



Quincy University

POLICY HANDBOOK
FOR ALL UNIVERSITY EMPLOYEES



The *Policy Handbook for All University Employees* is updated as policies are approved or amended, as indicated by the date. If a date is not provided, the policy is derived from the document formerly known as the *University Handbook*, a predecessor policy statement last issued June 2012, and has not been modified.

POLICY HANDBOOK FOR ALL UNIVERSITY EMPLOYEES

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POLICY HANDBOOK FOR ALL UNIVERSITY EMPLOYEES

General Statement

1.0

The policies and procedures set forth in the *Policy Handbook for All University Employees* are applicable to all Quincy University (hereafter, “Quincy University” or “University”) employees. Any of these Policies and procedures can be changed or withdrawn by the University at any time and without prior notice.

Regarding the contents of this Handbook, the President, in consultation as appropriate with the President’s Cabinet, at any time may amend, withdraw, establish, or promulgate Policies as the President deems necessary and in the best interest of the University.

Certain Policies contained in this Handbook may have been approved by the Quincy University Board of Trustees, and such Policies customarily are marked in a bold typeface. Board-approved Policies may be revised only at the direction of the Quincy University Board of Trustees.

The Policies contained in this Handbook are not conditions of employment, and nothing in this Handbook is intended to create a contract between the University and its employees. While a demonstrated effort has been made to assure the accuracy of this Handbook, it does not constitute an employment contract, but does create Policies relevant to the conduct and work of affected employees.

In the event of a conflict between any specific provision of this Handbook and a provision of the *Bylaws of the Quincy University Corporation*, the relevant provision contained in the *Bylaws of the Quincy University Corporation* shall prevail. In the event of a conflict between any specific provision of this Handbook and the *Policy Handbook for Non-Instructional Staff*, the relevant provision of this Handbook shall prevail. Only the President may determine that such conflicts exist and provide direction regarding the resolution of a conflict. The decision of the President in conflict determination and resolution is final.

Subject to the review and determination of the President, and with prior notice to members of the President’s Cabinet, a member of the President’s Cabinet may promulgate procedures, forms, and other documents, consistent with the orderly application of these Policies, to the operations and management of Quincy University. (Rev. Aug. 2019)

Distribution and Revisions

1.0.1

The Office of Human Resources will inform new employees of where to find a digital copy of the *Policy Handbook for All University Employees*. The employee’s supervisor, in consultation as appropriate with the President, the Director of Human Resources or the Vice President for Business Affairs & Chief Financial Officer’s (CFO) designee, or other members of the President’s Cabinet, will answer any questions about this Handbook. All handbooks are available on the Q Drive, the University’s shared drive, or will be electronically published in some other fashion deemed appropriate by the University.

This Handbook will be updated periodically by the Office of the President. No update or revision of this Handbook shall be made without the approval of the President.

Employees typically will be notified of new Policies or substantive changes to existing Policy via e-mail. Supervisors are responsible for notifying employees that do not have access to an e-mail account of such changes. (Ins. Aug. 2019; Rev. July 2021)

Mission Statement **1.0.2**

Quincy University stands as a Catholic independent, liberal arts institution of higher learning in the Franciscan tradition. Inspired by the spirit of Francis and Clare of Assisi, we respect each person as a sister or brother with dignity, value, and worth. We work for justice, peace, and the integrity of creation. We prepare men and women for leadership and for the transformation of the world by educating them to seek knowledge that leads to wisdom. We welcome and invite all to share our spirit and life.

Equal Opportunity and Non-Discrimination Policy **1.1**

It is the policy of Quincy University not to discriminate on the basis of sex in its employment and personnel practices, admissions, and in its education programs and activities.

Equal Opportunity and Non-Discrimination **1.1.1**

Quincy University is a private, Franciscan and Catholic University in the liberal arts tradition. The Franciscan tradition stands for respect for each individual and concern for all.

Quincy University is committed to providing equal opportunity to all qualified individuals in its employment and personnel practices, and its admission, education programs and activities, and treatment of students which will assure that there will be no discrimination against any person based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), national origin, disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Decisions on employment and admission are made on the basis of the qualifications of the individual for the position being filled.

Decisions on promotion are likewise made on the basis of the qualifications of the individual as they relate to the requirements of the position for which the individual is being considered.

