



Kansas City
University

EMPLOYEE HANDBOOK

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This document supersedes all previous versions.



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UNIVERSITY INFORMATION

Introductory Statement

This handbook was created as a guide to help employees become familiar with Kansas City University (KCU or the University) by summarizing specific policies and procedures of the University. It is not intended to be an all-inclusive reference to all of the policies and procedures of the University.

About this Handbook

Here are some things employees need to know before getting started:

1. This handbook is not a contract of employment between the employee and KCU.
2. This handbook is a summary of general policies, procedures, benefits and job performance expectations for employment with KCU.
3. Only the Board of Trustees, Executive Officers, or designee of KCU are authorized to establish and/or change any formal policies for the organization. The information found in this handbook, as well as any KCU procedures, policies, benefits, and expectations are subject to change at the discretion of management, at any time. We will do our best to communicate changes to the employee as they occur.
4. Employment with KCU is on an “at-will” basis (other than those employees identified in points 5 and 6 below) which means that either the employee or KCU may end the employment relationship at any time, for any reason, with or without cause or notice.
5. Certain employees of KCU are members of a union. The terms of their employment are set forth in an agreement which is their legal contract. Some of the points presented in this Employee Handbook are also covered in their agreement. Whenever questions arise regarding interpretation of either document, the language of the agreement will govern.
6. Certain employees of KCU are under employment contracts. Some of the points presented in this Employee Handbook are also covered within the employment contract. Whenever questions arise regarding interpretation of either document, the language of the employment contract will govern.
7. In those instances, where other handbooks and departmental policies at KCU are in conflict with the Employee Handbook, the guidance within this handbook will prevail.

It is the employee's responsibility to be familiar with the handbook and direct any questions to Human Resources.

KCU Mission, Vision & Core Values

Mission

Kansas City University is a community of professionals committed to excellence in education, research, patient care and community service while:

Improving the well-being of the communities we serve.

Vision

Changing health care for good.

Core Values

Excellence | *Striving for quality, integrity and innovation*

Equity | *Supporting an inclusive and collaborative environment*

Empathy | *Caring for our students, our colleagues and our community*

CODE OF CONDUCT

Ethics and Acceptable Conduct

KCU is committed to a culture of uncompromising integrity and thus places a high priority on ethical behavior. Employees shall act in a manner which will inspire public trust in their integrity, impartiality and devotion to the best interests of the University. KCU expects all employees, as a condition of employment or engagement, to conduct themselves in accordance with all federal, state and local laws and KCU Policies/Procedures applicable to its operations. Failure to demonstrate professional conduct can result in corrective action, up to and including termination.

In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, it is the responsibility of the employee to ask for clarification and/or guidance and disclose to the immediate supervisor, senior leadership or Human Resources.

Administration, faculty, staff, and students within the KCU COM adhere to the [American Osteopathic Association's Code of Ethics](#) in addition to the ethics and acceptable conduct described in this handbook.

Again, it is the responsibility of all employees to raise any questions that might arise related to ethical standards and acceptable behavior to their direct supervisor or to Human Resources. Employees and others should have the freedom to communicate ethical/compliance-related questions or concerns with the Director of Legal Affairs and Risk Management at any time, whether to report a suspected violation or to request guidance on a compliance issue.

In addition, KCU has established a confidential/anonymous Whistleblower Hotline, to which employees and others may report a violation or suspected violation of law, misconduct or suspected misconduct, among other things. This should be utilized after an employee has made a good faith effort to follow the protocol identified above to address any issues pertaining to ethical standards and acceptable behavior. After reviewing the Whistleblower Policy 1.10 located as a [policy](#) on the Intranet Policy Library.

A concerned person may file a confidential/anonymous report in one of two ways:

- Call the whistleblower hotline: 1-877-350-5822. A representative is available to take the covered person's call and will ask a series of questions to ensure accurate recording of the employee's concerns.
- Select Whistleblower Complaint on the University's Intranet. The site will 'walk' the user through a series of prompts, asking for responses to a series of questions.

The Code of Conduct will be strictly and consistently enforced with respect to all – regardless of position. Violations of the Code of Conduct, whether resulting from carelessness or intentional acts, put individuals, the KCU's management, and KCU at risk and may result in corrective action, up to and including termination.

WORKPLACE GUIDELINES

Equal Opportunity

KCU is committed to promoting an equal employment opportunity workplace environment and is an equal opportunity employer. Equal opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of race, color, religion, sex, age, national origin, genetic information (GINA), physical or mental disability, pregnancy, sexual orientation, gender identity, marital status, familial status, ancestry, military and/or veteran status, and/or any other status protected by applicable Federal, State or local law.

Diversity & Inclusion

KCU is deeply committed to cultivating diversity and inclusion on its campuses and to challenge our students to embrace cultural proficiency and adeptness. As future physicians, psychologists, scientists and health care professionals, students must understand and embrace cultural diversity in order to be competent and successful in team-based health care delivery. The University's faculty and staff must do the same.

KCU students, faculty and staff serve diverse, underserved, at-risk, urban and rural populations within geographically diverse communities nation-wide. In addition, KCU's alumni work to serve diverse communities all over the United States, as well as internationally.

Furthermore, KCU's institutional strategic plan calls for the University to create a culture of inclusion by securing more students, faculty and staff from diverse backgrounds and enhance a campus sense of community. Our University's strategic plan outlines our priorities and best practices to achieve diversity through ongoing and vigilant evaluation of our institutional community.

Non-Harassment Policy

KCU believes that employees should be able to work in an environment free from all forms of harassment, including conduct which can be considered harassing, coercive, or disruptive to a productive workplace environment. Consistent with this philosophy, employees are expected to treat one another with dignity and respect. Harassment based on race, color, religion, gender, citizenship, national origin, genetic information, age, pregnancy, disability, military and/or veteran status, and/or any other characteristic protected under applicable Federal, State, or local law will not be tolerated. KCU will not tolerate harassing behavior toward or by any KCU employee, supervisor, contractor, vendor or any third party while an employee is engaging in work-related activities or while on KCU premises.

As stated, harassment based on other factors such as race, color, religion, gender, sexual orientation, national origin, age, citizenship, pregnancy, military and/or veteran status, disability or any other status protected by applicable law will not be tolerated. This prohibited conduct may include, but is not limited to, visual, verbal or physical forms of harassment, such as:

- racially derogatory words or cartoons
- offensive pictures, words, or drawings related to one's religious beliefs
- inappropriate remarks about another's national origin or age-related slurs

Any individual found to have engaged in any prohibited form of harassment will be subject to corrective action, up to or including termination of employment.

Any alleged incident of harassment or related concern must be immediately reported to the employee's direct supervisor or Human Resources. At a minimum, an employee should make a report to a member of Senior Leadership without fear of reprisal. Retaliation against an employee for utilizing this procedure, raising a complaint, and/or participating in a related matter is prohibited and will not be tolerated. This reporting procedure should be used to report instances of alleged harassment involving employees, management, co-workers, and/or any third party with whom the employee is engaging in work-related activities. Confidentiality will be maintained as is reasonable under the circumstances. If deemed necessary, KCU will conduct an investigation into the allegations and will take appropriate corrective action when necessary.

If an investigation is deemed necessary, the process may include interviews with all relevant persons including the complainant, the accused, and other potential witnesses. Privacy of the complainant and the person accused of discrimination will be kept as confidential as possible and as reasonable under the circumstances. Employees are expected to cooperate in any investigation.

If it is determined that behavior occurred which is inconsistent with this policy, immediate and appropriate corrective action, up to or including termination of employment will be taken in an effort to stop the discrimination and prevent its recurrence.

Title IX of the Education Amendments of 1972

It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's Programs and Activities. Title IX and its implementing regulations also prohibit retaliation for asserting

claims of sex discrimination. For more information, please refer to the complete [Title IX and Sexual Misconduct Policy](#). The Title IX and Sexual Misconduct Policy applies to: administrators, faculty, and other University employees; students; applicants for employment; customers; third-party contractors; and all other persons that participate in the University's educational programs and activities, including third-party visitors on campus.

The University has designated its Director of Legal Affairs as the Title IX Coordinator in Kansas City and the HR Director as its Deputy Coordinator on the Joplin campus to coordinate inquiries regarding its efforts to carry out this policy, to comply with federal and state laws prohibiting discrimination, and to receive complaints of discrimination. The Title IX Coordinator and Deputy Coordinator may be contacted as follows:

Title IX Coordinator: Joe Price Senior Manager, University Compliance 1750 Independence Avenue Kansas City, MO 64106 816.654.7108 JPrice@kansascity.edu	Deputy Coordinator: Jamie Hirshey HR Director 2901 St. Johns Boulevard Joplin, MO 64804 417.208.0633 jhirshey@kansascity.edu
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A person may also file a complaint of Sexual Harassment with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or by calling 1-800-421-3481.

Disability Accommodation

KCU is committed to complying fully with Americans with Disabilities, ADA/ADAAA and its amendments to ensure equal opportunity in employment for qualified persons with disabilities.

Requests for reasonable accommodations must first be initiated and reviewed directly by Human Resources directly. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

KCU is committed to taking all actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Outside Employment

Faculty will not engage in any other employment, paid consulting or business activity during their employment with KCU, without [The Request for Approval for Outside Employment form](#). SEM (Safety and Emergency Management) staff will not engage in any other employment or business activity during their employment with KCU, without the [SEM Staff Request for Approval for Outside Employment form](#).

Such activities, if approved, will be done on employee's own personal time through Paid Time Off. Employees may serve as unpaid speakers or committee members of national, regional, or local associations, educational institutions or other companies with written approval from KCU.

Employees must continue to meet the performance standards and will be judged by the same performance standards and will be subject to KCU's scheduled work hours, regardless of any existing outside work requirements.

