise related to a faculty member's discipline, professional role or clinical practice.

- Writing for respected professional publications.
- Leading professional development workshops.
- Developing training manuals or practice guidelines.
- Serving as an expert reviewer for accreditation or professional bodies.
- Maintaining clinical practice or patient care activities when required for licensure, accreditation, or program currency
- Obtaining, renewing, or maintaining professional licenses, certifications, or clinical credentials.

Evaluation of Scholarship

Scholarship is demonstrated through quality of work, contribution to the field or community, dissemination to relevant audiences, and evidence of sustained scholarly engagement.



Leaves Related to Professional Development

F3.1

SABBATICAL LEAVE INVESTMENT PROGRAM

Faculty with six or more years of continuous service as full-time, teaching professors (including department chairs, deans and others with full-time faculty rank at Trine University) are eligible to apply for sabbatical leave.

While a sabbatical leave is meant to afford faculty members the means to grow professionally and intellectually, it is also an investment by the University in its own future. A sabbatical leave is granted with clear expectations that it will enhance the ability of the faculty member to contribute to the mission of the University. The following conditions apply to sabbatical leaves:

Eligibility Requirements

To be eligible for participation in the Sabbatical Leave Investment Program (SLIP), an individual must have six or more years of continuous service as a full-time faculty member at Trine University. Faculty members returning from sabbatical may reapply after six years.

Length of Leave

Under the semester system, the term of the sabbatical leave shall be for one academic year (fall and spring semester) or for one-half of an academic year (one semester other than the summer semester). The sabbatical period will count toward promotion for the faculty. In any academic year, there shall be no more than two faculty members on sabbatical leave from the university, and only one faculty member can be on sabbatical leave per department per year.

The faculty member on sabbatical is expected to make a commitment to return to his/her position by signing the faculty contract with the same deadline as applicable to those not on leave.

Adjunct Faculty

It is the responsibility of the department head to replace the faculty member applying for the sabbatical with qualified adjunct faculty member(s) to cover the courses of the faculty member on sabbatical. If a suitable substitute adjunct cannot be found, the sabbatical leave cannot be granted.

Financial Arrangements

In order to make Trine University's sabbatical policy "budget neutral" (no additional cost to the University during the time the faculty member is on sabbatical), the following requirement will apply:

The salary of the faculty member on leave shall be reduced by the salary paid to adjunct faculty to cover his/her courses. Benefits can be retained during the leave with the premiums paid through payroll deduction.

Application Procedures

To allow sufficient institutional preparation, applications for sabbatical leave must be submitted to a faculty member's department chair by Oct. 15 of the year prior to the leave request. Applications must contain a carefully developed plan of study or work, as well as clearly stated objectives and a precise description of the expected outcome of the individual's sabbatical leave and how it will benefit the university.

The department chair will make recommendations to the respective dean, who will in turn forward the application and comment to the Vice President for Academic Affairs. The VPAA will forward all applications received to the Faculty Promotion Committee for review and ranking. The Vice President for Academic Affairs will chair the committee. The committee shall review and rank the sabbatical application and report to the VPAA. The VPAA will review and forward the final report to the President of the University for consideration.

Research and Other Faculty Policies

F4.1

INSTITUTIONAL RESEARCH BOARD

All research projects involving human subjects must be submitted to the Trine University Institutional Research Board for approval prior to undertaking any research-related activity.

F4.2

FACULTY EVALUATIONS BY STUDENTS

Trine University has a policy that all classes are evaluated by the students the week prior to the last week of class (two weeks before finals). Faculty are provided with the results after grades for the semester have been submitted.

F4.3

PARTICIPATION IN GRADUATION

Faculty are required to participate in graduation ceremonies unless excused by the VPAA. Travel to and from graduation ceremonies is not eligible for reimbursement.