To maintain its Franciscan character, Quincy University does, however, retain the right to give preference to qualified Franciscans in all positions of employment.

An employee of the Office of Human Resources or any other employee designated by the Vice President for Business Affairs & CFO serves as the EOE Officer for the institution. (Rev. Aug. 2019; July 2021)

Title IX Policy **1.1.2**

The annual completion of Title IX training is required of all employees, unless otherwise determined by the President. The University’s Title IX compliance coordinator is designated by the Vice President for Business Affairs & CFO. Inquiries regarding compliance of Title IX may be directed to the Title IX Coordinator, Room 135, Francis Hall, Quincy University, Quincy, IL, or to the Office of Civil Rights, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-1100. Additional information is available on the Quincy University website at <https://www.quincy.edu/title-ix/>. (Rev. July 2021)

Franciscan Employment Policy **1.1.3**

To insure a Franciscan presence at Quincy University, the President may, without going through the formal recruitment processes, offer employment to a Franciscan who possesses the appropriate credentials and experience.

Implementation and Dissemination of Policy **1.1.4**

Quincy University’s Equal Opportunity and Nondiscrimination Policy is distributed to all employees of the University via publication of this Handbook. It is also posted on the Human Resources bulletin board.

Recruitment sources are informed of the University’s Equal Opportunity, Nondiscrimination policy. The wording “An Equal Opportunity Employer” is included in all recruitment sources.

Discrimination and Harassment **1.2**

Introduction **1.2.1**

The University is a Catholic institution committed to upholding standards which promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the University to maintain an educational and work environment free from all types of discrimination and harassment, an open environment which values and protects individual dignity and the integrity of human relationships. Accordingly, all forms of discrimination against or harassment of any member of the University community, whether based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), national origin, disability or genetic information.

The educational process at the University is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the University is to function as a center of academic freedom and intellectual advancement.(Rev. July 2019)

Legal Basis **1.2.1.1**

The following definitions of harassment are provided with reference to and are intended to be inclusive of the provisions of federal and local civil rights acts including Titles VI and VII of the Civil Rights Act, Title IX of the Educational Amendments of 1972, the Civil Rights Restoration Act of 1988, applicable Illinois law as well as applicable case law.

Harassment

1.2.1.2

Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to one's race, religion, age, ethnic or national origin, gender, disability, veteran status, marital status, sexual orientation or political persuasion, or other characteristic recognized legally as unacceptable by an individual or by that individual's relatives, friends, or associates based on conduct which includes one or more of the following:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance;
3. Otherwise adversely affects an individual's employment opportunities or educational opportunities;

Sexual Harassment

1.2.1.3

It is the policy of Quincy University that sexual harassment of or by students, employees, visitors and users of University facilities is unacceptable and prohibited. This policy includes all work-related functions whether on or off campus and all business-related travel. This position is consistent with Quincy University's efforts to maintain equal employment opportunity, equal educational opportunity, and nondiscrimination in programs/services and use of facilities. A copy of this policy will be provided to every employee upon employment and will be acknowledged in writing at that time.

The Equal Employment Opportunity Commission (EEOC) guidelines define sexual harassment as:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." 29 C.F.R 1604.11(a).

Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments in the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition of employment, work, education, study or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the University.

Examples of sexual harassment include, but are not limited to, these actions:

1. Physical assault, indecent exposure, physical contact of a sexual nature, or realized sexual encounters;
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;

3. Propositions of a sexual nature;
4. A subtle pressure for sexual activity or a pattern of conduct intended to disconcert, distress, or humiliate through sexual comments or sexually explicit statements, questions, jokes, anecdotes, or sexually explicit visual/auditory material;
5. A pattern of conduct that would disconcert, distress, or humiliate a reasonable person of the same gender as the person to whom the conduct was directed. The pattern of conduct could include one or more of the following actions: unnecessary touching, unwanted staring, patting, hugging, or brushing against a person's body; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity, or speculations about previous sexual experience. (Rev. July 2021)

Redress of Non-Title IX Complaints

1.2.2

Please note that if you have been the victim of sexual harassment, you should report the incident(s) to the Title IX Coordinator. (See Section 1.1.2 and related policies.) Any such reports and/or complaints will be handled in accord with the University's Title IX policies and procedure.