If a supervisor determines that employee's outside work interferes with performance or the ability to meet the requirements of their job, as they are modified from time to time, the employee may be asked to terminate the outside employment in order to remain employed with KCU.

With respect to any outside activities in which employees are involved, employees agree that any such outside engagements will not interfere with the assigned duties and responsibilities for KCU and will not create an actual, potential, or appearance of a conflict of interest.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside KCU for materials produced or services rendered while performing their jobs with KCU.

KCU reserves the right to determine whether any such outside activities interfere with such assigned duties or create an impermissible actual, potential, or appearance of conflict of interest.

Gifts, Entertainment and Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence business decisions in favor of any person or organization with whom or with which KCU has, or is likely to have, business dealings.

Similarly, employees must not accept any other preferential treatment under these circumstances because their positions with the University might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Conflict of Interest

Employees are expected to perform their responsibilities diligently, legally, honestly and in good faith, putting the interests of KCU first. If the employee has an actual or potential conflict of interest in performing their duties for KCU, the employee must disclose the conflict in writing in a timely fashion to the Director of Human Resources, so that KCU can determine how best to avoid or manage the conflict. The employee must be sensitive to situations that may pose a conflict of interest or the appearance of a conflict of interest so that the employee is perceived at all times as objective, ethical, free from bias or undue influence, professional and fair in performing their duties.

A conflict of interest exists when an outside activity of the employee's competes with or diminishes the interest of KCU or interferes with their performance of duties on its behalf. A conflict of interest also occurs when the outcome of a decision that should be made in the best interest of KCU conflicts with the employee's personal or economic interest. Among such decisions that may present conflicts

are those determining or recommending the use of suppliers or vendors, the use of KCU resources, or the use of the employee's own work time.

Actual or potential conflicts involving the President, Provost or Executive Vice Presidents shall be reported pursuant to the conflict of interest policy to the Board of Trustees and handled according to the current [Conflict of Interest Policy](#).

Anti-Nepotism Policy

The employment of relatives can compromise, or appear to compromise, the fairness and objectivity of employment or operational decisions. Therefore, it is the policy of KCU not to hire a close relative of any current employee in any capacity. Close relative includes the following relationships, whether established by blood, marriage, or other legal action: mother, father, husband, wife, domestic partner, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, step-child, aunt, uncle, nephew, niece or cousin.

The complete current [Anti-Nepotism Policy](#) can be found on the University's Policy Library.

Personal Relationships in the Workplace

The University strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of "personal relationships" between employees, including supervisory personnel, in an attempt to prevent conflicts and maintain a productive and friendly work environment.

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature.

Individuals in supervisory or managerial roles, and those with authority over others' terms and conditions of employment, are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the terms and conditions of employment of individuals in subordinate positions. Therefore, supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination.

An employee who is involved in a personal relationship with another employee may not occupy a position in the same department with whom he or she is involved. If such a personal relationship between employees develops, it is the responsibility and obligation of the employees involved to immediately disclose the existence of the relationship to their supervisor and Human Resources.

When a conflict or the potential for conflict arises because of a personal relationship between employees, even if there is no line of authority or reporting involved, the employees may be terminated from employment.

KCU strongly believes that a work environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business and enhancing productivity. Although this policy does not prevent the development of friendships or romantic

relationships between co-workers, it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Personal Relationships with Students

Kansas City University is committed to maintaining an environment where the education of students is of the greatest importance. The integrity of the employee-student relationship is the foundation of this commitment. Dating, romantic, or sexual relationships between University employees and students can negatively affect the educational environment for students. The inherent power differential, real or perceived, can diminish a student's ability to give meaningful consent to such a relationship. Further, an employee's ability to teach, evaluate, or advise a student deteriorates when the employee and the student have a dating, romantic, or sexual relationship. Thus, any dating, romantic, or sexual relationship(s) between University employees and students is expressly forbidden and will constitute grounds for immediate corrective action up to and including termination of employment.

Pre-Existing Relationships

On occasion, an employee will have a dating, romantic, or sexual relationship, or a marriage, with an individual who then becomes a student. It is the obligation of the employee to disclose that relationship or marriage to the Provost and Human Resources. It is the obligation of the Provost and Dean of the appropriate college to take the steps that are deemed necessary to ensure the educational experience of the student. They must also ensure that other students in the School or Program are not materially affected by the dating, romantic, sexual, or marital relationship.

Employees who violate this policy are subject to corrective action up to and including termination of employment. Complaints of any violation of this policy are required to be made to the Office of the Provost and Human Resources.

Medical Treatment of Students by KCU Faculty Members

KCU faculty will not provide medical treatment of or medical advice to KCU students except in emergency situations while awaiting emergency response. Students must seek healthcare advice and/or treatment off-campus from a non-KCU related source.

Although not allowed or encouraged, should a KCU faculty member have to provide medical treatment for a student, they are required per University policy, to recuse themselves from any and all situations where they may have to assess, grade, and/or decide promotion for that particular student.

This includes clinical clerkship preceptors, who have a direct assessment and grading responsibility for assigned KCU students. Students who are on rotations should always avoid seeking medical treatment/advice from their Clerkship Preceptor.

If a student has difficulty in finding medical treatment/advice, they can contact the staff in the Office of Student Affairs for a referral to an appropriate physician.

Problem Resolution

KCU is committed to providing the best possible environment for employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from management.

No employee will be penalized, formally or informally, for voicing a complaint with KCU in a reasonable, business-like manner to their manager, Human Resources, or Senior Leadership. If a situation occurs when an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to speak with a supervisor, senior leadership or Human Resources.

If a situation involves another employee, we encourage them to speak with the offending employee and/or their supervisor; if unresolved, feel free to see Human Resources.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Arbitration

For issues not resolved by the means described above that are escalated for legal remedy, KCU will look to binding arbitration for dispute resolution.

Arbitration is a dispute resolution process in which the disputing parties present their case to a third party intermediary who considers all of the evidence and then makes a decision for the parties. Binding arbitration simply means that the decision is binding for both parties. Arbitration is a very common approach for resolving various types of disputes.

The American Arbitration Association (AAA) in Kansas City, Missouri, will conduct the binding arbitration under its commercial rules. All determinations as to the enforceability and effect of this arbitration agreement shall be decided by the arbitrator, and not by a court. Any award issued as a result of the binding arbitration may be entered in any court having jurisdiction.

Terms of Arbitration

Both employee and KCU irrevocably agree that any dispute between them shall be submitted to arbitration. Neither the employee nor KCU shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed or stayed by the court in favor of an arbitration conducted pursuant to this Agreement. The costs and fees for arbitration will be governed by the American Arbitration Association's Employment Arbitration Rules. If neither party is totally successful in the prosecution or defense of its claims, each party will bear its own costs of arbitration unless the arbitrator determines that a more reasonable and equitable division of costs should be imposed.

The arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based. Any remedy available from a court under the law shall be available in the arbitration.

Drug and Alcohol Use

Employees are required to report to work in appropriate mental and physical condition to ensure performance expectations are met. While on KCU premises and/or while conducting business-related activities off KCU premises, no employee may use, possess, distribute, sell or be under the influence of alcohol, or federally illegal drugs. Alcohol is permissible in the event of specific business settings as approved by senior leadership.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Federal law has not changed, and marijuana still remains classified as a Schedule I drug.

As a result, regardless of state and local law changes, institutions of higher education are expected to continue to abide by the Drug-Free Schools and Communities Act¹ by maintaining policies which prohibit marijuana possession, use, or distribution by students, staff, and faculty. Even medical marijuana is not permitted under federal law. Any institution that knowingly permits possession, use, or distribution of marijuana is at risk of losing, and even having to repay Title IV funding (Federal Financial Aid), although few, if any institutions have been required to do so.

Medical Cannabis (Marijuana) in Missouri

Missouri allows for the use of cannabis for medicinal purposes. Individuals who are authorized to use cannabis must be registered with the Missouri Department of Health & Senior Services (DHSS) and secure a written certification from a physician licensed in Missouri. The DHSS will issue a registry ID card. Even with a medical prescription, federal disability laws do not allow for accommodations of on-campus use and does not allow employees to report to work impaired, or bring marijuana paraphernalia to campus. Regardless of a medical prescription, KCU employees working in clinical positions and safety-sensitive positions are prohibited from being under the influence or testing positive for federally illegal drugs.

*Safety-sensitive positions are classified as any position involving a safety sensitive function pursuant to federal regulations governing drug and alcohol testing adopted by the United States Department of Transportation or any other rules, guidelines, or regulations adopted by any other federal or state agency. Safety-sensitive position also means any position designated by KCU, in which a person performing the position while under the influence may constitute a threat to health or safety, and which a lapse of attention could result in injury, illness or death.

Including, without limitation, a position that requires any of the following activities:

- a. Carrying a firearm;
- b. Performing potential life-altering procedures;
- c. Working with hazardous or flammable materials, food, or medicine;

- d. Operating, repairing, maintaining or monitoring heavy equipment, machinery, or motor vehicles.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or Human Resources to receive assistance or referrals to appropriate resources. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or Human Resources without fear of reprisal. For additional information, please refer to the [Drug and Alcohol Abuse and Prevention Policy](#).

Post-Accident Drug and Alcohol Screening

Employees who sustain work-related injuries will be tested for drug and/or alcohol use following the incident. Information from an employee's drug and/or alcohol tests will be confidential to the extent required by law.

Reasonable Suspicion

Concerns that an employee is under the influence should be reported immediately to any member of management or Human Resources. KCU will not make a conclusion based on hearsay or rumors, but the complaint(s) or concern(s) will be documented. Immediately upon notification of this type of concern, the supervisor/manager and/or Human Resources will gather and document first-hand observations. If the employee in question is working in or around safety-sensitive areas, or is acting out in a way that appears to be a safety concern for themselves or others, the employee will be removed from the work area immediately and asked to wait in a conference room or an office until further information is provided.