Academic Policies

F5.1

AAUP STATEMENT OF ACADEMIC FREEDOM

Trine University adheres to the academic freedom philosophies presented in the AAUP Statement of Academic Freedom for all classroom teachers at Trine University. The AAUP 1940 Statement on Academic Freedom is located at <https://www.aaup.org/report/1940-statement>

Excellence in teaching is central to Trine University. The University values free inquiry and the open exchange of ideas, and faculty are encouraged to explore and share knowledge within the scope of their disciplines. With this freedom comes the responsibility to keep classroom discussions relevant to the course subject matter and to avoid using the classroom to advocate for personal political or social positions. Faculty should also refrain from involving the University in the promotion of any political and/or social viewpoint. Faculty members play a vital role in fulfilling the mission of the University by contributing to high-quality teaching, active scholarship, and meaningful service. All faculty are expected to uphold professional standards, demonstrate ethical conduct, and support the academic, cultural, and operational goals of the University. The following responsibilities apply to all full-time faculty unless otherwise stated in their appointment letters or contracts.

Teaching

Teaching is the primary responsibility of the faculty and includes providing high-quality instruction that promotes student learning, success, and engagement.

Scholarship

Faculty are expected to remain active in their disciplines through ongoing scholarships that enhance their teaching, contribute to the advancement of knowledge, and support the University's academic mission. Scholarships may take a variety of forms depending on discipline.

Service

Service contributions are essential to the effective functioning of the University, the vitality of academic discipline, and the University's engagement with the broader community.

Note: Detailed descriptions of faculty duties and responsibilities are included under each corresponding duty/responsibility in the Faculty Supplement.

Allocation of Duties and Responsibilities

Because Trine University's mission is to provide formative learning experiences that prepare students to succeed, lead, and serve, faculty are expected to first and foremost demonstrate effective teaching. Faculty are also expected to model lifelong learning through ongoing professional development, scholarship, research, and to contribute service to their department, school, and the university. Both undergraduate and graduate faculty are expected to meet these responsibilities in alignment with the time allocation percentages shown below:

Angola Main Campus – Undergraduate	
Teaching ~ 80%	
Scholarship ~ 10%	
Service ~ 10%	
Brooks College of Health Professions	
Undergraduate (In-Person)	Graduate (In-Person)
Teaching ~ 80%	Teaching ~ 60%
Scholarship ~ 10%	Scholarship ~ 30%
Service ~ 10%	Service ~ 10%

Brooks College of Health Professions	
Undergraduate (Online)	Graduate (Online)
Teaching ~ 80%	Teaching ~ 80%
Scholarship ~ 10%	Scholarship ~ 10%
Service ~ 10%	Service ~ 10%

College of Graduate & Professional Studies - Online	
Undergraduate	Graduate
Teaching ~ 50%	Teaching ~ 50%
Scholarship ~ 5%	Scholarship ~ 5%
Service ~ 45%	Service ~ 45%

Faculty Course Release Policy for Additional Duties or Projects

The purpose of this policy is to provide clear guidelines for granting course release (reduction in teaching load) to faculty members who undertake significant additional duties, externally funded projects, research, or institutional initiatives beyond their standard workload.

This policy applies to all full-time faculty members who assume additional duties beyond their standard workload.

Eligibility

Faculty may be considered for a course release under one or more of the following circumstances:

- **Accreditation Activities** – Leading or assuming a primary role in specialized accreditation efforts that require a substantial time commitment beyond normal faculty responsibilities. In some circumstances, course releases may be approved to support accreditation-related work such as self-study preparation, report writing, data collection, and analysis, assessment coordination, and response to accrediting bodies.
- **Academic Leadership Assignments** – Performing substantial administrative or academic leadership duties that exceed normal faculty service expectations, such as department chair / program director responsibilities or other formally assigned leadership roles.
- **Externally Funded Grants:** Serving as a Principal Investigator (PI) or Co-Principal Investigator (Co-PI) on a grant or sponsored project that includes salary support or budgeted funds designated for a course release.
- **Institutional Research or Special Projects:** Leading major institutional research initiatives, assessment activities, or other time-intensive projects aligned with university priorities.
- **New Program or Course Development** – Leading the development of a new academic program or significant new course offering that requires extensive planning, coordination, curriculum design, assessment development, and approval processes. Course release for program or course development are not routine and may be approved when the scope and timeline warrant additional workload support.
- **Other Circumstances** – Assuming other significant, time-intensive responsibilities not otherwise listed that may warrant a temporary reduction in teaching load. Such circumstances will be evaluated on a case-by-case basis, taking into account, scope, duration, and institutional need.