Any member of, or visitor to, the Quincy University community who believes that he or she has been the victim of discrimination or harassment, is encouraged to report the incident(s) to the Director of Human Resources or the Vice President for Business Affairs and CFO or his/her designee. Complaints may be made on either an informal or formal basis. All complaints will be treated as confidential to the extent possible within the investigation and hearing procedures described in this policy, and except where otherwise required by law.

Employees who become aware of specific and credible allegations of discrimination or harassment, whether through the report of a complainant or otherwise, shall promptly report the allegations even if the alleged victim has requested that no action be taken. Supervisors have an obligation to immediately report any potential instances of discrimination or harassment involving employees or others to the Director of Human Resources or the Vice President for Business Affairs & CFO's designee.

Every effort will be made to resolve the discrimination and harassment complaints at the lowest level possible and consistent with the desires of the person bringing forward the complaint. The University recognizes that, under certain circumstances, it has a legal obligation to ascertain where discrimination and/or harassment exists irrespective of whether a formal complaint is actually filed. Therefore, at any point during the informal process, the complaint may be moved to the formal process set forth below.

Upon receipt of a complaint or allegation, the Director of Human Resources or the Vice President for Business Affairs & CFO's designee will meet with the person allegedly harassed to discuss the situation and decide with the individual whether or not discrimination or harassment might have occurred.

If it is believed that discrimination or harassment has not occurred, the person will be advised that no written report will be filed. If the complainant disagrees with this decision, he or she will be encouraged to move the complaint to the formal process set forth below.

If it is believed that discrimination or harassment may have occurred, but the person allegedly harassed does not wish to proceed further, that wish will be respected as long

as the case is not criminal in nature, poses no serious physical or emotional threat to a member of the community, or does not involve repeated behavior by the same individual. If any of these circumstances exist, the Director of Human Resources or the Vice President for Business Affairs & CFO's designee will consult with the Vice President for Business & CFO to determine if the case should move to the formal procedure set forth below. If not, the complaint will be dropped and a copy maintained in a confidential complaint file. (Rev. July 2021)

Informal Procedure **1.2.2.1**

If the person allegedly discriminated against or harassed feels comfortable dealing with the situation without assistance, she/he may communicate either orally or in writing with the person whose behavior is unwelcome. It is recommended that this communication include a factual description of the incident(s) and a request that the conduct cease. Frequently, such a communication will cause the unwelcome behavior to stop, particularly where the person may not be aware that the conduct is unwelcome or offensive.

If the person is not comfortable communicating directly with the person whose behavior is unwelcome, the Director of Human Resources or the Vice President for Business Affairs & CFO may discuss the alleged conduct with the respondent, remind him or her of University policies against harassment, and seek a commitment by the respondent to comply with these policies. A complainant may request that, whenever possible, such a conversation be held without revealing his or her identity directly to the respondent. Action taken by the Director of Human Resources or the Vice President for Business Affairs & CFO's designee under this provision shall not constitute a finding of harassment.

No disciplinary action can be taken against a person as a result of informal resolution, and there will be no record of the complaint in the respondent's employment or student disciplinary file.

If the attempt(s) at informal resolution are not successful, the complaint is moved to the formal procedure. (Rev. July 2021)

Formal Procedure **1.2.2.2**

Official allegations of harassment or discrimination are to be made to the Director of Human Resources or the Vice President for Business Affairs & CFO's designee, or to the appropriate staff as set forth below in writing within 180 calendar days of the allegedly harassing or discriminatory event. The complaint should include the following information: name, address and telephone number of the complainant; the nature of the complaint; date(s) and location(s) of the alleged occurrence(s); evidence on which the complaint is based; and redress sought by the complainant.

| | |
|----------------|--|
| Faculty Member | Vice President for Academic Affairs |
| Staff Member | Appropriate Vice President |
| Student | Vice President for Student Development (If the respondent is a student, the student disciplinary procedures as outlined in the Student Handbook apply.) |
| Visitor | Appropriate Vice President |

The appropriate staff shall have 20 working days in which to conduct an investigation of the complaint. The appropriate staff may act as investigator or may arrange for another individual to act as investigator in the matter. The investigator shall be familiar with the appropriate sanctions that might be imposed against the individual against whom the complaint is made in the event that harassment or discrimination is found to have occurred. The investigator's report will be provided to an appropriate vice president or other appropriate university administrator, as determined by the President of the University. The purpose of the investigation is to: (1) establish whether there is a reasonable basis for believing that the alleged violation of the policy has occurred; (2) establish the factual circumstances surrounding the claim; and (3) recommend appropriate sanction to be imposed on an individual found to have engaged in prohibited conduct. The investigator shall promptly provide the person against whom the complaint is made with a copy of the formal complaint and shall notify the appropriate vice president or supervisor of the nature of the complaint and of the identity of the parties.

