

Employee Handbook Changes - Categorization of changes relating to Faculty Initial draft of this document by Matt Haines

Here are updates of the Employee Handbook going forward to the Board. If there are changes that need to be revisited based on Faculty feedback, PPC and HR will do that this summer. There are additional changes that will be reviewed during the summer by PPC and HR. The updates that have been so far completed can be found in the Google folder: <https://drive.google.com/open?id=0B2f7aBrEMVeLd2gyRU9YT25ucVU>

Introduction

George Dierberger and I (George replaced John Cerrito) are on the Employee Handbook revision team headed by Human Resources. Lisa Stock and Dawn Miller lead the HR team and have been very attentive to the suggestions the John, George, and I have brought to the revision team. Others on the team and bringing valuable insight are Joanne Reeck, Jim Matthias, and Nicole Peterlin.

The focus of this document is limited to current revisions to the Employee Handbook. There are items that are not being revised that may need further consideration in regard to the connection to Faculty and the Faculty Handbook.

The Employee Handbook states:

"Human Resources will notify and consult with the Faculty Senate Committee on Personnel Policies and the Provost/Vice President of Academic Affairs regarding revisions that have a significant effect on faculty members as part of the review process. Policies affecting the authority of the faculty will follow the Faculty Handbook."

There are, what I am labeling as, four levels of changes being considered:

1. College to University, job title changes, and also language that pertains to staff, but not faculty;
2. Changes that must be made to comply with law (e.g. updates to Family and Medical Leave Act);
3. Language clean-up, addition of some definitions, and some topics where the revisions *might* not be of significant concern to the Faculty;
4. Items that potentially significantly interact with the Faculty Handbook and require more work before revisions are made (e.g. grievance policy and leaves).

HR is not planning to include Level 4 topics in what it brings to the Board this April but has plans to work on these items with PPC and Karen during summer.

This document is intended to help highlight to Faculty some of the changes that HR plans to bring to the Board of Regents in April (Levels 1-3 changes). Not all revisions are listed in this document - but only those revisions that were considered of possible interest. Frequently old and new language is provided where the new language is highlighted. At times, only the immediate language is included, not an entire section. For comparison with the entire section, see the current 2014 Employee Handbook.

Two definitions that are not changing, but I point out as significant to faculty.

From Employee Handbook in section 1.0 under Definitions subheading: “In addition, the term “**employee**” may refer to faculty, staff, or student employees, so we have tried to clarify which policies or sections of policies apply to faculty, which apply to staff, which apply to students, and policies that apply to all employees. Policies that use the word employee throughout without clarifying faculty, staff, or student, apply to all University employees.”

From the section on Manager Responsibility: “all employees who have supervisory responsibilities will be referred to as “**managers**” regardless of their specific job title. Managers at all levels of the organization, including supervisors, managers, faculty, directors, and vice presidents, are expected to have knowledge and understanding of the Employee Handbook.”

Level 1 examples

- All instances of “College” replaced with “University”
- 1.0 Welcome to Augsburg - Update to wording regarding mission and inclusion of 2014/2015 Obama Presidential Service Honor Roll.
- 3.0 Employment Classification

Level 2 examples

- 1.0 What to Expect From Augsburg: Non-discrimination statement to include veteran status
- New subsection on Equal Employment Opportunity:

AUGSBURG UNIVERSITY EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Augsburg University is an Equal Opportunity/Affirmative Action employer and is committed to providing equal employment opportunity to all applicants and employees regardless of their race, creed, color, religion, gender, age, national origin, disability,

military service, protected veteran status, genetic information, sexual orientation, gender identity, transgender status, or any other characteristic protected by federal, state or local law. We are strongly committed to this policy and believe in the concept and spirit of the law.

Augsburg University is further committed to ensuring that employment decisions are based on valid job requirements. In addition, all employment actions, such as recruiting, hiring, training, promotion, compensation, benefits, transfers, layoffs and termination are administered fairly to all persons on an equal opportunity basis, without discrimination on the basis of protected categories named above.

The President has appointed its Director/Chief Human Resources Offices (CHRO) as Augsburg University's EEO Coordinator.

Augsburg University maintains affirmative action plans for minorities, women, individuals with disabilities and protected veterans. Any questions regarding these plans or the company's equal opportunity policy should be directed to the EEO Coordinator who is responsible for the implementation of the plan. All employees are responsible for supporting the concept of equal employment opportunity and affirmative action, and assisting and cooperating in meeting our plan goals.

