



EMPLOYEE HANDBOOK

EFFECTIVE: 2025

This document supersedes all previous versions.

Kansas City University Employee Handbook



February 13, 2025

ABOUT THIS HANDBOOK/DISCLAIMER

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 designees 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.

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Section 1 - UNIVERSITY INFORMATION

1-1. Introduction

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.

1-2. 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*

Section 2 - CODE OF CONDUCT

2-1. 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.

As a matter of sound judgment and professional ethics, all employees have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students or other employees. 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.

Employees should make decisions based on strong ethical principles. This means considering fairness, integrity, and the impact of their actions on others. When unsure about the appropriate course of action, employees should proactively seek clarification. This can be done by consulting with their immediate supervisor, their 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 leadership in the Legal and Compliance department at any time, whether to report a suspected violation or to request guidance on a compliance issue.

In addition, KCU has 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.

A concerned person may file a confidential/anonymous report by following the instructions located in the [Whistleblower policy](#). The Code of Conduct will be enforced uniformly for everyone, regardless of their position. Any violations, whether intentional or due to negligence, pose risks to individuals and the organization. Consequences may result in corrective action, up to and including termination.

Section 3 - WORKPLACE GUIDELINES

3-1. 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.

3-2. 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 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 enhancing the university's sense of community. KCU's strategic plan outlines our priorities and best practices to achieve diversity through ongoing and vigilant evaluation of our institutional community.

3-3. Nondiscrimination and Anti-Harassment Policy

KCU is committed to maintaining a respectful, safe, and inclusive work environment for all employees. To uphold this commitment, the University enforces a strict Non-Harassment Policy, which outlines expectations for professional conduct and provides resources for addressing concerns.

Employees are encouraged to familiarize themselves with the Non-Harassment Policy to understand their rights and responsibilities. This policy can be accessed in the [KCU Policy Library](#), located on the University intranet. The Policy Library also provides detailed information about reporting procedures, confidentiality, and support resources available to employees.

3-4. 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.

Employees are encouraged to familiarize themselves with the complete Title IX and Sexual Misconduct Policy. This policy can be accessed in the [KCU Policy Library](#), located on the University intranet. The Policy Library also provides detailed information about reporting procedures, confidentiality, and support resources available to employees.

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3-5. 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 accommodation must first be initiated and reviewed by Human Resources directly and received through Workday via Worker Accommodation Request. 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.

3-6. 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 activities.

If a supervisor determines that employee's outside activity 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 activity 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 activity 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.

3-7. 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.

3-8. Conflict of Interest

Employees are encouraged to review KCU's Conflict of Interest Policy to gain a clear understanding of what constitutes a conflict of interest and how to address potential situations. This policy can be accessed in the [KCU Policy Library](#), located on the University intranet.

3-9. Anti-Nepotism Policy

Employees are encouraged to review KCU's Anti-Nepotism Policy to understand the guidelines regarding the employment of relatives within the University. This policy can be accessed in the [KCU Policy Library](#), located on the University intranet.

3-10. 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.

3-11. 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.

Please reference the Code of Conduct/Ethics and Acceptable Conduction section of the Employee Handbook for guidance on professional and acceptable conduct with students.

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.

3-12. Medical Treatment of Students by KCU Faculty Members

KCU faculty will not provide medical treatment 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 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 finding medical treatment/advice, they can contact the staff in the Office of Student Affairs for a referral to an appropriate physician.

3-13. 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.

3-14. 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 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.

3-15. 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 Act 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 those that involve safety-critical functions as defined by federal regulations on drug and alcohol testing, including those established by the United States Department of Transportation and other applicable federal or state agencies. Additionally, KCU designates certain roles as safety-sensitive if performing them under the influence could pose a significant threat to health or safety, or if a lapse in attention could result in injury, illness, or death.

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

- Carrying a firearm;
- Performing potential life-altering procedures;
- Working with hazardous or flammable materials, food, or medicine;
- 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. This policy can be accessed in the [KCU Policy Library](#), located on the University intranet.

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 they are 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, based on the results. Regardless of employment status, the employee will be given information regarding our Employee Assistance Program.

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

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 of 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.

3-16. 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 includes:

Shorts, sweatpants, 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.*

3-17. 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 that 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.

3-18. 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.

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.

All employment decisions must be made in coordination with Human Resources. Managers must consult with Human Resources on all matters of employment before a decision or outcome is determined.

3-19. 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.

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

3-20. Open Positions and Job Posting

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

3-21. Promotions and Job Title Changes

Employees are encouraged to review KCU's Promotions and Job Title Changes Policy to understand the criteria and process for career advancement and title updates within the University. This policy can be accessed in the [KCU Policy Library](#), located on the University intranet.