In conducting the investigation, the investigator may interview the complainant, the person against whom the complaint is made, and any other persons believed to have pertinent factual knowledge. At all times, the investigator shall take steps to maintain strict confidentiality. The parties and any notified person or supervisor shall maintain strict confidentiality as well.

The investigation shall afford the person against whom the complaint is made an opportunity to respond to the allegations of the complaint. The complainant shall be informed of general actions taken, but shall not be informed of specific conversations held with the person against whom the complaint is made.

Upon the expiration of the 20 working days, the investigator shall have an additional 10 calendar days to produce a written report summarizing the findings of fact and providing recommendations as to the appropriate administrative action to be taken. This report will be provided to the parties, to the appropriate vice president and to the President of the University. The vice president will accept or modify the recommendation. If sanctions are imposed, this report will become a part of the personnel file of the individual against whom the complaint was made.

Recommended sanctions may include, but are not limited to, written reprimand of the person against whom the complaint is made, suspension or dismissal of the person against whom the complaint is made, a change of reporting line for an employee, a change of grade or other academic record, a change of course enrollment, or any other appropriate sanction(s) under the circumstances. Sanctions will be imposed in accordance with the provisions set forth in the appropriate Handbook.

A complaint may also be brought by a person outside the University community if the alleged offense occurred with regard to application for admission as a student, to inquiry or application for employment, to bidding for contracts by individuals or company representatives, or to any other official action by a member of the University community. Complaints from non-employees shall be directed to the appropriate Vice President.

Appeals **1.2.2.3**

If either party disputes the findings or is dissatisfied with the procedures or recommendations of the investigator's report or the vice president's resolution, they may

appeal such findings by filing a written appeal with the University Grievance Review Board within 15 working days of receipt of the written report. Upon receipt of the appeal, the University Grievance Review Board will, within 10 working days, begin a review of the facts and may give both parties the opportunity to come before the Board. A written report providing a determination as to any action to be taken will be placed in the personnel file. Copies will be provided to the parties, to the appropriate vice president, and to the President of the University.

The President will only consider appeals from either party based on one or both of the following grounds:

1. Due process procedures were violated.
2. Prejudicial error was committed during the hearing which resulted in the party being denied a fair and impartial hearing.

Such appeals shall be considered only if a written appeal is received by the President within 15 working days of the issuance of the written report described above. In the event the President, in the President's sole discretion, determines an appeal is timely filed and germane to the grounds provided above, the President will request such written materials from the parties as the President believes are necessary to make a determination. Within 30 working days following receipt of such written materials, the President will provide a written report to the parties providing a final determination as to the appeal and, if relevant, any actions to be taken as a result of the appeal. The decision of the President in such appeals is final. (Rev. Aug. 2019)

Anti-Retaliation Statement

1.2.2.4

Retaliation of any kind against anyone for specifically filing a complaint of harassment or discrimination is prohibited. Initiating a complaint of harassment or discrimination will not affect a complainant's employment, compensation or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

Distinguishing between harassing or discriminatory conduct and conduct that is purely personal or social without a harassing or discriminatory work or educational effect requires a determination based on the pertinent facts of the situation. False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or initiating a harassment or discrimination complaint in bad faith may result in disciplinary action. A finding for the accused does not necessarily constitute a finding that the complaint was made in bad faith.