If reasonable suspicion is found, Management and Human Resources will meet with the employee to explain what observations have been made and Human Resources will inform the employee that in order to rule out the possibility of a violation of KCU's drug and alcohol policy, he/she will be sent for a drug and/or alcohol test. The employee will be asked to fill out a drug testing consent form at the clinic.

Testing Procedure/Results

KCU will coordinate transportation to and from the testing site through the Safety and Emergency Management Department and will notify the testing site of the service requested. The employee of whom there is reasonable suspicion will not return to work until the test results are available. KCU will pay the employee for any time or days he or she was scheduled to work.

If the drug or alcohol test results are negative, the employee will be contacted by KCU Human Resources Department and asked to return to work as soon as possible. If an employee decides not to return on the next regularly scheduled work day then the employee must take PTO to cover the time off.

If the drug and/or alcohol test results are positive, the third party testing laboratory personnel will communicate directly with the employee to discuss the results. Once final results are concluded, KCU will receive positive confirmation of the test. Corrective action up to and including termination will be reviewed. Regardless of employment status, the employee will be given information regarding our Employee Assistance Program.

Violations of this policy may lead to corrective action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Additionally, whether due to a post-accident screening or due to reasonable suspicion, any employee who refuses to consent and submit to a test when requested will be subject to formal corrective action up to and including termination of employment. Refusal to submit includes failure to provide adequate breath for testing without a valid medical explanation after receiving notice of the requirement for breath testing, failure to provide adequate urine for controlled substances testing without a valid medical explanation receiving notice of the requirement for urine testing, engaging in conduct that clearly obstructs the testing process and leaving the scene of an on-the-job accident.

Dress Code & Personal Appearance

KCU strives to assure all employees present a professional appearance which projects an image of professionalism, competence, inspires confidence in our visitors and our community, and communicates respect to the public, students, and each other.

Proper grooming, hygiene, and attire play an important role in projecting a positive and favorable image of the department being represented by KCU.

In some departments, uniforms are to be worn to present a clean, positive, and consistent appearance, or in some cases, for safety precautions. Employees are responsible for keeping the uniforms neat, clean and presentable.

Fridays have been designated as casual “jeans” day. Other casual days for the KCU employees will be announced periodically by management.

Clothing/footwear considered inappropriate and unacceptable include:

Shorts, sweat pants, baseball caps, workout attire, clothing that is revealing, distracting or provocative, and flip flops. Clothing, apparel, jewelry or accessories with inappropriate or offensive language or images are strictly prohibited on campus and in virtual settings.

Supervisors shall have the responsibility for ensuring compliance with these guidelines within their immediate area of responsibility and will address concerns and/or questions as they arise.

Please note department guidelines will prevail.

Performance Management

Regular Performance Evaluation

Performance Reviews are used to discuss and document feedback regarding job performance and identify areas of focus for continued growth. Each KCU manager is accountable for having regular feedback conversations with their team members and establishing performance goals. All employees are expected to play an active role in seeking clarity around expectations and feedback about their performance. Faculty and staff working 20 or more hours per week will complete a Performance Review at least once annually. A Performance Review rating of “needs improvement” will likely result in, if not already on, a written Performance Improvement Plan (PIP) for that employee.

Due Process

The University will provide the employee with a notice of contemplated corrective action and an opportunity to be heard before making any decision to impose corrective sanctions.

Corrective Action

Each employee has an obligation to observe KCU's policies and to maintain proper standards of conduct and performance at all times. If an individual's behavior or performance interferes with the orderly and efficient operation of a department, corrective action measures may be taken. It is KCU's goal to ensure fair treatment of all employees in making certain that corrective actions are prompt, uniform and impartial. The purpose of any corrective action is to correct the problem, prevent recurrence and prepare the employee to meet or exceed expectations in the future.

Kansas City University supports the use of progressive corrective action to address issues such as poor work performance or misconduct. This policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Corrective actions may include a coaching conversation, written corrective action and/or performance improvement plan, suspension with or without pay, and termination.

Please note: KCU recognizes there are certain types of employee violations will justify termination of employment without going through the usual progressive corrective steps. Therefore, progressive corrective steps may be altered or accelerated depending on the details of the situation. KCU reserves the right to determine the appropriate level of corrective action for any inappropriate conduct.

90-Day Introductory Period

The 90-Day Introductory period is designated to serve as an orientation period for the new employee, while also providing an opportunity for the University to evaluate and assess performance capabilities and determine whether a successful employment relationship can be achieved. Employment is not guaranteed for the duration of the introductory period and an employee may be terminated at any time during the introductory period or thereafter without notice. Such termination shall not be subject to the University's corrective actions.

No Recording Policy

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment required of our employees. For this reason, no employee may record the conversation of another employee without his or her full knowledge and consent.

No employee may record, by any means, a conversation with another employee unless all of the following criteria are met:

1. A legitimate purpose for the recording.
2. A recording device in plain view.
3. Written authorization from the supervisor of the employee who wishes to record the conversation.

Secret recordings are strictly prohibited unless authorized in writing by legal counsel. A violation of this provision may result in corrective action, including termination.

Open Positions and Job Posting

A core objective of KCU is to invest in employee development and growth. This means giving our employees visibility to upcoming career opportunities. This does not, however, guarantee preferential

treatment to existing employees. KCU will always hire the most qualified candidate to fill the position.

Available positions will be posted externally on the University website. Internally, go to [Employee Opportunities](#) for open positions.

Full-time employees may not apply for a second position at KCU (*full-time employees will only be allowed to hold one position at KCU*).

Promotions and Job Title Changes

The KCU policy on [Promotions and Job Title Changes](#) is located in the KCU Policy Library.

Internal Transfers

A key attribute of KCU culture is to match employee career aspirations with University needs. To accomplish this objective, KCU is supportive of employees applying for internal transfers. The process to apply for an internal transfer is as follows:

- The employee should notify their direct manager or supervisor
- Apply internally through Workday, go to Employee Opportunities for open positions. (*Some positions will not be posted at the discretion of Human Resources.*)
- Human Resources and /or the hiring manager will notify qualified applicants to schedule interviews (*All positions will require an interview*)
- Human Resources and/or the hiring manager will notify any applicant(s) that will not be interviewed for the position
- If a written offer is extended, the employee must accept or decline the offer within three business days
Human Resources/Senior Leadership reserves the right to determine an appropriate transition period
- Human Resources and /or the hiring manager will notify any candidate(s) that will not be receiving an offer. All internal transfers will be processed through Human Resources.

Eligibility for Internal Transfer

Employees are expected to be in good standing with KCU and in their current role for a minimum of 12 months before applying for an internal transfer. Exceptions can be made at the discretion of Human Resources.

Rehire Policy

Where needs dictate, KCU may rehire former employees who left the University in good standing. For a break in service greater than 90 days, a new background check and drug screen will be required prior to the rehiring of a former employee. All individuals providing direct patient care will be required to complete a new background check and drug screen regardless of break in service.

If a former employee is rehired within one year of voluntary separation from KCU, the following benefits will reflect the employee's original hire date:

- PTO

- Retirement Plan 403(b) - Former full-time employees returning on a part-time basis may be eligible to participate in the 403(b) plan.
- Years of Service

If a former employee is rehired past one year of voluntary separation from KCU, the employee will be considered a new employee and will not be eligible for prior service recognition.

Former employees with involuntary separation for cause from KCU are not eligible for rehire.

Note: If the 403b or PTO policy changed since the time of the most recent separation then the new policy criteria (eligibility, vesting, etc.) would apply.

Credentialing

Kansas City University will access and verify credentials of each licensed and certified health care practitioner and other clinical staff that will be providing patient care as part of their position at KCU. The purpose of this verification is to determine if the individual meets applicable standards and license requirements for providing patient care. Credentials for healthcare providers will be verified at time of hire and monitored throughout employment with KCU. In some situations, re-verification may be required based on position.

It is the individual's responsibility to maintain the required license without lapse, in order to maintain compliance. If a required license or certification lapses or has a change of status, it is the individual's responsibility to inform their manager and Human Resources.

Disclosure of Information

If a KCU employee is charged with a felony or a misdemeanor (excluding misdemeanor traffic offenses), they must disclose this information to the Director of Human Resources within 14 business days of the charge and continue to provide updates to the Director of Human Resources until such time as the charges are disposed of or a conviction has occurred.

Employment and Income Verification

Employment and Income verification request are completed by The Work Number, an automated service available 24 hours a day, seven days a week. This service is available to any faculty or staff of the university who needs to provide employment verification information to a third party, such as when obtaining a loan, buying a car, leasing an apartment, qualifying for a government benefit or similar instance where proof of employment or income is needed.

If the employee is applying for credit or other services and the verifier requests proof of the employee's employment or income, please direct them to The Work Number (*below*).

Information for Verifiers:

KCU Employer Code: 28730

The Work Number Access Information: www.theworknumber.com/verifiers | 1-800-367-5690

Confidentiality of Information

Employees are expected to demonstrate professionalism and discretion related to the confidential nature of information and activities to which they may be exposed to during the course of employment with KCU.

Employees may be in a situation in which they may gain knowledge of confidential information concerning the University's method of operations, student performance, financial matters, operating costs, business plans, and other programs to include, but not limited to, organizational strategies, Affiliation and Preceptor arrangements, Clerkship and Residency programs and strategies, and research programs and initiatives, which Employee might from time-to-time acquire with respect to the business of the University, or any of its affiliates or subsidiaries. Employees are expected to maintain the confidentiality of such confidential information and to limit its use to the benefit of the University.

Employees are not to use confidential information for personal benefit or the benefit, directly or indirectly, of any other person, corporation, or other legal entity, whether as an employee, officer, director, consultant, or in any other capacity.