3-22. 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.

3-23. 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.

3-24. 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.

Failure to maintain active required licensure or credentials may lead to a temporary change in duties until renewed. If licensure or credentials lapse, corrective action may be considered.

3-25. 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 Vice President of Human Resources (VP) within 14 business days of the charge and continue to provide updates to the VP until such time as the charges are disposed of or a conviction has occurred.

3-26. Employment and Income Verification

Employment and Income verification requests 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 employees 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**

3-27. 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.

3-28. Intellectual Property Policy

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

3-29. 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.

3-30. 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.

3-31. 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.

3-32. Facility and Events Policy

Employees are encouraged to review KCU's Facility and Events Policy to understand the guidelines for reserving and using campus spaces for events and activities. The policy is located in the [KCU Policy Library](#).

Section 4 - WORKPLACE SAFETY

4-1. Workplace Safety Overview

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.)

4-2. Campus Safety

The safety of our employees, students, and guests is our highest priority. 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 their supervisor, and to adhere to all safety rules and training.

Please do NOT diagnose or treat your own injuries.

4-3. 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.

4-4. Visitors in the Workplace

KCU is a private campus and is not open to the public. The purpose of this policy is to enhance the safety and security of the entire campus community of KCU, along with protecting and promoting the University's mission, vision and values. Except for the occasional short visits from family members and friends, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards; safeguards against theft and ensures the security of equipment; protects confidential information; and avoids potential distractions and disturbances. If an unauthorized individual is observed on KCU's premises, employees should immediately notify Safety & Emergency Management.

Employees may only admit authorized visitors to company premises. An authorized visitor is defined as a non-employee for whom the escorting employee has received prior clearance through either Human Resources, their supervisor, or is someone visiting as part of a company-sponsored program. Authorization is dependent on the appropriate business need and whether the individual is in good standing with KCU. Individuals without prior authorization will be considered unauthorized and may be turned away.

All previous employees must be authorized through Human Resources before visiting the campus. All non-lab employees and visitors must be accompanied by a KCU employee when entering any of the laboratory workrooms.

It is the responsibility of Security, Reception, and the responsible requesting party to comply with this policy and ensure the conduct and safety of their visitors. All visitors should check in at the main reception area for that campus, receive a badge and be escorted to their destination by the appropriate employee. If a reception person is not available, visitor badges can be obtained from Safety & Emergency Management on either campus.

4-5. 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.

Children are not allowed in laboratory workrooms at any time, except during University-sanctioned events.

4-6. 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.

4-7. 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 KCU's Safety and Emergency Management department 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 on 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 rearview mirror. The registration of a vehicle does not enable KCU to guarantee that a parking space is available. Individuals needing special accommodation must provide documentation from their physician substantiating the request.

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

4-8. 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.

4-9. 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 with 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 five (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.

4-10. 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 from employees, as well as threats from 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.

4-11. 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.

4-12. 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 should not 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.

4-13. Chronic Communicable Disease

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

The employee has an obligation and responsibility to advise Human Resources about 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 regard 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 employees' 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 employees' 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's 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.

Section 5 - BENEFITS

5-1. Employee Benefits Overview

As a KCU employee, your compensation extends beyond just your base salary. Our comprehensive fringe benefits program is thoughtfully designed and reflects KCU's significant investment in supporting and enhancing the well-being of our employees. For all benefits 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 HRS)	PART-TIME EMPLOYEES (20-29 HRS)	TEMPORARY & PART-TIME EMPLOYEES (<20 HRS)
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 (based on work schedule)	
PTO (PAID TIME OFF)	X	X (pro-rated)	
BEREAVEMENT LEAVE	X	X (pro-rated)	
COMMUNITY SERVICE	X	X (pro-rated)	
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.*

5-2. 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 the 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:
 - Proof of grade(s) confirming the grade for each course.
 - 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.*

Section 6 - ATTENDANCE

6-1. 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 an 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 for some other reason, the employee has 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 a 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.

6-2. 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 (please defer to your Manager for appropriate call-in procedure). Any additional instances of a No-Call No-Show will result in termination of employment with the University.

6-3. 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.

Section 7 - COMPENSATION AND PAY PRACTICES

7-1. 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 a 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 be 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 of the below employment status classifications:

- **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 employee (not temporary), 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.

7-2. 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 requires employees to have their pay directly deposited into a U.S. bank account. 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 one (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 corrective action, up to and including 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 on the time card and add a comment explaining the time modification.

