



# Employee Handbook

Version 10/22

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## MISSION AND HISTORY

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### 1.1 History of the University

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Mars Hill University is the oldest educational institution on its original site in western North Carolina. It was founded by a small group of pioneer families, most of them the children and grandchildren of the original settlers of the area, who erected a modest schoolhouse and later two residential buildings on what was then called “Pleasant Hill.” When the founders could not pay the contractors, Joe Anderson, a slave held by one of the trustees, was seized as collateral until funds were raised to pay off the institution’s debts. Mr. Anderson is today counted as one of the founders of Mars Hill University, and his gravesite is located on campus.

The school opened in 1856 as the French Broad Baptist Institute, named for the association of churches in the area. In 1859, it was chartered by the North Carolina General Assembly and renamed Mars Hill College, a name taken from Acts 17:22: “Then Paul stood in the midst of Mars’ hill, and said, Ye men of Athens, I perceive that in all things ye are too superstitious.” The town of the same name grew up subsequently around the college

During the first two years of the Civil War, Mars Hill College continued to operate, but dwindling enrollment and skirmishes in the area forced it to close in 1863. For the last two years of the war, the college’s buildings served as barracks for a series of Confederate units. In 1865, on the eve of peace, Union troops burned down the two residential buildings, and while the college managed to reopen later that year, the incident began a prolonged period of difficulty for Mars Hill. Over the next three decades, fourteen men served as president, most for no more than a year at a time

The election of Dr. R. L. Moore as President in 1897 was, in a sense, a second founding for Mars Hill College. Under his leadership the college grew continuously, its assets multiplied, and its character as an institution of higher education was firmly established. In 1921, Mars Hill was reorganized as a junior college and became a successful pioneer in that field. In 1923, the college forged close ties with the Baptist State Convention of North Carolina, which provided support and appointed trustees; this relationship continued through 2008, when the board became self-perpetuating once again.

In 1938, after 41 years of distinctive service, Dr. Moore retired from the presidency and was succeeded by Dr. Hoyt Blackwell, a member of the faculty. Under Dr. Blackwell’s leadership the progress of the college continued. High standards were maintained, facilities were expanded and improved, and the curriculum was revised. In 1960 plans were approved to convert Mars Hill into a senior college. The junior year was added in 1962–63, and the first baccalaureate degrees were awarded in May 1964.

After 28 years of distinguished service as President, Dr. Blackwell retired in 1966 and was succeeded by Dr. Fred Blake Bentley, at that time the youngest college president in the nation. Taking “Emphasis on Excellence” as the creed of his administration, he guided Mars Hill to accreditation as a senior college, led faculty development and curriculum innovation, and fostered numerous other educational and physical advances. Dr. Bentley retired in 1996 and was succeeded by Dr. A. Max Lennon ’60, who served from then until 2002.

In 2002, Dr. Dan G. Lunsford ’69, Dean of the School of Education & Leadership, was appointed Interim President and affirmed as President the following year. Under Dr. Lunsford’s leadership, Mars Hill has seen the construction and refurbishment of numerous instructional and residential facilities, the expansion of student activities and programming, the development of new faculty and staff positions, and the addition of academic programs, including the institution’s first graduate program in 2011. This growth and improvement have caused Mars Hill’s student population has grown by nearly 30% since 2010. In recognition of these profound changes, Mars Hill College transformed into Mars Hill University in 2013.

In June Of 2018, Mars Hill University welcomed its 22nd President John Anthony “Tony” Floyd, J.D. Floyd came to Mars Hill from Coker College in Hartsville, South Carolina, where he was executive vice president, coordinator of the political science major, and coordinator of the pre-law specialization. Floyd earned his Bachelor of Science degree in business management from the University of South Carolina, and his juris doctor from Campbell University. Following a 23-year career in private law practice, he joined Coker College in 2012 as vice president of administration and legal counsel, and was named executive vice president in 2015.

## 1.2 Mission Statement

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Mars Hill University, an academic community rooted in the Christian faith, challenges and equips students to pursue intellectual, spiritual, and personal growth that is:

- grounded in a rigorous study of the Liberal Arts,
- connected with the world of work, and
- committed to character development, to service, and to responsible citizenship in the community, the region, and the world.

## 1.3 Accreditation

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Mars Hill University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's and master's degrees. Questions about the accreditation of Mars Hill University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).



Other Accreditations:

- Council on Social Work Education
- National Association of Schools of Music
- Association for Advancing Quality in Educator Preparation
- North Carolina Board of Nursing (Initial Approval)
- Commission on Collegiate Nursing Education (Initial Accreditation of Baccalaureate Nursing programs)
- North Carolina Department of Public Instruction (for Teacher Education)

Affiliations:

- Appalachian College Association
- Association of College and Research Libraries
- College Entrance Examinations Board
- Council for Advancement and Support of Education
- Council of Independent Colleges
- Independent College Fund of North Carolina
- North Carolina Independent Colleges and Universities
- American Council on Education

## **ADMINISTRATIVE STRUCTURE**

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Mars Hill University is distinguished by its shared governance approach to the administration of the university. The Board of Trustees is the policy-setting body for the institution. All major policies governing the operation of the university are set by the Board of Trustees. The Board of Trustees does not administer university policy but appoints the President of the University as the Chief Executive Officer. The President delegates administrative, decision-making responsibilities to the various administrative components of the university. Faculty, staff, students, and administrators participate in the administration of the university where appropriate.

The Board of Trustees consists of thirty-six members, each of whom is elected to a four-year term, with nine members elected each year. The Committee on Trusteeship is charged with recommending trustee nominees to the entire Board of Trustees for its vote. The President of the University is an ex officio member of the Trusteeship Committee. The Board selects its own officers and appoints its members to standing committees and whatever special committees it deems necessary. Its officers are Chair, Vice Chair, Secretary, and Treasurer. The full Board meets at least three times each year. Committees meet to conduct business as necessary.

For current Mars Hill University organizational charts, please refer to Appendix A

## 2.1 President of the University

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The President is selected by the Board of Trustees and holds office at its pleasure. The President is the chief executive officer (CEO) of Mars Hill University and is responsible to the Board of Trustees for the supervision, management, and government of the university (including all academic affairs, fundraising and institutional development, and athletics,) and for interpreting and carrying out the policies of the Board of Trustees.

The President is an *ex officio* member of the Board and of all standing committees but has no vote. With the cooperation of the Provost and Vice President of Enrollment Management, the President shall put into effect the action of the faculty and the Board of Trustees in the internal administration of Mars Hill University.

The President, with the assistance of the Provost and Vice President of Enrollment Management, and the Vice President for Finance, shall annually prepare and submit to the Finance Committee and the Executive Committee of the Board of Trustees a proposed annual budget for Mars Hill University prior to the beginning of the fiscal year covered by the budget. The President shall submit to the Board of Trustees reports on the condition, operations, and needs of Mars Hill University.

The President chairs the senior administrative council of the university, the President's Leadership Team. All officers of the university are ultimately responsible to the President.

## 2.2 Provost and Vice President for Enrollment Management

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The Provost and Vice President for Enrollment Management is a member of the President's Leadership Team and serves as the university's chief academic officer (CAO). The Provost and Vice President for Enrollment Management reports directly to the President, is the second-ranking officer of the university, and provides the internal management and leadership required for the university to fulfill its mission of teaching and learning. The Provost and Vice President for Enrollment Management is the senior administrator for all programs related to academics, academic support, institutional research, accreditation, marketing, financial aid, and admissions. The Provost and Vice President for Enrollment Management chairs the Deans Council and related bodies.

## 2.3 Vice President for Student Life

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The Vice President for Student Life is the university's chief student affairs officer, with responsibility for housing and residence life, campus engagement and leadership, student government, student conduct, campus safety and security, Cothran Center for Career Readiness, student success, Student Support Services, and health and wellness on campus. The Vice President for Student Life will provide exceptional, innovative leadership that demonstrates strong understanding of the priorities for student success, notably, student engagement, student leadership, parental involvement, community

partnerships, diversity and inclusion, short and long range planning concerning student development, and intentional co-curricular experiences and activities. The VPSL works under the supervision of the University President, and is a key position in shaping the future of Mars Hill University culture.

## **2.4 Division/ School Deans**

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The curricular programs of the university are administratively organized into two divisions (Arts and Sciences, and Professional Programs and Social Sciences) Each division or school is led by a dean who is appointed by the Provost. A Dean's responsibilities include management of the academic programs, personnel, and budgets of the division as well as oversight of services to students provided by the division's academic programs. Each Division/ School Dean is assisted by Department Chairs and Program Coordinators representing the academic majors, minors, and concentrations in the division. Division and School Deans maintain an active teaching load in their respective discipline. A Department Chair is appointed by the Provost upon the recommendation of the appropriate Division/School Dean. Division/School Deans hold faculty rank but cannot vote in faculty meetings or serve as faculty representatives on committees. They serve as members of the Deans Council and related bodies.

## **2.5 Registrar**

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The Registrar, oversees all education records. The Registrar is responsible for developing and publishing academic calendars and course schedules and administers December and May Commencement exercises. He or she serves as a member of the Deans Council and related bodies.

## **2.6 University Chaplain**

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The University Chaplain is a member of the President's Leadership Team, administers all aspects of religious life at the university and oversees programming in Broyhill Chapel and Bentley Fellowship Hall. The Chaplain's Office organizes weekly Crossroads programs, advises the Christian Student Movement, provides oversight for all campus ministry groups, updates the university community about celebrations and concerns, and leads mission trips.

## **2.7 Vice President for Finance**

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The Vice President for Finance is a member of the President's Leadership Team and serves as the chief financial officer (CFO) of the university. The Vice President is responsible for managing the business

operations of the university and for working directly with managers of the university's endowment.

## **2.8 Vice President for Institutional Advancement**

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The Vice President for Institutional Advancement is a member of the President's Leadership Team and serves as the chief development officer for the university. The Vice President is responsible for directing and coordinating all giving programs of the university, including fund-raising, annual giving, planned giving, corporate/foundation grants and alumni relations.

## **2.9 Senior Director of Planning and Strategy**

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The Senior Director of Planning and Strategy is a member of the President's Leadership Team and serves as a catalyst for promoting plans and strategies for the development of the university and its operations. In this capacity, the Senior Director works with all members of the Leadership Team, and other program and department leaders, and strives to ensure that efforts are aligned across the organization. The Senior Director has administrative responsibility for the IT department.

## **2.10 Senior Director of Marketing and Communications**

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The Senior Director of Marketing and Communications is a member of the President's Leadership Team. The Senior Director of Marketing and Communications provides leadership and supervision for all marketing and communications for Mars Hill University. This position works closely with Athletics through the Director of Athletics Communications regarding marketing and communications. The Senior Director of Marketing and Communications ensures brand and messaging quality and consistency.

## **2.11 Director of Athletics**

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The Director of Athletics, a member of the President's Leadership Team, is responsible for the administration of all the intercollegiate athletic programs of the university. The Director of Athletics coordinates all strategic planning for the athletic programs and is responsible for assuring that they are functioning within the overall educational mission of the institution. The Director recommends and manages all operating budgeting for athletic programs and recommends all coaching and staff appointments in the athletic department. The Director of Athletics works with the President to plan and coordinate operations of the facilities of the university as they relate to the athletic programs.

## **2.12 Director of Human Resources / Title IX Coordinator**

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The Director of Human Resources / Title IX Coordinator, a member of the President's Leadership Team, is responsible for all phases of the Human Resources Office. This position is responsible for supervising both the Human Resources Specialist and the Student Work Program Manager. Additionally, he/she is responsible for coordinating University Title IX Compliance efforts by developing, overseeing, managing and evaluating, updating and revising, as needed, the University's comprehensive Title IX program.

### **2.13 Senior Director of Alumni and Trustee Relations**

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The Senior Director of Alumni and Trustee Relations, a member of the President's Leadership Team, is responsible for the planning and execution of a comprehensive alumni relationship program designed to increase alumni engagement and support. This position works strategically with colleagues whose primary focus is fund raising. The Director also serves as co-liaison to the Mars Hill University Board of Trustees.

## **EMPLOYMENT CLASSIFICATIONS**

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University employees whose primary responsibility (requiring more than 50 % of their work time) is teaching and who have officially been awarded rank are classified as faculty. Descriptions of those ranks and personnel matters, which apply to the faculty, are included in the [Faculty Handbook](#). All other university employees are divided into the following nine major classifications.

### **3.1 Officers of Administration**

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Officers of Administration are individuals whose primary responsibility is the management of a major division of the university. They are responsible for formulating plans and for organizing and directing their staffs in executing strategies to achieve the purpose of their particular division. Graduate studies and specialized training are usually required; however, equivalent experience may be accepted in lieu of graduate studies. A high degree of creativity and imagination is necessary. These persons are capable of discretion and sound judgment in formulating and interpreting university policies and in coordinating plans and operations with other administrators for maximum benefit to the university.

### **3.2 Senior Administrators**

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Senior Administrators are individuals whose primary responsibility is the management of an activity or area of operation as a division of the university. They report directly to an officer of administration. At

least a bachelor's degree and specialized training or equivalent experience is required. These persons exercise a high degree of creativity in devising strategies, managing personnel, and coordinating activities to accomplish their assigned objectives. Senior administrators contribute to the formulation of university policy.

### **3.3 Associate Administrators**

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Associate Administrators are individuals whose primary responsibility is the management of a program within the university. They report directly to an officer of administration or a senior administrator. At least a bachelor's degree and specialized training or equivalent experience is required. These persons exercise a high degree of creativity in devising strategies, managing personnel, and coordinating activities to accomplish their assigned objectives. Associate Administrators interpret university policies, which concern their particular area of responsibility.

### **3.4 Professional Staff**

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Professional Staff is the classification of employees whose primary responsibilities require an undergraduate degree and professional certification or training or equivalent experience. They work under the general supervision of an officer of administration or senior/associate administrator and use imagination and creativity in performing their specialized duties.

### **3.5 Executive/Program Assistants**

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Executive/Program Assistants are staff persons with a bachelor's degree or equivalent experience and superior secretarial skills whose assigned responsibilities involve more than routine office duties. Serving as assistants to administrators, they plan and execute strategies designed to carry out office projects and/or solve office problems. They are capable of coordinating the work of secretaries or work-study students within their offices. Computer competence is required.

### **3.6 Administrative/Academic Secretaries and Technical Personnel**

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Persons whose duties require secretarial or equivalent experience and whose responsibilities involve the quick and accurate application of secretarial skills to such tasks as typing, filing, recordkeeping, handling of correspondence, use of office machines, preparation of reports, etc., or persons whose duties require technical and secretarial training or equivalent experience and whose responsibilities involve skills of a specific nature. They may be asked to help coordinate the work of other secretaries or work-study

students within their office areas. These persons perform within the framework of established procedures and under general supervision. Computer competence is required.

### **3.7 Safety and Security Personnel**

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Salaried or part time persons whose work assignments require special knowledge and skills acquired through junior college, technical school, or in-service programs which are Safety and Security oriented; or may lead to certification as law enforcement officers. They are normally assigned duties within the framework of established guidelines, and their work schedule is not limited to the standard weekly work schedule.

### **3.8 Graduate Assistants/Interns**

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Persons hired by the university to assist with a particular program for a specified time. They report directly to a senior administrator, associate administrator, or a professional staff person.

### **3.9 Temporary Employees**

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Persons employed by the university in a temporary position. These employees are typically paid for their work hours only and receive few if any benefits.

## **GENERAL UNIVERSITY POLICIES**

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Consistent with its Christian mission, Mars Hill University is an equal opportunity and affirmative action employer. The university does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or disability. This policy of nondiscrimination is applied to the recruitment, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, training and retention of staff. The university affirms the educational value of the development of a diverse student body, faculty, and staff.

### **4.1 Disabilities (ADAAA)**

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Mars Hill University affirms its intent to comply with federal regulations regarding persons with disabilities, specifically with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act Amendments Act of 2008. The university does not discriminate on the basis of disability in employment or admissions, and the university makes reasonable accommodations as needed for persons with documented disabilities. Questions and grievances should be directed to the

Human Resources Department.

## **4.2 Notice of Non-Discrimination**

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Mars Hill University is dedicated to maintaining an environment where academic freedom flourishes and in which the rights of each member of the University community are respected. Mars Hill University recognizes and upholds the inherent dignity and value of every person, and each individual's inalienable right to personal sovereignty.

## **4.3 USDA Notice of Non-Discrimination**

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This institution is an equal opportunity provider and employer. As a recipient of federal funds, through the United States Department of Agriculture, and in accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

To file a complaint of discrimination, write to:

Jennie Matthews  
Title IX Coordinator  
209 Nash Hall, Mars Hill University  
Mars Hill, NC 28754  
828-689-1197  
jmatthews@mhu.edu

USDA, Assistant Secretary for Civil Rights  
Office of the Assistant Secretary for Civil  
Rights 1400 Independence Avenue, S.W.,  
Stop 9410  
Washington, D.C. 20250-9410

Or call toll-free at (866) 632-9992 (English) or (800)877-8339 (TDD) or (866)377-8642 (English Federal relay) or (800) 845-6136 (Spanish Federal relay). USDA is an equal opportunity provider and employer.

## **4.4 Title IX Notice of Non-Discrimination**

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As a recipient of federal funds, Mars Hill University is also required to comply with Title IX of the Higher Education Amendments of 1972 (20 U.S.C. § 1681) ("Title IX") that prohibits discrimination on the basis of gender (sex) in all educational activities or programs. In accordance with Title IX, Mars Hill University does not discriminate on the basis of sex in the administration of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-



administered programs or activities (both on and off campus) or in employment. The University further prohibits harassment, sexual violence, and other forms of violence against its students and employees.

Inquiries concerning the application of Title IX and its implementing regulations may be referred to the U.S. Department of Education, Office for Civil Rights, or to the University's Title IX Coordinator:

Jennie Matthews  
Title IX Coordinator  
209 Nash Hall, Mars Hill University  
Mars Hill, NC 28754  
828-689-1197  
jmatthews@mhu.edu

## **4.5 Safe Academic and Work Environment**

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### Environment Purpose of Policies

Mars Hill University is committed to providing all administration, faculty, staff and students a safe work and academic environment that is conducive to intellectual and personal development. Mars Hill University expects all administration, faculty, staff and students to behave and to conduct themselves in such a way that promotes a safe, respectful and productive campus that is free from violence, harassment, hazing, or bullying in any form. The University will not condone or tolerate actions by any member of the administration, faculty or staff, or by any student, that disrespects the basic human dignities of other persons at the University.

### Scope of Policies

The following policies apply to the actions and behavior of all administration, faculty and staff of Mars Hill University, (including, but not limited to part-time, full-time, temporary, etc.) that occurs on or off campus, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation and gender identity. Similar policies exist and apply to the actions and behavior of students, and the policies are extended to the conduct of all vendors, contractors and third parties on campus. Regardless of whether an allegation involves a member of the administration, faculty, staff, or a student, student organization, or a third-party vendor or contractor on campus, members of the administration, faculty and staff should report an alleged violation of these policies in accordance with the reporting provisions below.

### **4.5.1 Threatening and Divisive Symbols**

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The display of any symbols representative of organizations and ideologies associated with white supremacy groups or any other hate group or organization that seeks to promote fear and violence (as identified by the MHU committee on Diversity, Equity, and Inclusion) is prohibited on campus, including residence hall rooms, on vehicles registered to park on campus, or anywhere else on University property. This policy includes, but is not limited to, the confederate flag, any variation of the flag

originally employed as the battle flag of the Confederate Army of the Potomac, and swastikas and other Nazi symbols. Exceptions will be made for academic and educational purposes only.

## 4.5.2 Anti-Violence and Anti-Harassment Policy

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### Policy General Policy

Mars Hill University has a zero-tolerance policy for violence or harassment. All members of the administration, faculty and staff of Mars Hill University are prohibited from engaging in threatening behaviors, violence or harassment against another person at the University. Any member of the administration, faculty or staff that engages in violence, threatening behavior or harassment in violation of this policy shall be subject to disciplinary action.

### Policy Definitions

For purposes of this policy, violence or threatening behavior, generally means conduct that is intimidating, injury producing, abusive or hostile against another person at the University (including, but not limited to, all students, administration, faculty and staff) or against their property, but does not include acts of self-defense or the defense of others. Such conduct would include, but would not be limited to:

- Intimidation or unwarranted behavior that is intended to scare or coerce;
- Stalking or harassing in person, in writing, by phone or in any electronic format, or following and spying that causes fear of physical violence;
- Threatening or expressing the intent to cause physical or mental harm to individual or to property;
- Physically attacking or otherwise causing unwanted or harmful physical conduct to an individual, including hitting, shoving, throwing objects at, spitting, and fighting;
- Intentional damage to, or destruction of, the property of the University or the property of a member of the administration, faculty, or staff, or of a student;
- Possession, use, or threat of use, of any unauthorized weapon (firearms, weapons or any other dangerous devices are prohibited on campus, unless the faculty or staff member has prior written approval from the Director of Campus Safety & Security or the weapon is held in compliance with North Carolina law, and used by a law enforcement officer as part of their job duties or as part of any training in connection with their job duties); and
- Any unlawful conduct as defined in the Workplace Violence Prevention Act (N.C. Gen. Stat. § 95-260).

For purposes of this policy, harassment generally means conduct or speech that is unwelcome or unsolicited and is based upon race, color, creed, religion, national origin, age, disability, sex, familial status, sexual orientation or reprisal, creating a hostile work and/or academic environment. A hostile work and/or academic environment is one that both the person who is the object of the harassment finds to be, and a reasonable person in similar circumstances would find to be, hostile or abusive.

Harassment is typically persistent action that is part of an ongoing pattern of behavior, but can also be a single isolated incident. Isolated instances of joking, teasing or arguments between two individuals are not necessarily harassment. The context and circumstances surrounding any

instance of alleged harassment will be considered when investigating claims of harassment. Allegations of sexual violence or sexual harassment are not covered by this policy, but are instead governed by the Sexual Misconduct Policy and Title IX Grievance Procedures below.

### 4.5.3 Anti-Hazing Policy

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#### *North Carolina Law*

It is against the law for any student in attendance at any university, college, or school in the State of North Carolina to engage or participate in hazing, or to assist or aid another student in hazing (N.C. General Statutes § 14-35). Hazing is defined in N.C. Gen. Statute § 14-35 as "... to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." (2014) A violation of N.C. Gen. Stat. § 14-35 is a Class 2 misdemeanor.