The privacy and security of all KCU faculty, staff, students, patients, etc. is critical. Upon resignation or termination, employees will not recruit any KCU Faculty and/or Staff, including adjunct faculty, from KCU for a period up to two years from the date of termination from KCU.

Intellectual Property Policy

For information regarding Ownership of University Intellectual Property, Procedures for Submitting Invention Disclosures, as well as Decision to Pursue Patent, please refer to the current [Intellectual Property Policy](#) located in the KCU Policy Library.

Confidentiality of Employee Records

KCU's philosophy is to safeguard personal employee information in its possession to ensure the confidentiality of the information.

Any University office that maintains personnel files containing confidential employee records must establish controls to protect the records from unauthorized disclosure.

All hard copy records should be maintained in locked, secure areas with access limited to those who have a need for such access.

Acceptable contents of such personnel files include employee's job description, performance management documents and leave documents. When employment terminates, any staff personnel files maintained by the department should be forwarded to Human Resources.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. KCU maintains student education records and is responsible for their

access and release in compliance with FERPA. All KCU employees with access to student education records have an obligation to comply with FERPA and the University's commitment to the students in the Student Handbook regarding Confidentiality and Disclosure of Student Records. For more information regarding FERPA please refer to the current [Family Educational Rights and Privacy Act Policy and Notice of Rights](#) located in the KCU Policy Library.

Media Contact and Representation

All requests for information from the media or the press should be immediately directed to University Relations. Under no circumstances are employees authorized to speak on behalf of KCU in any representations to the media, press, and/or related organizations without the expressed written approval of the Director of University Relations or the President.

Facility and Events Policy

The [KCU Facility and Events Policy](#) is located in the KCU Policy Library. External clients or vendors for internal activities and/or events must first be vetted through Human Resources before engaging in services

WORKPLACE SAFETY

We value our employees and therefore, safety in the workplace is important at KCU. Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report where appropriate, remedy such situations, may be subject to corrective action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor and Human Resources. Documentation is required to comply with laws and initiate insurance and workers' compensation benefits procedures (see section on Workers' Compensation for more details.)

Campus Safety

The employees safety and the safety of students and guests are of utmost importance to us. It is the employee's responsibility to make sure they are aware of safety. An essential part of everyone's job is to develop and maintain a safe working environment. It is the employee's obligation to point out potentially hazardous situations or problems to your supervisor, and to adhere to all safety rules and training.

Please do NOT diagnose or treat your own injuries.

Safety in the Workplace

All individuals employed or having official business with KCU are expected to be properly identified. Access badges are issued to every KCU constituent and must be prominently displayed at all times on the outside of clothing. Every employee is responsible for helping to make this a secure work environment. Upon leaving work, employees are reminded to ensure valuable or sensitive material in their work area is secure. Employees are required to report any lost or stolen keys, badges, or other similar devices to Safety and Emergency Management immediately. Employees should not discuss with non-employees any specifics regarding University security systems, alarms, passwords, etc.

An employee should immediately advise Safety and Emergency Management of any suspicious conduct by employees, customers or guests and of any known security risks such as broken locks, persons loitering, or any other potential security risks in the work environment.

Internal theft may result in termination and criminal prosecution.

Security Inspections

The University is committed to maintaining a work environment free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The University prohibits the possession, transfer, sale or use of such materials on its premises. The University requires the cooperation of all employees in administering this policy.

Desks and other storage devices may be provided for the convenience of employees but remains the sole property of the University. Desks, other storage devices and the contents found within them, can be inspected by any representative of the University at any time, either with or without prior notice.

The University prohibits theft or unauthorized possession of the property of employees, visitors, and customers. To facilitate enforcement of this policy, in the event the University has reasonable suspicion that an individual has violated this policy, the University, specifically Safety & Emergency Management, may inspect not only desks but also persons entering and/or leaving the premises and any packages or other belongings.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities of KCU, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should check-in at the main reception area for that campus. Authorized visitors will receive a badge and be escorted to their destination by the appropriate employee. If the receptionist is not available, visitor badges can be obtained from the Safety & Emergency Management on either campus. Employees are responsible for the conduct and safety of their visitors.

All non-lab employees and visitors must be accompanied by a KCU employee when entering any of the laboratory workrooms.

If an unauthorized individual is observed on KCU's premises, employees should immediately notify

Safety and Emergency Management and their supervisor if necessary.

Children in the Workplace

Employees may bring their children to visit their worksite, provided that the visits are infrequent, brief and planned in a fashion that limits disruption to the workplace. Failure to comply with these guidelines may result in visitor privileges being revoked or subject to change.

With the exception of a University sanctioned event, children are not permitted to be in the laboratory workrooms at any time.

Tobacco-Free Campus

KCU is committed to providing a healthy and productive work environment for all faculty, staff, students, guests, etc. Smoking and the use of all tobacco products, including smokeless tobacco and e-cigarettes, are prohibited in or on all KCU premises.

Parking

KCU makes parking available for employees. Each parking area has been designated for a group of individuals and is identified as reserved, visitor, employee, or student. Parking choices are available to individuals on a first come, first served basis, except those individuals who are assigned reserved parking spaces.

Employees are to obtain a parking permit from the Manager of Safety and Emergency Management by completing an “Application for Parking Permit” for each vehicle they will be parking on campus. There is no charge for parking permits. Parking permits must be displayed according to SEM standards. Motorcycles, mopeds, and motor scooters must also have permits and all parking regulations apply. Bicycles are to be parked in bike racks, and are not allowed in KCU buildings. Registration of bicycles is not required.

Temporary parking permits are available. The permit must be hung on the rear-view mirror. The registration of a vehicle does not enable KCU to guarantee that a parking space is available. Individuals needing special accommodations must provide documentation from their physician substantiating the request.

Parking regulations will be enforced 24 hours a day seven days a week.

Personal Vehicle and Property

Damage or theft to an employee’s personal property or vehicle while on University property or while performing University business is not the responsibility of the University. Safety and Emergency Management as well as Law enforcement authorities should be called as appropriate to report a crime or accident.

Workers' Compensation

KCU provides Workers' Compensation insurance for all employees in the event of an on-campus incident. Employees are covered by the State of Missouri Workers' Compensation Act. The Missouri Workers' Compensation law defines compensability of injuries and occupational disease as compensable only if "clearly work-related" and if employment is a "substantial factor" in causation. When an accident/injury occurs on campus, the following steps need to be followed:

Non-Emergency & Emergency:

1. Contact Safety and Emergency Management and notify your manager
 - Kansas City Campus: 816-654-7911 or ext. 7911
 - Joplin Campus: 417-208-0800 or ext. 0800
2. SEM will complete an accident/injury report, notify the employee's manager and provide Human Resources a copy of the report.
3. In all instances, an injured employee will be escorted to KCU's occupational health facility to seek medical attention by their manager or a member of the SEM.
4. In an emergency, SEM will contact 911 for additional services.
5. Human Resources will file a claim with the insurance carrier by reporting the incident as soon as possible but within no more than 5 business days.
6. Human Resources will be responsible for managing the process between the insurance carrier, employee and manager from this point forward.

Post-Accident Testing

If an accident or injury occurs on the job the employee will be expected to participate in a drug and alcohol test following the accident or injury. A post-accident drug screen is required when an incident occurs while driving a KCU vehicle.

Workers' Compensation has two components:

Payment of Wages

- Workers' Compensation provides for compensation when an employee is unable to work due to an injury/illness that arises out of and during the course of employment.
- Workers' Compensation payments equal 66 2/3% of the employee's wages up to a maximum weekly amount established by law and is paid directly by KCU's Workers' Compensation insurer.
- Under Missouri law, no Workers' Compensation is paid for the first three (3) scheduled work days of absence, unless the employee's absence lasts longer than fourteen (14) calendar days.

Medical Benefits

- The insurance carrier covers all medical expenses, provided that prior authorization was given.
- The University has the authority to select physicians and hospitals to provide medical attention for incidents sustained within the scope of the job.

Return to Work Policy

KCU has implemented a Transitional Duty/Return to Work Policy to return all employees to work after a work-related injury, as soon as safely and medically possible. Before resuming work and as soon as reasonably feasible, the injured employee must provide a medical release, completed by the physician, and turn it in to Human Resources. If medical attention will be on-going for any period of time, Human Resources will be in close contact with the employee regarding his/her progress.

KCU will provide transitional return to work duties and assignments to injured employees. Transitional duty is defined as modified duties within the employee's physical abilities, knowledge, and skills. Transitional duty work assignments will be developed based on the employee's known physical condition as defined by the authorized treating physician. Transitional duty assignments will be developed based on employee's physical restrictions, operational needs and availability of transitional duty. It is possible that an employee may be assigned transitional duty in a different department, or even at a local nonprofit, depending on the restrictions set forth by the authorized treating physician.

Impact of Absence on Other Leave Policies

- Employees use PTO (if available) for the first three days that he/she must wait before entitlement to any payment of wages under the Missouri Workers' Compensation law (see above).
- Absences of three days or more which have been defined as work-related, will be counted against the employee's Family Medical Leave entitlement, retroactive to the first day of absence. (See the Family Medical Leave policy).
- Employees may opt to supplement their Workers' Compensation wages with the appropriate number of PTO hours. If a Workers' Compensation absence lasts beyond 14 calendar days, KCU will file for Short Term Disability which will ensure salary continuation at 100%.
- For any questions/concerns regarding the impact to Leave and/or PTO, contact Human Resources.

Workplace Violence Prevention

KCU has a zero-tolerance policy as it relates to violence in the workplace. As a part of this, the University is committed to preventing workplace violence and to maintaining a safe work environment. The University has adopted the following guidelines to deal with intimidation, harassment, or other threats of violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms and other dangerous or hazardous devices or substances are prohibited from the premises of the University except in the case of Safety & Emergency Management employees.