- Section 2.0 COMPLIANCE WITH EMPLOYMENT LAWS: added to the list of applicable laws are “MN Meals and Breaks Law” and “Pay Transparency Nondiscrimination Provision (Executive Order 13665)”. The ADA section will also be expanded.
- The Family and Medical Leave Act (FMLA) brief statement was changed and more details added.
 - *Old Language:* If a faculty or staff member is absent due to illness or injury for three (3) or more days, the manager will notify Human Resources immediately so the appropriate FMLA notification can be sent to the employee. If a faculty or staff member anticipates the need for leave for their own serious health condition or that of an immediate family member, the employee should contact Human Resources to discuss leave under the Family and Medical Leave Act. Please see the complete FMLA policy in the Benefits section of this handbook.
 - *New Language:* The Family and Medical Leave Act is a United States federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons.

Staff and faculty members may be eligible for FMLA leave. Please refer to the Benefits Section of this handbook for the full FMLA policy.

- In order to adhere to the FMLA, the “Spouse Employees” statement has been deleted from the 2014 Employee Handbook.
- The section on Immigration Reform and Control Act was reworded.
 - Old Language: Hiring managers will work with Human Resources to ensure that employees complete the legally required paperwork within the specified timeframes. Managers may not allow employees to work in any capacity without proper authorization. This policy applies to all employees including faculty, staff, and student workers.
 - New Language: Employees may not work in any capacity without a completed Form I-9 on file in Human Resources.
- **Uniformed Services Employment and Reemployment Rights Act (USERRA)** details moved to the section on Leaves.
- The section on Copyright law is currently being reviewed by the Office of Academic Affairs.

Section 4.0 The following is a policy that has already been approved by the Board.

AUGSBURG UNIVERSITY SEXUAL MISCONDUCT POLICY

The Augsburg University Sexual Misconduct policy is located on the Augsburg website:

<http://inside.augsburg.edu/studentaffairs/harassment-and-sexual-harassment-reporting-form/definitions/> - Note, the full misconduct policy will be included in the

handbook as a separate document - perhaps as an appendix for reference.

Level 3 - Note, the language provided below might not include entire section, but only the portion with more substantial changes - changes highlighted.

Section 1.0

- 1.0 Other Policies and Handbooks: Rewording clarifying that the Faculty Handbook supersedes Employee Handbook in all things except benefits and legal compliance.
 - *Old Language:* This Employee Handbook supersedes any and all previous oral or written statements of College policy, including all previous employee or staff handbooks, with the exception of the current Faculty

Handbook. Regarding faculty-specific policies, benefits or issues specifically under faculty authority or governance, the Faculty Handbook prevails. Where the Faculty Handbook is silent on a subject, and regarding College-wide benefits or legal compliance, this Employee Handbook and other established College policies will be followed.

- *New Language:* This Employee Handbook supersedes any and all previous oral or written statements of **University** policy, including all previous employee or staff handbooks, with the exception of the current Faculty Handbook. Regarding faculty-specific policies, benefits or issues specifically under faculty authority or governance, the Faculty Handbook prevails. **If the Faculty Handbook is silent on a subject, the Employee Handbook and other established University policies prevail. The Employee Handbook and other established University policies will also prevail related to the following topics:**
 - **University-wide benefits**
 - **Legal compliance**

- 1.0 Union Represented Employees (a section that now will pertain to some faculty)
 - *Old Language: Collective Bargaining Unit Employees*

There are some members of the community who are in a collective bargaining unit subject to a collective bargaining agreement (CBA). Both the Employee Handbook and the collective bargaining agreement generally apply to “bargaining unit” employees; however, if a provision of the CBA differs from or is contrary to any provision in this Employee Handbook, the specific provision in the collective bargaining agreement controls. There may also be some benefits differences for the “bargaining unit” employees. The Employee Handbook supersedes the CBA where the CBA is silent or makes a direct reference to the Employee Handbook. Bargaining unit employees who are not sure what policy applies have the responsibility to check with the union representative or Human Resources.