Overtime

Non-exempt employees may be required to work overtime if deemed necessary by their supervisor. Overtime refers to any hours worked beyond 40 in a single workweek. Supervisors will assign overtime as needed for specific roles or tasks, and employees must obtain prior approval from their supervisor before working any overtime.

Under no circumstances should overtime be worked off-the-clock, nor should anyone request or require an employee to do so. Non-exempt employees who work overtime will be paid at a rate of 1.5 times their regular hourly wage for all hours exceeding 40 in a workweek, unless otherwise mandated by law.

Please note that paid non-work hours-such as holidays, PTO, inclement weather time, and official closings-do not count toward the 40-hour threshold for overtime. For the purpose of calculating overtime, the workweek begins on Sunday at 5:00 a.m. and ends the following Sunday at 4:49 a.m.

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 1.5 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 by 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](#).

7-3. 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 from 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
>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 carry over 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 an 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 the planned PTO.

In situations that qualify for Family and Medical Leave and/or Short Term Disability, contact Unum at 1-866-868-6737. 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 for 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 and including 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.

7-4. 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 (July 1-June 30); 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 30) will be forfeited. Any Community Service Days not utilized upon departure from KCU will not be paid out.

Employees are responsible for notifying their supervisor in advance when requesting Community Service Days and for accurately reporting the time used in the University's time and attendance system. Community service is encouraged, especially with organizations in need that hold personal significance (KCU-sponsored events, such as We Care Day 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.

7-5. Holidays

KCU observes the following paid holidays each year, with exact dates 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**

Holiday Credit

- **Eligibility:** Full-time employees and part-time employees working 20 or more hours per week receive holiday credit equal to the hours they are regularly scheduled to work on the holiday.
- **Working on a Holiday:** Nonexempt employees who are required to work on a recognized holiday receive holiday compensation for the hours worked, as described in Section 7.2. The holiday credit is reduced by the number of holiday hours actually worked.
- **Leave Without Pay:** An employee on leave without pay for any portion of the last scheduled workday before a holiday or the first scheduled workday after a holiday is not eligible to receive holiday credit, unless otherwise approved by the Vice President of Human Resources.

7-6. Pre-planned Closings (Winter Break)

Official Closings and Credit

- The University periodically announces official closings for various activities, providing notice well in advance.
- During these pre-planned closings (e.g., winter break), full-time employees receive closing credit equal to the number of hours they are regularly scheduled to work on the closed day(s).
- Part-time, nonexempt employees (working 20 or more hours per week) receive closing credit only for the days they are normally scheduled to work, in an amount equal to their regular schedule for those days.

Working on a Pre-Planned Closed Day

- If nonexempt, full-time or part-time employees (20+ hours/week) are required to work during a pre-planned closure, they will be compensated in accordance with Section 7.2. The closing

credit they receive will be reduced by the total number of hours worked.

Impact on FMLA

- Any pre-planned closure lasting more than five (5) days does not count against an employee's FMLA leave entitlement.

7-7. 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 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.

7-8. 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. 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.

7-9. 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.

7-10. Bereavement Days

When a death occurs in an employee's immediate family, all full-time and benefit-eligible part-time employees may take up to a maximum of (3) shifts off, per occurrence, with pay to attend the funeral or make necessary arrangements. The three (3) shifts 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 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.

Section 8 - LEAVE OF ABSENCE

8-1. 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.

Section 9 - SEPARATION

9-1. 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.

9-2. Final Paycheck

Final pay will be in accordance with applicable state laws. The 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 an 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.

Section 10 - TECHNOLOGY

10-1. Information Technology Policies

Information Technology (IT) Policies establish standard requirements for all KCU stakeholders and systems involved in creating, maintaining, storing, accessing, processing, or transmitting information.

These policies apply to all faculty, staff, students, contracted workers, or anyone granted access to KCU applications, systems, and information. They cover all KCU systems, applications, and information in any form and anywhere KCU business is conducted.

The policies encompass KCU's technology systems, which include various hardware, software, communications equipment, and other devices used to create, receive, store, process, and transmit information. This includes equipment connected to any KCU network, whether hardwired or wireless, as well as all stand-alone equipment deployed by KCU's Information Technology department at its campuses or remote locations.

- Cybersecurity Incident Reporting Policy
- Cybersecurity IT Phishing Policy
- Data Classification and Protection Policy
- Technology and Software Use Policy
- Written Information Security Program (WISP)

These policies are available on the [IT Policies page](#) of the KCU intranet.

10-2. 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 the University Relations team should contact University Relations.
- Employees are advised to keep KCU related social media accounts separate from personal accounts.

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.



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