#### General Policy

Mars Hill University has a zero-tolerance policy for hazing on its campus. In accordance with North Carolina law, no student, student organization or athletic team, shall permit, plan, direct, encourage, participate, assist, engage, aid, condone or tolerate hazing. Likewise, no member of the administration, faculty or staff of Mars Hill University shall permit, plan, direct, encourage, participate, assist, engage, aid, condone or tolerate hazing. Any member of the administration, faculty or staff that engages in hazing, or permits, plans, directs, encourages, participates, assists, engages, aids, condones, or tolerates hazing, or an act that is in disrespect of the basic human dignities of other students, or members of the administration, faculty and/or staff, in violation of this policy, or in violation of North Carolina law, shall be subject to disciplinary action.

#### Policy Definitions

For purposes of this policy, **hazing** is defined as: any action that is in violation of N.C. Gen. Statute § 14-35, or any action that otherwise, either indirectly or directly, jeopardizes another individual's psychological, emotional, or physical well-being, or inflicts physical or mental harm or anxiety upon an individual, as a condition of acceptance into or affiliation with a student organization or athletic team, or any other organization, or for any other purpose. The term hazing includes, but is not limited to: activities designed to emphasize the power imbalance between new members and other members of a group or team; and activities designed to harass, or create emotional or physical discomfort or emotional, physical or psychological harm to an individual.

Examples of hazing include, but are not limited to: physical abuse such as paddling, whipping, or beating; yelling, cursing or swearing at an individual; sexual assault; sleep deprivation; extreme calisthenics; forcing or expecting an individual to: wear embarrassing clothing or to refrain from basic personal hygiene; participate in tattooing, piercing, shaving or branding of any kind; drink alcohol or use drugs; consume any inappropriate or harmful substance or concoctions; and/or subject themselves to the servitude of other members, to ridicule, or to other forms of public embarrassment.

#### Consent to Hazing Irrelevant

The actual or apparent permission or consent of the individual or individuals subjected to hazing does not change or lessen Mars Hill University's zero tolerance policy, and is irrelevant when determining disciplinary action.

#### 4.5.4 Anti-Bullying Policy

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##### Policy General Policy

Mars Hill University has a zero-tolerance policy for bullying on its campus. No member of the administration, faculty or staff of Mars Hill University shall permit, plan, direct, encourage, participate, assist, engage, aid, condone or tolerate bullying. Any member of the administration, faculty or staff that engages in bullying, or permits, plans, directs, encourages, participates, assists, engages, aids, condones, or tolerates bullying, in violation of this policy, shall be subject to disciplinary action.

##### Policy Definitions

For purposes of this policy, **bullying** is defined as: unwelcome or unreasonable behavior that is intended to demean, intimidate or humiliate another individual or group of individuals. Bullying is typically persistent action that is part of an ongoing pattern of behavior, but can also be a single isolated incident. However, isolated instances of teasing or arguments between two individuals are not necessarily bullying. The term bullying includes, but is not limited to:

- Cyberbullying: Use of any electronic communication (emails, blogs, internet chat rooms, Facebook or other social media sites, text messages) or device (computers, cell phones, digital cameras or video cameras) to harass, intimidate or bully another individual (including).
- Mobbing: Bullying by a group rather than by an individual.
- Physical Abuse: Pushing, kicking, hitting, punching, slapping, or any other form of violence.
- Verbal Abuse: Name-calling, teasing, threatening, use of offensive and abusive language, or other verbal insult or assault.
- Indirect Abuse: Spreading rumors or innuendo, unreasonably harsh and offensive criticism, belittling, tormenting, or social isolation.

#### 4.5.5 Professional Boundaries Policy

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##### Policy General Policy

While the administration, faculty, and staff are encouraged to foster wholesome and appropriate relationships with students, amorous relationships between members of the administration, faculty or staff, and students, even of a consensual nature, are inherently problematic given the unequal status of the administration, faculty, or staff member and the students. For this reason, members of the administration, faculty or staff shall not engage in consensual amorous relationships with students, even if the administration, faculty or staff member has no immediate position of authority with respect to the student. (Exceptions shall be made for members of the administration, faculty or staff whose spouse is enrolled, or later becomes enrolled, as a student at

the University.) In order to preserve the integrity, respect and professionalism among administration, faculty and staff at Mars Hill University, no member of the administration, faculty or staff shall exercise direct supervisory, evaluative, instructional, or advisory responsibilities, or participate in the hiring, retention, promotion or award decisions, or in investigation or disciplinary hearings, for someone with whom there exists, or has existed, a consensual amorous relationship within the previous three years.

Any member of the administration, faculty or staff that engages in a professionally inappropriate relationship in violation of this policy shall be subject to disciplinary action.

#### Policy Definition

For purposes of this policy, a consensual amorous relationship is any romantic or physically intimate relationship.

### **4.5.6 Doors and Windows Policy**

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#### Policy General Policy

Mars Hill University encourages cooperation, socialization and collegial interaction amongst the administration, faculty and staff. The University also encourages appropriate academic, advisory, and mentoring relationships between administration, faculty, staff and students. However, in an effort to reduce the risk of administrators, faculty, staff or students finding themselves in a vulnerable situation, it is the policy of Mars Hill University that faculty and staff will keep all windows to their offices, classrooms, or other work spaces unobstructed such that a third party can look into the office, classroom or workspace at any time. In addition, it is the policy of Mars Hill University that if a member of the faculty or staff is meeting one-on-one with a student in an office, classroom or work space that does not have a window, the door shall remain open at all times. Any member of the administration, faculty or staff that violates this policy shall be subject to disciplinary action.

(Exceptions shall be made for members of the administration, faculty and staff that are involved with confidential aspects of the on-campus student health services or on-campus counseling center, and accommodations shall be made for any member of the administration, faculty or staff that is nursing children.

### **4.5.7 Technology and Social Media Policy**

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#### Policy General Policy

All members of the administration, faculty and staff of Mars Hill University are specifically prohibited from using the University's network, computers, email accounts, or any other form of technology owned or provided by the University for the purpose of, or in connection with, any form of violence, threatening behavior, harassment, sexual misconduct (as defined in the Sexual Misconduct Policy below), hazing, bullying or pursuing or promoting a relationship that is in violation of the Professional Boundaries Policy.

The use of social media and social networking sites is prominent on the campus of Mars Hill University. While social media can be an important and useful means of communication, it can also:

- Blur the lines of relationships between administration, faculty, staff and students;
- Create confusion regarding the opinions and voice of Mars Hill University and the opinions and voice of individuals affiliated with the University; and
- Impact the organizational, professional and personal reputations of those utilizing social media.

In order to help students, administration, faculty and staff properly portray, promote and protect themselves and the University, Mars Hill University is implementing the following guidelines and best practices when using social media:

- Exercise respect, discretion and thoughtfulness when posting, especially when posting about Mars Hill University or an individual member of the administration, faculty or staff, or about a student;
- Refrain from speculating or gossiping about the University's policies or procedures;
- Refrain from using social media to "vent" about the University, students, administration, faculty or staff;
- Identify personal views as your own, not as the views of the University;
- Refrain from disclosing confidential information about the University or about any individual;
- Give careful consideration to all "friend" requests received and consider the appropriateness of acceptance; and
- Refrain from using copyrighted or proprietary information or materials without permission.

All students, administrators, faculty and staff are reminded that what you choose to post on Facebook, on personal webpages, and through other social media accounts, can impact your professional life, both now and in the future. Avoid posting any information on social media that could jeopardize your job, your future job prospects, or would otherwise reflect poorly on you or on the University.

#### Policy Definitions

For purposes of this policy, social media and social networking means communication and interaction through the internet and web-based technology, and includes, personal web pages, and accounts or profiles created on a social media outlets including, but not limited to: Facebook, Twitter, Flickr, Snapchat, Pinterest, LinkedIn, Instagram, TikTok, and YouTube.

## 4.5.8 Reporting & Investigation of Violations of the Safe Academic & Work Environment Policies

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### Environment Policies When & Where to Report

All members of the administration, faculty and staff are asked to immediately report any known or believed instance of violence, threatening behavior, harassment, violation of the Professional Boundaries Policy, hazing, bullying, or violation of the Doors & Windows Policy, whether known through personal observation or otherwise for investigation and, if warranted, disciplinary action. Any member of the administration, faculty or staff that feels they have been the victim of such actions are also encouraged to immediately report such instances. Members of the faculty should report such instances to the Provost. Members of the staff should report such instances to the Director of Human Resources. Members of the administration should report such instances to either the Provost or to the Director of Human Resources. If the violation is alleged to be by a student, the matter will then be referred to the attention of the Vice President for Student Life.

In the event the alleged violation of these policies involves the Provost, reports should be made to the Director of Human Resources or to the University President. In the event the alleged violation of these policies involves the Director of Human Resources, reports should be made to the Provost or to the University President. In addition, threatening behavior, harassment, violation of the Professional Boundaries Policy, hazing, bullying, and/or violation of the Doors & Windows Policy that a member of the administration, faculty or staff believes is not being adequately addressed may be reported to the University President. Reports of a violation of these policies can be made in person or in writing, but should be made as soon as possible and within 60 calendar days of the incident or violation.

Reports of incidents involving sexual misconduct are to be reported and will be investigated in accordance with the MHU Policy on Sex/Gender Harassment, Discrimination and Misconduct and the Title IX Grievance Procedures below. Likewise, reports of incidents involving gender-based bullying or hazing are to be reported and will be investigated in accordance with the Title IX Grievance Procedures. If a sexual misconduct report is erroneously made in accordance with the Safe Academic & Work Environment Policies, the report shall thereafter be referred to the University's Title IX Coordinator for investigation in accordance with the Title IX Grievance Procedures.

### Reporting Crimes and Violations of North Carolina Law

The Provost and/or the Director of Human Resources (or those operating in his/her place) shall immediately notify the proper authorities of any alleged violation of these policies that is also a crime or violation of North Carolina law. Mars Hill University will cooperate with authorities in the enforcement of all applicable laws.

### Good Faith Reporting & Retaliation

These policies prohibit retaliation (intimidation, harassment, etc.) against any member of the administration, faculty or staff making a good faith complaint or report of a violation of these policies, and against any member of the administration, faculty or staff that testifies, assists with, or otherwise

participates in, any investigation or hearing relating to a complaint or report of a violation of these policies.

Mars Hill University takes all complaints, accusations or reports of violations of these policies extremely seriously. Therefore, making malicious, frivolous or false claims, reports or charges of a violation of these policies will also be regarded as a serious offense.

Retaliation and false reporting may result in disciplinary action and/or other appropriate sanctions by the University. However, failure to prove a claim of a violation of these policies does not in and of itself constitute proof of a false or malicious accusation.

## Investigations

All reports of violations of the Safe Academic & Work Environment Policies will be promptly and thoroughly investigated. Upon receiving a complaint or report, the Provost, the Director of Human Resources and/or the Vice President for Student Life (or those operating in his/her place) shall refer such reports for investigation as follows:

- **Students** - Reports alleging the violation of a Safe Academic & Work Environment Policy by a student shall be considered by the Student Conduct Board, as described in the Code of Student Conduct.
- **Faculty & Administrators** - Reports alleging the violation of a Safe Academic & Work Environment Policy by a member of the faculty or an administrator shall be investigated by a Faculty Review Board. The Faculty Review Board will consist of 6 members of the faculty, appointed by the Provost in consultation with the President and the Chair of the Faculty, for rotating 3-year terms. The Faculty Review Board will receive investigation training from outside counsel. However, other than the Department Chair, no faculty member from the same department as either the accuser or the accused may be involved with any investigation.
- **Staff** - Reports alleging the violation of a Safe Academic & Work Environment Policy by a member of the staff shall be investigated by a Staff Review Board. The Staff Review Board will consist of 6 members of the staff of the University, appointed by the President in consultation with the Chair of the Staff Personnel Committee and the Director of Human Resources, for rotating 3-year terms. The Staff Review Board will receive investigation training from outside counsel. However, no staff member from the same department as either the accuser or the accused may be involved with any investigation.

All investigations will be completed in a confidential manner (to the extent reasonably possible) and Mars Hill University will attempt to preserve the reputation and integrity of the involved individuals. Members of the administration, faculty and staff are required to fully cooperate with any inquiry or investigation at the request of Mars Hill University. This includes complying with all requests at the time of any alleged incident and all requests throughout an investigation.

A complainant is entitled to withdraw his or her complaint at any time. However, the University reserves the right to complete any investigation it deems necessary.

## Disciplinary Action



If the investigating Board decides that a violation of any of these policies has occurred such that disciplinary action is necessary, the investigating Board will recommend appropriate disciplinary action to the Vice President for Student Life (for matters involving students), to the Provost (for matters involving administration or faculty) or to the Director of Human Resources (for matters involving staff). The Provost and the Director of Human Resources, in consultation with the President, will make the final decisions regarding disciplinary action to be administered (for matters involving administration, faculty or staff).

Disciplinary action for violation of these policies may include, but would not be limited to, the following:

- **Students** – warning, community service, counseling, suspension, prohibition from participation in athletics or in other student organizations, expulsion, and/or any and all other sanctions as specified in the Code of Student Conduct;
- **Student organizations or athletic teams** - warning, community service, suspension or prohibition from participation in University events; and suspension or prohibition of the University’s recognition of the student organization or athletic team; and
- **Faculty, staff and administrators** - warning, change in assignment, counseling, suspension, termination or discharge.

## 4.6 SEX/GENDER HARASSMENT, DISCRIMINATION AND MISCONDUCT

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### Introduction

Members of the Mars Hill University community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The primary purposes of this Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence and Stalking (“Policy”) are to: (1) define, eliminate, prevent, and remedy the effects of Sexual misconduct; (2) identify care, support, and reporting options for students and employees; (3) explain the obligations of employees to report Sexual misconduct to the University; and (4) identify the grievance procedures the University will follow to thoroughly, equitably, and promptly investigate and resolve reports of Sexual misconduct. Additional information about MHU’s procedures, training, and prevention programs relating to Sexual misconduct can be found online at [MHU TITLE IX](#).

The University uses the **preponderance of the evidence** (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt” or “innocence” are not applicable, but the University never assumes a responding party is in violation of University policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

The University’s sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends

to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

#### **Title IX Coordinator**

The University's Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports to the President of the University, and is housed in the office of Human Resources. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the University Title IX Coordinator:

#### **Jennie Matthews**

Director of Human Resources / Title IX Coordinator  
Nash Education Building Room 209  
(828) 689-1179  
[jmatthews@mhu.edu](mailto:jmatthews@mhu.edu)

Individuals experiencing harassment or discrimination also have the right to file a formal grievance with government authorities:

Office for Civil Rights (OCR)  
US Dept. of Health and Human Services - Southeast Region  
61 Forsyth Street, S.W.  
Atlanta, GA 30303-8909  
Customer Response Center (800) 368-1019  
Fax (202) 619-3818  
TDD (800) 537-7697  
Email: [ocrmail@hhs.gov](mailto:ocrmail@hhs.gov)

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Vice President of Student Life, Dr. Dave Rozeboom at [dave\\_rozeboom@mhu.edu](mailto:dave_rozeboom@mhu.edu).

#### **Individuals Covered by This Policy**

This Policy applies to the conduct of and protects:

- Students of the Mars Hill University;
- Employees and affiliates of the University; and
- University contractors and third parties participating or attempting to participate in the University's operations or education.

This Policy applies regardless of the Complainant's or the Respondent's sex, sexual orientation, gender identity, or gender expression. Sexual misconduct can occur between individuals regardless of their relationship status and can occur between people of the same or of different sexes, sexual orientations, gender identities, or gender expressions.

- The “**Complainant**” means an individual who is alleged to be the victim of conduct that could constitute Sexual misconduct, regardless of whether that person makes a report or seeks action under this Policy.
- The “**Respondent**” means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual misconduct.

Those terms do not imply pre-judgment concerning whether Sexual misconduct occurred. Other key terms used in this Policy are defined in other places in this Policy and are capitalized throughout this Policy.

### **Jurisdiction**

With respect to employees and other non-students, this Policy applies to conduct which: (1) occurs on University-controlled property; (2) occurs in the context of a University education program or activity, including University employment; and/or (3) occurs outside the context of a University education program or activity, but has continuing adverse effects or creates a sexually hostile environment on University-controlled property or in any University education program or activity, including University employment.

The University’s jurisdiction concerning misconduct by students is governed by the University’s Student Code of Conduct (“Code”). The Code of Conduct applies to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The code applies to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students will decide whether the code will be applied to conduct occurring off campus, on a case by case basis, in his or her sole discretion. The University may address Sexual misconduct that occurs off-campus regardless of whether the University has a duty under Title IX to address the conduct.

### **Effective Date**

The effective date of this Policy is August 14, 2020. This Policy applies to all Sexual misconduct reported to have occurred on or after August 14, 2020. If the Sexual misconduct reportedly occurred prior to August 14, 2020, then: (1) the report will be evaluated using definitions of misconduct contained in applicable University policies in effect on the date the reported Sexual misconduct occurred; and (2) other aspects of the University’s response to the report (e.g., grievance procedures) will be based on this Policy.

### **Sexual Misconduct Defined**

1. **Sexual Harassment**
2. **Non-Consensual Sexual Contact (or attempts to commit same)**
3. **Non-Consensual Sexual Intercourse (or attempts to commit same)**

#### 4. Sexual Exploitation

##### 1. SEXUAL HARASSMENT

Sexual harassment is:

- unwelcome,
- sexual, sex-based and/or gender-based verbal, written, online and/or physical conduct.

Anyone experiencing sexual harassment in any University program is encouraged to report it immediately to the Title IX Coordinator. Remedies, education and/or training will be provided in response.

Sexual Harassment, as defined by the Office of Civil Rights, means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C s 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

For the definition of Sexual Harassment, "*reasonable person*" means a reasonable person under similar circumstances as and with similar identities to the complainant.

To determine whether words and/or conduct constitute Sexual Harassment, the University will consider the totality of the circumstances, including without limitation: the context in which the conduct and/or words occurred; and the frequency, nature, and severity of the words and/or conduct.

A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive that it:
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the University's educational and/or employment, social and/or residential program.

Quid Pro Quo Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another
- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance.
- This includes when submission to such conduct would be a condition for access to receiving the

benefits of any educational or employment program.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with him/her in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed on the exterior of a residence hall door.
- An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus
- A student grabbed another student by the hair, then grabbed her breast and put his mouth on it. While this is sexual harassment, it is also a form of sexual violence.

## 2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Sexual Contact includes:

- Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other intentional bodily contact in a sexual manner.

## 3. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a person upon another person,
- that is without consent and/or by force.

Intercourse includes:

- vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation

(mouth to genital contact), no matter how slight the penetration or contact.

#### 4. SEXUAL EXPLOITATION

Occurs when one person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another person;
- Non-consensual digital, video or audio recording of nudity or sexual activity;
- Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
- Engaging in voyeurism;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

#### Additional Applicable Definitions

- **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Any third party, as well as the complainant, may report sexual harassment. Parents and guardians may not become complainants or respondents, but have a legal right to act on behalf of parties by filing formal complaints.

#### **Consent:**

- Consent is
- clear, and
- knowing, and
- voluntary [or affirmative, conscious and voluntary],
- words or actions,
- that give permission for specific sexual activity.
- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.
- Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.

- In order to give consent, one must be of legal age.
- Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
  - Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
  - The question of what the responding party should have known is objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgment, would have known about the condition of the reporting party.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  - This policy also covers a person whose incapacity results from mental disability, sleep, unconsciousness, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga or (scopolamine and atropine), etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>.
- **“Document filed by a complainant”:** A document or electronic submission that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.
  - **Force:** Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”).
  - Coercion is unreasonable pressure for sexual activity. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
  - NOTE: There is no requirement for a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- **Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.
- **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Supportive measures:** Individualized services reasonably available, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Use of alcohol or other drugs will never function to excuse any behavior that violates this policy.

This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.

**Other Misconduct Offenses** (will fall under Title IX when sex or gender-based)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
5. Bullying, defined as
  - a. Repeated and/or severe
  - b. Aggressive behavior
  - c. Likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally
  - d. That is not speech or conduct otherwise protected by the 1<sup>st</sup> Amendment.
6. Intimate Partner Violence, defined as violence or abuse between those in an intimate relationship to each other,
  - e. A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. This physical assault based in jealousy is a violation of the Intimate Partner Violence policy.
  - f. An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner Violence.
  - g. A graduate student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy.
  - h. Married employees are witnessed in the parking garage, with one partner slapping and scratching the other in the midst of an argument.

7. Stalking

Stalking 1:

- A course of conduct
- Directed at a specific person
- On the basis of actual or perceived membership in a protected class
- That is unwelcome, AND
- Would cause a reasonable person to feel fear

Stalking 2:



- Repetitive and Menacing
  - Pursuit, following, harassing and/or interfering with the peace and/or safety of another
8. Any other University policies may fall within this section when a violation is motivated by the actual or perceived membership of the reporting party's sex or gender.

### **Overview of Policy Expectations with Respect to Physical Sexual Misconduct**

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you do not. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous consent does not imply consent to sexual activity in the future. Silence or passivity -- without actions demonstrating permission -- cannot be assumed to show consent. Consent, once given, can be withdrawn at any time. There must be a clear indication that consent is being withdrawn.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

### **Location of Title IX Incident & Policy Requirements**

As a recipient of Federal financial assistance, Mars Hill University is required to respond to formal complaints when sexual harassment occurs in the school's education program or activity, against a person in the United States. Education program or activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by MHU. This applies to all of the education programs or activities, whether such programs or activities occur on-campus or off-campus. Incidents that fall outside of Title IX's jurisdiction may be addressed in any manner MHU chooses, including providing supportive measures or pursuing disciplinary action.

### **Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity

because of their participation in that protected activity, subject to limitations imposed by the 1<sup>st</sup> Amendment and/or Academic Freedom. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of University policy.

## **4.7 TITLE IX CONFIDENTIALITY, PRIVACY AND REPORTING POLICY**

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### **Reporting Options**

A Complainant has multiple options for reporting Sexual misconduct. A Complainant may report Sexual misconduct to the University, to the police, to both, or to neither.

### **Confidentiality and Reporting of Offenses Under this Policy**

All University employees (faculty, staff, and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality – meaning they are not required to report actual or suspected discrimination or harassment to appropriate University officials - thereby offering options and advice without any obligation to inform an outside agency or individual unless a victim has requested information to be shared.