Any conduct, whether actual or perceived, that threatens, intimidates, or coerces another employee, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's gender, race, age, sexual orientation or any characteristic protected by federal, state, or local law.

Anyone determined to be responsible for threats; actual violence or other misconduct that is in violation of these guidelines will be subject to prompt corrective action up to and including termination of

employment.

All threats of or acts of violence, both direct and indirect, should be reported as soon as possible to an employee's immediate supervisor and Human Resources and any member of the Safety and Emergency Management Department. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public.

When reporting a threat of violence, an employee should be as specific and detailed as possible. All suspicious individuals or activities should be reported as soon as possible to a member of the Safety and Emergency Management Department. Do not place yourself in danger; If an employee sees or hears a disturbance, do not try to intervene.

The University will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities.

The University encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or Human Resources before the situation escalates into potential violence. The University is eager to assist in the resolution of disputes, and will not discipline employees for raising such concerns. The University will ensure a harassment-free work environment upon reporting of any disputes.

Explosives, Firearms and Weapons

KCU prohibits the unauthorized possession of ammunition, firearms, explosive weapons, and other weapons as defined in Missouri Revised Statutes, on University premises (including, without limitation, academic buildings, administration buildings, residence halls, and vehicles owned or leased by the University) by members of the University community and guests, except persons outlined: Notwithstanding the foregoing, persons described in Mo. Rev. Stat § 571.030.2 (including without limitation, peace officers, qualified retired peace officers, and civil process servers) are authorized to carry a firearm on property and facilities owned or leased by the University.

Inclement Weather

Information about inclement weather will be communicated through the RAVE Alert system. If the University is inaccessible, employees who cannot work remotely will be paid for the hours they were originally scheduled to work during the closed period. Employees who can work remotely are expected to work, unless taking PTO. If the University has a late start, employees are not to report to campus earlier than the designated start time. This allows the grounds staff to adequately prepare the campus for employee safety.

If the University is officially open and the employee anticipates arriving late to work due to inclement weather, the employee has a responsibility to notify their supervisor in accordance with departmental protocols. When arriving late due to inclement weather, hourly employees may choose to make up the necessary time within the same work week (Sunday through Saturday) or use available paid time off (PTO) time to cover the late arrival. For purposes of tardiness during inclement weather, available paid time off may be used.

Chronic Communicable Disease

KCU complies with the Federal Rehabilitation Act and all other state and federal statutes pertaining to communicable disease. KCU's goal is to protect employees who have contracted chronic communicable disease and to protect employees, students, and patients from avoidable exposure to these diseases.

The employee has an obligation and responsibility to advise Human Resources of infection with a chronic communicable disease due to employment or external circumstances. If the employee has an identified chronic communicable disease, the employee may remain employed, with reasonable accommodations, when the small risk of transmitting your disease to others outweighs the effects of excluding you from employment.

Accommodations will be made in conjunction with current public health department guidelines in regards to your disease. Diseases and individual cases are not prejudged. Decisions are based on the facts of your case, and KCU will respect your right to privacy. The employee's medical condition will only be disclosed to the extent necessary to minimize the health risks to the employee and others.

KCU employees, who are aware of the employee's condition, will be kept to the minimum number necessary to assure your proper care and to identify situations where the potential transmission of the employee disease may increase. These employees will be provided with the appropriate information and will be bound by confidentiality.*

* When addressing COVID-19 issues, we will follow KCU's COVID-19 policies and procedures.

ATTENDANCE

Attendance and Punctuality

Employees are expected to be physically and mentally prepared, and fit for work as scheduled. Absenteeism and tardiness not only disrupt operations but also impose additional burden on others. Excessive absences and tardiness that create a disturbance to the business at hand are not acceptable, and will be remedied on a case by case basis. If the employee finds it necessary to be absent from work for illness, or some other reason, the employee is to call and inform their supervisor.

Employees are required to notify their supervisor as far in advance as possible when the employee knows they will be absent. It is the employee's responsibility to notify their supervisor of their absence and to keep that supervisor informed of the duration of absence, so work can be reassigned. All absences must be recorded properly in KCU's time keeping system (Workday).

KCU reserves the right to request a certificate of illness any time after the first day of absence for illness. Repeated absences or tardiness may be cause for involuntary termination of employment. In addition, the employee may be subject to corrective action, including dismissal from KCU if the employee:

- falsifies records (time keeping system) and/or is dishonest regarding the reason for being absent; or
- inputs fraudulent information into the timekeeping system for another employee

Absences due to inclement weather (when KCU remains open) will be unpaid. However, paid time off (PTO) may be used if available and approved by the employee's supervisor.

No-Call No-Show

A No-Call No-Show is defined as any unscheduled, unapproved absence in which the supervisor is not notified prior to the start of the employee's regularly scheduled start time. A No-Call No-Show will result in the employee being placed on a Final Written Corrective Action for performance, as a result of failure to follow appropriate call-in procedures. Any additional instances of a No-Call No-Show will result in termination of employment with the University.

Job Abandonment

If an employee fails to show up for work or respond to their manager/supervisor regarding the reason for their absence for a period of three consecutive days, they will be considered to have abandoned their position. Generally, corrective action, up to and including termination will occur. In the event of extenuating circumstances, it is the employee's responsibility to contact Human Resources to request consideration of the situation.

Note: In final determination, the University will follow all state-specific guidance where the employee lives.

BENEFITS

Employee Benefits Overview

As an Employee of KCU, the employees compensation is more than just base salary. Our fringe benefits program has been carefully planned and represents a substantial investment from KCU on the employees behalf. For benefit programs available to eligible employees, please refer to the "KCU Benefit Guide" located on the Human Resources "Benefits" page on the intranet.

KCU provides an opportunity for employees to participate in various group benefit plans. Some of these plans may require deductions in order to be eligible for coverage. Each employee should refer to the specific plan document for each benefit to determine eligibility. A benefit plan document always supersedes all other information provided about a benefit. Summary Plan Descriptions (SPDs) can be found on the Human Resources "Benefits" section on the intranet.

The University reserves the right to amend or terminate benefits at any time. The following benefit programs are available to eligible employees:

BENEFIT	FULL-TIME EMPLOYEES (30-40 HOURS)	PART-TIME EMPLOYEES (20-29 HOURS)	TEMPORARY & PART-TIME EMPLOYEES (<20 HOURS)
MEDICAL INSURANCE	X		
DENTAL INSURANCE	X		
VISION INSURANCE	X		
GROUP TERM LIFE INSURANCE & ACCIDENTAL DEATH & DISMEMBERMENT	X		
VOLUNTARY LIFE INSURANCE & ACCIDENTAL DEATH & DISMEMBERMENT	X		
SHORT TERM DISABILITY	X		
LONG TERM DISABILITY	X		
PAID HOLIDAYS/ PRE-PLANNED CLOSED DAYS	X	X (4 hours)	
PTO- PAID TIME OFF	X	X (pro-rated)	
BEREAVEMENT LEAVE	X		
403(B) RETIREMENT SAVINGS PLAN	X	X	
FLEXIBLE SPENDING ACCOUNT	X		
HEALTH SAVINGS ACCOUNT	X		
EMPLOYEE ASSISTANCE PROGRAM	X	X	
EDUCATIONAL ASSISTANCE	X	X	

Note: Employees on any unpaid leave of absence will not be eligible for holiday pay. Employees on a paid leave of absence will be eligible for holiday pay.

***With regards to Health Insurance only, a regular full-time employee is any employee who averages 30+ weekly hours worked over a 12-month period. A regular part-time employee is any employee who averages 20 hours per week but not more than 29 hours on average.*

Educational Assistance & Professional Development

KCU promotes professional development by encouraging the employee to broaden their knowledge, improve their employee skills, and enhance the employee's qualifications for professional growth. In an effort to support employee educational endeavors, KCU provides educational (financial) assistance for the employee's educational development.

The educational assistance program is designed to assist employees in their professional development and in advancing their career by encouraging voluntary academic studies that contribute to improved performance. The courses covered under this policy must meet certain criteria established by KCU.

Educational assistance is available to all full-time employees who have completed six (6) months of continuous service prior to the date on which an approved course begins and are in good standing. Part-time employees become eligible after completing 12 months of continuous service prior to the date on which an approved course begins.

Courses must focus on the employee's professional development. Tuition reimbursement is available for qualifying degree programs, such as Undergraduate, Graduate, Postgraduate, or professional credit courses, including certifications. The employee's manager and Human Resources' decision to authorize educational assistance will be based on Management's determination that successful completion of the course will be beneficial to both the employee and KCU in terms of increased abilities, skills, and transfer of knowledge.

The employee must meet the following grade requirements in order to be eligible for reimbursement:

- Certificate courses, including courses from business and technical schools, using a pass/fail grade scale, require a final grade of "Pass"
- Undergraduate courses require a final grade of "C" or better
- Graduate/ post-graduate courses require a final grade of "B" or better.

Prior to start of course(s), approval must be obtained from the employee's supervisor, Sr. Leadership, and Human Resources. Employees can request approval by submitting an Employee Educational Assistance application to Human Resources.

- For approved courses, the employee must submit a request for a One-time payment to Human Resources within 30 days of receiving final grades, with the following attached:
 - o Proof of grade(s) confirming the grade for each course.
 - o Proof of payment confirming the employee paid the tuition cost.

KCU will reimburse tuition costs only, up to \$5,000 per calendar year for certificates and undergraduate degrees, and up to \$10,000 per calendar year for graduate and post-graduate degrees, after all outside financial aid (veteran's administration, scholarships, etc.) has been applied. *(Congress has extended a \$5,250-per-calendar-year tax exclusion for employee's graduate tuition. Once the \$5,250 threshold is surpassed, employees using the Employee Assistance Reimbursement benefits will be assessed for taxes.)*

No reimbursement will be given for transportation, activity/lab fees, books or other required materials.