 - *New Language: **Union Represented Employees***

Some Augsburg employees work in positions represented by a Union, also called a bargaining unit. The terms and conditions of employment for union represented employees are subject to a collective bargaining agreement (CBA) between Augsburg University and the Union. Both the

Employee Handbook and CBA apply to union represented employees. If a provision of the CBA differs from or is contrary to any provision in this Employee Handbook, the specific provision in the CBA will prevail. There may also be some benefits differences for the “union represented” employees. The Employee Handbook supersedes the CBA where the CBA is silent or makes a direct reference to the Employee Handbook. Union represented employees who are not sure what policy applies have the responsibility to seek clarification from the union representative or Human Resources.

- 1.0 Review and Approval Process

- *Old Language:*

~~This Employee Handbook has been prepared by the Human Resources Leadership Committee to inform employees of Augsburg College’s mission, employment practices, and policies, as well as the benefits provided to employees.~~

The Employee Handbook will be on a two-year cycle for review. Any changes other than those required by law will be made during the review cycle. The review of the Employee Handbook will be by committee with Human Resources leading the work. Human Resources will notify and consult with the Personnel Policies Committee regarding revisions that have a significant effect on faculty members as part of the review process. Policies affecting the authority of the faculty will follow the Faculty Handbook.

The Employee Handbook must be approved by the Cabinet and then sent to the Board of Regents for final approval. Revisions will be effective immediately upon board approval.

- *New Language:*

The Employee Handbook will be on a two-year cycle for review. Any changes other than those required by law will be made during the review cycle. The review of the Employee Handbook will be by committee with Human Resources leading the work. Human Resources will notify and consult with the Faculty Senate Committee on Personnel Policies (PPC) Committee and the Provost/Vice President of Academic Affairs regarding revisions that have a significant effect on faculty members as part of the review process. Policies affecting the authority of the faculty will follow the Faculty Handbook.

The Employee Handbook must be approved by the **President's Leadership Team** and then sent to the Board of Regents for final approval. Revisions will be effective immediately upon board approval.

[Also included as new language:]

Significant changes to the Employee Handbook made outside of the standard two-year review cycle will be communicated broadly to all employees.

- Subsection added to EH -
- Inclusion of (previously not included) definitions in the subsection **CREATING AN INCLUSIVE UNIVERSITY COMMUNITY**

Culture –: The patterns of shared basic assumptions, behaviors, and experiences within a group of people that are learned by and taught to new members in order to guide them in the appropriate and inappropriate ways of perceiving, thinking, feeling, and acting.

Ethnicity :– A population whose members identify with each other based on common nationality and/or shared ancestry.

Race :– The socially constructed concept of dividing people into groups based on skin color and physical characteristics.

Thoughtful :- Because there are many ways of viewing the world, respect may look different depending on one's lens. The word thoughtful has been substituted throughout the handbook for the word respectful. For the purposes of this handbook, thoughtful means "showing concern for the needs of other people."

Language updated on the definitions of Equity and Intercultural Competency to:

Equity*: ~~The quality of being fair and impartial; equity of treatment. Higher education is a great place to create opportunities, as well as to provide equal access in and out of the classroom aimed at the goal of reducing achievement gaps in student success and graduation. In educational~~

settings, the ideology of equity stems from a more informed understanding of disparities and inequities faced by marginalized student populations and working at providing them the resources, services, etc. that they need.

Intercultural Competency: Is the overall capability of an individual or organization to manage **and navigate** key challenging features of intercultural communication **and interaction**: namely, cultural **commonalities and** differences and unfamiliarity, intergroup dynamics, and **other struggles that may be present.** ~~the tensions and conflicts that can accompany this process. It is a two-way interactive process that requires both the ability to stress the common aspects of human life and the will to solve conflicts that emerge from the differences among people of different backgrounds.~~

Update to the following statement: ***[*The above statement and definitions are **adapted** from the Association of American Colleges and Universities (AAC&U).]***

- Requirements for IDI training change:

Old Language: The College uses the Intercultural Development Inventory (IDI) Guided Development as our guiding framework in this work and requires all new faculty and staff to take the IDI Assessment Survey at the beginning of their employment.

New Language: The University uses the Intercultural Development Inventory (IDI) Guided Development as our guiding framework in this work and **strongly encourages all new faculty and staff** to take the IDI Assessment Survey at the beginning of their employment.

- Manager Responsibility update: (Note: “Managers” are “all employees who have supervisory responsibilities will be referred to as “managers” regardless of their specific job title” including, for example, department chairs.)