Confidential reporters are trained professionals who can provide confidential support. These individuals are not required by the University to report any information to the Title IX Coordinator without your permission, though they may have certain reporting requirements pursuant to their own professional licensure requirements or code of ethics. The University's confidential reporting sources are:

- University Wellness Center, Director of Medical Services 828-689-1243
- Counseling Center, 828-689-1196; 828-1410; or [counseling@mhu.edu](mailto:counseling@mhu.edu)
- Pastoral Counseling, Chaplain or Assistant Chaplain 828-689-1299 or 828-689-1664

Other resources exist for a victim to report crimes and policy violations and these resources will take action when an incident is reported to them. The following describes the two reporting options at Mars Hill University:

### **Formal Reporting Options**

All University employees have a duty to report, unless they fall under the “Confidential Reporting” section above, as soon as practically possible, of a potential policy violation. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared by the employee with the Title IX Coordinator. Employees must share all details of the reports they receive. Remedial actions may result without formal

University action.

If a victim does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the victim may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. **In cases indicating pattern, predation, threat, weapons and/or violence, the University will likely be unable to honor a request for confidentiality.** In cases where the victim requests confidentiality and the circumstances allow the University to honor that request, the University will offer interim supports and remedies to the victim and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have reports taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to: Vice President for Student Life, University Security, and the Student Success Team. Information will be shared as necessary with investigators, witnesses and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Reports to the Title IX Coordinator can be made via email, phone or in person at the contact information below:

**Jennie Matthews**

Nash Education Building Room 209

828-689-1197

[jmatthews@mhu.edu](mailto:jmatthews@mhu.edu)

Mars Hill University is committed to fostering a safe and welcoming experience for all members of and visitors to the MHU campus community. The work of creating and maintaining an inclusive environment requires the efforts of the entire university, and we recognize that each member of the community holds some responsibility to foster an environment in which its members can thrive without fear of hate or bias. The creation of Respect MHU allows for the community to work together to report and address incidents of bias and hate on campus, thereby enhancing and contributing to the authentic pursuit of knowledge and truth that lies at the heart of our institutional identity and purpose.”

This effort is ongoing in order to support, protect, and improve the safety and well-being of our community – both as a whole and as individual members. However, this is merely a structure for reporting incidents that have occurred. Our hope is that it is one step towards a stronger community in which hate and bias are not welcome, and in which we are able to educate one another as we become a more just and equitable institution.

More information about the specifics of Respect MHU is available at our website (<https://www.mhu.edu/campus-life/diversity/bias-incident/>), along with the form for reporting a bias incident and information about the response team.

We are excited to be able to provide this additional layer of support for our community, and look forward to continued partnership across campus in this good work.

Reports may also be made via the [[Bias Incident Response online reporting system](#)]

Failure of a non-confidential employee, as described in this section, to report an incident or incidents of sex or gender harassment or discrimination of which they become aware as soon as practically possible, is a violation of University policy and can be subject to disciplinary action for failure to comply with University policies.

### **False Reports**

Mars Hill University will not tolerate intentional false reporting of incidents. It is a violation of the *Student Code of Conduct* to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

### **Federal Timely Warning Reporting Obligations**

Victims of sexual misconduct should also be aware that University administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The University will ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

## **How to File a Formal Complaint**

Sexual misconduct may be reported to the Title IX Coordinator listed in this policy. Upon receiving a report of Sexual misconduct, the Title IX Coordinator will promptly contact the Complainant to explain the process for filing a Formal Complaint. The Complainant may also directly contact the Title IX Coordinator to file a Formal Complaint. A Formal Complaint is a document filed by the Complainant (or, in some circumstances, signed by the Title IX Coordinator) alleging Sexual misconduct against a Respondent and requesting that the University investigate the allegations.

Within three (3) business days of receiving a Formal Complaint, the Title IX Coordinator will refer the Formal Complaint to a team of investigators, who will investigate the allegations.

### **Standard of Proof**

The standard of proof used in disciplinary proceedings is the preponderance of the evidence standard, i.e., whether it is more likely than not that the Respondent violated the Code by engaging in Sexual

misconduct.

### **Right to an Advisor**

The Complainant and the Respondent have the right to be assisted by an advisor during all stages of a disciplinary proceeding, including all meetings, investigative interviews, and hearings. In general, an advisor is not permitted to speak for or on behalf of a Complainant or Respondent, appear in lieu of a Complainant or Respondent, participate as a witness, or participate directly in any other manner during any phase of the student conduct process, except in a Title IX Hearing. In a Title IX Hearing, the advisor, and not the party, must ask the other party and any witnesses all relevant questions and follow-up questions.

### **Right to a Support Person**

The Complainant and the Respondent also have the right to be assisted by a support person during all stages of a disciplinary proceeding, including all meetings, investigative interviews, and hearings. A support person may be a friend, a family member, or any individual who is not otherwise a potential witness in the Sexual misconduct investigation. The support person is not permitted to speak for or on behalf of a Complainant or Respondent, appear in lieu of a Complainant or Respondent, participate as a witness, or participate directly in any other manner during any phase of the student conduct process.

### **Investigations of Sexual misconduct**

In all investigations of Sexual misconduct, the University must ensure that the burden of proof of gathering evidence rests on the University and not on the parties. The University will provide an equal opportunity for the parties to identify and present witnesses for interview, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence. The University will provide written notice of the date, time, location, participants, and purpose of all investigative interviews and other meetings, with sufficient time to prepare to participate. At the end of the investigation, the University will prepare an investigative report setting forth a preliminary recommendation as to whether the Respondent shall be held responsible or not, and, if responsible, a non-binding proposed sanction. The investigative report will be provided to the parties and the disciplinary board or hearing officer in a Formal Hearing, but the preliminary recommendation and any non-binding proposed sanction will be removed from the report before it is provided to the disciplinary board or hearing officer.

Prior to preparing a written investigative report, the University will provide both parties with an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint. The parties will have ten (10) business days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigation will generally be completed within sixty-five (65) business days. The University will send the investigative report to each party and the party's advisor. Within ten (10) business days after being sent the reports, each party may make a written response to the investigative report, which will be provided to the other party. No hearing shall take place until the ten

(10) days to respond has lapsed, even if a response from a party has been received earlier.

### **Dismissal of Complaints**

If a Complainant files a Title IX Sexual misconduct Complaint, the University must investigate the allegations. Under federal law, the University must dismiss a Title IX complaint if the conduct alleged in the Title IX Complaint (1) would not be Sexual Harassment, even if proven; (2) did not occur in the University's "education program or activity;" or (3) did not occur within the United States.

The University may dismiss, but is not required to dismiss, a Formal Complaint if, at any time during the investigation and hearing: (1) the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint; (2) the Respondent is no longer enrolled; or (3) specific circumstances prevent the University from gathering sufficient evidence to reach a determination as to the Respondent's responsibility.

### **Sanctions**

The following sanctions may be imposed upon any member of the community found to have violated the Sex/Gender Harassment, Discrimination and Misconduct Policy. Factors considered in sanctioning are defined in the Student Handbook's Code of Conduct, Faculty Handbook, and Staff Handbook. The following are the typical sanctions that may be imposed upon students or organizations singly or in combination:

#### **Student Sanctions (listed below and defined in Student Handbook)**

- Warning
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Transcript Notation
- Organizational Sanctions
- Other Actions

#### **Employee Sanctions listed below and defined in Employee Handbook**

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling
- Required Training or Education
- Demotion
- Suspension without Pay
- Suspension with Pay
- Termination

### **Sanctioning for Sexual Misconduct**

- Any person found responsible for violating the Non-Consensual Sexual Contact policy (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*
- Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).\*
- Any person found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*

\*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

### **Interim Measures**

It is the goal of the University to investigate all complaints in a prompt and equitable manner. Accordingly, the University strives to complete and resolve a filed complaint within 65 business days or less (exclusive of any appeal). During the Preliminary Investigative process, the Title IX Coordinator, in consultation with senior administrators, may implement Interim Measures to ensure the safety of all members of the University community. By way of example, Interim Measures could include no-contact orders, changes in housing assignments, changes to course schedules, changes to work schedules or duties, counseling, health services, other support services, or temporary suspension. If Interim Measures are implemented, the Title IX Coordinator or a senior administrator shall notify the Complainant, the Respondent, and any other individual or entity affected by the Interim Measures, in writing. The following factors are considered when determining the appropriateness of Interim Measures: the seriousness of the allegations, scheduled interactions between the Grievant and the Respondent (e.g., courses, housing assignments, extracurricular activities), restraining orders or other civil protections. When implementing Interim Measures, the Title IX Coordinator will balance the need to ensure the safety of the Complainant and the University community with the need to minimize the impact on the Respondent.

### **Informal Resolution**

Prior to any investigation, and at any time during the investigative process, the Title IX Coordinator may inquire of the parties if they wish to participate in informal resolution of the complaint. If, and only if, both the Complainant and the Respondent voluntarily agree to do so, the Title IX Coordinator

or designee will meet with the parties and informally attempt to resolve the complaint. If the parties can reach an agreement, it shall be recorded in writing and signed by both the Complainant and Respondent, and no further action will be taken in connection with these Investigative Procedures. However, complaints alleging sexual assault or other sexual violence may not be resolved through this informal process, even with the parties' consent. Further, all parties shall have the absolute right to end the informal resolution process at any time and return to, or begin, the formal stage of the investigative process under these Investigative Procedures.

### **Formal Hearing Process**

Upon completion of the investigative process, a live Title IX hearing, including the opportunity for cross-examination of all witnesses by each party's advisor, must occur in order to separate the investigative function from the decision-making function. MHU will provide appropriate evidentiary training for adjudicators (chosen by the University), and live hearings (which may be "virtual") that are recorded. Highlighting the importance of cross-examination, presiding decision-maker(s) are forbidden from relying on any statement of any party or witness who refuses to submit to live cross-examination in reaching a determination regarding responsibility. The scope of cross-examination and questioning requires decision-maker(s) to determine whether a question is relevant before the party or witness is required to answer. The decision-maker(s) must then explain on the record the basis for excluding a question as not relevant. Some rape shield protections for complainants apply, as questions and evidence about a complainant's sexual predisposition or prior sexual behavior are deemed not relevant by default. MHU will provide an advisor to conduct the cross-examination, free of charge to a party if she or he does not have one present at the live hearing.

### **Final Determination**

A written determination will be provided simultaneously to all parties for each alleged policy violation.

## **Appeal**

### **Right of Appeal**

Both the Complainant and the Respondent have the right to appeal the result of the Investigation Report in writing within 5 business days. Appeals are limited to 1500 words and must be based on one or more of the following grounds:

- The appealing party has new information that was not reasonably available before the investigation and could have significantly affected the Investigators' determination that the Respondent was or was not responsible ("new information").
- The appealing party has evidence of a procedural error in the investigation that could have significantly affected the Investigators' determination that the Respondent was or was not responsible ("procedural error").
- The appealing party asserts that the severity of the recommended disciplinary actions and/or remedial steps is substantially disproportionate to the severity of the violation ("disproportionate recommendation").



Disagreement with the Investigators' determination or with the recommended disciplinary actions and/or remedial steps is not grounds for an appeal. Any appeal filed after 5 business days will be dismissed.

### **Appointment of Review Board**

Should an Appeal be filed in a timely manner and based on appropriate grounds, the Title IX Coordinator will appoint a three-person Review Board to hear the Appeal within 5 business days. The Review Board will consist of a Review Board Chair, who must be an individual who has experience serving as an Investigator or Assistant Investigator and has civil rights investigator training, and two additional Review Board Members. Neither Investigators assigned to review the recommendations of the Investigation Report being appealed may serve on the Review Board. The Title IX Coordinator will communicate with the Complainant and the Respondent to ensure that no prospective members have a conflict of interest before finalizing the Review Board's membership.

### **Review Board Procedures**

The members of the Review Board will review the complaint, the Response (if provided), the Investigation Report, and the Appeal. The purpose of the Review Board is to determine whether the Appeal has merit, not to reinvestigate the complaint. If the Appeal is based on new information, the Review Board may review additional material evidence or interview witnesses to determine whether the new information could have significantly affected the Investigators' determination. A Complainant or Respondent interviewed by the Review Board may be accompanied by an advisor of their choice. All participants in interviews are required to maintain strict confidentiality about the interviews, sharing neither the Review Board members' questions nor their responses with others, unless they are given written consent to do so by the Title IX Coordinator. If the Appeal is based on an alleged procedural error, the Review Board may interview the Investigators or other individuals as necessary to determine whether the alleged procedural error could have significantly affected the Investigators' determination.

### **Review Board Report**

Within 10 business days of being appointed, the Review Board will produce its Review Board Report, which presents the opinion of a majority of the Review Board members as to whether the Appeal has merit. The Title IX Coordinator will share this report with the Complainant and the Respondent. If the Review Board finds that an appeal based on new information has merit, the Title IX Coordinator will instruct the Investigators to review the new information, examining material evidence or conducting new interviews as appropriate, and produce a Revised Investigation Report. If the Review Board finds that an appeal based on a procedural error has merit, the Title IX Coordinator will appoint new Investigators to conduct a new investigation. If the Review Board finds that an appeal based on a disproportionate recommendation has merit, the Review Board will make a new recommendation.

## **4.8 Drug-Free Campus and Workplace Policy**

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Mars Hill University is committed to providing an appropriate environment for the intellectual, spiritual, and personal growth of its students. The administration believes that illegal drugs – among any segment of the University population – conflict seriously with this institutional goal; therefore, the University strives to maintain a drug-free campus and workplace environment as mandated by the provisions of the Drug-Free Workplace Act of 1988. Standards of Conduct and Disciplinary Sanctions

Mars Hill University strictly prohibits the use or possession of alcohol and/or illegal drugs on the University campus for both students and employees.

Mars Hill University provides the following sanctions for the use of alcohol on the University campus. These sanctions are stated in the Mars Hill University Student Handbook and the Mars Hill University Employee Handbook, as appropriate.

The selling, transfer, possession, use or collection of alcoholic beverages or containers on the campus is prohibited. This includes off-campus parties sponsored by campus organizations. Students convicted shall receive a minimum fine of \$100.00. Additional infractions will cause the fine and sanctions to be significantly increased, up to and including the possibility of suspension. For employees, drinking on the job or reporting to work under the influence of alcohol or illegal drugs is grounds for reprimand or discharge. Furthermore, the University has a policy against the manufacture, sale, transfer, possession, or use of illegal and/or controlled substances. Students found responsible through the campus judicial process may be suspended for no less than 1 year and may be subject to expulsion. Such violations by employees are grounds for immediate disciplinary action, which could include reprimand, suspension without pay, or discharge.

These policies are outlined for the University population in the Student Handbook, and the Employee Handbook. These policies should be taken seriously as violations of them will result in prompt disciplinary action.

A Mars Hill University employee must notify the Human Resources Department “in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.” Failure to do so will result in immediate discharge.

#### Drug/Alcohol Treatment

Mars Hill University has a multi-faceted approach to substance abuse. For students, the first level involves referral for personal counseling coupled with alcohol and substance abuse education offered on campus by the Director of Counseling. The Mars Hill University Counseling Center will provide referral resources for drug and alcohol treatment facilities for both students and employees upon request. For employees, the University’s health insurance plan covers many Substance Abuse Services.

The University also provides alcohol and substance abuse presentations to classes, as requested by faculty. The presentations are organized and presented by the Office of Student Life Counseling Center. Additional substance abuse education may be provided for the campus population through

health fairs sponsored by the University infirmary.

#### Local, State, and Federal Law

1. The North Carolina Alcoholic Beverage Control Laws make it unlawful for any person under twenty-one (21) years of age to purchase, possess, or consume; or for anyone to aid or abet such a person in purchasing, possessing, and consuming any alcoholic beverage. (General Statute 18B-300; 302)
2. Any person who is over the lawful age to purchase and who aids or abets another in purchase or possession shall be guilty of a misdemeanor punishable by a fine of up to \$2000 or imprisonment for not more than two years, or both.
3. It shall be unlawful for any person to obtain alcoholic beverages when under the lawful age by using or attempting to use a fraudulent or altered driver's license or any other type of false identification.
4. It shall be unlawful for any person to permit the use of his or her license or any other identification document by any person who purchases or attempts to purchase alcoholic beverages while under the lawful age.
5. A driver may not consume any alcoholic beverage while driving. No person may transport in the passenger area any alcoholic beverage in any container other than the manufacturer's unopened original container.

#### Use and Trafficking in Illegal Drugs

North Carolina Controlled Substances Act 90-89 deals with the use and trafficking in illegal drugs by schedule from I to VI.

1. It is illegal to possess or manufacture an illicit drug or controlled substance with the intent to sell or deliver it to another.
2. It is illegal to sell or buy any item which is represented to be an illicit drug or controlled substance.

Punishment is based on the type (schedule) of substance and the quantity. The prescribed sentences are, class H felon, minimum 5 years, maximum 10 years and class I felon, maximum 5 years and/or fine.

90-95 Violations, penalties:

- (a) Except as authorized by this Article, it is unlawful for any person:
  - (1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver a controlled substance;
  - (2) To create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;
  - (3) To possess a controlled substance.
- (b) With certain exceptions, any person who violates G. S. 90-95 with respect to:
  - (1) A controlled substance classified in Schedule I or II shall be punished as a Class H felon. A controlled substance classified in Schedule III, IV, V, or VI shall be punished as a Class I felon, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery in violation of G. S. 90-96(a) (1).

Cases involving controlled substances will be reported to the Mars Hill Police Department.

## 4.9 Intellectual Property Rights

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Mars Hill University encourages the publication and display of original works and the dissemination of new knowledge. This Intellectual Property Rights Policy seeks to promote excellence and innovation in teaching and learning, in creative activities, and in the production of materials through identifying and protecting the rights of all members of the community: faculty, staff, students, and the institution. The basis of this policy is the concept that creative works produced at Mars Hill University should be used for the greatest possible benefit.

The policy governs the respective ownership rights of the university, its employees, and its students in material produced with the direct material and/or financial support of the institution. The policy protects the traditional rights of all members of the university community with respect to the products of their scholarly, creative, and professional endeavors. The university cedes ownership to the author(s) of works such as books, papers, and journal articles created using only generally available university resources.

When university support makes the work possible, or when it provides extra or special support, whether with money, facilities, equipment, or staff for the development of ideas or the production of works, it is reasonable for the university to participate in the benefits of the work. The university asserts its right of ownership if substantial university resources, including sponsor-provided funds, are used in the creation of the work.

## 4.10 Safety and Security

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Campus Security Officers are the primary call for assistance by campus personnel both students and faculty/staff. Campus Safety and Security is responsible for enforcing regulations concerning campus conduct and assisting with emergencies on campus. They work closely with Mars Hill Police and Mars Hill Fire Departments when needing civilian law enforcement for criminal violations or for fire suppression and mitigation, as well as provide general security for the campus and enforce all applicable laws. The health and safety of Mars Hill University employees is of paramount concern to the institution. The university seeks to provide and maintain safe and healthy working conditions and to establish and assist safe work methods and practices at all times. It is the responsibility of all members of the university community to make safety and security part of their concern. Safety standards and policies are the direct responsibility of the Director of Safety and Security with assistance from Incident Response Team (IRT). Safety Regulations can be obtained from the office of the Director of Security and the Provost. In general, the campus safety policy includes:

- Developing a plan for applications of safety standards for physical facilities, science

laboratories, machinery, equipment, tools and work practices that are based on applicable OSHA standards and safe work practices.

- Providing education, training, on the job safety instruction, and general safety policies and procedures.
- Conducting safety and fire extinguisher inspections, and to identify potential hazards.
- Investigating accidents to determine the cause and the remedial action required to prevent recurrences.
- Requiring protective equipment for hazardous areas/jobs. Special emphasis is placed on areas that deal with potentially dangerous materials and equipment such as the physical plant operations, the science laboratories and the University Wellness Center.
- Operating motor vehicles according to safe operating procedures.
- Developing and maintaining a vehicle registration system for motor vehicles allowed on MHU Campus.
- Creating enforcement procedures for vehicle parking control on MHU private property, which may include citations, violations, warnings, removal, booting, or barring certain vehicles for cause.
- Identifying potential health hazards and developing necessary protective measures.

#### **4.10.1 Restraining Orders**

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If you have or obtain a restraining order against any individual, you should immediately provide a copy of the restraining order to the Director of Campus Safety & Security. A safety plan will be developed with the collaboration of the affected student, faculty or employee(s) and senior management and or the IRT, taking safety and privacy procedures into primary account.

#### **4.10.2 Parking Policy**

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All university personnel are required to register their vehicles with the Office of Campus Safety & Security. Permits are required for on-campus parking. All university employees are expected to abide by the current traffic code, a copy of which is available from the Safety and Security Department.

### **4.11 At Will Staff Employment**

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Staff Employment at Mars Hill University is at will, and may be terminated by the employee or by the employer for any reason or no reason at any time.

### **4.12 Separation**

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Staff employment at Mars Hill University is at will, and may be terminated by the employee or by

the employer for any reason or no reason at any time.

### **Notice of Resignation**

Any university employee who resigns his or her job should submit a written resignation, at least two weeks in advance, to the immediate supervisor and copy it to the Human Resources Department. A form, prepared especially for this purpose, is available in the Human Resources Department. A letter of resignation is also acceptable. The Resignation will be retained in the employee's file in the Human Resources Department.

The employee is responsible for providing the EMPLOYEE CHECKOUT RECORD at the time when he/she is returning university owned items such as, but not limited to, university technology, keys, ID, parking permit, library books, etc. The employee must also schedule an exit interview with the Human Resources Department prior to final day of employment.

### **Termination**

When a decision has been made to discharge an employee, a written notice (**EMPLOYEE TERMINATION NOTICE**) shall be given to the employee. The responsibility for issuing this notice rests with the department supervisor and/or officer of administration in charge of the section from which the employee is being dismissed. A copy of the discharge notice shall be retained on file in the Human Resources Department.

NOTE: Some grounds for termination are stated in this handbook. However, the list is not exhaustive and is subject to unilateral change. Mars Hill University retains the right to discharge solely upon its discretion. Employment at Mars Hill University is at will, and may be terminated at any time for any reason or no reason at the discretion of the University. In certain cases, other disciplinary measures and grievance steps may be taken at the university's discretion, depending upon the nature of the discharge.

The employee is responsible for providing the EMPLOYEE CHECKOUT RECORD at the time when he/she is returning university owned items such as, but not limited to, university technology, keys, ID, parking permit, university credit card, library books, etc. The employee must also schedule an exit interview with the Human Resources Department prior to final day of employment.