In addition, for the reimbursement to come from the current year's allocation, the Employee Educational Assistance Reimbursement request must be submitted **at least two weeks prior** to the last day of the calendar year – unless completion is occurring in December, in which **final grades will need to be submitted two weeks prior to the start of winter break**. If grades cannot be obtained by this deadline, please contact Human Resources for further review. If more than two weeks have passed, the reimbursement will be applied to the allocation for the next year.

The employee must be actively employed by KCU when reimbursement is sought. Should the employee voluntarily leave KCU within the first 24 months of receiving educational assistance funds, the employee will be required to return all or a portion of the reimbursement based on the following schedule:

SEPARATES FROM KCU WITHIN # OF MONTHS OF REIMBURSEMENT	AMOUNT OF ASSISTANCE OWED BACK TO KCU
0-12	100%
12-24	50%
24+	0%

**Certain situations may arise for professional development opportunities which will require approval. Contact Human Resources for information regarding approval requirements.*

COMPENSATION AND PAY PRACTICES

Employment Classifications

In accordance with KCU's Flexible Scheduling Guidelines, KCU does not offer hybrid or full-remote work arrangements. In order to be classified as a KCU employee, a worker must maintain full time residence within the Kansas City or Joplin regional communities.

Exempt

Employees whose positions are exempt from the Fair Labor Standards Act (FLSA) do not receive overtime pay. Exempt employees are paid on a salary basis and generally receive the same weekly salary regardless of hours worked; subject to certain, limited and legally permitted deductions.

Non-Exempt

Non-exempt employees are those employees whose positions are not exempt from FLSA requirements. For each hour worked, non-exempt workers must receive at least the federal minimum wage, and given overtime pay of at least 1.5 times their hourly rate for any additional hours worked more than 40 hours per week (Sunday through Saturday), unless otherwise specified by state law.

In addition to the above classifications, each employee will belong to one other employment status classification:

- **Full-Time**- Employees who are regularly scheduled to work no less than thirty hours per week but regularly work forty hours per week.
- **Part-time**- Employees who are regularly scheduled to work, on average, twenty hours per week, but less than thirty hours per week.
- **Part-time, less than 20**- Employees who are regularly scheduled to work, on average, less than twenty hours per week.
- **Temporary**- Employees who work either full-time or part-time, but for a specific period of time, typically less than one year.
- **PRN (per requested need)** - Employees who are scheduled on an as-needed basis.

PRN

KCU positions classified as PRN include Simulated Patient, Proctor, RN, Off-duty Patrol Agent, Student Assistant, Tutor.

Employees classified as PRN shall not work an established schedule but work on an as needed basis at their assigned location. PRN employees who have not worked at least once in a ninety-day (90) period, will be considered a voluntary termination and moved to inactive employment status. Less frequent work must be approved by the Manager. Employees are responsible for signing up for PRN work shifts. Employees are responsible for notifying their Manager, in writing, if they are no longer available or interested in working for KCU on a PRN basis.

The employee's manager and the Director of Human Resources must approve exceptions to this policy in advance.

KCU participates in group plans to provide medical, dental, vision, life and disability insurance to qualifying employees. A qualifying employee is a regular status (not temporary) employee who is scheduled to work a minimum of thirty hours per week or more. Contact Human Resources or the KCU intranet for the latest Summary of Benefits, and for any questions regarding employee benefits.

Employee Compensation

The University is committed to keeping salaries competitive for employees. The opportunity for a merit increase occurs during the annual performance review cycle.

Pay Days

All employees are paid bi-weekly (every other Friday).

The University encourages employees to have their pay directly deposited into their bank accounts. Direct Deposit is provided to all employees. For information regarding Direct Deposit, contact Payroll.

Pay Deductions

The law requires that the University make certain deductions from every employee's compensation/wages. Among these are applicable federal, state, and local income taxes. The University must also deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base."

The City of Kansas City, Missouri collects a 1 percent earnings tax on all wages earned in the City.

The University takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If an employee has questions regarding their paycheck, please contact Payroll.

Timekeeping Procedures

All non-exempt employees will utilize KCU's on-line timekeeping system to adequately reflect hours worked and time off codes (e.g. PTO, Jury Duty, Community Service and Bereavement time).

Non-exempt employees must ensure that all hours worked each day are accurately documented in the timekeeping system for payroll and benefit purposes. Using the Workday timekeeping system, hourly employees will check in and check out to accurately record the start and end times of their shift.

Under no circumstances is any non-exempt employee authorized or allowed to work "off-the-clock" (without entering accurate time into the timekeeping system), and absolutely no one is authorized to ask or require any employee to work off-the-clock. Any falsification of timekeeping records, or failure to enter all time worked into the timekeeping system, will result in termination.

All non-exempt employees, working a shift of 6 hours or more, must take an uninterrupted lunch break with a minimum of 30 minutes. Non-exempt employees may not work (including but not limited to answering the phone, emails, etc.) before or after their scheduled time without written supervisory approval. This includes unpaid meal periods. Employees will be paid for all time worked consistent with all legal requirements. Errors in the employee's time record should be reported immediately to the employee's supervisor then the employee or supervisor can correct legitimate errors to the timecard and add a comment explaining the time modification.

Overtime

Non-exempt employees may be required to work overtime whenever it is deemed necessary by the supervisor. Overtime is defined as any hours over 40 hours in one work week. Overtime will be assigned by the supervisor to the non-exempt employee in the particular job for which overtime is required. Non-exempt employees are not permitted to work overtime without the prior approval of the supervisor. No one is authorized or allowed to work overtime off-the-clock or to ask or require any employee to work overtime off-the-clock.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times his/her normal hourly wage for all time worked in excess of forty hours each workweek, unless otherwise required by law. Holidays, PTO, inclement weather time, official closings, or any other paid non-work time does not count towards hours worked for the purpose of calculating overtime.

For purposes of calculating overtime for non-exempt employees, the workweek begins on 12:01 a.m. Sunday and ends on 12:00 midnight Saturday.

There will be no overtime on overtime (or counting the same hours twice).

Non-Exempt Employees Working Inclement Weather Days, Holidays or Pre-Planned Closed Days

If due to the employee's position, the employee is required to work the majority of their work hours on-campus a day the University is closed, or because of inclement weather which has initiated a remote-work day with restricted campus access, the following will apply:

- A non-exempt employee working on one of the holidays or an observed holiday during a KCU closure will be awarded holiday worked compensation at a rate of twice the employee's normal rate for the hours worked.

- A non-exempt employee working on campus, on a non-holiday when the campus is closed, or due to inclement weather has initiated a remote-work day, will be awarded compensation at a rate of one and a half times the employee's normal rate for the hours worked.
- Supervisors need to ensure they are communicating arrangements to the next level manager and confirming timekeeping accurately records the premium pay for qualifying employees.

Compensation Travel Policy

Exempt employees will not be paid for non-workdays when traveling, attending a conference, or other business-related function that incorporates a non-work day (weekend, holiday, or pre-scheduled close). Also, exempt employees will not receive any additional days off or comp time for later use. Some non-exempt positions at the university may require travel. Non-exempt or hourly employees must have travel plans approved with their supervisor and the Finance Department before non-work day travel is arranged. Travel time for non-exempt employees will be compensated in a manner compliant with the Fair Labor Standards Act.

More information can be found in the KCU Policy Library under [Travel and Business Function Policy](#).

Paid Time-Off (PTO)

While the employee's presence at work every day is essential to KCU's success, we recognize that circumstances may prevent the employee from being at work from time to time (e.g. not feeling well, or caring for an ill child). We also believe that employees need time away from work in order to maintain a positive and healthy lifestyle. KCU offers paid time off (PTO) in support of both these goals.

Eligibility

Full-time and part-time employees consistently scheduled at least 20 hours per week per year, are eligible for the PTO benefit. The pay rate for PTO will be based upon the employee's regular pay rate.

Accrual

PTO will be managed and accrued over 26 pay periods in alignment with the University's fiscal year of July 1 through June 30. Accrual begins on the day of hire (prorated based on the number of days in the pay period). Please note- a service in a temporary status does not apply towards Years of Eligible Service. PTO does not accrue for overtime hours worked or during any two week pay period where there are continuous non-worked hours associated with short-term disability, long-term disability, family medical leave (FMLA), military leave or any unpaid leave of absence. At the end of each fiscal year, PTO will have a maximum carryover as follows:

Full-Time:

YEARS OF ELIGIBLE SERVICE	ANNUALIZED EQUIVALENT	MAXIMUM ANNUAL CARRYOVER CAP
<10 years Staff	200 hours (7.70 per pay period)	120 hours
0-10 years Faculty, Vice Presidents & Above	240 hours (9.23 per pay period)	120 hours

YEARS OF ELIGIBLE SERVICE	ANNUALIZED EQUIVALENT	MAXIMUM ANNUAL CARRYOVER CAP
>10 years Staff, Faculty, Vice Presidents & Above	240 Hours (9.23 per pay period)	120 hours

Part-Time:

YEARS OF ELIGIBLE SERVICE	ANNUALIZED EQUIVALENT	MAXIMUM ANNUAL CARRYOVER CAP
<10 years Staff	100 hours (3.85 per pay period)	120 hours
0-10 years Faculty	120 hours (4.62 per pay period)	120 hours
>10 years Staff & Faculty	120 Hours (4.62 per pay period)	120 hours

Note: An employee can only carryover a maximum of 120 hours annually (15 days) which will be rolled over on July 1 of each fiscal year. Any PTO time in excess of 120 hours (15 days) will be forfeited.

Using PTO

Employees are responsible for communicating your requests for PTO to the employee’s supervisor in advance of use whenever possible. PTO can be taken in 15 minute increments. The employee’s supervisor is responsible for approving or denying the employee’s PTO request through the University’s time keeping system. Supervisors are responsible for ensuring employees are not misusing their paid time off benefits.