Old Language: *Faculty and Managers with supervisory responsibilities over staff and/or students are responsible for setting work schedules, setting individual and team goals, assigning work, conducting performance reviews, coaching staff and students, mentoring staff in career development, and other duties. Required training for managers will help*

provide the skills needed to perform these critical functions. In addition, a “Manager’s Toolkit” will be provided by Human Resources that includes additional resources and supplemental information for situations that may arise.

New Language: Managers who supervise with supervisory responsibilities over staff and/or students are responsible for setting work schedules, setting individual and team goals, assigning work, conducting performance reviews, coaching staff and students, mentoring staff in career development, and other duties. Faculty Department Chairs should refer to the faculty handbook for additional information.

- Statements on Academic Freedom have not changed. One statement has been repeated (included in Section 1.0) for emphasis and so that Academic Freedom isn’t only associated with Harassment and Discrimination.

Section 2.0

- Section 2.0 CONFIDENTIALITY: statement added at end of the section “Faculty should refer to the faculty handbook for additional information on confidentiality.”
- Review of Personnel Files:
 - Old Language: Current and former employees may schedule an appointment during regular business hours every six (6) months to review their employment records. Requests to review records should be made in writing in advance.
 - New Language: Current and former employees may request to review employment records every six (6) months. Requests to review employment records should be made in advance, in writing.
- Employment Verification:
 - *Old Language:* Prospective employers, financial institutions, and residential property managers routinely contact employers requesting verification of information on a former or current employee’s work history and salary. All requests for information on current or former employees must be referred to Human Resources.

Information given by telephone will be limited to public information which includes dates of employment, position title, and current employment

status. No information beyond the public information listed above will be released without a signed release from the employee.

Representatives of government or law enforcement agencies may be allowed access to file information in response to a legal subpoena or court order. Such cases will be handled on an individual basis.

- *New Language: All requests for previous or current employment verification must be referred to Human Resources. Information provided will be limited to employment status, dates of employment, position title and FTE. No other information will be provided without a signed release from the current or former employee, except as required by law.*

Representatives of government or law enforcement agencies may be allowed access to employee file information in response to a legal subpoena or court order. Such cases requests will be handled on an individual basis.

- 2.0 Fraud: Policy - change of who should be familiar with types of fraud:
 - Old Language: Each member of the Cabinet will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.
 - New Language: Managers will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.
- 2.0 Fraud: Examples of Actions Constituting Fraud: update of an example -
 - Old Language: Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the College. Exception: Gifts less than \$25 in value
 - New Language: Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to Augsburg. Exception: Gifts less than \$100 in value, unless approved by the Vice President of Finance and Administration.
- 2.0 Fraud: Reporting Procedures:
 - Old Language: An employee who discovers or suspects fraudulent activity will contact the Chief Financial Officer/Vice President of Finance and Administration immediately.

- *New Language:*

An employee who discovers or suspects fraudulent activity will report such activity in one of two ways:

1) Contact the Chief Financial Officer/Vice President of Finance and Administration directly.

2) Call **Campus Conduct Hotline**®, a confidential service operated by an independent third-party organization, for reporting college related misconduct or retaliation. Calls can be made anonymously and the hotline is available 24 hours a day, seven days a week.

The Campus Conduct Hotline number is **866.943.5787** (toll free call).

- Harassment and Discrimination Prevention: highlighted is added language:

...This policy applies to applicants for employment, faculty, staff, student employees, Board of Regents, contractors, business partners, vendors, suppliers and visitors. This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the University premises, and business-related travel.

- *Old Language:*

The College attempts to create and maintain a positive living, working, and learning environment in which community members are aware of and respect the rights of others and where individuals take responsibility for their actions. Augsburg College is committed to providing a workplace that is free of harassment, discrimination and bullying. This policy applies to applicants for employment, faculty, staff, student employees, contractors, and visitors.

All faculty, staff and student employees are expected to support this commitment by treating everyone with whom they interact through work in a way that is consistent with both the intent and spirit of this policy. In line with this commitment, the College prohibits harassment and discrimination of its employees by a manager, a coworker, student, volunteer, or third party for any reason, including but not limited to a person's race, color, religious belief, national or ethnic origin, age, disability, gender, sexual orientation, gender identity or expression, marital status, veteran status, genetic information, or any other legally-protected status.

Harassment violates the rights and dignity of individuals, and the standards of the College community. Harassment will not be tolerated at Augsburg College. The policy extends to all work-related interactions,

whether in person, via telephone, in writing, or through electronic communications such as email, text messages, instant messages, blogs, electronic conferencing, and social media posts.