Institutional Policy on Disability

1.3

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and recent Supreme Court rulings, the University reserves the right to ensure that any qualified applicant is capable of performing the essential functions of the position for which he or she has applied. However, the University acknowledges its responsibilities under law to provide equal employment opportunities and access for job applicants and/or employees with disabilities, as well as reasonable accommodations, unless that accommodation imposes an undue hardship on the University. It is the responsibility of the employee with a disability to self-identify and inform the University that an accommodation is requested. Employees or applicants who believe that they have a

disability necessitating an accommodation should contact the Office of Human Resources. (Rev. July 2021)

Policy Regarding Students with Disabilities 1.3.1

Quincy University will make reasonable accommodations for disabled students using the guidelines of the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 to ensure equal access to academic programs, services, and facilities. The University provides, through its Office of Student Development, individualized services and advocacy for students with documented disabilities. (Rev. Aug. 2019)

Consensual Relations 1.4

Quincy University is committed to maintaining learning and work environments as free as possible from conflicts of interest, exploitation and favoritism, or their perception.

When two employees, or an employee and a student, engage in a consensual sexual or romantic relationship where supervisory or evaluative authority exists, there is created an actual or apparent conflict of interest as well as opportunity for exploitation, abuse of power, favoritism or bias. In this manner, those relationships may impair the trust and integrity of the teaching, coaching, supervisory or evaluative relationship and are thus prohibited. (In the event that a teacher/student conflict cannot be avoided, enrolled spouses may petition the Vice President for Academic Affairs for an exemption.)

In addition, Quincy University strongly discourages romantic dating or sexual relationships between employees and students in which no supervisory or evaluative authority exists. Such relationships are not only susceptible to future conflicts of interest, but also present the appearance of impropriety and may easily be characterized as non-consensual and lead to sexual harassment charges.

Alcohol and Drug Policies 1.5

Alcohol and Marijuana Policy 1.5.1

The policy is created with the purpose of providing an atmosphere that encourages responsible decisions regarding alcohol use. Students and employees are expected to abide by federal, state, and local laws regarding the use of alcohol and marijuana. Evidence of violations of federal, state, or local alcohol laws may be referred to the proper authority. Such violations may also be grounds for dismissal from the University. Also, consumption of alcohol in any of the buildings of the University is not permitted except for appropriately approved University sanctioned events. Marijuana is not permitted in any of the buildings of the University.

The President or a member of the President's Cabinet has the authority to approve the serving of alcohol by the University's food service vendor, which possesses a license to sell alcoholic beverages.

Consumption of alcohol or marijuana during the work day is not permitted. Alcohol is only permitted at an officially approved event. All employees of the University must be alcohol and drug free (with the exception of prescribed medication) during all work hours. Violations are to be reported. Disciplinary action will be taken according to University policy. Disciplinary action may be a warning, a suspension with pay, a suspension without pay, or dismissal. (Also, see "Dismissal," para. 2.9.5.1) (Rev. Jan. 2020; July. 2021)

Drug Policies

1.5.2

The University supports and enforces federal and state drug and narcotic laws. The following are against University policy.

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illegal drugs.
2. The selling or “pushing” of any controlled substance.
3. The possession or use of all forms of drug paraphernalia.
4. The use of performance-enhancing drugs and narcotics or the use of any drugs (e.g., painkillers, steroids) for purposes other than those prescribed by a physician.

Evidence of violation of federal, state, or local drug laws may be referred to the proper authority. Employees may be permanently dismissed from Quincy University for violations of this policy.

Drug Policies Pertaining to Employees

1.5.2.1

Employees are expected to notify the vice president responsible for their area and the Director of Human Resources or the Vice President for Business Affairs & CFO’s designee within five (5) days of their conviction for the violation of a criminal drug statute. The Director of Human Resources or the Vice President for Business Affairs & CFO’s designee will, within the following ten (10) days, inform the federal government of the conviction and the personnel actions taken against the employee.

The University will take appropriate personnel action against such an employee up to and including termination. The University may require the employee to participate in a federally or state-approved substance abuse or rehabilitation program as an alternative to immediate termination. After successful completion of an approved program, the employee may be permitted to return to work on probationary status for a period of one (1) year. A subsequent drug-related incident or conviction coming to the attention of the University will result in immediate termination. University employees convicted of providing a controlled substance (including anabolic steroids) to a student will face immediate termination.