If unplanned PTO is needed the employee should contact their supervisor before the start of their normal work hours for that day to let them know. At the time of notice, the employee should state the anticipated length of the absence if known. If unknown, the employee should provide information regarding the anticipated duration of the employee’s need for PTO as soon as it becomes known to the employee. Supervisors should notify Human Resources for absences of three consecutive days or more that are not related to planned PTO.

In situations that qualify for Family and Medical Leave and/or Short Term Disability, contact Unum at 1-866-779-1054. All accrued, unused PTO must be used before an employee can request unpaid time.

Use of Un-accrued PTO

The decision to allow an employee to use un-accrued PTO will be based on current business needs and must be approved by your direct manager. Supervisors may approve negative PTO balances up to 40 hours. A consistent negative PTO balance will be considered a performance issue and may lead to progressive corrective action steps, up to possible termination.

PTO and Separation from Employment

When an Employee separates from KCU, whether voluntarily or involuntarily, his or her final paycheck will include payment for up to 120 hours of unused accrued PTO at the time of separation. If an employee leaves KCU with a negative PTO balance (due to use of projected, but un-accrued PTO hours), the negative PTO balance will be deducted from the employee's final paycheck, to the extent allowed by law.

Community Service Days

KCU provides employees the opportunity to support activities that enhance and serve the communities in which we live and work.

Employees may request to utilize community service time in place of normally scheduled hours during the workweek for volunteering at any 501(c)3 non-profit organization of their choice.

Full-time employees will accrue four Community Service Days per fiscal year; prorated by quarter (one 8 hour day per quarter); and part-time employees will accrue two Community Service Days per fiscal year; prorated by quarter (one 4 hour day per quarter).

Community Service Days are considered paid time and should be used in no less than one-hour increments. The pay rate is the employee's current base salary on the days the service time is taken. Community Service Days do not count towards hours worked for the purpose of calculating overtime. Usage of this time or lack thereof does not affect PTO accrual. Community Service Days not utilized by the end of the fiscal year (June 30th) will be forfeited. Any Community Service Days not utilized upon departure from KCU will not be paid out.

The employee is responsible for communicating your requests for Community Service Days to your supervisor in advance of use and are responsible for timely and accurate reporting of community service time used in the University's time and attendance system. We encourage community service and encourage you to help an organization that is in need and that has meaning to you. (KCU's sponsored events such as WeCare and Score 1 for Health should utilize Community Service Days.) Supervisors are responsible for ensuring employees are not misusing or overusing their service day benefits.

Holidays

KCU observes the following paid Holidays. Full-time employees will be compensated eight hours of base earnings and part-time employees (working 20 or more hours a week) will receive four hours compensation of base earnings. Each year, the actual dates are published on the intranet.

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Pre-planned Closings (Winter Break)

The University will announce official closings periodically for various activities. These are announced well in advance of the actual day(s). When this occurs, full-time employees will be compensated regular pay in accordance with payroll rules and policy. Part-time employees will be compensated at four hours per day.

Pre-planned closings of more than five (5) days do not count against an employee's FMLA leave entitlement.

Time Off to Vote

In compliance with the state laws, KCU allows employees three consecutive hours of leave during polling hours in order to vote in federal, state, or local elections, both primary and general elections. If the employee does not have three consecutive hours available during polling hours outside of the employee's normal work schedule, the employee may request time off for voting. The request must be in writing at least two business days in advance and clearly state that the time off is to enable the employee to vote.

No deductions will be made from wages or salaries when taking time off to vote. The employee will not be expected to make up the missed work hours nor will the employee be disciplined for taking voting leave or for failing to vote.

Jury Duty

If the employee receives a summons for jury duty the employee will be entitled to time off with regular pay (to a maximum of the employee's base hours) for the number of days or hours missed from work. During this time, the employee will be allowed to retain the jury duty compensation. Jury duty that exceeds 4 weeks (20 working days) compensation will be determined on a case by case basis. The employee may elect to use available accrued PTO (offset by jury duty compensation). Jury duty absences do not count towards hours worked for purposes of calculating overtime. The employee must promptly notify their supervisor and provide a copy of the jury summons so that absences may be recorded accurately.

If the jury duty exceeds the duration of eligible compensation by KCU, the employee is responsible for their portion of the benefit premiums in which they are participating.

Witness Duty

The University encourages employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by the University, they will receive paid time off for the entire period of witness duty. Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the University. Employees are free to use any available PTO to receive compensation for the period of this absence.

The subpoena should be shown to the employee's supervisor immediately after it is received so that scheduling can be adjusted. The employee is expected to report for work whenever the court schedule permits.

Bereavement Days

When a death occurs in an employee's immediate family, all full-time employees may take up to a maximum of (3) days off, per occurrence, with pay to attend the funeral or make necessary arrangements. The three (3) days do not need to be taken consecutively. If additional time is necessary, employees may elect to use PTO time.

Immediate Family Members are defined as an employee's: spouse; partner; child; parent; legal guardian; brother; sister; stepparent; stepchildren; grandparents; grandchildren; current mother-in-law; and current father-in-law.

When an employee is on a Family Medical Leave (FMLA) to care for a family member and the leave is terminated by the death of a family member, the employee will be granted the normal time off for bereavement leave as described above.

Bereavement days do not count towards hours worked for the purpose of calculating overtime.

LEAVE OF ABSENCE

Family and Medical Leave Act (FMLA)

KCU has partnered with a third party, Unum, to administer both FMLA and Short Term Disability.

View KCU's [Family and Medical Leave Act \(FMLA\) Policy](#) in the Intranet Policy Library.

Temporary Military Leave

KCU recognizes U.S. Armed Forces service members' training obligations. Employees should provide military orders to their supervisor and Human Resources upon notice. All benefits will continue during an employee's temporary military leave. An employee who is a member of the Active Reserve or National Guard will be paid the employees regular salary during Temporary Active Duty (TAD) training up to a maximum of 80 hours for full time employees and 40 hours for part time employees per fiscal year.

Any temporary military leave above the 80 hours may be taken as PTO or Unpaid Leave.

All Other (extended) Military Leave

Employees directed to participate in extended military duties in the U.S. Armed Forces will be placed on an unpaid military leave of absence status for a period of as long as five years. KCU will reinstate employees returning from military service in compliance with the Military Selective Service Act of 1967, and Title 38 as amended, as well as the Federal Uniformed Services Employment and Reemployment Rights Act of 1994. Please contact Human Resources for more information.

SEPARATION

Separation of Employment

There are two main circumstances under which an employee would leave KCU:

1. Resignation – voluntary employment termination initiated by an employee.
2. Termination – involuntary employment termination initiated by KCU.

Employment at KCU is terminable “at will” (*unless specified otherwise in “About this Handbook”*) by both the employee and the University, each remaining free to choose to end the work relationship at any time, for any reason. If the employee decides to end their employment with the University, we ask as a matter of professional courtesy that the employee provide their supervisor with reasonable notice, preferably two weeks for staff, and at least A 30-day notice for Leadership level positions. Faculty Employment Agreements should be referenced where a 90-day notice is expected for faculty positions.

Final Paycheck

Final pay will be in accordance with applicable state laws. Final paycheck will reflect:

- Any owed wages
- Up to 120 hours of unused accrued PTO hours
- Any negative PTO hours (shown as a deduction/recovery)
- Any monies owed the University such as, educational assistance, equipment, moving expenses, tail insurance, etc. (shown as a deduction/recovery)
- Any unsupported business expenses

If the employee departs involuntarily from KCU final pay will be in accordance with applicable state laws.

Benefits

Benefits (Medical, Dental and Vision) end on the last day of the month in which the employee’s last day of employment falls. Medical, Dental, Vision and EAP benefits may be continued in accordance with the Consolidated Omnibus Budget Reconciliation Act (“COBRA”) regulations. An employee has the option to convert/port group life insurance to individual life insurance policy.

Under COBRA, the employee or beneficiary pays the full cost of coverage at KCU’s group rates plus an administration fee. A vendor of KCU will provide each eligible employee with a written notice describing their rights granted under COBRA when the employee becomes eligible for coverage under KCU’s health insurance plan. The notice contains important information about the employee’s rights and obligations including the monthly cost of continuing the benefit.

Return of Property

Employees will be asked to return all KCU property, including materials or written information issued to them during their employment, on or before their last day of work. KCU may also take all action deemed appropriate to recover or protect its property. For further clarification, University Property extends beyond physical property (i.e. equipment, electronic devices, materials and supplies) and also includes any and all data stored on University devices or servers.

TECHNOLOGY

Social Media

The following principles apply to professional use of social media on behalf of KCU, personal use of social media when referencing KCU, and personal use of social media that is visible to the public or KCU employees or students:

- Employees need to adhere to the KCU Code of Conduct, Employee Handbook, and other University policies when using social media.
- Employees should be aware of the effect their actions may have on their individual images, as well as KCU's image. The information that employees post or publish may be public information and in many cases may be visible to other KCU employees or students.
- Employees should be aware that KCU may observe content and information available on public social media networks. Employees and students should use their best judgment in posting material that is not inappropriate, harmful, offensive or objectionable to KCU, its employees, or students.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, derogatory, racist, unprofessional or that can create a hostile work environment.
- Employees are not to publish, post or release any information belonging to KCU that is considered confidential or not public. If unsure as to what is considered confidential, employees should check with the director of Human Resources or the executive director of University Relations.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to KCU's authorized spokespersons, the director of public affairs, or the executive director of University Relations.
- An employee should never represent himself/herself as a spokesperson for KCU, unless specifically authorized by KCU to do so. If KCU is a subject of the content the employee is creating, be clear and open about your status as an employee and make it clear that the posted views do not represent that of KCU, fellow employees, clients, suppliers or people working on behalf of KCU. A disclaimer as mentioned below should be included.
- If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
- Employees should obtain appropriate permission before referring to or posting images of current or former employees, students, vendors or other University constituents. Additionally, employees should obtain appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media usage shouldn't interfere with employee responsibilities at KCU.
- If employees publish content that involves work or subjects associated with KCU, a disclaimer should be posted on the users' social media profile, such as this: "The postings on this site are my own and may not represent KCU's positions, strategies or opinions."
- Before creating any KCU-affiliated social media accounts, any employees outside of the University Relations team should contact University Relations.
- Employees are advised to keep KCU related social media accounts separate from personal accounts.