Harassment includes any unwelcome behavior that is offensive, abusive, threatening, intimidating, humiliating, or degrading to another individual. The behavior can be verbal, written, visual, or physical and can arise out of in-person or electronic communications. While harassment may be based on protected class status, other offensive behavior that impairs morale and interferes with work effectiveness, including jokes and teasing, are also prohibited by this policy.

Individuals who witness or experienced incidents of harassment or discrimination are encouraged to report the harassment or discrimination promptly to an investigating officer identified below, or through the Discrimination and Bias Incident Online Reporting form available online at <http://www.augsburg.edu/discrimination/>.

- *New Language:* The University attempts to create and maintain a positive living, working, and learning environment in which community members are aware of and respect the rights of others and where individuals take responsibility for their actions. Augsburg University is committed to providing a workplace that is free of harassment, discrimination and bullying. This policy applies to applicants for employment, faculty, staff, student employees, Board of Regents, contractors, business partners, vendors, suppliers and visitors. This policy applies not only to the workplace during normal business hours, but also to all work-related social functions, whether on or off the University premises, and business-related travel.

All faculty, staff and student employees are expected to support this commitment by treating everyone with whom they interact through work, both internally and externally, in a way that is consistent with both the intent and spirit of this policy. In line with this commitment, the University prohibits harassment and discrimination of its employees by a manager, a coworker, student, volunteer, or third party for any reason, including but not limited to a person's race, color, religious belief, creed, national or ethnic origin, age, disability, gender, sexual orientation, gender identity or expression, marital status, status in regard to public assistance,

membership or activity in a local commission, familial status, veteran status, genetic information, or any other legally-protected status.

Harassment violates the rights and dignity of individuals, and the standards of the University community. Harassment will not be tolerated at Augsburg University. The policy extends to all work-related interactions, whether in person, via telephone, in writing, or through electronic communications such as email, text messages, instant messages, blogs, electronic conferencing, and social media posts regardless of whether they are made through a computer, cell phone, pager or other electronic device or medium. .

Harassment includes any unwelcome behavior that is offensive, abusive, threatening, intimidating, humiliating, or degrading to another individual. However, legitimate, reasonable, and constructive criticism of work performance or behavior, or reasonable instruction given to employees, does not constitute harassment on their own.

The behavior can be verbal, written, visual, or physical and can arise out of in-person or electronic communications. While harassment may be based on protected class status, other offensive behavior that impairs morale and interferes with work effectiveness, including jokes and teasing, are also prohibited by this policy.

Individuals who witness or experienced incidents of harassment or discrimination are encouraged to report the harassment or discrimination promptly to an investigating officer identified below, or through the Discrimination and Bias Incident Online Reporting form available online at <http://inside.augsburg.edu/diversity/discrimination-and-bias-reporting/>

- Sexual Harassment: Added paragraph: Sexual harassment includes unwelcome sexual behavior by either men or women toward either men or women. It also includes sex-based harassment directed at someone because of their gender.
- Added sentence under Sexual Harassment: Anyone found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

- Added sentence under Sexual Harassment: Questions regarding this policy should be addressed directly to Human Resources who has overall responsibility for investigating and resolving harassment issues at Augsburg University.
- Whistle-blower section: Procedure: Added statements.
 - Old+New Language: Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as circumstances allow. The whistleblower should make a report of University-related misconduct or retaliation to their immediate manager, to their respective vice president or Human Resources, or call Campus Conduct Hotline©, a confidential service operated by an independent third-party organization, for reporting college related misconduct or retaliation. Calls can be made anonymously and the hotline is available 24 hours a day, seven days a week.

The Campus Conduct Hotline number is 866.943.5787 (toll free call).

SECTION 3: EMPLOYMENT

- AT-WILL EMPLOYMENT and CATEGORIES OF EMPLOYMENT
 - *Old Language:*

AT-WILL EMPLOYMENT

At-will employment is an employment status that means a position has no defined duration or length and can be ended by the employee or the employer at any time, with or without notice. The employment could end through resignation, retirement, layoff, or termination. Any employee not covered under a collective bargaining agreement or who does not have a specific employment contract for a defined period of time is employed at-will. Faculty employees with an employment contract are not considered at-will.

This handbook maintains the at-will employment status of employees, but also spells out the expectation for managers to manage performance and reduce turnover if possible. It is in the College's best interest to keep talented employees and work with those whose behavior or performance can be corrected. Employment-at-will does not reduce the importance of sound practices with regard to the orientation, training, development, evaluation, and counseling of employees.