**Each person must also be cleared through the Human Resources Department so necessary final payroll paperwork can be completed.**

## **4.13 Background Check**

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Mars Hill University is committed to hiring and retaining the most qualified and appropriate

employees while providing a safe working/teaching/learning environment throughout the university community of students, faculty and staff, administration, and campus visitors. In an effort to accomplish these initiatives, the university's employment application process includes, as a condition of employment, an investigative background check on all persons who are extended an offer of employment, including, but not limited to, faculty, adjunct faculty, staff, and administrative positions that are full-time, part-time, and/or temporary. Grant funded positions, individuals working in independent contract positions that are located on the campus, and other such positions are also included. The investigative background check may include from third parties (such as former employers, consumer reporting agencies, outside/independent investigators, etc.) information concerning the candidate, including, but not limited to, information about his/her, character, and general reputation. Such information may include that which is obtained through personal interviews with past employers, neighbors, friends, or associates. Mars Hill University will use this information for the purpose of deciding whether or not to employ, promote, or take some other employment action concerning him/her. The University will conduct its investigative background checks in accordance with the provisions of the Fair Credit Reporting Act, as amended by the Consumer Credit Reporting Act of 1996.

In addition to a background check, a credit check will be required for employees whose primary responsibility includes the handling of cash or other fiduciary duties.

#### **4.14 Orientation and Evaluation**

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Upon acceptance of an offer of employment and completion of a background check, each new employee will be contacted by the Human Resources Department to set up an appointment to complete necessary paperwork. Instructions will be provided for obtaining an employee ID and parking permit. The Human Resources Department will provide information on personnel policies and procedures, benefits (if eligible), paid time-off, University network privileges and services.

The immediate supervisor is responsible for job orientation, training, and evaluation of performance. The supervisor is the primary contact concerning employment; however, if this person is unavailable or unable to assist with personnel policy questions, the Director of Human Resources should be consulted. For non-faculty personnel, evaluations shall take place every year and consist of both a Self-Evaluation and Annual Staff Performance Review. These forms with any supporting documentation are due to Human Resources by the beginning of June.

#### **4.15 Family Restrictions on Employment**

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Persons from the same family and/or related persons may not be employed in the same department or division where one member has direct administrative responsibility over the other. This policy applies to persons related within the first degree of consanguinity or affinity under the common law. The first degree of consanguinity is father, mother, daughter, son, sister, or brother. The first degree of affinity is husband, wife, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law.

#### **4.16 Promotions**

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The university attempts to fill vacancies whenever and wherever possible by promoting qualified employees. An individual's job performance at the university will be considered in addition to his or her qualifications for the new job in accordance with the requirements of the new position when being considered for a promotion.

#### **4.17 Transfers**

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Transfers within the ranks of university employees will be permitted whenever and wherever possible. The transfer may be at the request of the employee. However, the university reserves the right to transfer employees as necessary for business reasons. In either instance the job performance record of the employee, the employee's qualifications for the new job, and the requirements of the new job will be carefully considered.

#### **4.18 Break/Rest Periods**

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All employees may take a fifteen-minute break during the morning and another fifteen-minute break during the afternoon. Breaks must be taken at or near the workplace. Such breaks are to be taken at times acceptable to the immediate supervisor, and they must be staggered among the employees in a department or division so that business functions of the department may remain uninterrupted.

#### **4.19 Compensation**

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Both salary and hourly employees are paid by direct deposit once each month on the last working day for the entire month. Other employees, such as contract workers, adjuncts, etc... are paid as designated by the Human Resources Department. A report of withholdings, as well as earnings, is issued each payday and may be accessed through self-service.

#### **4.20 Children in the Workplace Policy**

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The purpose of this policy is to clarify rules with respect to children and minors. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in an MHU class. In recognition of the family needs and responsibilities of MHU employees, faculty and staff may bring their child(ren) to campus for limited periods of time while the employee is engaged in work, with approval by the supervisor or appropriate designee. In doing so, faculty and staff must recognize and respect the needs of other community members for a quiet and



productive work and educational setting.

Children must be supervised by an adult who shall be deemed responsible for the children's actions. No facility or office on campus is to be used regularly in lieu of paid child care or for unsupervised recreation for children.

There are risks to bringing children to MHU campuses and to campus events. Employees should be aware of these risks and are responsible for any and all injuries or damages sustained to or by their child(ren) or any other child(ren) accompanying them while on MHU campus. Mars Hill University shall not be responsible or liable for any such injuries or damages unless injuries or damages are caused by the sole negligence of Mars Hill, or their officers, agents, or employees.

*Adopted 6/1/2016*

#### **4.21 Fair Labor Standards Act (FLSA)**

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In compliance with the Fair Labor Standards Act, each university position will be classified as either exempt or non-exempt from overtime pay. Non-exempt employees will be paid in compliance with the Fair Labor Standards Act.

#### **4.22 Campus Animal Policy**

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This policy is intended to protect the public from potentially hazardous health conditions and to prevent environmental pollution caused by animal waste.

Mars Hill University students, faculty, and staff as well as members of the Mars Hill community are welcome to walk their dogs on campus provided that the pet is leashed and that, for health reasons, owners or keepers pick up and remove all waste from university property. This guideline covers waste left anywhere on campus, including sidewalks, streets, pathways, lawns, and athletic fields. When walking your animal(s) on campus, please carry a bag or some other means to remove and properly dispose of the waste. While on campus, dog owners or keepers are responsible for any damage, accidents, and bites caused by their pets.

Animals, except for Trained Service Animals, are not permitted at athletic practice or competition venues or in any university building, including living quarters, academic buildings, and administration buildings. Special accommodations for professional staff living on campus are up to supervisor approval. Animals may not be tied up unattended.

Employees who use a Trained Service Animal should refer to Section 4.1 of this handbook regarding disability accommodations. The owner or keeper of any animal that is not a Trained Service Animal (defined as trained to do work or to perform tasks for the benefit of an individual with a disability) must adhere to the above guidelines regarding animals on campus. *The provision*

*of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.*

#### **4.23 Travel Policy**

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Policies and procedures related to university-sponsored travel are detailed in Appendix B: Travel Policies and Procedures.

#### **4.24 Solicitation Policy**

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Solicitation of any kind by university employees is permitted only with the prior approval of the Auxiliary Services Department similarly, campus distribution of non-university literature must be approved in advance by the Marketing and Communications Department.

#### **4.25 Smoke Free Environment Policy**

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Smoking is not permitted in any university-owned building. Smoking includes but is not limited to the use of cigarettes, cigars, cigarillos, hookahs, e-cigarettes, vaporizers, beedis, and pipes.

Smoking is not permitted within 50 feet of any entrance, window, or air-handling unit of any university building. Smokers are required to dispose of butts, ashes, and trash in the appropriate receptacles placed outside of buildings and residences. In addition, possessing or burning incense or candles is not permitted within any building on campus.

#### **4.26 Marketing and Communications Policy**

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Mars Hill University is committed to brand and messaging quality and consistency. The Marketing and Communications Department will lead, plan, direct, and implement overall strategies for all marketing and communications in order to raise Mars Hill University's visibility, advance its brand, integrate marketing efforts across departments, and articulate clear messaging to internal and external constituencies with the exception of the Athletics Department. Marketing and Communications will work closely with the Director of Athletic Communications regarding marketing and communications.

Please submit all marketing requests to the Marketing and Communications Department for assistance and approval.

#### **4.27 General Duties and Responsibilities**

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Effective teaching and sound learning are the primary objectives of Mars Hill University. Although the faculty is most immediately and directly involved in teaching, all other university employees contribute to this primary goal. Each university employee should act as an important member of the team which is providing the services and the conditions under which the most effective teaching and learning can take place. We are all working together for the greatest good of our students. Where groups of people work together, reasonable rules and consistent practices are essential for the orderly conduct of everyday operations. Such rules and practices facilitate efficiency, guard the health and welfare of all employees, protect university property, and help employees understand some conditions of their employment. University employees are expected to use sound individual judgment and adhere to generally accepted personal standards in carrying out their duties. Minimal expectations include the following:

1. Regular and punctual attendance at work is required of each employee. Repeated violation of this expectation may result in disciplinary action up to and including discharge.
2. The employee should give advanced notice of absence from work directly to the immediate supervisor if at all possible. If circumstances prevent notice in advance, the employee should see that the immediate supervisor is notified as soon as possible. Repeated violation of this expectation may result in disciplinary action up to and including discharge.
3. Proper and conscientious performance of assigned duties is required of each employee. Supervisors are responsible for clearly communicating to the employee his/her job responsibilities and performance expectations for the specific job. In addition, supervisors are to provide evaluation and feedback to the supervisees in a timely manner. Performance issues with an employee should be discussed with the Director of Human Resources. Sustained poor performance can result in discharge.
4. Drinking or gambling on the job, reporting to work under the influence of alcohol or drugs, sleeping when one is supposed to be working and other flagrant forms of loafing will not be tolerated. Such violations are grounds for immediate disciplinary action up to and including discharge.
5. The unlawful manufacture, distribution, dispensing, possession or use of a controlled/illegal substance is prohibited on university property or at university-sponsored functions. Such violations are grounds for immediate disciplinary action up to and including discharge.
6. The welfare of all employees must be the concern of each individual. Each employee is required to observe the general safety and security rules of the university. Failure to do so will result in disciplinary action up to and including discharge. Willfully endangering the safety of a fellow employee will not be tolerated, and violations are likewise subject to disciplinary action and/or discharge.

7. Orderly conduct on the job is expected. Indulging in potentially harmful practical jokes or similar behavior, such as attacking another employee or student, will not be tolerated, likewise, the use of abusive, vulgar, or threatening language against a fellow employee or student will not be tolerated. Violations can result in disciplinary action up to and including discharge.

8. Firearms or other weapons are not to be brought onto the campus without prior written approval of the Director of Campus Safety & Security. Fireworks or other explosives are not permitted on the campus.

9. Proper completion of time cards, payroll records, reports of vacation/sick leave used, and other university records is the responsibility of the employee and the supervisor. Falsification of such records is grounds for disciplinary action up to and including discharge.

10. Violation of any of these rules is grounds for immediate discipline, up to and including discharge.

**This list is not inclusive and in no way limits your status as an “at will” employee. Employment at Mars Hill University is at will, and may be terminated by the employee or the employer for any reason or no reason at any time.**

## 4.28 University Social Media Accounts

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In order to be recognized as an official University account and for the University to promote your content, an employee should register the page(s) with the Marketing & Communications Department. Accounts are asked to commit to posting at least twice weekly. If your organization or group has compelling content but would not have it frequently enough to maintain an account, please forward the content to our Director of Online Presence for inclusion on the main university accounts. If you do plan to have content to establish an account, you will be asked to share admin access of the social accounts with the Marketing & Communications Department. Logins will only be used in the event content violates University guidelines or in the event the University must respond to a situation. Accounts should not be created prior to receiving approval from the Marketing & Communications Department.

## 4.29 Business Office Policies

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### 4.29.1 Employee Reimbursements

In the course of your duties as an employee of Mars Hill University, you may be required to pay for goods/services that allow you to complete certain tasks. Any eligible University expenses that you incur on behalf of MHU will be reimbursed in full. Acceptable expenses qualified for reimbursement include, but are not limited to, the following:

- Meals and/or travel for business purposes
- Fees for events or conferences relating to University business
- Office supplies
- Software and software licenses
- Professional certifications

Expenses of a personal nature or lacking support of University operations will not be reimbursed.

To submit an expense for reimbursement, please follow the procedures outlined in [mymhu.edu](http://mymhu.edu) in the manual for E-procurement [here](#). You will be required to submit receipts/invoices, and obtain approval from your direct supervisor. Once this information is complete and submitted into self-service, your reimbursement will be placed in the payables queue, which will take approximately two weeks to process.

Once your reimbursement is processed, you will receive a notification through your mhu email account from Paymerang. Follow the prompts provided in that email to log in and retrieve your payment in the form of an echeck or direct deposit, based on your preferences set with Paymerang.

#### **4.29.2 Purchasing Cards (P-cards)**

Mars Hill University's procurement card program is designed to provide a more efficient means of making routine purchases, which allows more control at the department level, defrays travel expenses, and streamlines the procurement cycle. Cardholders may use their assigned procurement card to purchase approved goods and services under university guidelines. P-cards are made available through an agreement between Mars Hill University and TD Bank.

##### Card Application

P-cards are issued in the name of a university employee and are to be used for departmental purposes only. P-cards may be requested by any faculty or staff member who performs the majority of purchasing for their department. If a department determines an employee is eligible to apply for a P-card, the designated employee must review the following:

- Complete cardholder application and agreement, which can be obtained from Tammy Cutshall at [tcutshall@mhu.edu](mailto:tcutshall@mhu.edu), or stopping by the Business Office in the 2nd floor of Blackwell Hall.
- Submit completed agreement, including department supervisor's approval to Tammy Cutshall.

Once the completed forms are received and processed, TD bank will issue a P-card in approximately 5-7 business days to the cardholder. The cardholder is responsible for signing the reverse side of the card, setting a PIN, and safeguarding the card.

##### Card Usage

P-cards are accepted at businesses that accept Visa, subject to card limitations. All purchases must be made for the purpose of carrying out university activities. Generally, P-cards may be used in person at a merchant's location, by telephone, and online.

Acceptable uses of P-cards include, but are not limited to, the following:

- Meals and/or travel for business purposes
- Fees for events or conferences relating to University business
- Office supplies
- Software and software licenses
- Professional certifications

Unacceptable uses of P-cards are any personal purchases, gift cards, cash advances, and any purchases not for the benefit of university operations.

#### Required Documentation

A receipt or substitute documentation must support each purchase. It must include the vendor name, transaction amount, purchase date, and an itemized description of the goods or services received.

#### Expense Reporting

Cardholders must submit their receipts within 7 days of the calendar month-end. This will ensure the university has current financial information.

For additional questions feel free to contact the Business Office at 828-689-1100.

### **4.30 Employee Pay Policy**

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Regular salaried faculty and staff (those in on-going, non-temporary positions that receive an annual agreement or appointment letter) who work less than twelve months per salary year (August-July) will, as institutional policy, receive their salary in twelve equal payments over a twelve-month period on the last working day of each month. Applicable benefits will be paid over the twelve-month period and any payroll deductions requested by the employee or mandated by state or federal regulations will also recur during this corresponding twelve-month period. The determination of whether a faculty position meets the "Regular" definition lies with the Provost, in conjunction with the President and/or Director of Human Resources, if needed. Determining whether a staff position meets the "Regular" definition lies with the immediate supervisor and the appropriate Leadership Team member in conjunction with the President and/or Director of Human Resources, if needed. Positions that do not meet the "Regular" salaried definition will be paid an hourly, per course, or agreed up project rate on the monthly payroll schedule

### **STAFF AND SPECIAL COMMITTEES**

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## 5.1 Staff Personnel Committee

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This committee, comprised of elected members of the university staff who represent various areas/departments, reviews and recommends policies that affect university staff. This includes recommending new policies to solve problems, reviewing benefits, and considering items brought to the committee's attention by staff members and/or administrators. In conjunction with the Faculty Personnel Committee the Staff Personnel Committee may be asked to review benefits and/or any other issues which affect all employees of Mars Hill University.

## 5.2 CODEI

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The University Intercultural Council (UIC) was formed in 2012. In May 2020 the UIC changed its name to the Committee on Diversity, Equity & Inclusion. The purpose of the group is to advance issues of diversity, equity, and inclusion on campus and within programs, public affairs, and strategic initiatives. This charter will convert this ad-hoc committee to a university recognized Special Committee at the request of the Provost and the President.

The CODEI advises the President and the Director of Diversity, Equity, and Inclusion (DEI) and works to ensure that diversity, equity, and inclusion remains integral to excellence at Mars Hill University. CODEI promotes, reviews, advocate, advise, and disseminate initiatives that foster diversity, equity and inclusion on campus and the larger community.

The committee is composed of faculty and staff from across all academic and administrative units which reflect a campus committed to equity in gender, race, ethnicity, religious diversity, disabilities, and sexual orientation.

### Membership

- Provost (Co-Chair)
- Director of Diversity, Equity, & Inclusion (Co-Chair)
- Chair of Faculty
- University Chaplain
- Director of Human Resources
- Senior Director of Planning and Strategy
- VP of Student Life
- Director of Disability Services
- 3 Faculty members at large (3-year staggered term, appointed by co-chairs)
- 2 Staff members at large (3-year staggered term, appointed by co-chairs)

## 5.3 Benefits Committee

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The Benefits Committee has the responsibility to review employee benefits and to make recommendations to the administration for changes, revisions, additions, etc. In addition, the committee serves in an advisory capacity to the Human Resources Department with respect to employee benefits. The committee, appointed by the President or his designee, is composed of two faculty members, two staff members, the Director of Human Resources, and the Benefits Manager. The President meets with the committee as needed.

## 5.4 Retirement Committee

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This committee provides oversight on matters pertaining to Mars Hill University retirement offerings as part of workplace benefits. The MHU retirement plan is a mandatory contributory plan. As a condition of employment upon initial eligibility, a minimum of 5% of participant's eligible compensation will be deducted and allocated to participant's account as a non-elective contribution. A matching contribution of 100% of the irrevocable non-elective contribution will be made by Mars Hill University. Employee contributions will begin as stated in the TIAA Plan Document. Employer contributions will begin after

age 21 and 12 months of service are obtained (monthly entry). The 12 months wait period is waived if you have 12 months of service at a 403b eligible institution.

The functions of the Retirement Committee are defined by the faculty handbook and staff handbook.

These functions include but are not limited to:

1. Consider all matters affecting MHU retirement plans for all employees of MHU
2. Advise on the retirement plan's assets to help meet an agreed upon risk / return profile
3. Advise on the selection of investment options
4. Advise on investment, record keeping, and administrative expenses associated with the retirement plan
5. Advise to avoid any foreseeable conflicts of interest
6. The Retirement Committee shall meet at least quarterly
7. Facilitate education across campus regarding retirement offerings

Committee memberships are appointed by and will serve at the will of the president.

Self-perpetuating committee membership will include:

1. HR Director
2. Vice President for Finance
3. Faculty Member
4. Director of University Services
5. President - Ex officio

## 5.5 Committee on Disabilities

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The Committee on Disabilities is the central agent through which any Mars Hill University student with a declared, documented disability makes an official request for timely, reasonable accommodations while attending Mars Hill University. The committee acts on each request according to its stated purpose, which is to:

- Certify accommodations requests from students by



1. Determining the student's eligibility for protection under the ADA
  2. Examining documentation to ensure that it reasonably supports the claim of disability
  3. Agreeing on the nature of reasonable accommodation on a case-by-case basis.
- Develop institutional policies and procedures concerning:
    1. Confidentiality issues
    2. Documentation requirements
    3. Documentation review procedures
    4. Course substitutions
    5. Assurances of nondiscriminatory treatment
    6. Grievance procedures
    7. Faculty responsibilities for implementing procedures
  - Submit to the chief academic officer an annual report on the university's compliance with the Americans with Disabilities Act (ADA). This report will allow for the committee's recommendations on accessibility issues on campus.
- Committee members include:
- the Dean of Student Life
  - the Director of Residence Life
  - a full-time member of the Student Support Services staff
  - a faculty member at large, elected by the faculty for a three-year term
  - a faculty member with expertise in disability issues appointed by the Provost and Vice President for Enrollment Management, who serves as an ex-officio member.

## 5.6 Committee on Honorary Degrees

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An ad hoc committee, consisting of faculty members, trustees, and administrators, will be appointed by the Provost to review requests for honorary doctorates as the need arises. All recommendations are forwarded to the faculty for its approval, and honorary doctorates will be awarded only under the following conditions:

1. Nominations will be received from anyone submitting recommendation for this purpose, and submitted to the President's office at least six months before this degree is to be awarded.
  2. Awards will be used to recognize persons widely respected for leadership and creative achievement.
  3. Prime consideration will be given to persons related to the university and the areas of its influence.
  4. No honorary degrees will be granted to current employees of the university whether they be members of the administration, faculty, or staff.
  5. Honorary doctoral degrees will ordinarily be awarded at commencement.
  6. The university is under no obligation to award honorary degrees annually, but in no case shall more than two honorary degrees be awarded in one academic year.
- A file of recommendations will be maintained in the President's Office.

## 5.7 Institutional Effectiveness Committee

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The Institutional Effectiveness Committee is comprised of representatives of the various campus constituent groups responsible for institutional assessment, evaluation, and coordination of activities leading to the continuous improvement of the institution.

## 5.8 Institutional Review Board

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The Institutional Review Board has a responsibility to receive any allegations of research misconduct and to investigate those allegations fully and fairly and recommend appropriate disciplinary action should the allegation be confirmed. The board meets on an as-needed basis. The IRB shall include at least one member whose primary concerns are in nonscientific areas, as well as one member who is not otherwise affiliated with the university.

## 5.9 Incident Response Team

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The Incident Response Team is responsible for responding to crises on campus including but not limited to deaths, shootings, weather related events, and chemical spills.) The IRT also reviews all campus safety policies (including any safety problems that may arise. Revising current policies, establishing new policies as needed, and insuring campus-wide distribution of policies as well as distribution of compliance procedures to appropriate university personnel are all responsibilities of this committee. The team will meet annually for policy review and as needed for situations/problems referred to the committee. Members of the Incident Response Team will include:

- Provost and VP of Enrollment Management
- Vice President of Student Life
- Senior Director of Planning and Strategy
- Director of Safety and Security
- Chief of Safety and Security
- Vice President of Finance
- Controller
- Director of Communications
- Senior Director of Marketing and Communications
- Athletic Director
- Director of Human Resources
- Chief Information Officer
- Director of Human Resources
- Executive Assistant to the President and Provost

## 5.10 Student Life Committee

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**Purpose:** The purpose of the Student Life Committee is to provide a campus community perspective and guidance on issues of student life.

Specific duties of the Student Life Committee include:

- Review substantive changes to the Student Code of Conduct.
- Review constitutions and organizational documents of new student organizations

upon recommendation of the SGA. Recommend approval of organizations to the Provost and President.

- Review substantive constitutional changes in organizations
- Discuss student issues of institution-wide concern and make recommendations (For example alcohol, local vs. national Greeks)
- Review and recommend proposed SGA budget.
- Annually review data about student life (for example: conduct, programming, housing)
- Serve as the appellate body for organizations appealing recognition status.
- Provide recommendations on annual renewal and denial of recognition of student organizations
- Serve as an advisory board on policies that affect student facilities.
- Review handbook revisions
- Provide guidance on other matters regarding student life

**Membership:** Membership of the Student Life Committee is determined by position held.

Student Members:

- Senior Class President
- Inter-Greek Council Vice President/Standards Chair
- Campus Activities Board President
- Student Government Vice President
- Chair of the Student Conduct

Board Faculty and Staff Members

- Chair of the Faculty
- Faculty member- appointed
- Faculty or Staff member also serving on the Intercultural Council-appointed
- Chaplain
- Director of the First Year Experience
- Director of Persistence
- Associate Director of Residence Life or designee
- Director of Student Involvement or designee
- Provost
- Associate Vice President for Student Development, Chair Ex Officio
- Provost

**Meetings:**

The Student Life Committee will meet at least two times during fall and spring semesters and other times as needed.