Approval Process

Initiation of Request:

The need for a course release may be identified by the faculty member, program director, department chair, and/or dean. The dean reviews the request and submits a recommendation to the Vice President for Academic Affairs, or the Vice President of Online and International Studies and the Assistant Vice President for Human Resources.

Review and Approval:

The program director, chair and/or the dean will review and make a recommendation to the VPAA for review. Final approval rests with the VPAA or CGPS, AVP for Human Resources / University Compliance, and University President, and/or their designee. Approval is subject to budgetary and instructional considerations.

Course Release Limits and Performance Expectations

- Faculty may receive only one category of course release in any given academic term. Course releases may not be combined from multiple sources (e.g., grants, administrative roles, or special assignments) within the same term.
- Faculty who are granted a course release remain responsible for meeting all other expectations associated with their full-time faculty appointment. This includes, but is not limited to, maintaining effective student engagement, fulfilling advising responsibilities, contributing to departmental and university service, participating in committee work, and meeting scholarly or professional development expectations as outlined in the Employee Handbook Faculty Supplement.
- Performance related to the approved course release project will be evaluated as part of the annual performance review process. Faculty are expected to provide documentation or outcomes demonstrating progress and achievement of the project's stated objectives.

F5.3

TEACHING LOAD

Teaching is a central responsibility of all faculty and is essential to fulfilling the University's mission. Faculty members are expected to demonstrate a high level of professionalism, subject-matter expertise, and commitment to student success. Effective teaching includes the design and delivery of rigorous and relevant learning experiences that promote student achievement and intellectual growth. Faculty are responsible for maintaining current knowledge in their discipline, using effective pedagogical methods, and providing timely, meaningful feedback to students.

University teaching expectations include, but are not limited to:

- Course Preparation and Instruction: Developing clear, comprehensive syllabi; preparing and delivering well-organized instruction; and using evidence-based teaching strategies that support learning.
- Assessment of Learning: Designing assignments and assessments that align with course learning outcomes, evaluating student performance fairly and consistently, and submitting grades on time.
- Student Engagement and Support: Promoting a respectful learning environment; being accessible to students through posted office hours and electronic communication; and fostering student engagement.
- Professional Competence: Remaining current in one's academic discipline, incorporating relevant developments into course content, and actively engaging in professional growth related to teaching.
- Course Management Responsibilities: Maintaining accurate course records, adhering to university academic policies and deadlines, and providing accommodation approved by the appropriate University office.
- Use of Instructional Technologies: Utilizing required learning management systems and University-supported instructional technologies effectively and consistently.

Undergraduate Lecture Expectations

The standard load of a full-time faculty member teaching in-person undergraduate lecture courses is 12 semester hours per semester or 24 semester hours per academic year. The standard number of course preparations of a full-time faculty member teaching in-person undergraduate courses should not exceed four

per semester or eight per academic year, with the exception of faculty instructing one-or two-credit-hour courses as a component of their teaching load.

Laboratory Expectations

Laboratory section loading shall count as one semester hour of credit for two contact hours, including department chairs, faculty, and adjunct professors teaching one in-person laboratory section. In alignment with industry standards, the standard load for full-time science faculty teaching two or more in-person laboratory sections is 15 contact hours per semester. The standard load for full-time nursing faculty teaching two or more face-to-face laboratory / clinical sections is 18 contact hours per semester.

Graduate Expectations

The standard load of a full-time faculty member teaching in-person graduate courses or graduate courses in combination with undergraduate courses is nine semester hours per semester or 18 semester hours per academic year. The standard number of course preparations of a full-time faculty member teaching graduate courses shall not exceed three per semester in each semester where a graduate course is part of the standard load.