In order to educate and assist employees in understanding this policy and the hazards of drug use, the Office of Student Development will publish the Employee Drug-Free Work Place Program annually. (Rev. Aug. 2019; July 2021)

Tobacco Policy

1.6

Quincy University prohibits the use of tobacco products on any property owned or leased by the University. For purposes of this policy, a tobacco product is any product allowing for the ingestion, combustion, inhalation, or other use of tobacco, including but not limited to cigarettes, e-cigarettes, cigars, bidis, kreteks, pipes, and smokeless or spit tobacco.

This Policy does not restrict or prohibit the lawful possession of tobacco products on property owned or leased by the University. (Rev. Nov. 2017; June 2018; Aug. 2019)

Inclement Weather and Emergency Guidelines 1.7

Inclement Weather or Emergency Conditions 1.7.1

Only the President of the institution or the President’s designated representative may make the decision to delay the opening of the institution, cancel classes, or close the institution because of inclement weather or emergency conditions. An announcement canceling classes at Quincy University does not mean that there is cancellation of work. The announcement will specifically mention that Quincy University is “closed” when employees are not expected to report. No notification means that the University is operating on a normal schedule. A public announcement of such unscheduled closing will be announced on local radio and/or television, posted on the University website and communicated, as appropriate, via the University’s emergency communication system.

Some employees, because of the nature of their work, will be required to work while the University is closed. In general, an "essential" employee during an emergency closing is defined as an employee whose job duties affect the security, safety, or physical operation of the University (including providing services to students). Department heads are familiar with the commitments and requirements of their areas of responsibility within the University and are uniquely positioned to make the decision as to who needs to work as an essential employee during a closure. During such a time, only faculty and staff who have been previously designated as essential should report to campus. Employees required to work during an official shutdown will be compensated at their regular rate of pay.

Employees working remotely should continue to work remotely during a time of weather-related or emergency closure. Exempt and non-exempt employees who typically work on-campus but are not designated essential employees should also work remotely, if they are able to do so. Employees who cannot perform their jobs from home will be compensated for time not worked.

Employees on sick or vacation leave at the time of the shutdown will be considered to continue on such leave. If staff members are absent due to weather conditions when the institution remains open, they must use vacation hours. (Rev. Aug. 2019; Mar 2021)

Evening Class Cancellation 1.7.1.1

To ensure the safety of both students and faculty, cancellation of evening classes will be done in accordance with applicable procedures developed and implemented by the Office of Academic Affairs. Procedures for the cancellation of evening classes must incorporate the following: methods of notification for both faculty and students; timeliness of such notifications; authority for initiating such notifications; process for advanced publication of procedures for cancellations. Such procedures will be evaluated/reviewed annually to ensure continued applicability and effectiveness.

Emergency Notification System 1.7.2

Faculty and staff may elect to receive emergency notifications of a crisis on campus. It is the individual’s responsibility to initiate their notification information and to keep that information current. Access to the emergency notification system is gained through the Portal on the University’s website. (Rev. Aug. 2019)

Emergency Public Relations Statement 1.7.3.

Public statements regarding an emergency situation or condition at Quincy University or with Quincy University personnel will be released only through the Office of Community Relations. No unauthorized person or representative of Quincy University may make a public statement regarding emergency conditions. (Rev. Aug. 2019)

Operational Policies and Procedures 1.8

Use of University Name, Seal and Logos 1.8.1

The University's name, seal and logos are the exclusive property of the University and may not be used in any announcement, advertisement, publication or report, or used in connection with goods and services offered by any outside organization without the prior permission of the President of the University, or the President's designee.

University Publications 1.8.2

All printed and promotional materials and other materials utilizing the QU logo, seal or Hawk Logo must be approved by the Office of Community Relations. (Rev. Aug. 2019)

University Colors 1.8.3

The official colors of Quincy University are brown and white. The QU Tower logo is generally used in brown or plain black. The QU Hawk logo is generally used in brown. All promotional materials should include a QU logo and be approved through the Office of Community Relations. (Rev. Aug. 2019)

Stationery and Business Cards 1.8.4

Stationery and business cards are among Quincy University's most visible forms of communication with external audiences. All letterhead, envelopes and business cards must follow consistent graphic standards in order to reinforce the University's identity. The Office of Community Relations maintains approved templates for such items, all of which must include the signature tower in brown. All offices/departments must use the official Quincy University Tower logo and specified layout design on University stationery, with the exception of Intercollegiate Athletics. Official stationery may not be used in connection with any outside activities. No report or statement relating to outside activities may have the name of the University attributed to it. (Rev. Aug. 2019)

E-Mail Communication 1.8.5

Quincy University e-mail is one of the University's official means of communication. Employees and students are provided with a Quincy University e-mail account and are expected to be aware of information communicated through electronic mail. Supervisors are responsible for communicating information to their employees that do not have regular access to University e-mail.