## 5.11 Technology Committee

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Several technology committees exist to facilitate adoption of new technology initiatives and to ensure technology changes align with the long-term strategic vision of the university across all academic, athletic and administrative areas. The responsibilities of the technology committees include: 1) periodic review of current technology services; 2) review of proposed technology

initiatives; 3) preparation of policies, procedures and recommendations for administrative actions; and 4) review the prioritization for suggested improvements or innovations. Please contact the MHU Chief Information Officer (CIO) if you wish to participate on any technology committee.

## 5.12 Bias Incident Response Team

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Mars Hill University is committed to fostering a safe and welcoming experience for all members of and visitors to the MHU campus community. The work of creating and maintaining an inclusive environment requires the efforts of the entire university, and we recognize that each member of the community holds some responsibility to foster an environment in which its members can thrive without fear of hate or bias. The creation of Respect MHU allows for the community to work together to report and address incidents of bias and hate on campus, thereby enhancing and contributing to the authentic pursuit of knowledge and truth that lies at the heart of our institutional identity and purpose.

Respect MHU is a structure that allows campus community members who have been the targets or witnesses of a bias incident to bring these incidents to the attention of university administration in an easily accessible and understandable manner.

Respect MHU builds community by:

- Creating a process whereby members of the campus community can report acts of bias and hate,
- Establishing a Bias Incident Report Team (BIRT) of MHU employees to respond to incidents of bias and hate and recommend potential next steps, and
- Working collaboratively across campus to reduce bias incidents and promote a more healthy multicultural learning and living environment.

Bias incidents are defined as harmful incidents – verbal, physical, or virtual – that target an individual or group based upon actual or perceived demographic or personal characteristics (including, but not limited to: gender, race, ethnicity, sexual orientation, religious beliefs, age, disability, or physical appearance).

### Reporting process:

**University employees, students, vendors and visitors, who perceive that they have experienced a bias incident or hate crime, as well as those who witness one, are urged to report the incident immediately.**

For immediate assistance or for an emergency please contact the campus security at extension 1230 from an on-campus phone, or (828) 689-1230 from off-campus or a cell phone.

Persons reporting an incident may self-identify or remain anonymous by any of the following means. Anonymous reporting, however, will impact the university's ability to respond or pursue appropriate action against the alleged perpetrator.

- [File a biased incident report online](#)
- Email: [respectmhu@mhu.edu](mailto:respectmhu@mhu.edu)
- Campus Security: (828) 689-1230
- Center for Diversity, Equity & Inclusion: (828) 689-1508
- An email, phone, or in-person report to any member of the BIRT:
- Director of the Center for Diversity, Equity & Inclusion
- Director of Human Resources
- Director of Safety and Security
- Vice President of Student Life
- Director of Counseling Services

- University Chaplain
- Assistant University Chaplain
- Disability Services Coordinator/PT Counselor

**Response:**

Respect MHU and members of Bias Incident Response Team (BIRT) will respond immediately to the needs of the affected party or parties by contacting appropriate departments and offices necessary to implement an appropriate intervention. Those offices will notify members of the campus community as appropriate and/or as required by federal law.

BIRT may make a recommendation on a coordinated campus response if deemed appropriate. Such responses (as outlined in student and employee handbooks) may include, but are not limited to:

- Identification of and referral of affected individuals and communities and/or alleged perpetrator to appropriate support resources and services on or off campus,
- Disciplinary action, if necessary, to be administered according to the Student Conduct Code, Residence Life Guidelines, University Guidelines, and/or any local, state or federal laws and regulations.
- Educational awareness programs for the full university community, or for some part of the community involved in the incident.

## **EMPLOYEE BENEFITS**

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### **6.1 Moving Expenses**

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The university will assist with the moving expenses of eligible employees. Information is available from the Human Resources Department.

### **6.2 Insurance**

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The university contracts with insurance companies to provide benefits at group rates for employees. These benefits are governed by the terms of the contracts that are available in the Human Resources Office. The benefits are more fully explained in brochures published by the providers and made available to employees. It is the employee's responsibility to become familiar with the terms of these policies and to file claims as needed. The university reserves the right to change policies, carriers, or co-payments at any time.

### **6.3 Health Care Insurance**

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The university provides group health care coverage for all employees working at least 30 hours per week and/or 1560 hours in a non-temporary position. Enrollment is on the first day of

employment, or the first day of the month following employment depending on benefit contract. Information regarding types of plans, benefits, and premiums is available from the Human Resources Department. Dependent coverage may be obtained, with premiums paid by the employee through payroll on either a pre- or post-tax basis.

#### **6.4 Long-Term Disability, Critical Illness Insurance and MYidealDOCTOR**

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The university pays for long-term disability coverage for staff employees working at least 30 hours per week and/or 1560 hours per year in a non-temporary position. Based upon salary, an employee may choose to buy additional long-term disability coverage on an after-tax basis through payroll deduction. More information is available from the Human Resources Department.

The university pays the premium for base critical illness insurance that covers conditions such as heart attack, stroke, cancer, etc. for all staff employees working at least 30 hours per week and/or 1560 hours per year in a non-temporary position. In addition, the employee has the opportunity to purchase a higher level of insurance for himself or herself and/or dependents on an after-tax basis through payroll deduction. Additional information is available from the Human Resources Department.

The university also pays for family enrollment in MYidealDOCTOR telemedicine services. This service provides employees and immediate family members (over the age of 2 years) with 24 hour per day/365 days per year access to a physician who can consult, diagnose and prescribe medication (prescription must be paid by employee/employee insurance) for non-life threatening illnesses (e.g. flu, allergies, ear infections, etc.).

#### **6.5 Dental and Vision Insurance**

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Staff employees working at least 30 hours per week and/or 1560 hours per year in a non-temporary position have the opportunity to purchase dental and/or vision for themselves and dependents through payroll deduction on a pre-tax basis.

#### **6.6 Short-Term, Life, and AD&D Insurance**

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Short-term Disability Insurance, Term Life Insurance, Accident, and Whole Life Insurance are available to staff employees working at least 30 hours per week and/or 1560 hours per year in a non-temporary position on an after-tax basis through payroll deduction.

#### **6.7 Workers' Compensation Insurance**

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All university employees are covered by Workers' Compensation Insurance, for which the university pays the full premium. Employees injured on the job should report all injuries immediately (or as soon as possible) to their supervisor and go to the Wellness Center (infirmary). Supervisors are then required to notify Human Resources immediately. A

university nurse will take appropriate action and get the necessary paperwork started. If the Wellness Center is closed, the employee should call the Human Resources Department for instructions. In the event of a true emergency, Campus Security should be notified.

## **6.8 Travel Insurance**

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Travel accident insurance is provided by the university to all employees traveling on university business away from the campus. Information about this will be provided by the Human Resources Department during each employee's orientation.

## **6.9 Driver's Insurance**

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All employees who in the course of their job have reason to drive a university vehicle, must obtain prior approval to do so. To seek approval, a valid driver's license must be presented to the Facilities Office several days before the need to drive a university vehicle. A motor vehicle record (MVR) will be obtained for the individual from the state that issued the driver's license. A satisfactory MVR is required for driving university vehicles. Training for driving the university vans is mandatory; information on training is available in the Facilities Management Office. This office will inform the employee if approval is granted and will add the employee to the list of approved drivers for university vehicles.

## **6.10 Retirement Plan**

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Employees who meet eligibility requirements must participate in the university's Defined Contribution 403(b) retirement plan through the Teacher Insurance and Annuity Association and College Retirement Equities Fund (TIAA/CREF) as a condition of employment.

Each participating employee will contribute the university-defined percent of his/her monthly compensation. The university shall deduct such contribution from the employee's payroll check, add its contribution, and apply the combined sum to the purchase of individually owned annuity contracts based on the individual employee's allocation choices. The summary plan description for the Defined Contribution retirement plan gives more details and is provided to each eligible employee. The plan document is available for review in the Human Resources Department.

Any eligible employee may voluntarily participate in this retirement program and arrange to divert an additional portion of his/her salary before taxes to purchase retirement annuity benefits in accordance with Section 403(b) of the Internal Revenue Code and related Treasury Department regulations. The university does not make any contributions to this plan for the employee.

Note: Facilities employees who had at least fifteen years of service to the university completed by

June 1, 1998 will be entitled to benefits under the University Retirement plan which covered them prior to that date. This benefit (\$50/month for 15 years of service, \$75/month for 20 years of service, or \$100/month for 25 years of service) will commence the month of their 65 birthday and have terminated employment with the university. This benefit will continue for the individual's lifetime.

### **6.11 Roth 403B**

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Any eligible employee may voluntarily participate in this retirement program and arrange to divert an additional portion of his/her salary after taxes to purchase retirement annuity benefits. The university does not make any contributions to this plan for the employee.

### **6.12 Technology Equipment for Employees**

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The university provides suitable computers, software, phone and mobile technologies for faculty and staff through the IT department. Laptop computers, desktop computers, cell phones, desk phones, tablets, monitors, audio/video equipment and more can be provided as needed based on department manager approvals. It is the responsibility of the individual who receives any university-owned equipment to ensure it is maintained appropriately and returned to the IT department prior to employment termination. All the equipment provided to the individual remains the property of Mars Hill University and must be returned or the appropriate costs will be deducted from the final employee payment. It is the responsibility of the individual to not transfer possession of any asset to other members of their organization without notifying the IT department. The individual who receives the equipment is responsible to return the equipment for replacement, if necessary or when terminating employment.

Employees are allowed to 'bring your own devices' to campus and use them to facilitate daily activities. This policy does not include wireless printers or hotspots since these devices tend to cause serious interference with wireless and Wi-Fi systems on campus. Please make use of the leased or departmental printers available in each building. All printers used on campus must be connected to the network via hard wired Ethernet connections or directly connected to computers using wired interfaces.

### **6.13 Travel for the University**

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The university reimburses per mile for the necessary, approved use of a staff member's personal car on behalf of the university. Detailed procedures are available in Appendix B: Travel Policies and Procedures.

Profession Meetings/Conferences/Training Seminars

Financial assistance for staff members to attend professional and other appropriate meetings is provided in departmental budgets and is used at the discretion of the departmental administrator.



## 6.14 No-Cost Tuition

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### Policy & Eligibility

Mars Hill University will provide a no-cost tuition benefit to the spouse or child of any full-time, permanent employee who has at least one year of service with the University based on budget availability. The benefit is also available for the employee. A child includes a stepchild, a legally adopted child, or a child for whom the employee was the legal guardian for at least two years prior to the child's first enrollment at MHU. The child or spouse of a deceased employee is also eligible for the no-cost tuition benefit, provided the employee had at least one year of service with the University, and was employed by the University at the time of his/her death.

The benefit is available on a semester-by-semester basis. Employees on sabbatical are eligible for the benefit.

If your child can check ANY of the following boxes, they will not be eligible for the No- Cost Tuition benefit.

- I am 24 years old or older by
- January 1 I am married
- I have or will have children for whom I will provide more than half of their support between July 1 of current year through June 30 of coming year
- I have completed a baccalaureate degree

The no-cost tuition education benefit is available for a child who enrolls by 24 years of age and who is **continuously** enrolled in a degree or certificate seeking program.

This benefit applies to courses offered under both the traditional and non-traditional undergraduate programs. The benefit will not exceed a total of 160 hours and may be used for a baccalaureate degree, for gaining teacher certification, or for employees only taking courses on an audit basis. Masters level courses are eligible for a 50% discounted tuition rate.

Employees or employee's families are NOT eligible for the no-cost tuition benefit if there is an overdue balance on the employee's account or any other family members' account OR if the employee, or recipient of the benefit (e.g. spouse, dependent child, etc.) has a federal student loan that is either delinquent or in default. Due to the significant benefit provided by the institution for employee free tuition for their affected family members, the employee must meet their responsibilities for fees in a timely manner. The employee cost is to be paid no later than the last business day of the beginning month for the respective semester. Revised May 2018

A student on Academic Suspension who is allowed to take summer classes is NOT eligible to receive the no-cost tuition benefit. If and when a student's appeal of suspension is approved, he/she will regain eligibility to be awarded the benefit in the next term of enrollment.

### Application

This benefit will allow eligible employees, their spouses or children to enroll in classes to pursue a degree or for employees to take individual classes for personal growth or development or for continuing education purposes. Any charges not identified as tuition, e.g., room, board, fees, room deposits, administrative fees, etc., must be paid by the employee, spouse or the child attending Mars Hill. These types of charges can be paid with outside scholarships or loans. Pell grants and North Carolina need based scholarships will be applied toward fees; any remaining difference will be applied to tuition. The combination of state, federal, institutional grants and outside scholarships will not result in a refund to the student or parent. A refund will only be given when it is generated by a loan.

### Procedure

Applications for the No-Cost Tuition Education Program are available in the Financial Aid Office and on MyMHU under Financial Aid – “No-Cost Tuition Application”. The employee will submit a completed No-Cost Tuition Application to the Human Resources Department PRIOR to registration for **EACH** semester the benefit is requested according to the following deadlines.

SPRING TERM	October 15
SUMMER TERMS 1 & 2	April 15
FALL TERM	June 15

If the employee is entitled to the benefit, the Human Resources Department will approve the application and it will be forwarded to Financial Aid for review and determination of aid. The recipient must also complete the appropriate federal and state aid forms in the Financial Aid Office. The employee will be notified of the amount of the benefit, along with the other aid for which the applicant is eligible. \*Any application not filed within the required time frame is to be denied approval. The applicant may appeal the denial by submitting justification documentation for the late application. The appeal will be reviewed by the President.

Certain additional requirements must be followed:

1. Each employee must secure approval in advance from the immediate supervisor if classes conflict with work.
2. On the back of the application for no-cost tuition application, the employee must submit a plan, approved by the immediate supervisor, showing exactly what work time will be missed for class attendance with a schedule for making up lost work time.
3. No more than one course per semester may be taken during work time, and that time must be made up within the official work week according to the schedule approved in advance.
4. If time is taken away from work for class attendance between 11:00 A.M. and 2:00 P.M.,

- up to one hour of it may be counted as the employee's lunch hour and need not be made up.
5. Employees taking a class as part of required job duties will not be required to make up the work time missed for class attendance.
  6. If an employee is terminated or leaves employment the no-cost tuition benefit will end on their last date of employment. In other words, there will be tuition cost associated with taking classes if an employee and/or their spouse and dependent children are enrolled in a semester at the time of separation (not including retirement).

The objective of this policy is to give employees the privilege of taking courses at the university with no-cost tuition and during the regular class schedule if necessary, but it must be understood that the university has a right to expect full productive performance by each employee for the full time for which the employee is paid. No supervisor shall have authority to permit any employee under his or her supervision to miss work time for class attendance and not make up that time.

### **6.15 Tuition Exchange Program**

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Information regarding the University's participation in the NCICU Tuition Exchange program will be maintained in the Financial Aid Office. The Director of Financial Aid is the liaison for the program and should be notified of any interest in participating by October 15<sup>th</sup> of the year prior to the student's enrollment at the host institution.

Eligibility to apply for tuition exchange is the same as for no-cost tuition benefits. However, the number of exchange scholarships is limited, and the University cannot guarantee that a scholarship will be provided to every applicant. Awards are made on the basis of seniority, as determined by the Human Resources Department. The terms of the award may vary according to the policies of the institution hosting the exchange student. Once an award is made, the recipient will be granted up to four additional yearly awards, provided the employee continues to qualify for this benefit and provides an annual written request to the Director of Financial Aid by October 15.

To participate in the Tuition Exchange program, the employee must provide the Director of Financial Aid the following information:

- The dependent student's full name, social security number, and permanent address
- The full name of the employee
- The academic year for which the dependent student is applying
- The anticipated academic year-end of the student's participation
- The name of all schools with the program that the student is applying for admission
- Status as to whether the student has applied for admission or been accepted
- Written requests must be made to the Director of Financial Aid by each October 15<sup>th</sup> so recertification of the dependent student's tuition exchange application can be made

To participate in the NCICU Tuition Exchange, the employee must request a letter from the President to be submitted to the host institution requesting that the institution accept the dependent student's enrollment in the tuition exchange program. Again, the number of exchange scholarships is limited and are determined by each individual institution.

The Director of Financial Aid will collect and maintain all tuition exchange agreements and make available to employees a list of participating institutions upon request. The administrator will receive annual requests from employees and verify their eligibility as well as verify the enrollment of each recipient at the specified institution.

## 6.16 Paid Time Off and Leave

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All employees in **Classifications I-VIII** shall have the following days off each year or the number designated by the official university calendar, whichever is greater, as follows:

### Holidays

- New Year's Day (1 day)
- Martin Luther King Jr. Day (1 day)
- Good Friday (1 day)
- Memorial Day (1 day)
- Juneteenth (1 day)
- 4<sup>th</sup> of July (1 day)
- Thanksgiving (3 days)
- Christmas break (10 days)

### Other

- Spring Break (2 days)
- \*Personal Annual Leave Days (3 days)
- Adverse Weather/Flex Holiday (1 day)

The specific dates for holiday pay and spring break are published each year in the official university calendar. Employees who are regularly scheduled for shift work (e.g. Security Officers) on a designated holiday will be compensated regular pay for hours worked plus 8 hours of holiday pay.

**\*Personal annual leave days are to be taken at the employee's discretion with approval from the supervisor. These days must be used within an employee's anniversary year or forfeited.** For employees in classifications I-VII, an employee's hire date determines his/her anniversary month. At the beginning of an employee's anniversary month (which designates the beginning of a new year of service), the three (3) annual leave days the employee is entitled to use during the next 12 months is entered in the Human Resources Department's records on the monthly time report received by the employee's supervisor. The employee may use these days at any time during his/her service year with the understanding that those are days granted for

a complete service year. If the employee is separated from the university, for any reason, before he/she completes the service year, then the number of annual leave days the employee is entitled to receive will be prorated based upon what would be accrued each month of employment (2 hours per month for full-time, 12 month work, prorated for less work). At separation from employment, the employee who has taken more annual leave time than he/she was entitled to take will be expected to repay the university for excess time taken.

## **6.17 Flexible Holiday/Adverse Weather Day**

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The Flexible Holiday/Adverse Weather Day is available for the employee to take on a holiday that the university does not otherwise grant, i.e.: President's Day, Labor Day, etc. Or, the day may be used during adverse weather when the employee determines it is not safe for him/her to travel to work. This day will be made available to each staff person, who normally receives vacation time, on January 1<sup>st</sup>. The day must be used during the calendar year or forfeited. It will not carry over to the next calendar year. The employee must ask his/her supervisor well in advance for permission to take the day on a holiday. To take the day during adverse weather the employee should contact his/her supervisor as quickly as possible. This day may be taken in half day (4 hours) or quarter day (2 hour) increments. The time will be tracked by the Human Resources Department on the monthly work report that supervisors complete and turn in each month.

### **Inclement Weather Policy & Procedure**

When inclement weather affects Mars Hill and the surrounding region on an instruction day, the President (or his or her designee) communicates with selected departments to determine whether it is safe for students and employees to travel to and across campus or to off-campus instructional sites. Based on the conditions of roads and walkways, the President may delay classes, cancel classes, or begin classes as scheduled. Employees responsible for the health and safety of MHU students and employees, including those in Campus Security, Facilities, Residence Life, and Food Services (Chartwells), are required to report to work on time during inclement weather as directed by the supervisors of the areas of responsibility. The advisory team for the President (or designee) will consist of the Provost, the Director of Facilities, the Director of Security, the Director of Marketing and Communications, and others as necessary.

### **Notification**

Should the President determine that it is necessary to delay or cancel day classes, the university will notify all students and employees via email, text message (for those who have signed up for the university's emergency contact system), automated phone call, an alert posted on the university website, and alerts shared with local media outlets. In most instances, notification of delayed or cancelled day classes will go out by no later than 6:30 AM, though changing weather conditions may necessitate a later notification. Once a delay or cancellation notice has been communicated, it will not be rescinded, though a delay may be upgraded to a cancellation should conditions become

worse.

## Day Classes

When a delayed start is announced, the university will follow the Delayed Start Schedule, with classes beginning at 10:00 AM. Monday, Wednesday, and Friday classes scheduled for 50 minutes will be shortened to 40 minutes, with 10 minutes between classes. Tuesday and Thursday classes scheduled for 75 minutes will be shortened to 60 minutes with 10 minutes in between, with Crossroads events on Tuesdays and scheduled meetings on Thursdays beginning at 12:20 PM. Classes that meet for other lengths of time, including labs, will follow similar schedules.

- Monday-Wednesday-Friday courses (typically 50 minutes)
  - 8:00-8:50 AM → 10:00-10:40 AM
  - 9:00-9:50 AM → 10:50-11:30 AM
  - 10:00-10:50 AM → 11:40 AM-12:20 PM
  - 11:00-11:50 AM → 12:30-1:10 PM
  - 12:00-12:50 PM → 1:20-2:00 PM
  - 1:00-1:50 PM → 2:10-2:50 PM
  - 2:00-2:50 PM → 3:00-3:40 PM
- Tuesday-Thursday courses (typically 75 minutes)
  - 8:00-9:15 AM → 10:00-11:00 AM
  - 9:30-10:45 AM → 11:10 AM-12:10 PM
  - 11:00-11:50 AM → 12:20-1:20 PM (Crossroads/meetings)
  - 12:00-1:15 PM → 1:30-2:30 PM
  - 1:30-2:45 PM → 2:40-3:40 PM

### 6.18 Holiday Pay

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All eligible employees must complete their normally scheduled work hours on the days immediately preceding and five days following the designated holiday in order to receive holiday pay, with the exception of previously scheduled and approved time off. In the event of an employee resignation or termination of employment, the employee must have worked the normally scheduled work hours on the days immediately preceding and the five following the designated holiday in order to receive holiday pay.

### 6.19 Vacation Leave

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Paid vacation is not usually granted during the first two months of employment. No employee will receive extra pay in lieu of using vacation time except upon termination of employment with the university. All vacation must be taken at times mutually acceptable to the employee and his or her immediate supervisor. Any employee who wishes to take extra days of vacation must make proper arrangements in advance with his or her immediate supervisor, and for five or more additional

days per year, prior approval from the Human Resources Office is needed. Exempt employees must take additional time-off without pay in whole day increments. Full-time, 12-month, non-temporary employees receive vacation as follows. Non- temporary, less than full-time personnel receive vacation time on a prorated basis.

## **CLASSIFICATIONS**

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### Classification I (Officers of Administration)

Annual vacation for employees in this category is 20 days (160 hours).