Teaching Load Policy for CGPS Online Programs

The full-time faculty load for undergraduate and graduate online programs is structured to account for both teaching responsibilities and advising commitments. The standard teaching load is 30 credit hours and 240 student advising load per academic year. To recognize the added responsibilities associated with advising, the teaching load may be adjusted based on the number of advisees a faculty member is responsible for and could include additional classes if advising loads are lower than 180 students.

Overload Expectations for all Full-Time Faculty

Teaching overloads for faculty must be approved by the respective school dean. In the event overloads are necessary, overloads and outside department teaching will be limited in accordance with the employee handbook Additional Employment Opportunity for Full-Time University Employees / Outside Work Policy.

F5.4

OFFICE HOURS

All faculty members, including adjunct faculty, must post a regular schedule of office hours. Full-time faculty members shall schedule a minimum of ten hours per week. Ideally, the faculty member will schedule a minimum of one to two hours each day. Where a faculty member's posted office hours and a student's class schedule conflict, the faculty member shall arrange for an appointment at a mutually acceptable time.

F5.5

SYLLABUS REQUIREMENTS

The university policy is that each faculty member should provide each student with access to a course syllabus and review it with their students at the first class session.

Faculty are expected to prepare a syllabus according to the Trine University Syllabus of Record (SoR), available on Moodle, and to submit it for review to their department chair/supervisor. It is important that the course name, course description, course number, prerequisites (which match the official catalog) and outcomes are the same at all Trine University locations for a common course. The manner in which faculty achieve the

outcomes and the method faculty use to grade their students is up to each faculty member, provided each faculty member prepares and grades for each course a minimum of two major assignments (for example, a midterm and a final exam or project). Faculty are expected to be available to assist students in person during office hours and by phone and email. Students must have the ability to contact faculty members directly regarding absences and questions about assignments.

Faculty must post their syllabus to Moodle prior to the first class session. An electronic copy of each syllabus shall be sent to the department administrative assistant, who will deposit it into Moodle under *Syllabi by Semester* for archiving.

F5.6

TEXTBOOKS AND CLASS MATERIALS

Faculty should check with their supervisors regarding the procedure for obtaining the officially adopted textbook for their courses. Many textbook companies, upon request, will provide, free of charge, a variety of supplemental materials, so faculty often request such information from publishers. Toll-free numbers of publishers are available from the Campus Bookstore. Free textbooks and free teaching materials may be retained by the faculty member. Faculty **may not** resell the textbooks or teaching materials to resellers, either in person or online (or by any other manner). As faculty members of Trine University, it is our responsibility to demonstrate exemplary ethical behavior to students. Selling texts or supplemental materials in the manner noted, regardless of the purpose, sets an unacceptable example for these students.

The Bookstore on the main campus is the channel for distribution of items sold for class use for the entire University. Faculty may not sell to students any textbook, manual or other article for class use without the approval of the President of the University. A written request for approval must be accompanied by a copy or sample of the proposed sale items. Published textbooks and other materials protected by copyright laws may not be duplicated for classroom use without a release from the copyright holder.

F5.7

ONLINE COURSES

Trine University encourages the development and use of online content in both blended courses and those delivered to students solely online. To deliver a course solely online, Trine University Faculty must become certified according to the guidelines set forth by the College of Graduate and Professional Studies.

F5.8

CLASS ROLL LISTS

Class lists can be accessed online at MyPortal on the Trine University website. Tentative roll lists include each student's ID number, name, major and classification (whether a student is a freshman, sophomore, junior or senior).

As the semester progresses, the Registrar provides updated class roll lists with a cover sheet/report form attached. It is important to take time to fill out the identifying information (the course, the section, your name and date). For example, for course CS 103.03, the course would be CS 103 and the section number would be 03. Often, there are multiple sections of the same course throughout the University. Thus, for class roll lists to be accurate, the accuracy of the section number becomes extremely important. The section is the number or combination of a number and a letter that follows the period in the course designation. (Letter designations identify branch location, online course or high school location.) It is important that faculty follow the

directions, indicating on the cover sheet/report form any additions or corrections needed and any students who are not attending class. Also, faculty should verify the course name and number as well as their own name in the listing of the faculty member at the top of the sheet. This procedure assists the Registrar's Office in preparing accurate official grade sheets for the end of the semester. All discrepancies should have been resolved by that time.