CATEGORIES OF EMPLOYMENT

Regular faculty and staff employees at 0.75 full-time equivalent (FTE) or above are eligible for benefits at the full-time rate. Regular faculty and staff employees at 0.50 FTE or above are eligible for prorated benefits. Part-time faculty who are paid on a per-course basis are not eligible for benefits. Specific categories of faculty appointments are outlined in the Faculty Handbook.

- *New Language:*

AT-WILL EMPLOYMENT

At-will employment is an employment status that means a position has no defined duration or length and can be ended by the employee or the employer at any time, with or without notice, for any lawful reason, or reason not otherwise protected under local, state or federal law. Employment could end through resignation, retirement, layoff, or termination.

Faculty with an employment contract and Union represented employees are not considered at-will employees.

Employment-at-will does not reduce the importance of sound practices with regard to the orientation, training, development, evaluation, and counseling of employees.

CATEGORIES OF EMPLOYMENT – FACULTY

Please refer to the Faculty Handbook for specific categories of faculty appointments.

- Employment of Relatives
 - *Old Language:* We encourage employee referrals, and recognize the value those referrals can bring. There are times, however, when employing relatives is inappropriate and has the potential to affect the morale of other employees and to create conflicts of interest for the relatives involved. As such, no College employee will make the decision to hire or supervise any member of their immediate family. This policy applies to faculty positions, staff positions, student-worker positions, temporary or stipend work, and work as an independent contractor or vendor.

- *New Language:* Augsburg University encourages We encourage employee referrals, including referrals of family members. There are times, however, when employing relatives has the potential to affect the morale of other employees and conflicts of interest may arise. As such, no University employee will participate in the hiring process or supervise relatives, as defined in this policy. The hiring of qualified relatives of staff or student employees to work within the same department must be approved by Human Resources and the divisional Vice President.

- Background Checks: Added paragraph:
 - **Rehires**
Previous employees eligible for rehire will follow the same process as any other new hire, with an offer of employment contingent on the satisfactory results of a background check

- Separation from Employment: Statements added:
 - **RESIGNATION – FACULTY**
Faculty should refer to the Faculty Handbook and contractual obligations regarding resignation notice.
 - **RETIREMENT – FACULTY**
Faculty should refer to the Faculty Handbook and contractual obligations regarding retirement.

- REHIRE OF FACULTY AND STAFF
 - *Old Language:* Former faculty and staff who left Augsburg College in good standing may be considered for reemployment. An application must be submitted for a posted vacancy, and the applicant must meet all minimum qualifications of the position. Rehired employees may be eligible for benefits just as any other new employee. Previous service will not be considered in calculating longevity, or leave accruals, except as required under the Uniformed Services Employment and Reemployment Rights Act (USERRA). However, previous service may be counted towards the years of service for retirement benefits or tuition benefits with the College.
 - *New Language:* Former employees who left Augsburg in good standing, including employees subject to layoff, are eligible for rehire. Employees who were involuntarily terminated or resigned in lieu of termination are not

eligible for rehire. Former staff will follow the same application and selection process as all other candidates.

Section 4.0 Conduct

- Conflict of Interest
 - *Old Language:* Situations involving faculty will be reviewed and resolved by the Dean's office in keeping with the Faculty Handbook and subject to the intent of this policy.
 - *New Language:* Faculty should refer to the Faculty Handbook and Provost's office regarding conflicts of commitment.
- Gifts
 - *Old Language:* Employees should never ask for a gift or favor from any individual or organization that does business with or seeks to do business with Augsburg College. This policy applies to all faculty, staff and student employees of the College.
Employees may accept ordinary business meals, entertainment, and novelty items with a value of less than \$25 from suppliers, vendors, contractors, and others. Any gifts or services from vendors with values exceeding \$25 must be approved by the division vice president in writing prior to acceptance.
 - *New Language:* Employees may not ask for a gift or favor from any individual or organization that does business with or seeks to do business with Augsburg University. This policy applies to all faculty, staff and student employees of the University.

Employees may accept ordinary business meals, entertainment, and novelty items with a value of less than \$100 from suppliers, vendors, contractors, and others. Faculty or staff receiving gifts or services from vendors with values exceeding \$100 must be disclose the gift or service in writing by to the division Vice President or Provost. Some gifts or services may be returned or declined based on Vice President discretion.