<b>Year of Work</b>	<b>Days Earned Per Year</b>	<b>Hours Earned Per Year</b>	<b>Hours Earned Per Month</b>
1 and thereafter	20	160	13.33

### Classifications II (Senior& Associate Administrators)

Annual vacation for employees in these categories is 15 days (120 hours) for years one through fourteen. Beginning with the fifteenth year, the employee will earn one additional day per year up to 20 days.

<b>Year of Work</b>	<b>Days Earned Per Year</b>	<b>Hours Earned Per Year</b>	<b>Hours Earned Per Month</b>
1-14	15	120	10
15	16	128	10.67
16	17	136	11.33
17	18	144	12
18	19	152	12.67
19 and thereafter	20	160	13.33

### Classifications III (Professional Staff, Executive/Program Assistants, Administrative/Academic Secretaries and Technical Personnel, Safety & Security Personnel)

Annual vacation for employees in these categories is 10 days for years one through three. Beginning with the fourth year through the fourteenth year, annual vacation is 15 days. Beginning with the fifteenth year, the employee will earn one additional day per year up to 20 days.

Year of Work	Days Earned Per Year	Hours Earned Per Year	Hours Earned Per Month
1-3	10	80	6.67
4-14	15	120	10
15	16	128	10.67
16	17	136	11.33
17	18	144	12
18	19	152	12.67
19 and thereafter	20	160	13.33

For employees in classifications I-III, an employee's hire date determines his/her anniversary month. At the beginning of an employee's anniversary month (which designates the beginning of a new year of service), the appropriate number of vacation days the employee is entitled to use during the next 12 months is entered in the Human Resources' records on the monthly time report received by the employee's supervisor. The employee may use his/her vacation at any time during his/her service year with the understanding that those are days granted for a complete service year. If the employee is separated from the university, for any reason, before he/she completes the service year, then the number of vacation days the employee is entitled to receive will be prorated based upon what would be accrued each month of employment. At separation from employment, the employee who has taken more vacation time than he/she was entitled to take will be expected to repay the university for excess time taken.

Employees who do not use all their allotted vacation in any given year will be allowed to carry forward no more than 5 days of vacation (40 hours for a full-time employee, prorated for a less than full-time employee) or the employee may convert the 40 hours to his/her sick leave. An employee may not carry over 40 hours of vacation and convert an additional 40 hours to his/her sick leave. Any additional unused vacation will be forfeited.

Classifications IV (Graduate Assistants/Interns & Temporary Employees) Personnel

Classification V (Student Worker)

Classifications IV and V are not entitled to vacation.

## 6.20 Reporting of Used Vacation/Sick Leave/Annual Leave

General Policies Governing Sick Leave:

- Paid sick leave is usually not granted during the first two months of employment.
- Sick leave is determined by each employee's hire date.
- Less than full-time personnel shall be entitled to sick leave on a prorated basis in relation to that of full-time personnel.
- Unused sick leave may be accumulated up to 132 days (1056 hours for full-time, 12 month employees; prorated for less than full-time employees).
- At no time shall any employee receive payment for unused sick leave.



- Sick leave may only be used for illness or health-related appointments.

At the option of the head of the department or division, a doctor's statement may be required for any sick leave, regardless of length. The doctor's statement must be turned in with the employee's work report as required elsewhere in these policies.

If a member of the immediate family (parent, spouse, or child) of an employee who is entitled to sick leave becomes ill to the point of requiring the presence of the employee, the employee may be allowed time off and charged with sick leave. This privilege will be at the discretion of the immediate supervisor.

Sick leave may not be "borrowed" from anticipated earnings of such leave. Persons who are unable to return to work at the expiration of their accumulated sick leave may use any accumulated vacation and/or personal annual leave. If additional time is needed, the employee may be granted leave, without pay, under the Family and Medical Leave provision, and may apply for Shared Leave if appropriate.

Full-Time, 12-month, non-temporary employees receive sick leave as follows:

Sick Leave for Classifications I-III

Sick Leave - Classifications I-III (Officers of Administration, Senior & Associate Administrators, Professional Staff, Executive/Program Assistants, Administrative/Academic Secretaries and Technical Personnel, Safety & Security Personnel)

During the first and second year employees are entitled to five days (40 hours) of sick leave per year. Beginning with the third year and through the seventh year, employees are entitled to eight days (64 hours) of sick leave per year. Beginning with the eighth year, employees are entitled to ten days (80 hours) of sick leave per year.

<b>Year of Work</b>	<b>Days Earned Per Year</b>	<b>Hours Earned Per Year</b>	<b>Hours Earned Per Month</b>
1-2	5	40	3.33
3-7	8	64	5.33
8 and thereafter	10	80	6.67

For employees in classifications I-III, an employee's hire date determines his/her anniversary month. At the beginning of an employee's anniversary month (which designates the beginning of a new year of service), the appropriate number of sick leave days the employee is entitled to use during the next 12 months is entered in the Human Resources Department's records on the monthly time record received by the employee's supervisor. The employee may use his/her sick leave at any time during his/her service year with the understanding that those are days granted

for a complete service year. If the employee is separated from the university, for any reason, before he/she completes the service year, then the number of sick leave days the employee is entitled to receive will be prorated based upon what would be accrued each month of employment. At separation from employment, the employee who has taken more sick leave time than he/she was entitled to take will be expected to repay the university for excess days taken.

Sick Leave - Classifications IV & V

Classifications IV & V (Graduate Assistants/Interns & Temporary Employees) Employees in Classifications IV and V are not entitled to sick leave with pay.

## **6.21 Reporting of Used Vacation/Sick Leave/Annual Leave**

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At the end of each month, on forms provided by the Human Resources Department, the head of each department or division shall report to the Human Resources Department the amount of (1) vacation time used, (2) sick time used, (3) personal annual leave time used, (4) any adverse weather or flexible holiday time taken and (5) any unpaid leave time taken for the month by each employee. The Human Resources Department will keep records concerning vacation, sick, personal annual leave, adverse weather/flexible holiday and unpaid leave on each employee covered by this handbook.

## **6.22 Family Medical Leave (FMLA)**

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Employees who have worked 1,250 hours within the last twelve-month period are eligible for an unpaid leave of up to twelve weeks for the birth of a child; adoption of a child; serious health condition of a child, spouse, or parents; or because of the employee's own serious health condition. Employees will be required to apply any available sick or vacation leave to this twelve-week period. Medical certification will be required to document an employee's serious health condition, or the health condition of a seriously ill child, spouse or parent. If spouses are employed by Mars Hill University, they are eligible for a total of twelve weeks between them for the birth or adoption of a child or for the care of a sick parent. During an employee's Family and Medical Leave, benefits such as health insurance, will be continued. Employees on Family and Medical Leave who have exhausted all leave time will be responsible to pay their share of health insurance premiums during this period. Employees must apply for such a leave in writing and must give reasonable notice of the anticipated date and duration of the leave. The University has chosen to use the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months. Information is available in the Human Resources

Department.

## 6.23 Voluntary Shared Leave Program: Mars Hill University

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### Purpose

Sometimes serious and/or ongoing medical conditions cause employees to exhaust all of their available paid leave (sick, vacation, personal annual) and therefore may force the employee to be placed on leave without pay. This could cause an employee to be without income at a critical time in his/her life. It is recognized that fellow employees may desire to voluntarily donate some of their own paid sick, vacation, or personal annual leave to assist another Mars Hill University employee. This policy provides an opportunity for employees to assist another employee affected by a medical condition that requires absence from duty for a prolonged period of time that results in loss of income due to exhaustion of accumulated paid leave.

### Policy

The intent of this policy is to allow employees to assist another employee in case of a prolonged medical condition, which results in exhaustion of all earned leave. In cases of a prolonged medical condition, an employee may apply for or be nominated to become a recipient of leave transferred from the accrued sick, vacation, or personal annual leave account of another employee. For purposes of this policy, medical condition means medical condition of an employee or a family member (spouse, parent, child or other dependent living with or for whom the employee is responsible) which is likely to require an employee's absence from duty for a prolonged period, generally considered to be at least twenty (20) consecutive working days. If an employee has had a previous medically documented, different, prolonged medical condition within the last twelve months, an exception to the twenty (20) day period may be made. Pregnancy and birth/adoption of a child is covered under this policy for the employee only.

### General Guidelines

1. Leave must be donated on a one-to-one basis. No leave banks will be established.
2. An employee may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten, or coerce, any employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving or using paid leave under this program. Such action by an employee shall be grounds for disciplinary action up to and including dismissal on the basis of personal conduct. Individual leave records are confidential and only individual employees may reveal their donation or receipt of leave. The employee donating leave cannot receive remuneration for the leave donated.

### Eligibility

1. The employee must be in a permanent full-time position and employed by Mars Hill University for at least one year. Permanent, part-time employees with at least one year of employment by the university are eligible on a pro-rated basis.

2. Participation in the program shall be based on the employee's past compliance with leave rules.
3. Non-qualifying conditions: The policy shall not ordinarily apply to short-term or sporadic conditions or illnesses. This would include such things as sporadic, short-term recurrences of chronic allergies or conditions; short-term absences due to contagious diseases; or short-term recurring medical or therapeutic treatments. These examples are illustrative, not all-inclusive. Each case must be examined based on its conformity to policy intent and must be handled consistently and equitably.

### Application Procedure

1. A recipient may apply for leave by completing a REQUEST OF MEDICAL LEAVE TRANSFER form, available from on myMHU under the HR Portal or in the Human Resources Department, and then submitting it with an attached doctor's statement verifying the medical condition with proposed treatment/recovery time, to the Human Resources Department. It is also possible for a fellow employee to nominate a recipient by submitting a REQUEST OF MEDICAL LEAVE TRANSFER form to the Human Resources Department.
2. All completed forms, with the doctor's verifying statement, must be presented to the Director of Human Resources and the chairperson of the Staff Personnel Committee. Upon review of the merits of the request, it will be either approved or disapproved.

### Recipient Guidelines

1. A prospective recipient may make application for voluntary shared leave when medical verification is available to support the need for leave beyond the employee's available accumulated leave.
2. Participation in this program is limited to 6 months, either continuously or, if for the same condition on a recurring basis. However, management may grant employee continuation in the program, month by month, for a maximum of one year, if management would have otherwise granted leave without pay.
3. Subject to the maximum 6 months, the number of hours of leave an employee can receive is equal to the projected recovery or treatment period, less the employee's combined sick, vacation and personal annual leave balance as of the beginning of the recovery or treatment period. The employee must exhaust all available leave before using donated leave.
4. Leave donated to a recipient's leave account is exempt from the maximum accumulation.
5. At the expiration of the medical condition, as determined by Director of Human Resources, any unused leave in the recipient's donated leave account shall be treated as follows:
  - a) The recipient's sick, vacation, and personal annual leave account balance shall not exceed a combined total of one work week (5 days).
  - b) Any additional unused donated leave shall be returned to the donor(s) on a pro rata basis and credited to the leave account from which it was

donated. Fractions of one hour shall not be returned to an individual donor.

#### Donor Guidelines

1. Sick, Vacation, or Personal Annual Leave may be transferred to another individual's leave account.
2. The minimum amount to be donated is four (4) hours.
3. The maximum amount of leave allowed to be donated by one individual is to be no more than the amount of the individual's annual accrual rate, provided that the donor's leave balance is not reduced below one-half of the annual leave accrual rate.

#### Leave Accounting Procedures

1. The Human Resources Department shall notify both the recipient and all university employees of an approved application to receive shared leave, and may define a specific time period during which leave can be donated. The recipient will be notified of an unapproved leave request.
2. The Mars Hill University Voluntary Shared Leave Program Request to Transfer Shared Leave Form shall be used.
3. The Human Resources Department shall establish a system of leave accountability that shall accurately record leave donations and recipient's use.
4. Leave transferred under this program shall be available for use on a current basis or may be retroactive for up to 30 calendar days to substitute for leave without pay.
5. Each approved medical condition shall stand alone and donated leave not used for each approved incident shall be returned to the donor(s).

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### **6.24 Bereavement Leave**

In the event of the death of a member of his or her immediate family, an employee may be allowed up to five days (40 hours for full-time employees, prorated for less than full-time employees) off with pay. Immediate family is defined as follows: parent, legal guardian, spouse, domestic partner, child, brother or sister, grandparent, grandchild, in-laws of the same, or a relative who resides in one's household. Such time lost from work will not be charged as vacation or sick leave.

### **6.25 Jury Duty/Court Appearance**

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The university will pay an employee who receives a summons to jury duty at his or her usual rate for any regularly scheduled time lost from the job. A copy of a summons or court documentation must

be submitted to the Human Resources Department. Employees who must appear in court on private or personal matters may use vacation or personal annual leave, or may take the time off without pay.

## **6.26 Crossroads and Convocations/Community Meetings**

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Crossroads is held weekly during the regular school term for Mars Hill University students, faculty, and staff. All employees are invited and encouraged to attend; however, offices will need to be covered during this time and it may be necessary to rotate attendance among those in a particular area.

Attendance at these services will be counted as hours worked. Attendance at convocations and community meetings is strongly encouraged. Offices may be closed so that everyone may attend a convocation or community meeting. Those not attending must continue with regular work assignments.

## **6.27 Leaves of Absence**

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Leaves without pay may be granted by the university to staff members upon the recommendation of the appropriate supervisor and officer of administration. It should be noted, however, that vacation time and sick leave are not earned while the employee is on any unpaid leave. Most fringe benefits will cease unless arrangements are made for insurance premium payments to the Business Office. In determining the length of service of an employee, all time spent on leaves of absence shall be excluded; however, this will not have the effect of breaking the continuity of the employee's service. Earned leave time will be paid out prior to an extended leave of unpaid absence on the employees last check. Upon return, employee will begin accruing leave time at their former rate. Benefits will also terminate on the last day worked and resume on the first day of employees' return.

## **EMPLOYEE SERVICES**

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### **7.1 Automatic Paycheck Deposit**

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By completing and signing the appropriate form in the Human Resources Department, employees authorize direct deposit of their paychecks to their bank account.

### **7.2 Identification Cards**

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ID cards are available to all university employees. ID cards are required for access to many classrooms and computer labs across campus. They may also be used in borrowing books from the university library, using the fitness center, attending home football and basketball games, and for identification elsewhere as needed. They are the property of the university and become void upon the termination or interruption of employment at the university, at which time they must be surrendered to the immediate supervisor. Lost cards will be replaced for a nominal charge. Additional cards may be obtained for dependents and spouses of employees. All ID cards are issued through the Student Development Office.

### 7.3 Library

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University employees enjoy full use of the resources and services of Renfro Library. Resources include the library's physical collections of books, journals, and media as well as electronic resources and databases available via the Renfro Library website. Services include research assistance and interlibrary loan.

Borrowing privileges are extended to the spouse and dependent children living in the same household as the employee. A MHU or Renfro Library ID issued to the spouse/family is required at the time of check-out.

The university employee is responsible for materials borrowed from Renfro Library, including any borrowed by members of his/her family.

The borrower will be billed for replacement cost and a \$10 non-refundable processing charge for any materials that are not returned 30 days after the due date. The charge for replacement cost will be reversed if the item is returned before a replacement has been ordered. Borrowing privileges, including interlibrary loan, will be suspended if the patron has overdue materials or has unpaid charges over \$10.

### 7.4 Computer Network

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The university has established a campus-wide Ethernet that is available in all buildings and all residence halls. The main campus has a secure wired and wireless network available to all faculty, staff, students and visitors with the appropriate secure password. The residence halls have a separate wireless and wired network managed by Charter Spectrum that provides both secure and unsecure wireless access. Students must obtain the credentials for the Personal Area Network (PAN) when they get their room assignments. The PAN network is designed to ensure that all students have adequate network access and bandwidth to accomplish their academic assignments in a timely fashion. Guests in the dorms can use the MHU Guest network that is not secured.

Employees have full use of the computer network for teaching, research, and other job-related needs. The computer network provides access to campus news, general and academic software applications, the library catalog, a variety of research databases, electronic mail, and the Internet. Network login accounts may be requested at the Computer Help Desk, 119 Wall Science Building, or via telephone at (828) 689-1444. Remote VPN access to the network from off campus is available when needed.

Contact the Help Desk for information about or assistance with computer services on campus.



## 7.5 Data Security, Scams, Phishing, and Virus Protection

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Mars Hill University has been and will continue to be the target of multiple efforts by outside groups to obtain essential private information that would be used to damage reputations or steal from individuals. It is the responsibility of everyone at the university including faculty, staff, students, parents and vendors to help protect the privacy of our systems and our data. The university makes every effort to comply with all regulations concerning privacy of data and student information including all FIRPA and HIPPA regulations by implementing systems and procedures to ensure information is handled appropriately across all areas of the campus. If you have any questions or concerns about our procedures or actions, please contact the Chief Information Officer.

It is the responsibility of each person using the MHU computer network and software to ensure they are vigilant at watching for scams, phishing events or other attempts to solicit essential information to be used to compromise our systems and steal our data. The news media are ripe with multiple global events where entire large organizations have been crippled by hackers or 'hostage' situations demanding money to release the computer network and make the data available again. We have avoided these situations through multiple efforts that include alert employees and students who are quick to notice suspicious emails or phone contacts and report them to the IT Department (contact us at 828-689-1444 or email the [helpdesk@mhu.edu](mailto:helpdesk@mhu.edu) ). We respond by immediately blocking any inappropriate senders and will alert the campus when appropriate. Please, never hesitate to contact the MHU Help Desk whenever there is a question regarding phishing, inappropriate emails, phone contacts that seem odd or for any other situation that seems to be related to someone trying to obtain information they shouldn't be requesting. Please contact MHU Campus Security immediately at 828-689-1230 if you have any concern about your personal safety at any time.

All persons accessing the MHU network are expected to have current anti-virus software operating on their computers. All university-provided computers and tablets are equipped with appropriate software to protect our networks. Contact the Help Desk if you need more information or help with this requirement at [helpdesk@mhu.edu](mailto:helpdesk@mhu.edu) or 828-689-1444.

## 7.6 University Website

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The university's main website, [www.mhu.edu](http://www.mhu.edu), provides web hosting services for official university units and departments. The university is responsible for establishing a basic web presence for each department, including a statement of purpose and a listing of departmental faculty members with contact information. Departments wishing to expand on this basic web presence are free to do so with the permission and oversight of the university's webmaster. The main website is intended to convey information to external audiences; information intended for the audience of staff, faculty, and/or current students should be placed on the appropriate sections of the university intranet,

my.mhu.edu. For more information, changes, corrections, and suggestions regarding the website and the intranet, contact the webmaster via email at [webmaster@mhu.edu](mailto:webmaster@mhu.edu).

## **7.7 Wren Student Union**

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Wren Student Union is the community center for the University, and is an important contribution to education. The Union is the campus living room where students, faculty, and staff engage with each other to build community and deepen learning. The Union provides services and conveniences that members of the university community enjoy in their daily lives on campus. It creates an environment for getting to know and understand others through formal and informal associations. Wren Student Union houses the Office of Student Development, the Office of Safety and Security, the Lion's Den snack bar, Belk Auditorium, the Taylor Fitness Center, the Outdoor Center and Game Room, the campus mailroom, and several meeting rooms and lounges.

## **7.8 Taylor Fitness Center**

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The Taylor Fitness Center is located on the first floor of the Wren University Union and offers students, faculty, and staff a convenient opportunity to maintain a fit and healthy lifestyle through access to cardio and strength building equipment. Employees, spouses, and dependent children 18 years and older may use Taylor Fitness Center, after obtaining an ID card in the Student Life Office. The facility is open daily, except during holidays and when the institution is closed during breaks. During the summer there are limited hours for use. The responsibility for safe use of the equipment, cleaning after using equipment, and putting away equipment after use is the sole responsibility of the user.

## **7.9 The Recreation Center (includes Outdoor Recreation and Game Room)**

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The recreation center provides programs and activities to help students develop skills in new situations and develop intrapersonal skills such as teamwork and leadership.

The recreation center houses ping pong and pool tables as well as foosball and a air hockey. The recreation center hosts tournaments and other events to help connect students with similar interests.

## **7.10 Mailroom**

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The campus mailroom is located on the first floor of the Wren University Union and provides mail services for all faculty, staff, and students. The departmental mailboxes are for professional use and

are not intended to substitute for personal delivery options. Faculty, staff and students may mail letters and packages at the mailroom as a convenience.

The mailroom is open Monday through Friday from 9:00 am to 3:00 pm (except university closings and holidays).

### **7.11 Bookstore**

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The university bookstore, located on Main and College Streets, serves the university community with textbooks through our textbook rental program, school and art supplies, regional trade books and music, as well as a wide assortment of logo and sundry items. University employees are entitled to a 10% discount on most purchases. Staff ID must be presented at time of purchase. Discount does not apply to sales items.

### **7.12 Use of Physical Education and Athletic Facilities**

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The gymnasium, tennis courts, and pool on campus are available to university employees and their dependents within limits imposed by the total academic and extracurricular objectives of the university. The following guidelines for their use have been established: 1. the order of priority for use of the gymnasium and related facilities is as follows: (1) instructional classes, (2) varsity athletics, (3) intramurals, (4) special events that have been properly scheduled in advance, and (5) recreation. 2. Any reservations for use of gym facilities must be made at least one week in advance with the Assistant Director of Athletics. 3. Employees and their families are welcome during any open recreation hours. A parent or other adult must accompany children, under the age of 15. 4. Instructions concerning use of the facilities, which are provided by the coordinator, must be carefully followed.

### **7.13 Athletic Events**

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A University employee, his/her spouse, and children through university age, are admitted free of charge for home football and basketball games with university ID card.

### **7.14 Campus Dining**

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University employees and guests are welcome to eat in Pittman Dining Hall, the Lion's Den in Wren Student Union or the Hilltop Café in Day Hall. Chartwells, our food service provider, offers meal options to save you money! Go to <https://new.dineoncampus.com/MarsHill/for-facultystaff>

for details.

## 7.15 Wellness Center

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Services of the Wellness Center are available to university employees as follows:

Services offered at no charge:

- Blood pressure, temperature, and weight
- Record keeping of blood pressure for a physician, if requested at time of service
- Initial assessment for any worker's compensation related injury (and treatment if a physician's exam is not necessary)
- Annual Informational Health fair

Services offered at a nominal charge:

- Flu shot, if available, provided by the Madison County Health Department
- Fasting glucose test
- Hemoglobin test
- TB skin

Test services not offered:

- Treatment for routine illnesses (e.g., sore throat, colds)
- Strep test
- Prescription or over the counter medicine
- Examination by the physicians that visit the infirmary to see students
- Yearly cholesterol screenings

## SCHEDULING OF CAMPUS EVENTS

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A master calendar is available on the Mars Hill University Web site and Intranet. The Reservation Request System (EMS) allows users to request space for events on campus electronically. The individual responsible for the event must make a reservation request at least 24 hours in advance of the event.