Transfer students are generally listed as freshmen until their transcript evaluations become a part of their official record. Thus, it is possible that a transfer student's classification may change during the course of a semester because the transcript evaluation was completed. The Registrar will make this change automatically once a student's transcript evaluation is complete.

F5.9

CLASS ATTENDANCE AND EXCUSED ABSENCES

Students are expected to attend all class and laboratory sessions. Absences may be permitted for reasonable cause such as illness, disabling injury, death or serious illness of the immediate family, or in the case of a court order. Participation in University-sponsored activities shall constitute a reasonable cause for absence from class.

Written documentation of the reason for absence may be required, and in the case of University-sponsored events, such documentation will be provided by the University sponsor.

It is the student's responsibility to discuss pending absences (field trips, athletic competitions, etc.) with his or her professors prior to the missed class period. The faculty member may require the student to complete any work due prior to the absence. Class or team lists distributed via email do not excuse a student from class or laboratory sessions, but rather provide confirmation to the faculty member that the activity is indeed University-sponsored.

It is the instructor's responsibility to present a class attendance policy to each class at the beginning of the semester. Decisions regarding submission of assignments will be at the instructor's discretion, but students may not be penalized for absences due to reasonable cause.

If available to do so, staff will take informational messages from students regarding absences and tardies, leaving the messages for faculty in the faculty member's mailbox or notifying them via email. As indicated in the preceding paragraph, it is up to the faculty member how unexcused absences/tardies impact the student's grade.

Faculty are expected to follow up on students who miss class without any indication of the reason for their absence. If a student misses repeatedly (two sequential unexplained absences), the faculty member should use the "We Care" system and report absences.

ATTENDANCE RECORDS

Attendance records must be kept. Because Trine University receives federal monies for student financial aid, Trine University is required by the federal government to be able to provide attendance information. Thus, **it is essential that attendance records be maintained for each class session.** Faculty are expected to provide to University offices as needed the attendance record for any student who quits attending class and/or who receives an F. For instance, faculty will be expected to report the last date of attendance for those students on their grade sheets.

Grades at Trine University are: A, B+, B, C+, C, D+, D and F.

Each grade carries a different number of grade points on the student's official transcript. It is up to faculty to decide what criteria determine what grades students will receive and to put information regarding that on each course syllabus. Full responsibility for assigning a grade belongs to the faculty member.

Faculty are expected to distribute all assignments and graded materials directly to students without involving University staff. Posting grades by name, Social Security number or in any other manner by which one student may identify another individual student's grade is a violation of federal privacy laws. For the same reason, graded items may not be set out for students to sort through to find their work. It is important to provide feedback to students, but confidentiality should be maintained.

Release of grades or graded assignments to the spouse, parent, child, employer, friend, etc. of a student is prohibited by law unless the student provides written, dated, signed permission for the person to receive the specific information. The Registrar will answer questions regarding this procedure.

In cases of a faculty member's death, indefinite inaccessibility, incapacity or similar unusual circumstances, the faculty member's immediate supervisor is responsible for assigning the grade.

Minimum Number of Graded Events

Faculty are required, at a minimum, to prepare and grade two major assignments; for example, a midterm and a final exam or project for each course. For courses taught in the classroom, the number of examinations and other grades given in a course varies considerably among current Trine University faculty. Faculty often find that test anxiety in students is lessened if there are more contributing factors to a student's grade rather than a lesser number.

Midterm Grades for all Main Campus Classes

Faculty will submit midterm grades for all main campus classes. The Registrar will provide information to each faculty member regarding the deadlines for submission each semester. Faculty will enter midterm grades online using the University's main website.