Exceptions may be made for gifts or services exceeding \$100 if the value of the gift or service is of primary benefit to the student (example: textbooks or other educational materials or experience).

- Under ETHICS AND PROFESSIONAL CONDUCT:
 - Updated language: Faculty should refer to the Faculty Handbook for specific information regarding ethics and professional conduct.

- Personal Communications:
 - Old Language: Personal Telephone Calls
Augsburg College recognizes that employees will occasionally need to place and receive personal phone calls during the work day. In all cases, personal calls should be minimal, whether the calls are placed or received using College phones or personal cell phones. Receiving and placing excessive personal calls is disruptive to others. If at all possible, calls should be limited to allotted breaks. Excessive work time spent on personal calls is considered a misuse of work time and College resources; therefore, abuse is subject to disciplinary action. All personal cell phones and other communication devices are to be kept in quiet mode or turned off while employees are on duty, or in public areas, unless used for College business.

 - *New Language:* **PERSONAL COMMUNICATIONS – TELEPHONE CALLS/E-MAILS/TEXT MESSAGES**
Augsburg College University recognizes that employees will occasionally need to conduct personal business during the work day. In all cases, conducting personal business during working hours should be minimal and done during authorized break time, whenever possible. This expectation applies whether employees are using Augsburg-owned or personal communication devices. Conducting personal business during work hours that becomes excessive may result in disciplinary action. Personal cell phones and other communication devices should be on quiet mode or turned off while employees are working and during meetings, unless used for University business.

- New language under Computer and Network Use:
Augsburg University provides computing resources geared to the realization of its vision as a distinctive university community. The usage of computing resources is governed by the “Acceptable Use Policy”, which can be found under the Policies section of the Information Technology (IT) departmental website (<http://inside.augsburg.edu/it/files/2012/09/AcceptableUsePolicy.pdf>). Any

questions regarding interpretation or application of this policy should be directed to the Chief Information Officer.

- Under **Guidelines for Social Media Sites, Including Personal Sites**

- Respect copyrights and fair use:

- Old Language: When posting, employees need to be mindful to provide links to materials when possible and demonstrate proper respect for copyright and fair use laws. Employees may not use or reproduce trademarks, branding, or logos of Augsburg College without authorization.

- New Language: When posting, employees need to be mindful to provide links to materials when possible and demonstrate proper respect for copyright and fair use laws.

Employees may not use or reproduce trademarks, branding, or logos of Augsburg College University without authorization. Direct questions about the University's logo use policy and style guidelines to the marketing and communications department.

- Respect University time and property:

- Old Language: College computers and employee work time are to be used for College-related business. It is appropriate to post at work if the comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Employees should maintain their personal sites on their own time using non- Augsburg College computers.

- University computers and technology systems, including the wi-fi network and all internet connectivity systems are to be used for University-related business. It is appropriate to post while working if the comments are directly related to accomplishing work goals, such as seeking sources for information or working with others to resolve a problem. Employees should maintain their personal sites on their own time using non-Augsburg University computers.

- New section: **Photography:** Be thoughtful around the photos you take to share on social media. If you are taking photos on the Augsburg University

campus, be mindful of spaces deemed “public” or “private” by the University and do not take photos in “private” spaces without explicit, written permission of the subjects. Be thoughtful about cultural considerations around images and sharing. Questions about [public and private campus spaces](#) can be directed to staff of [News and Media Services](#).

- Under **Institutional Social Media**

- Old Language: Notify the College: Departments or divisions that have a social media page or would like to start one should contact the Marketing and Communications department to ensure that all institutional social media sites coordinate with other Augsburg College sites and their content. All institutional pages must have a full-time employee who is identified as being responsible for content. Departments should consider their message, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date.
- New Language: **Notify the University:** Departments or divisions that wish to develop a social media presence must contact their Liaison for Computing (LFC) prior to creation of an official department social media account in accordance with each social media platform’s Terms of Service. Department LFCs will establish official email accounts for social media properties and retain passwords.

Departments or divisions that have a social media page should contact the Marketing and Communications department to ensure that all institutional social media sites coordinate with other Augsburg University sites and their content. All institutional pages must have a regular employee who is identified as being responsible for content. Departments should consider their message, audiences, and goals, as well as a strategy for keeping information on social media sites up-to-date. [Departments with existing social media accounts must contact their LFC to ensure the University access to the account in case of emergency.](#)