The following campus locations are reserved by contacting the person responsible for that site. The contact's extension is listed in parenthesis. Exterior group reservations should go through Conferences and Events office (1167.)

For events occurring on campus, the individual responsible for the event must reserve the campus facility with the appropriate person. The most frequently used facilities may be reserved as follows:

Athletic Spaces --- Director of Athletics (1215)  
 Broyhill Chapel and Bentley Fellowship Hall – Campus Ministry Office (1128)  
 Carter-Humphrey House – Stacey Allen (1167)  
 Dining rooms in Pittman – Dining Hall Office (1220)  
 Edna Moore Parlor – Alumni Office (1148)  
 Moore Auditorium --- Technical Director/Auditorium Manager (1260)  
 Moore Building (Spainhour, Choir Room, Conference Room) --- Music Department Office (1209)  
 Owen Theatre --- Technical Director/Auditorium Manager (1260)  
 President's Conference Room---President’s Office(1111)  
 Chapel Field, Fox Picnic Area/Bonfire Area --- Admin Assistant to the VP of Student Life (1253)  
 Student Union (Dean’s Conference Room, Belk Auditorium, Blue Lounge, Lion’s Den & Patio, Timberline)---Student Life Office(1408)  
 Ordinarily, events will be scheduled on a first-come, first-served basis; but in cases of serious conflict, the priority will generally be as follows:

- 1) classes and academic functions;
- 2) other university-sponsored events;
- 3) events sponsored by persons or groups external to the university.

## APPENDIX A: MHU ORGANIZATIONAL CHART

10/10/22

# 2022 MHU ORGANIZATIONAL CHART

## UNIVERSITY PRESIDENT – TONY FLOYD

Executive Assistant – Danielle Hagerman

## EXECUTIVE VICE PRESIDENT AND PROVOST – TRACY PARKINSON

Executive Assistant – Danielle Hagerman

1. Chair of the Faculty – Amanda Knapp
2. University Registrar – Marie Nicholson

Administrative Assistant – Charla Lunsford

- a. Director of Faculty Advising in the Majors – Joanna Pierce
- b. Assistant Registrar – Kara Mugrage

3. Dean of the Division of Art and Science – Joanna Pierce

Assistant for Fine Arts, Math., Comp. Science & Nat Sciences – Karyn Van Etten

Media & Print Services – Kristie Hollifield

- a. Executive Director for General Studies – Cathy Adkins
- b. Chair of the Department of Art – Shane Mickey
  - i. Curator Weizenblatt Gallery of Art – William Rohde (PT)
  - ii. Assistant Professor of Art – Lora Eggleston
  - iii. Assistant Professor of Art – Shane Mickey
  - iv. Professor of Art – Scott Lowrey
- c. Chair of the Department of Music – Rodney Caldwell (Director of Choral)
  - i. Professor of Music – Cathy Adkins
  - ii. Professor of Music – Matt Blanks

- iii. Associate Professor of Music – Rodney Caldwell
- iv. Associate Professor of Music – Brian Tinkel
- v. Associate Professor of Music – Teresa Sumpter
- vi. Assistant Professor of Music – Misty Theisen
- vii. Instructor of Music – Jennifer Pedersen
- viii. Director of Bands – J.T. Womack
- d. Chair of the Department of Theatre – Sue Fair
  - i. Assistant Professor of Theatre Arts – Richard Seagle
  - ii. Assistant Professor of Theatre Arts – Sue Fair
  - iii. Costume Shop Manager – Anne Knight (PT)
  - iv. Assistant Technical Director – Andrew Zebroski (PT)
- e. Chair of the Department of Language & Literature – Hal McDonald
  - i. Professor of English – Hal McDonald
  - ii. Professor of English – Joanna Pierce
  - iii. Associate Professor of English – Ethan Mannon
  - iv. Associate Professor of English – Kimberly Reigle
  - v. Associate Professor of English – Adrienne Warfield
  - vi. Assistant Professor of English – Felice Bell
  - vii. Associate Professor of French – Maria Moreno
- f. Chair of the Department of Religion, History & Philosophy – John Gripentrog
  - i. Professor of History – Lucia Carter
  - ii. Professor of History – John Gripentrog
  - iii. Professor of History – Phyllis Smith
  - iv. Assistant Professor of History – David Gilbert
  - v. Professor of Religion & Philosophy – Marc Mullinax
  - vi. Professor of Religion & Philosophy – Matt Baldwin
  - vii. Associate Professor of Political Science – Heather Hawn
  - viii. Assistant Professor of Political Science – Jonathan Rose
- g. Director of Ethics Across the Curriculum – Ryan Bell (Interim)
- h. Director of Cadenza – Felice Bell
- i. Director of the Writing Center and WID Program – Felice Bell
- j. Chair of the Department of Mathematics & Computer Science – Laura Steil
  - i. Associate Professor of Computer Science – Marty Gilbert
  - ii. Associate Professor of Computer Science – Stefen Howard
  - iii. Associate Professor of Math – Laura Steil
  - iv. Associate Professor of Math – Jennifer Rhinehart
  - v. Assistant Professor of Math – Philip Carroll
  - vi. Instructor of Math – Kerri Jamerson
- k. Faculty Sponsor of Alpha Chi – Laura Steil
- l. Chair of the Department of Natural Sciences – Andrea Rose
  - i. Associate Professor of Biology – Andrea Rose
  - ii. Associate Professor of Biology – Nicole Soper-Gordon
  - iii. Assistant Professor of Biology – Michelle Gilley (IHS Coordinator)
  - iv. Assistant Professor of Biology – Laura Boggess
  - v. Assistant Professor of Biology – Jeddiah Griffin
  - vi. Assistant Professor of Biology – Robert Zinna
  - vii. Assistant Professor of Chemistry – Amanda Knapp
- m. Coordinator of Environmental Studies – Laura Boggess

- n. Director of the Math Center – Kerri Jamerson
- 4. Dean of the Division of Professional Studies – Donna Parsons
  - Administrative Assistant for Health Sciences – Kimberly Morehouse
    - a. Chair of the Department of Social Sciences – Jonna Kwiatkowski
      - i. Professor of Psychology – Yael Baldwin
      - ii. Associate Professor of Psychology – Jonna Kwiatkowski
      - iii. Associate Professor of Psychology – Ann Peiffer
      - iv. Associate Professor of Sociology – Brett Johnson
      - v. Assistant Professor of Psychology – Kelly Spencer
    - b. Coordinator of International Studies – Maria Moreno
    - c. Chair of the Department of Business – Donna Parsons
      - i. Assistant Professor of Business Administration – Beth Cessna
      - ii. Associate Professor of Business Administration – Donna Parsons
      - iii. Assistant Professor of Business Administration – Bill Bowman
      - iv. Assistant Professor of Business Administration – James Heintl
      - v. Assistant Professor of Business Administration – Elizabeth Porter
      - vi. Assistant Professor of Business Administration – Greta Keiper-Blake
    - d. Chair of the Department of Criminal Justice – Craig Goforth
      - i. Associate Professor of Criminal Justice – Craig Goforth
      - ii. Assistant Professor of Criminal Justice – Kweilin Lucas
      - iii. Assistant Professor of Criminal Justice – Heather Zurburg
    - e. Chair of the Department of Education – Susan Stigall
      - i. Professor of Education – Chris Cain
        - 1. Asst. Director of Teaching with Primary Sources – Bridget Morton
      - ii. Associate Professor of Education – Susan Stigall
      - iii. Assistant Professor of Education – Bridget Morton
      - iv. Visiting Assistant Professor of Education – Christiaan Ramsey
      - v. TEP Program Director – Sherry Fender
    - f. Chair of the Department of HHPR – Jeff Andersen
      - i. Associate Professor of Recreation – Jeff Andersen
      - ii. Assistant Professor of PE – Natalie Boone
      - iii. Assistant Professor of PE – Joy Clifton
      - iv. Assistant Professor of PE – Kari Hunt
      - v. Assistant Professor of HHP – Bradley Alban
    - g. Chair of the Department of Social Work – Beth Vogler
      - i. Professor of Social Work – Beth Vogler
      - ii. Assistant Professor of Social Work – Anne Kouri
    - h. Director of the School of Nursing – Deborah Wiltshire
      - i. Associate Professor of Nursing – Deborah Wiltshire
      - ii. Assistant Professor of Nursing – Kimberly Morton
      - iii. Assistant Professor of Nursing – Andrea Yontz
      - iv. Assistant Professor of Nursing – Clare Chambers
      - v. Assistant Professor of Nursing – Michael Youngwood
      - vi. Assistant Professor of Nursing – Marc Eden
    - i. Academic Integrity – Brett Johnson
    - j. Director of SLAM – Joy Clifton
    - k. Director of the Honors Program – Matthew Baldwin (interim)
- 5. Director of Library Services – Kevin Mulhall

- a. Acquisitions Supervisor – Kristina Blackford
- b. Reference & Public Services Librarian – Wendy Dover
- c. Public Services Supervisor – Linda Ray
- 6. Director of Institutional Effectiveness and Assessment – Kim Reigle
- 7. Director of Instructional Technology – Marty Gilbert
- 8. Director of Community Engagement – Deb Myers
  - a. Community Partnership Coordinator – Caroline Twiggs
- 9. Director of Student Support Services – Roderica Williams
  - Administrative Assistant –
    - a. Student Support Services Coordinator – Murphie Culpepper
    - b. Academic Counselor for Student Support Services – Jake Alspaugh
- 10. Director of Southern Appalachian Archives/Univ. Archivist – Karen Paar
  - a. Director of the Ramsey Center Programming & Appl. Studies – Leila Weinstein
- 11. Senior Director of Marketing & Communications – Samantha Fender
  - a. Director of Communications – Mike Thornhill
  - b. Director of Publications – Teresa Buckner
  - c. Director of Online Presence and New Media –
- 12. Director of Admissions – Kristie Vance
  - a. Associate Director of Admissions & AGS Advisor – Carolyn Kuzell
  - b. Admissions Counselor – Andrew Nicholson
  - c. Information & Applications Manager – Amanda Proffitt
  - d. Admissions Counselor – Denise DeVatt
  - e. Admissions Counselor – Sarah Burnette
- 13. Director of Financial Aid – Nichole Buckner
  - a. Associate Director of Financial Aid – Cassandra Buckner
  - b. Financial Aid Counselor – Tammy Woody

#### **VICE PRESIDENT FOR FINANCE & ADMINISTRATION – ROGER SLAGLE**

- 1. Business Office Controller – Chase Ammons
  - b. Accounts Payable & Payroll Manager – Tammy Cutshall
  - c. Reconciliation Manager – Patricia Flint
  - d. Student Billing Manager – Beth Babb

#### **VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT – BUD CHRISTMAN**

Project Manager & Office Administrator – Heidi Sermersheim

- a. Senior Director of Alumni and Trustee Relations – Joy Kish
- a. Gift Services Associate – Karen Hedrick
- b. Director of Advancement Services –
- c. Director of Donor Relations –
- d. Foundations Engagement – Stacey Sparks (CONTRACT)
- e. Director of the Mars Hill Fund – Sadie Taylor

#### **VICE PRESIDENT FOR STUDENT LIFE – DAVE ROZEBOOM**

Administrative Assistant – Carey Buxman

- 1. Assistant VP of Student Life & Dean of Students – (VACANT)
  - a. Director of Housing & Residence Life –
    - i. Assistant Director of Housing – (VACANT)
    - ii. Area Coordinator of Upperclassmen –
    - iii. Area Coordinator of FYE –
  - b. Mailroom Supervisor – Madison Ammons
  - c. Director of Campus Engagement & Leadership –



- i. Coordinator of Campus Engagement –
- 2. Senior Director of Student Persistence – Lisa Wachtman
  - a. Director of First Year Academic Success – Ryan Bell
- 3. Director of Counseling – Phillip Brantley
  - a. Counselor and Disability Services Coordinator – Judith Harris
  - b. Counselor – Noreal Armstrong
- 4. Director of Medical Services – Renee Sprinkle
  - a. Assistant Director of Medical Service – Sheila Metcalf
- 5. Director of Safety & Security – Kevin West
  - a. Chief of Safety & Security – Jeff Jamerson
    - i. Security Officer – James Cooke
    - ii. Security Officer – Isolde Curry
    - iii. Security Officer – Marla Reese
    - iv. Security Officer – Jeff Jamerson
- 6. Director of Auxiliary Services – (VACANT 12/31)
  - a. Assistant Director of Auxiliary Services and Conferences & Events – Stacey Allen
- 1. Bookstore Retail Management Assistant – Dinah Bullman
- 2. Textbook Manager – Karla Chandler
- 7. Director of Career Services – Jimmy Knight
- 8. Director of Spirit Teams – Danielle Buice Plimpton
  - a. Assistant Coach for BMC and Spirit Teams – Dallas Moffat

#### SENIOR DIRECTOR FOR PLANNING & STRATEGY – GRAINGER CAUDLE

- 1. Chief Information Officer – Ted Bruner
  - a. Administrative Assistant & Helpdesk – Amanda Acosta
  - b. Director of Infrastructure & Network Operations – Steve Mace
  - c. Assistant Network Manager – Eddie Ball
  - d. Information Technology Senior Business Analyst – Cindy Whitt
  - e. ITS Technician –

#### DIRECTOR OF HR & TITLE IX COORDINATOR – JENNIE MATTHEWS

- 1. Human Resources Specialist – Shentell Ramsey
- 2. Student Work Program Mgr. / HR Assistant – Michael Foster

#### UNIVERSITY CHAPLAIN – STEPHANIE MCLESKEY

- 1. Assistant University Chaplain – Serena McMillan

#### ATHLETIC DIRECTOR – RICK BAKER

- 1. Faculty Advisor to Athletics – Marty Gilbert
- 2. Assistant Athletic Director & Director of Compliance – Elle Grier
  - a. Athletics Compliance Assistant – Josh Matthews
- 3. Director of Athletic Communications – Adam Williams
- 4. Head Football Coach – Tim Clifton
  - a. Assistant Football Coach – Kevin Barnette
  - b. Assistant Football Coach – Luke Goodwin
  - c. Assistant Football Coach – Joe Hillin
  - d. Assistant Football Coach – Cliff Phifer
  - e. Assistant Football Coach – David Salmon

- f. Assistant Football Coach – Jonathan Sarratt
- 5. Head Coach Men’s Basketball – Larry Davis
  - a. Assistant Men’s Basketball Coach –
- 6. Head Coach Baseball – Zach Honeycutt
  - a. Assistant Baseball Coach – Michael Fitschen
- 7. Head Coach Women’s Basketball – Emry Tsitouris
  - a. Assistant Women’s Basketball Coach – Tatum Boggs
- 8. Head Coach Track & Strength Conditioning – Richard Clarke
- 9. Head Coach Volleyball – Mike Smith
- 10. Aquatics Director & Head Coach Swimming – Sara Duarte
- 11. Head Coach Cross Country – Alex Griggs
- 12. Head Coach E-Sports – Jamie Nickell
- 13. Head Coach Tennis – Ross Sons
- 14. Head Coach Women’s Lacrosse – Chloe Zador
  - a. Assistant Women’s Lacrosse Coach – Melissa Scichilone
- 15. Head Coach Men’s Soccer – Gregg Munn
- 16. Head Coach Women’s Soccer – Holly Rawcliffe
- 17. Head Coach Golf – Cody Carlson
- 18. Head Coach Men’s Lacrosse – Joe Turner
  - a. Assistant Men’s Lacrosse Coach – Griffin Stechmiller
- 19. Head Coach Softball – Scott Long
  - a. Assistant Softball Coach – Sophia Devesa
- 20. Head Coach of Acrobatics & Tumbling – Shelby Armstrong
- 21. Assistant Director for Sports Medicine – Allen Shelley
  - a. Associate Athletic Trainer – Courtney Nall
  - b. Associate Athletic Trainer – (VACANT)
  - c. Associate Athletic Trainer – Alexis Montgomery
  - d. Associate Athletic Trainer – Caleb Strother
  - e. Associate Athletic Trainer – Jeremy Bramlett

## **APPENDIX B: TRAVEL POLICY**

Mars Hill University will reimburse, within budget limitations, a faculty or staff member (traveler) who travels as a University representative for the ordinary and necessary expenses directly related to authorized domestic and international travel. Approval for travel must be obtained from the Supervisor at least 10 working days prior to departure, and each traveler should be prudent in his/her travel expenditures.

A traveler who receives a fee, honorarium or expense reimbursement from other organizations must deduct this amount from the total travel cost to determine the amount to be reimbursed by the University. Travel performed on a cost-sharing basis with another organization will be administered in the same manner as fully reimbursed travel.

### **Policy Compliance**

Each department is expected to adhere to the following policy to help assure the University's compliance with IRS rules and regulations and to promote good stewardship of University funds. Specific schools, departments and funding sources may choose to be more restrictive than this policy

due to budget constraints or other reasons; however, they must not be less restrictive.

This policy was developed to encompass matters related to University travel and entertainment. Occasionally, an issue will arise that is not covered specifically by this policy. When this policy does not specifically address a situation, the Executive Vice President and the Vice President for Finance will coordinate the course of action required.

## **General Guidelines**

**The General Guidelines** are applicable to all aspects of travel and entertainment and must be followed in conjunction with the Specific Guidelines regardless of funding sources.

General Guidelines detail important information about:

- Consequences of Non-compliance
- Reimbursement
- Insurance
- Spouse, Relative, Guest
- Combining Personal Travel With University Business Travel
- Independent Contractors
- Tax Considerations
- Authorized Approvers

The **Specific Policy Guidelines** detail important information about:

- Transportation - Personal automobile, University vehicle, air travel, rental vehicles, and airfare equivalence
- Hotel - Motel Accommodations
- Meals - Allowable and disallowed meal expenses, meal expenses for one-day and extended trips, and grant considerations
- Fares, Parking Fees and Tips - Taxi and bus fares, parking fees, and tips
- Personal Telephone Calls and Other Expenses - Personal telephone calls, laundry, internet access and other personal expenses

## **Consequences of Non-compliance**

Failure to comply with this policy puts at risk the assurance that the individual will receive reimbursement for travel and entertainment expenses. In addition, the reputation of Mars Hill University may be harmed, and all other University travelers may be inconvenienced if noncompliance with this policy results in a determination of a non-accountable plan by the Internal Revenue Service.

Consequences for travelers not complying with this policy include but are not limited to:

- Denial of reimbursement
- Payroll deduction
- Suspension or reduction of travel or entertainment budget for the current and/or subsequent years
- Disciplinary action in accordance with Mars Hill University Personnel Policies up to and including termination of employment

## Reimbursement

- **Documentation** - The traveler/employee is responsible for maintaining complete and accurate records and submitting supporting receipts and/or other documentation for expenses incurred as required by this policy.
- **Expense Reports (ER)** - Expense Reports are required for reimbursement of University travel and entertainment expenses and must show costs by category.
- **Receipts** - Original dated itemized receipts are required for lodging, rental car and airfare, meals and other expenses. Receipts that document proof of payment must be attached to the ER. Travel itineraries or non-itemized charge card tickets are not acceptable as receipts. When expenses are being shared with other organizations, a copy of the receipts will suffice if a copy of the travel report provided to the other party is submitted with the ER.

In the case where an original receipt is lost or destroyed, the employee must make a concerted effort to obtain a duplicate receipt. If the employee is unable to obtain a duplicate receipt, a Lost or Destroyed Receipt Affidavit must accompany the printed ER. The Lost or Destroyed Receipt Affidavit should be used sparingly and only in the rare circumstance when an original receipt cannot be obtained.

- **Expense reports** will be subject to audit and review.

## Authorized Approvers of Expense Reports

### **Traveler**

Department Travelers/Employees

Department Head:

Academics, Student Services, Admissions, etc.

If traveler is President's Direct Report:

### **Approval**

Department Head

Appropriate Vice President

Provost, Adv., etc.

President

The individual approving the ER is responsible for verifying the existence and validity of the receipts attached to support expenditures claimed and that expenses claimed are in compliance with this policy.

See Approval Checklist for procedures to be performed by the individual approving the ER.

## Insurance

When traveling on University business, employees are covered by the Mars Hill University travel insurance. However, to protect the employee and his/her estate, it is essential that evidence be presented that the travel in question was University business, and evidence must exist in the University's records. A Travel Authorization and Advance Request is one form of written documentation to confirm travel status. The TAF should be filed with the traveler's appropriate home department prior to travel, and should be retained in the department.

### Spouse, Relative, Guest

Travel and entertainment expenses for a spouse, relative or invited guest are considered personal expenses unless there is a valid, documented business purpose for the University to incur the expenses. Spouse, relative and guest travel must be approved in advance. See Spouse Travel policy.

## **Combining Personal Travel with University Business Travel**

### Transportation Costs

Traveler may be reimbursed for the round-trip transportation costs incurred to and from a business destination when traveler combines University business and personal travel **only when the primary purpose of the trip is to conduct University business**. Transportation costs are considered entirely for business if traveler is required or requested by the University to attend/engage in a business function, the travel would have occurred even without the personal travel component, and such travel is approved in advance by the Supervisor.

Traveler should select a mode of transportation that is cost-effective and efficient. Any additional expenses incurred by traveler for deviating from the normal, direct route of travel between the point of origin and the point of University business, or for stopping at an intermediate point for personal reasons, will not be reimbursed. If additional personal days increase the cost of the transportation, traveler will be responsible for paying the difference. Traveler must provide quotes to document the lowest available airfare for the direct route to/from the business destination occurring during the business portion of the trip and include them with the Expense Report submission.

### Other Costs

The University will only reimburse business expenses incurred during the trip. Reimbursements for meals, lodging, and other expenses **covered by the Travel and Entertainment Policy** will be limited to expenses incurred during the meeting, conference, or other business activity attended by traveler. Any costs incurred by traveler outside of the business activities will be personal expenses. The University may reimburse for expenses incurred one day before or one day following the business function if extending the stay results in reduced transportation costs sufficient to cover traveler's additional meals, lodging, and other expenses covered by the Travel and Entertainment Policy. For example, if a convention starts on Sunday afternoon and traveler is able to attain an airline ticket for Saturday lower in price so that the overall cost will be less to the University, considering traveler's additional meals and night of lodging, the University will reimburse these expenses.

Traveler must submit documentation with the Expense Report to justify the cost savings. Failure to submit the required documentation will result in the expenses not being reimbursed.