- Employees should always be aware of how they identify and present themselves to the public. Employees are not prohibited from expressing their personal opinions on social media. Rather, all personal opinions or statements by Employees shall be expressed in a respectful, appropriate, professional and inoffensive manner.
- Be mindful of the world's longer memory. Everything the employee says is likely to be indexed and stored forever, either via search engines or through bloggers that reference the employee's posts and can result in adverse action taken against the employee, up to and including termination.

If there are questions regarding these policies, please contact the executive director of University Relations. Questions regarding media relations should be directed to the executive director of University Relations.

Retaliation is Prohibited

KCU prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to corrective action, up to and including termination.

Technology and Software Use Policy

Purpose

KCU recognizes the abundance of technological resources available. It is essential for individuals to have access to the latest technology and information obtainable in order to effectively and efficiently do their jobs, reach their goals, grow professionally, and fulfill their educational requirements. For this reason, through the Information Technology department, KCU provides technological access to individuals. Nevertheless, KCU must respect and observe the rights and privileges of copyright holders, obey the United States Copyright Act and other laws pertaining to educational institutions, and preserve the integrity of its internal network systems.

Account Guidelines

Accounts are automatically created for all employees. Accounts will remain in effect until termination, expiration of the account pursuant to the terms of the special arrangement, or when the provisions of this policy have been violated, as applicable.

- Use of software owned or licensed by KCU constitutes the user's agreement to abide by copyright laws, license agreements, and all other appropriate laws and regulations.
- Only properly licensed software will be considered for installation.
- Only KCU licensed software may be used on KCU Authorized Equipment unless specific written authorization has been obtained from the department head of the Information Technology department AND the user can demonstrate that the software is properly licensed.
- KCU cannot and does not make any guarantee, explicit or implied, regarding the privacy of electronic mail or any other KCU sponsored applications. Electronic mail is vulnerable to interception, misdirection and rerouting. Highly confidential materials, and information subject to HIPAA or FERPA regulations, should be delivered and stored in another manner.
- Information maintained on computer network and hard drives is considered property of the University.

User Responsibilities

Individuals who use Information Technology resources at KCU are granted such access as a privilege. Everyone is expected to use accounts responsibly, within the KCU approved educational, academic, research, and/or administrative guidelines for which such accounts are granted.

- Individuals shall use only the KCU accounts that have been authorized for the employee's use.
- Individuals are responsible for ANY activity conducted on the employee accounts, and should protect the employee accounts by keeping passwords confidential. Users are responsible for ensuring that the Authorized Equipment for which the employee is responsible remains in compliance with this policy.
- Individuals learning of any misuse of KCU equipment or violations of this policy shall notify the Information Technology department in a timely manner.
- The internet facilities provided by KCU is University property. Access to the Internet imposes certain responsibilities and obligations. Use of the Internet, including the University's Internet applications, must be ethical and honest with due respect for intellectual property rights, system security, and personal privacy.
- Users are encouraged to review the Non-Discrimination and Anti-Harassment Policy on the intranet. The policy specifically addresses procedures for reporting such incidents and the enforcement of these policies.
- Create and use strong passwords for University systems and change them regularly. Do not share passwords or account names with anyone (unless it is a special purpose shared account). Do not share user names or passwords including shared accounts with any outside entities.
- Malware is a very serious threat. It can be loaded on a computer via email, web sites or thumb drives. It usually requires some user action (such as clicking a link or acknowledging a popup) but not always.
- KCU has systems in place to block known phishing attempts and malware threats however new phishing schemes and malware threats appear daily. It is the employee's responsibility as a KCU employee to exercise due diligence when using KCU computing resources. If something does not feel right or you have questions/ concerns contact the KCU IT Helpdesk for assistance.
- Be wary of unsolicited emails. Never click a link, provide credentials or open attachments as a result of an unsolicited email, even if the source appears legitimate. If the employee is not sure about an email contact the IT Helpdesk. If an email reports a problem with the employee's personal or KCU account do not click any link, even if it appears legitimate. Instead open a new browser window and go directly to the site in question. Login there to verify the employee's account status.
- If the employee click any links that do not appear to work correctly, open attachments that do not display as expected, receive strange or threatening popup windows or have any other reason to suspect the employee may have inadvertently allowed malware onto the employee's computer immediately contact the helpdesk.
- Simulated Phishing Emails- To heighten awareness and reinforce training around potential security threats, the KCU IT Department will execute monthly-simulated phishing emails and report to executive leadership as to how the overall employee base is performing as well as specific employee accountability. Click here to review the [Cyber Security IT Phishing Policy](#).

Employer Monitoring Rights

KCU reserves the right to:

- Access or monitor (without notice) any use of the KCU network and University-owned applications including but not limited to Internet access, email use, learning management system access and use, storage of electronic, magnetic, and other files and information, etc. Use of any KCU-sponsored applications constitutes consent to such access and monitoring.
- Request and obtain proof of proper licensing from any user of any software applications found on KCU Authorized Equipment.
- Inspect the drive space of all account holders, any and all other Authorized Equipment, and any equipment on KCU premises, which is of a type and general character so as to be likely to be subject to these policies, including, but not limited to, the hardware itself and email messages stored thereon and areas of KCU's network and KCU-sponsored applications.
- Monitor and read email messages and discussion boards. All electronic mail accounts and content of the discussion boards are the property of KCU.
- Periodically audit all Authorized Equipment for software and other materials that may violate this policy.

Prohibited Activities

Be aware that KCU's status as an academic institution does not exempt it, its employees, faculty, agents, or its students from laws regarding the use and exploitation of intellectual property. Academic institutions have been and will be held liable for any unauthorized uses of proprietary material. If a particular activity is prohibited by this policy, then it has been determined by KCU that such activity is either unlawful or exposes KCU to unacceptable potential loss or liability.

Users are strictly prohibited from performing, alone or in conjunction with, any of the following activities. These include, but are not limited to, the following:

- Sharing of passwords or logins. Allowing friends, family, co-workers, or others to use KCU accounts, either locally or through dial-in or Internet connections.
- Copying software without the proper authorization.
- Theft of hardware, software (including unauthorized reproduction), supplies, or other property. Installing software (including but not limited to games, shareware, freeware, careware, etc.) on any KCU computer hard drive or network drive without proper authorization from the Information Technology Department. Without proper authorization, attempting to:
 - Access, copy, or destroy programs or files that belong to other users or KCU;
 - Disable or overload any computer system or network;
 - Circumvent any system or procedure intended to protect the privacy or security of any person, network, information, data, program, or system; or
 - Place or use, regardless of the means, on KCU property or in accounts on any KCU equipment of so-called "hacker" files or other computer programs or devices whose principal function is to defeat security or copy protection mechanisms.
- Modify or altering KCU computing equipment:
 - Computer settings;
 - Introducing viruses, worms, Trojan horses, trap-door programs, or other intentionally destructive or disabling codes into any system running on any KCU equipment (this includes the Internet); or

-Making any changes without written permission from the Information Technology department.

- Attempting to undermine network security, to impair functionality of the network, or to bypass restrictions including, but not limited to, security restrictions set by Information Technology or KCU. Assisting others in violating, or negligently allowing others to violate rules.
- Copying or uploading to, or copying or downloading from Authorized Equipment copyrighted materials by account holders or other KCU personnel other than specifically authorized members of Information Technology.
- Displaying, storing, and/or using the Internet to view, access, upload, download, store, transmit, create, or otherwise manipulate illegal or unlicensed software, copyrighted material (in the absence of the authorization of the copyright holder), pornographic material, media files (i.e. music, video, etc.) or other unauthorized and/or non-course designated sexually explicit materials on any Authorized Equipment. In addition, such material may not be archived, stored, distributed, edited, or recorded using Authorized Equipment.
- Messages with sexual, racial, discrimination or harassing content, including any offensive or unlawful remarks, jokes, slurs and obscenities.
- Electronic chain letters.
- Use of E-mail or Internet services, including Internet applications, for personal financial gain, business or commercial enterprises, personal use during scheduled working hours (including “surfing the net”), or illegal activities (including use of KCU’s E-mail address or any part of a KCU domain name to solicit or receive solicited commercial-related or illegal communications).
- Libelous or hateful material.
- Downloading from the Internet any program, “plug-in”, or other binary file to any Authorized Equipment without the prior consent of the department head of the Information Technology department. (This includes, but is not limited to, files with the extension “.exe”, “.bat”, or “.com”)

Unauthorized or fraudulent use of the University’s computing resources is a serious violation of University regulations and may be against the law. Failure to comply with the stated provisions and applicable local, state, and federal laws may result in corrective action and/or civil penalties (including damages, criminal fines and/or imprisonment). Information derived from system monitoring and/or contained in electronic message or files may be used as a basis for administrative, corrective, or criminal proceedings.

- In addition to any action which KCU may take against the account holder, KCU reserves the right to pursue any and all claims (equitable, legal, and criminal) against and remedies to which KCU may be entitled to from the account holder and/or the actual third party offender.
- If any unlicensed copyrighted materials or other items in violation of this policy are found on KCU premises or installed on any such equipment, the offending materials will immediately be removed and destroyed without warning. Unauthorized equipment may be impounded and held pending corrective action against the responsible individual.
- KCU may report to the appropriate law enforcement agencies any actions by account holders that are believed to be against the law.
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