Mass e-mails (i.e., e-mail messages sent to ten or more account holders by any means, including distribution lists) should be used solely for conducting university business. Disputes about the use and appropriateness of mass e-mails shall be resolved by the appropriate vice president or supervisor, subject to the review and determination of the President of the University or the President's designee. Any decision made by the

President or the President's designee is final and not subject to further appeal. (Rev. July 2021)

Bulletin Boards/Posting Policy **1.8.6**

Campus bulletin boards are provided for publicizing and promoting student organizations, campus activities and approved fundraisers. All items posted must first obtain clearance from the Office of Student Development. There is to be no posting of posters, newsletters, flyers, etc., on any walls, fire doors, stairwells, windows, or glass. The only areas acceptable for posting are bulletin boards. Items inconsistent with the Mission of the University will not be posted. Chalking of sidewalks is permitted in areas where normal precipitation will wash away the chalk over time. Chalking on walls, doors, or sides of buildings is strictly prohibited. Any organization violating the chalking rules will be asked to wash the chalk from the unauthorized area(s). Any chalking deemed inappropriate or inconsistent with the Mission of the University must be removed by the organization at the request of the Office of Student Development, and may result in disciplinary action being taken against the responsible organization or individuals. (Rev. Aug. 2019)

Mail Service **1.8.7**

The University mailing privilege is restricted to official mail related to the operation of offices and programs of the University. Personal mail is not to be stamped at Quincy University's expense.

Identification Card **1.8.8**

It is required that all employees contact the Office of Safety and Security after employment to obtain an identification card. Identification cards are used for access to campus facilities and other activities, as well as for check cashing privileges and meal plan purchases. (Rev. Aug. 2019; July 2021)

Lost and Found **1.8.9**

All items found are to be turned in to the Security Office. If no one claims the item after 90 days, it becomes the property of the University. The Director of Safety and Security shall determine the appropriate method of disposal of the item. (Rev. Aug. 2019)

Cellular Phone **1.8.10**

The president and/or the employee's vice president must authorize the acquisition of, or partial reimbursement for, cellular phone service. No partial reimbursement shall be provided an employee until completion of the initial employment period and submission of the authorization form. There must be a demonstrated need, substantiated by appropriate documentation when requested, i.e. copy of cell phone bill with business calls highlighted, submitted to the Director of Human Resources or the Vice President for Business Affairs & CFO's designee to receive reimbursement. There are two types of cell phone use programs at Quincy University.

1. University-provided departmental cellular phone. The authorizing person is responsible for ensuring employees using University cellular phones for business are aware of the University's policy governing their use. Department phones are to be used for conducting official business only and should not be used for personal purposes, except for bona fide emergencies

2. Partial reimbursement of personally-owned cellular phone/plan. The partial reimbursement must be justified by business requirements which necessitate the use of a cellular phone to perform official University business which cannot be conducted during regular office hours or by the use of a landline phone, radio, pager or other less expensive mode of communication. Employee will be reimbursed a maximum of \$360 annually as a miscellaneous addition to the employee's paycheck (subject to FICA and tax withholding). Continued reimbursement may be subject to annual verification of demonstrated need. (Rev. July 2021)

University Housing

1.8.11

University-owned property cannot be used for non-student housing unless pre-approved by the President.

Housing Classifications

Required: Faculty and staff who are required because of their job responsibilities to live on campus in a campus-provided house. This requirement must be stated in the job description for the specific position. This is not considered a taxable benefit due to the job requirement. No rent, electricity, or water fees will be charged. Cable television and basic internet costs will be covered by the University for positions required to live on campus.

Encouraged: Faculty and staff members who are encouraged to live on campus in a campus provided house but not required. These faculty and staff members live on campus to enhance the campus community, provide after-hours support and activities to students, serve in an on-call capacity, and respond to emergencies when needed. Job responsibilities should be such that interaction with students outside of normal business hours is typical. The encouragement for on-campus housing should be stated in the job description. Rent will be determined by the type of housing provided. Rent will include the cost of gas, electricity and water. Cable television and internet fees are the responsibility of the staff member.