### Independent Contractors

**Independent contractors** (non-employees providing services for the University), such as guest speakers or consultants, will be reimbursed for travel expenses in accordance with Mars Hill University's Travel and Entertainment policy.

## Tax Considerations

One purpose of this policy is to create an accountable plan within the mandates of IRS rules and regulations. Note that approval of some expenses will create a taxable benefit to the employee/traveler (i.e., spouse travel, etc.). Also, approval of an expense as an exception to this policy may create a taxable benefit that must be reported to the Payroll Office.

## Hotel-Motel Accommodations

1. The University will reimburse the traveler for the actual cost of accommodations within a **reasonable level**. Where travel costs are charged to a sponsored project, the terms of the applicable contract or grant will take precedence if more stringent. See Grant Policy.
2. When the traveler is attending a conference at a host hotel-motel, the University will normally accept the conference rate at the host hotel-motel.
3. All lodging receipts must be itemized and are required regardless of cost. The ER must show costs by category. When meals, telephone, and other items are charged to a hotel room, the amounts must be separately entered from the lodging cost on the ER in the appropriate category of expense.
4. When the traveler is accompanied by someone whose trip is not authorized by the University, the University will reimburse for accommodations only at the single occupancy rate.
5. Movies, exercise facilities, or other forms of entertainment are **not** an allowed reimbursable University travel expense.

## Transportation

**Reimbursement for transportation is normally based on the lowest cost mode of transportation available regardless of the mode of transportation selected by the traveler.**

### **Personal Vehicle**

1. The University will reimburse the traveler at \$0.40 per mile for automobiles based on point-to-point mileage between cities based on actual odometer readings. It is not necessary to attach an internet map providing proof of mileage; however, all mileage reimbursements are subject to verification. The business purpose for any mileage reimbursement must be explained.
2. If University business requires travel to several points within a city, then reimbursement is based on actual mileage for such travel. The traveler must submit odometer readings and explain the business purpose.
3. When two or more employees travel to the same meeting or destination by personal automobile (or by University vehicle), they should travel together unless a justifiable business reason prevents it, and advance approval is obtained from the Supervisor. Only one will be reimbursed for the mileage allowance.

## University Vehicle

1. The University has available a 15-passenger van for use by travelers on official local Mars Hill University business. Reservations for the van are made with the Facilities Department.
2. The user's department is charged an annually approved rate per mile for use of the van.

## Air Travel

1. Direct airline booking or internet airfare charged to a personal credit card or University travel card will be allowed if there are cost savings. A Travel Authorization and Advance Request should be completed by the traveler and approved by the traveler's Supervisor. The traveler is responsible for airfare purchases that the Department Head does not approve. The traveler is forfeiting services that contracted agencies provide (name change, date change, cancellation, etc.) To receive reimbursement, the original dated receipt must be attached to the ER.
2. The traveler should make flight reservations at least three (3) weeks prior to travel to assure the greatest opportunity to obtain the lowest fare possible.
3. The traveler should indicate flexibility to the travel agency regarding time of departure, time of arrival and routing of flights and alternate airports. The travel agency must offer the least expensive routing for air travel based upon the traveler's flexibility. If the least expensive routing is refused for any reason, the least expensive rate and the reason for non-acceptance must be noted on the traveler's requisition for airfare.
4. First-class travel will not be reimbursed.
5. The traveler is responsible for any expense incurred as a result of lost tickets or change in itinerary due to personal reasons. Expenses incurred due to lost tickets or change in itinerary for business reasons must be documented and approved.
6. When two-for-one tickets are used that allows a non-University employee to accompany the traveler, the traveler will reimburse the University for the difference between a single ticket price (applicable at the time of ticketing) and the two-for-one ticket price.
7. To comply with Terms and Conditions set by airlines the following procedures are prohibited:
  - o **Back to Back Ticketing:** The combination of two or more round-trip excursion fares end to end for the purpose of circumventing minimum stay requirements.
  - o **Throwaway Ticketing:** The usage of round-trip excursion fare for one-way travel.
  - o **Hidden City/Point Beyond Ticketing:** Purchase of a fare from a point before the passenger's actual origin or to a point beyond the passenger's actual destination.
8. Frequent flyer miles earned on travel funded by the University may be maintained and redeemed individually by the University traveler for personal or business use. Whenever possible, University personnel are encouraged to redeem frequent flyer miles earned while traveling on University business to fund other University business travel. Because it is impractical to track whether frequent flyer miles are earned from personal or business travel and the difficulty of valuing frequent flyer miles redeemed, Mars Hill University will not reimburse personnel for University business travel tickets purchased with frequent flyer miles.

## Rental Vehicles

### Vehicle Rentals Originating Out-of-town

1. The University will reimburse the traveler for a standard size rental vehicle when necessary for authorized University travel at the destination and when approved in

advance by the Supervisor.

2. The traveler should decline "Collision Damage Coverage" and "Travel Accident/Life Insurance." The traveler may wish to accept both of these coverage's if the vehicle is to be used for personal purposes. Traveler must pay for such personal coverage.
3. The traveler should purchase fuel before returning the vehicle to the rental agency to avoid the high fuel cost at the agency unless fuel is included in the rental fee.

### **Vehicle Rentals Originating in Mars Hill**

1. The University has established an agreement with Enterprise Rent-A-Car to provide cars and vans for University travelers whose vehicle trip originates and terminates in Mars Hill.
2. Arrange rentals through Facilities Department.
3. A rental vehicle should be used only if the cost is less expensive than reimbursing the traveler for personal vehicle use.
4. The traveler should decline "Collision Damage Coverage" and "Travel Accident/Life Insurance." The traveler may wish to accept both of these coverage's if the vehicle is to be used for personal purposes. Traveler must pay for such personal coverage.
5. Mini- and full-size vans are available for groups.
6. Enterprise will charge the University for the actual cost to refuel the vehicle upon return.

If the traveler has an accident, it should be reported to the Business Office, ext. 1100, immediately upon return to the University. Send copy of accident report to the Business Office.

### **Airfare Equivalence**

1. If a traveler takes his/her personal vehicle on an approved University business trip that entails distant travel, **the University will reimburse the lower of the airfare equivalent amount or actual costs.**
2. The airfare equivalent amount must be determined on the same basis as if air transportation were to be used. The traveler's ER must include documentation of the airfare equivalent amount at the time of the trip. Also included in the airfare equivalent amount is reimbursable mileage to and from the airport and the remote parking fee. The airfare equivalent amount will be compared to the total of meal, lodging and mileage (point-to-point from Mars Hill) costs claimed. Since traveling by automobile usually takes longer than flying, the Supervisor must approve the airfare equivalent option prior to departure.

## **Meals**

### **Allowable Meal Expenses**

- a. The University will reimburse the traveler for **actual cost** of meals within reasonable limits. **The University does not have a per diem for meals;** however, \$40 a day (including tips) is considered reasonable for a day that normally includes three (3) meals. If the trip involves more than one day's travel, the daily meal expenses should average no more than \$40 a day (Example: Day 1 =\$35, Day 2 =\$45, average of both days = \$40). A reasonable tip does



- not exceed 15% of the meal cost.
- b. Meal reimbursements require an itemized receipt which must include the name and location of the restaurant, date and amount of the meal(s).
- c. Names of people related to the meal expense must be detailed with the ER along with their purpose for University business.
- d. Any meal receipt exception must be documented on the ER, listed on a Lost or Destroyed Original Receipt Statement and approved by the Department Head.

### **Disallowed Meal Expenses**

- a. The University does not reimburse for meal costs when meals, including a continental breakfast, are provided through the conference registration fee or are included in the lodging costs.
- b. Snacks and refreshments are not an allowed reimbursable University travel expense except as a substitute for a daily meal.
- c. Alcoholic beverages are not an allowable expenditure.

### **Grants**

- a. When a trip is being paid for by a grant, the rules of the University apply unless the grant rules are stricter.
- b. No tips are allowed on State of NC grants.
- c. Some grants may have specific meal or tip guidelines. See Grant Policy.

### **Business Meals with Bona Fide Guests**

- a. Business meals with guests will be reimbursed on an ER. See Business Entertainment Expenses.
- b. Names of all guests and business reason for the guest must be documented and submitted with ER.

## **Fares, Parking Fees, and Tips**

**Taxi, Bus, and Other Public Transportation Fares** - Costs for local transportation at the destination will be reimbursed when reasonable and justifiable for business purposes and supported by an original dated receipt.

**Parking Fees** - Reasonable and necessary costs for automobile parking will be reimbursed.

1. Remote parking at the airport is required unless there is a physical or business reason to justify an exception.
2. The least expensive parking arrangement should be used. Valet parking is discouraged but may be reimbursed if it is the sole parking available or if the traveler is using it for a physical safety or business reasons.

**Tips** - Reasonable tipping, not to exceed 15% of the meal cost, will be reimbursed. No tips are allowed for State of NC grants travel.

## **Personal Telephone Calls and Other Expenses**

### **Telephone Expenses**

1. Business telephone/fax and business internet usage fees will be reimbursed. Business purpose must be documented on the ER.
2. Personal telephone calls are an allowed, reimbursable travel expense not to exceed \$10 per trip. The purpose is to "check in" with the traveler's family.

**Laundry and other personal expenses** are not an allowed reimbursable University travel expense.

Other expenses will be reimbursed if determined to be ordinary and necessary in the performance of University business and if supporting documents are provided.

Any expenses not related to travel submitted on an ER must be charged to the appropriate budget code. A receipt or other supporting document must be attached to the ER for these types of expenses regardless of dollar amount.

## **Business Entertainment Expenses**

Reimbursement will be made for business meals and entertainment when names of guests, names of organizations represented, guests' positions within the organization and business justification are provided on the ER. These entertainment expenses must be reasonable and not lavish or extravagant. If you entertain business and non-business individuals at the same event, Mars Hill University will not reimburse the non-business portion of the expenses. Reasonable tipping, which is normally 15% of the meal cost, will be reimbursed.

1. Documentation of the detailed business purpose must include date, amount of expense, location, names and titles of those in attendance, and business matters discussed.
2. Detailed original receipts must accompany the request for reimbursement of the actual cost (meal or entertainment).
3. Meals with a clearly substantiated business purpose are those directly associated with the active conduct of Mars Hill University business. Examples of business meals include meetings with potential students, donors or prospective employees at which a bona fide business discussion takes place. The business discussion must not be secondary to the purpose of the meal. The employee receiving reimbursement must be present at the meal where the business discussion takes place. Meals eaten alone do not qualify as business meals.
4. Entertainment expense must be directly related to the conduct of Mars Hill University business. IRS regulations require that the employee engage in the active conduct of business with the person being entertained. Entertainment expenses associated with the active conduct of Mars Hill University business will be reimbursed if they directly precede or follow a bona fide and substantial business discussion.

## Lost or Destroyed Original Receipt Statement

Individuals must make a concerted effort to obtain an original receipt from the vendor for travel and entertainment expenses. In lieu of original receipts, a Lost or Destroyed Original Receipt Statement must be signed by both the traveler and authorized approver with a complete explanation of the expense and the reason for the missing receipt.

By signing the Lost or Destroyed Original Receipt Statement, both the employee and the approver are certifying that no original receipt is available, the expense was on behalf of the University, the item and amount of the expense are accurate, and no other reimbursement of the expense has been or will be sought or accepted from any source.

The employee must include documentation showing proof of payment, i.e. credit card charge slip, record of charge and billing statement, canceled check or other record of payment.

## Approval Checklist

### Responsibilities of Anyone Approving an ER:

1. Evaluate each expense item claimed, regardless of amount, as to its reasonableness given the circumstances of the travel/business entertainment.
2. Insure that receipts required to support amounts on the ER are included. The reviewer must look at each individual receipt to ensure that the receipt is proper and that amounts are properly reported.
  - Any travel expense item must be supported by a detailed, original receipt. Original dated receipts are required for meals, lodging, rental car and airfare, regardless of cost.
  - Any business entertainment expense, regardless of amount, must be supported by a detailed, original receipt.
3. Insure that required information is included for all guest and entertainment expenses.
4. Insure that the proper expense account coding is indicated.
5. Insure that any exceptions to University policies and procedures are noted.
6. Insure that the employee has signed the ER.
7. By approving an ER, you are indicating that you have read the University travel and entertainment policy and procedures and are familiar with its requirements and your responsibilities in approving such expense reports.

## Spouse Travel

**PURPOSE:** To provide the framework, in compliance with the IRS code, for determining the need for the spouse of an employee to travel for Mars Hill University to further its mission and purposes.

### **POLICY:**

All travel by spouses of other employees will be reviewed and a specific determination made as to University need and business purpose. In advance of travel, the divisional Vice President, applying the following criteria, must approve such requests for spousal travel.

*The request for spouse travel must be made on the travel request form.*

1. In some cases, it will be determined that there is a bona fide business purpose for the spouse to travel and represent the University at a particular function. In such cases, the University will provide approval, and the travel expenses of such spouse may be paid by the University in accordance with the University's travel policy. To be a bona fide business purpose, the presence of the spouse must be essential (not just beneficial) to the employee being able to carry out his/her business purpose for the University. The spouse's performance of some incidental service does not make it a bona fide business expense. An employee's spouse performing some menial task (such as typing notes) and/or accompanying the employee to luncheons and dinners is not a bona fide business purpose. The spouse must perform substantive business related functions. The bona fide business purpose of the accompanying spouse must be clearly documented on the employee's Expense Report, and there will be no tax consequence to the employee.
2. In other cases it will be determined that it would be desirable, but that it does not serve a bona fide business purpose to the University, for the spouse to attend a particular function on behalf of the University. In such cases if the University approves the reimbursement of the spouse's travel, it will be necessary, under IRS code, to include such reimbursement in the employee's taxable wages as a taxable "fringe benefit."
3. In any other cases, a spouse's travel will be the personal responsibility of the employee.

## **Group Travel**

Departments typically know about an upcoming travel event months in advance. Travel arrangements should begin as soon as possible to ensure all aspects of the trip are processed in a timely manner.

## **Hotel Accommodations**

### **Direct Bill Credit Accounts -**

- Individual departments are responsible for submitting a Purchase Requisition prior to travel to pay the invoice promptly after the event has occurred.
- A copy of the approved Travel Authorization and Advance Request must accompany the

- Purchase Requisition before processing.
- Accounts Payable requires all documentation before processing for payment.

**Pre-Payment by check** - Only if requested by hotel.

- Individual departments are responsible for making all arrangements with the hotel and requesting an invoice.
- A Purchase Requisition must be submitted for the total invoice amount as requested by the hotel.
- A copy of the contract, if applicable, and a listing of all travelers must accompany the Requisition or Voucher before processing.
- Accounts Payable requires all documentation before processing for payment.

## Travel Advance

Advances may be obtained for group travel by means of a Travel Authorization and Advance Request. The Request must include complete justification (who, what, when and where). A list of travelers must be attached to the Request.

### PROCEDURES

#### Pre-Travel Procedures

##### Notes:

- *Approved Travel Authorization and Advance Request must be submitted to Business Office not less than 10 working days prior to departure date*
- *Student group travel requires completion of the Mars Hill University Travel Information and Roster*
- *Prior travel approval is required if the cost will exceed \$150 or involves an overnight expense*
- *Prior travel approval is NOT required for athletic team trips and / or contests in that the schedule has prior approval*
- *Prior travel approval is NOT required for one day travel*
- *University Cabinet members and advancement staff making donor visits are exempt from Pre-Travel Authorization*

##### Traveler:

- a. Submit Travel Authorization and Advance Request to Department Head for approval.
- b. If a cash advance is needed for student group or athletic team travel, initiate a Check Request that includes the following:
  - (1) Budget Number
  - (2) Name of traveler
  - (3) Purpose of and justification for trip
  - (4) Destination
  - (5) Inclusive trip dates
  - (6) Mode of transportation
  - (7) Amount of advance requested for estimated cost of reimbursable travel expenses
  - (8) Department name and group/team name

- c. Business related cash needed for individual travel may be obtained through a Travel Authorization and Advance Request.
- d. If travel arrangements such as transportation or lodging are to be paid using a University credit card, initiate a requisition. Include items in b. above.
- e. Submit requisition(s) to Supervisor for approval.

Supervisor:

- a. Review requisition(s)/Travel Authorization and Advance Request for appropriateness, availability of funds and compliance with University travel and entertainment policy and procedures.
- b. Notify traveler of approval (disapproval).
- c. Sign/date requisition(s)/Travel Authorization and Advance Request when approving.
- d. Forward to appropriate VP

Divisional Vice President:

- a. Notify Supervisor of approval (disapproval).
- b. Sign/date requisition(s)/Travel Authorization and Advance Request when approving.
- c. Forward to President if advance request exceeds \$499

Business Office:

- a. Review Travel Authorization and Advance Request / Requisition for policy compliance.
- b. Create a purchase order if applicable.
- c. Issue check for amount of approved travel advance if applicable

## **POST-TRAVEL PROCEDURES**

### **Individual Travel**

#### **Traveler**

- a. Within 10 working days, complete an ER, attaching all required supporting documentation, including receipts, bills, etc.
- b. Submit ER, with all required supporting documentation, to Department Head for approval.

#### **Supervisor - Individual Travel**

- a. Review completed ER for appropriateness, completeness, accuracy, compliance with University policies and procedures, and availability of funds. If sufficient operating funds are not available, restricted funds or other departmental funds should be used. Excess costs may

not be reimbursed if there are no other funds available. A Budget Transfer Request form should be submitted to the Business Office if a budget change is needed as a result of the actual cost of the expenses.

- b. Approve/disapprove and sign ER. Approved ERs must be routed to Accounts Payable. Disapproved ERs must be returned to the travelers to address unapproved expenses.
- c. File printed approved copy of ER with original supporting documentation in a central location in the department of the faculty or staff member who incurred the expense.

#### **Accounts Payable Office - Individual Travel**

- a. Review ER.
- b. Issue check for approved expenses.
- c. File completed ER.

#### **Student Group or Athletic Team Travel**

##### **Traveler**

- a. Within 10 working days, complete an ER, attaching all required supporting documentation, including receipts, bills, etc. Cash advances not accounted for by submission of an ER within 10 working days from the date of completion of the trip are subject to inclusion in the employee's wages and taxed under the Internal Revenue Code. In addition, the employee may be denied future cash advances.
- b. Sign and submit ER with attachments to Department Head for approval.
- c. Deposit with the University Business Office the unused portion of any cash advance issued through the University. The cash deposit form must reference the Check Request number of the cash advance.
- d. Submit approved ER to Business Office with any unused portion of cash advance issued.

##### **Supervisor - Student Group or Athletic Team Travel**

- a. Review ER for appropriateness, completeness, accuracy, compliance with travel policies and procedures, and availability of funds if actual costs exceed the amount of the travel advance. If funds are not available to cover the excess costs, use of restricted funds or other departmental budget funds should be used. Excess costs may not be reimbursed if there are no other funds available. A Budget Transfer Request form should accompany the ER if a budget change is needed as a result of the actual cost of the trip.
- b. Sign/date ER, if approving.
- c. Forward approved ER with original supporting documentation to the Traveler.

##### **Business Office - Student Group or Athletic Team Travel**

- a. Review ER for completeness, accuracy, compliance with travel policies and procedures, and availability of funds if actual costs exceed the amount of the travel advance.
- b. Sign/date ER, if approving.

- c. Forward approved ER to Accounts Payable Office to prepare check, if required, for reimbursement of expense in excess of the amount advanced and to clear outstanding travel advance.
- d. Issue check for approved expenses.
- e. File completed copy of paper ER.

## **Business Entertainment Procedures**

### **Faculty or Staff Member**

1. Requests for business entertainment expenses to be paid directly to the vendor by the University must be submitted on a requisition or check request, as appropriate. Documentation of business purpose must accompany request for payment.
2. Reimbursement requests for business entertainment expenses paid for by a faculty or staff member must be submitted on an ER.
  - o Complete ER including all required information, and attach all required supporting documentation, including receipts, bills, etc.
  - o Submit signed ER to Department Head for review and approval. Include all required supporting documentation.

### **Supervisor**

1. Review completed ER for appropriateness, completeness, accuracy, compliance with University policies and procedures, and availability of funds. If sufficient operating funds are not available, restricted funds or other departmental funds should be used. Excess costs may not be reimbursed if there are no other funds available. A Budget Transfer Request (BCR) form should be submitted to the Business Office if a budget change is needed as a result of the actual cost of the expenses.
2. Approve/disapprove ER. Approved ERs must be routed indicating approval to Accounts Payable. Disapproved ERs must be returned to the travelers to address unapproved expenses. Department Head must sign the approved paper copy of the ER.
3. If payment of the expense creates a taxable benefit to the employee, the Department Head must forward a copy of the ER to Payroll.
4. File printed approved copy of ER with original supporting documentation in a central location in the department of the faculty or staff member who incurred the expenses.

### **Accounts Payable**

1. Issue check for approved expenses.
2. File completed

ER. Expense Report

Review Process

In accordance with University guidelines, the Business Office will review departmental travel and entertainment costs on a planned basis. Departments will be contacted by Business Office staff, who will retrieve the original signed/approved expense reports and supporting documentation.



Upon completion of the review, the expense reports and supporting documentation will be returned to the departments, accompanied by a report of any policy exceptions noted during the review. The Business Office will monitor resolution of reported issues. Consequences, as outlined in the University's Travel and Entertainment Policy, will be applied for compliance issues that were not addressed and resolved within the departments.

All expense reports will be subject to audit as part of the annual audit plan.

## **APPENDIX C: Candidate Visit Expense Policy**

### **Policy**

Faculty and administrative staff candidates invited to campus for an on-site visit shall be responsible for their travel expenses and hotel accommodations. For the purpose of this policy, *faculty* is all-inclusive, with the exception of adjunct faculty and *administrative staff* are those exempt positions who serve on the President's Leadership Team (Provost, Vice President of Finance, Director of University Services, Executive Director of Planning & Strategy, Vice President of Advancement, Vice President of Student Development).

Mars Hill University will provide one (1) lunch in Pittman Dining Hall for the day of the visit for the candidate and two (2) members of the search committee. Lunch passes can be obtained in the Human Resources Office. Should the committee require an off campus dinner, the department sponsoring the search shall be responsible for that meal.

### **Lodging**

Lodging will be limited to one (1) night at the Carter-Humphrey House. If the Carter-Humphrey House is not available, the Comfort Inn Mars Hill may be used as an alternate.

### **Hired Candidates**

When an offer is made by the university, and accepted by the candidate, the candidate may request reimbursement within 30 days of their first day of employment for expenses incurred during the initial campus visit. Itemized and paid receipts for each expense must be submitted to Human Resources, along with a signed request for reimbursement form, available in Human Resources. Reimbursements will be made after employees first day of employment.