Grade Reports

Grades become official when they are submitted to the Registrar. Grades are entered online using the University's main website. Instructions for the process are emailed to faculty.

It is imperative that grades for all classes be entered by the deadline indicated. Grades are due the Monday following finals by 10 a.m. for main campus and noon for TrineOnline campuses. Delays in processing grades and determining grade point averages can affect academic probation, Dean's and President's lists, dismissal, athletic eligibility, completion of graduation requirements, etc.

If a faculty member discovers incorrectly reported grades due to miscalculation or clerical error, the error should be reported immediately to the faculty member's supervisor on the Change of Grade form. Any adjustment of grades must be approved by your supervisor.

The awarding of grades is the prerogative of the classroom instructor. Faculty members are responsible for informing students of their grading policy. Grades become official when they are reported to the Registrar. If a faculty member discovers incorrectly reported grades, the error should be reported to the Registrar immediately. The appropriate department chair/program director must approve any adjustment of grades.

A student who disagrees with an assigned grade will take the following steps:

- Approach the professor and explain the problem.
- If the professor and student do not come to an agreement, the student should write a letter to the department chair/program director.
- If the department chair/program director mediation does not resolve the issue, the student should file a written appeal to the appropriate academic dean. For this appeal to succeed, new evidence or a different interpretation of existing evidence would need to be presented by the student.

If the dean mediation does not resolve the issue, the student should file a written appeal to the Vice President for Academic Affairs (VPAA). The appeal should set forth in detail the basis for review and should be done by the midterm of the first regular term following the Trine University assignment of the grade. The student is responsible for presenting evidence to support his/her position. The ensuing decision of the VPAA is final. Records of each case shall be maintained in the office of the VPAA.

Faculty are expected to involve students in a major educational experience in all regular credit courses at the end of each term, even if this period is not used for the final examination. It should be conducted at the specific time indicated in the schedule of examinations prepared by the Curriculum and Academic Standards Committee. A change in the time for an exam may be made only with specific permission and approval from the dean of the school. Students who have more than three final exams scheduled on the same day should speak to the professors and the dean of the school about arranging a different time for one or more of the finals. A two-hour period is scheduled for each final examination.

Main Campus Classes: The University requires faculty to fill out a report form and submit it to Academic Support Services if a main campus student receives an "F" on a first examination (or its equivalent). Faculty may also submit the form even if the student received a "D" or "D+" rather than an "F." This report form should be submitted by the faculty member on the Trine University MyPortal site for Academic Support Services by the faculty member. Academic Support Services then contacts the student to offer suggestions to help them and supplies a copy of the faculty referral to the student's academic advisor.

College of Graduate and Professional Studies: Faculty should inform their supervisor of all students who receive an "F" on a first examination (or its equivalent). The supervisor will contact the student to offer suggestions to help them. Faculty should also report to their supervisor any student who continues to perform at an unacceptable level, so that appropriate academic advising may take place.

STUDENTS REQUESTING ACADEMIC ASSISTANCE

In addition to faculty assistance for students having difficulty in courses, there are often other resources available to help the students. These resources currently include Academic Support Services, Math Help Sessions, Trine University Writing Center and Student Retention Office, among others. Faculty supervisors may be contacted for ideas.

F5.14 CLASS LENGTH

Faculty are expected to provide instruction for the class length listed in the official schedule of classes and adhere to the credit hour policy published in the course catalog.

F5.15 ADD/DROP

At the beginning of each semester, there is a period of time when a student is allowed to add or drop a course. A student who adds a class during this period has the right to expect the opportunity to make up what has been missed without being penalized.

F5.16 FIELD TRIPS

Anytime a faculty member convenes class off campus, it is considered a field trip. Faculty should discuss possible field trips for their students with their supervisor in advance of announcing field trips to their students. Upon the supervisor's approval of the field trip, the faculty member should obtain a copy of the Field Trip Liability Release Form from MyPortal and complete the information sections on the form. Then, the faculty member should provide a copy of the form to each student for the student's signature. Faculty members must have the release forms filled out and returned to their supervisor prior to the field trip, per University policy. This is true even when faculty are dealing with adult students who may be providing their own transportation. A faculty member must accompany students on all course-related field trips.

F5.17 CHANGES TO SCHEDULED CLASSES

A faculty member may not cancel a class, change the location of a class or reschedule a class without the advance permission of the supervisor.

F5.18 COURSE OR PROGRAM CHANGES

Introducing, deleting, or modifying academic courses is the responsibility of each school. The proposed change must be recommended by the chair or director of the relevant academic area and be approved by the appropriate school dean. It is then sent to the Registrar and the Executive Director of Assessment and Accreditation for their careful review. Lastly, it goes to the VPAA for final approval.

Introducing, deleting, or modifying undergraduate programs is also the responsibility of each school. The proposed change must be recommended by the chair or director of the relevant academic area and is then reviewed by the dean of any impacted school, the Registrar, and the Executive Director of Assessment and

Accreditation. The school dean will then approve the proposal before sending it to Curriculum and Academic Standards for their review and approval. Thereafter it goes to the full faculty, the VPAA, and the President. Many program requests will also go to the Board of Trustees.

Introducing, deleting, or modifying graduate programs is likewise the responsibility of each school. The proposed change must be recommended by the chair or director of the relevant academic area and is then reviewed by the dean of any impacted school, the Registrar, and the Executive Director of Assessment and Accreditation. The school dean will then approve the proposal before sending it to Graduate Council for their review and approval. Thereafter it goes to the VPAA, and the President. Many program requests will also go to the Board of Trustees.

F5.19

AUDIO/VISUAL EQUIPMENT

Standard academic technology equipment is available for use in classroom instruction. Supervisors will provide information regarding the procedure for reserving it. Supervisors will be able to tell faculty whether they are responsible for audio-visual equipment pickup and return, or whether it will be done by someone else.

F5.20

CLASSROOM UPKEEP

Faculty are responsible for leaving their classrooms neat, ready and inviting for the next faculty member to use. This also improves the appearance of the facilities when they are shown during campus tours for prospective students.

Student-Related Policies

F6.1

ACADEMIC MISCONDUCT BY STUDENTS

In the event of academic misconduct by a student, the matter should be resolved by the faculty member. The maximum penalty a faculty member can impose for course-related academic misconduct is failure of the course. The faculty member may refer a case of academic misconduct to the School Dean for further action. By so doing, the faculty member does not relinquish the right to assign a grade in a course. A student who wishes to protest the faculty member's decision has access to the grade appeal process.

Please see *Student Handbook* for the definition of Academic Misconduct.

F6.2

DEATH IN STUDENT'S FAMILY

The Dean of Students and/or the Assistant Dean of Students should be contacted to inform the Trine University community of the death of a student's immediate family member (parent, legal guardian, spouse, sibling or child). Under these circumstances, a student will be excused from class attendance for up to one week. The student shall make arrangements for completion of coursework with his or her instructors upon return.

Information about students is protected by federal privacy laws. Unprotected or directory information includes name, address, telephone number, major, class year, dates of attendance, email, and participation in officially recognized activities and sports, degrees, awards received and photographs. A student may request that directory information not be released. Faculty should not release addresses and telephone numbers without consulting the Registrar.

Purpose:

To uphold academic integrity and protect the confidentiality of student records, this policy outlines the restrictions placed on student workers regarding access to grading and academic information.

Policy Statement

Student workers are not permitted to engage in any activity that involves access to, modification of, or management of student academic records. This includes but is not limited to:

- Grading of any student assignments, exams, quizzes, or participation records.
- Entering, modifying, or reviewing grades in any learning management system (e.g. Moodle) or student information system (e.g., Jenzabar).
- Accessing student grade records, transcripts, or other academic performance data.
- Viewing or handling confidential academic materials, unless explicitly permitted and supervised under FERPA-compliant guidelines.

Violation of this policy may result in:

- Immediate revocation of student worker privileges.
- Disciplinary action in accordance with institutional policies.
- Possible referral for FERPA violation procedures.