Short Term Housing: Short-term, on-campus housing will be provided, in extraordinary cases and as available, to new faculty or staff members, to assist in their transition to Quincy University. All requests for short-term housing must be approved by the direct supervisor of the requesting faculty or staff member, supervising Vice President and President. "Short-term" housing is defined as 12 weeks from the time of arrival. Extensions may be granted with the approval of the direct supervisor of the requesting faculty or staff member, supervising Vice President and President.

Rent will be assessed based upon the type of housing provided.

Short-term housing will be arranged through the Office of Student Development. Preference will be to house faculty or staff in an empty house or apartment. Should that not be available, temporary housing may be within a traditional residence hall.

Occupants

The spouse and dependent minor children (under the age of 18), may reside in on-campus housing with a residential faculty or staff member, provided the assigned space is appropriate in size and nature for occupancy by a minor child. Permission for

occupants other than the spouse or minor dependents (i.e. dependents over the age of 18 or other immediate family members) may be granted with approval of the President.

A background check may be required for any additional occupants over the age of 18. Should the background check provide information that does not meet the standards of the University, said occupant will not be permitted to reside on-campus. The cost of the background check, if required, will be the responsibility of the faculty or staff member.

Management

Request for on-campus housing will be managed by the Office of Student Development. All faculty and staff residing on-campus must be approved by the supervising Vice President and President. Residential faculty and staff may request a transfer to different on-campus housing. Requests will be considered on a case-by-case basis.

The Office of Student Development shall notify the Business Office of all on-campus housing arrangements.

Pets

Residential faculty and staff may have a pet in on-campus housing facilities with permission of the President.

Removal from On-Campus Housing

Living on-campus is a privilege for faculty or staff members. As such, should their presence or the presence of those family members that live with them in on-campus housing be determined to be detrimental or disruptive to the campus community, they may be required to secure off-campus housing and forfeit their on-campus housing. Detrimental or disruptive behaviors or events used in the decision to remove a faculty or staff member from on-campus housing must be documented and reported to the Director of Human Resources or the Vice President for Business Affairs & CFO's designee. Removal from on-campus housing will only occur after consultation with the faculty or staff member's immediate supervisor and the President unless they are determined to be an immediate threat to the campus community in which case they may be removed immediately.

Agreement

Residential faculty and staff are required to sign a Faculty and Staff Housing Agreement that details the terms of their on-campus housing arrangement with the institution. (App. 2013; Rev. Aug. 2019; July 2021)

University Vehicles

1.8.12

Only approved eligible employees are permitted to use a University vehicle to conduct official University business. The use of a University vehicle is preferred over the use of a rental or personal vehicle. Personal vehicles shall be used only as a last resort and with written supervisor's approval. Faculty and staff may schedule the use of institutional vehicles for authorized and approved institutional business through the Office of Athletics. Employees must receive written authorization from his/her vice president prior to scheduling a vehicle. Employees with disabilities may also be eligible to utilize fleet cars; however, employees taking medications that severely affect their sense of orientation, vision or reflexes may not be permitted to drive.

Employees driving University vehicles must possess a valid, unrestricted and appropriate license for the type of vehicle being driven, and are required to submit a copy of their driver's license to the Office of Human Resources prior to operating a University owned vehicle. Drivers must obey all Federal, State and Local laws and regulations. In the event of a conflict, those laws will take precedence over any company policy or guideline. If an employee has their driver's licenses suspended or revoked, they must inform the Office of Human Resources.

The employee scheduling the vehicle is responsible for pick-up and return of the vehicle in good condition. Maintenance related issues are to be reported to the Facilities Office .

Employees are not allowed to:

- Smoke inside of vehicle.
- Violate any law relevant to the operation of a motor vehicle.
- Allow unauthorized people to drive a University vehicle, unless an emergency mandates it.
- Drive distracted, or use a hand-held cell phone or send text messages from a hand-held device while driving.

Employees must:

- Inspect the car for damage/dirtiness, etc.
- Ensure the gas is filled up/car cleaned prior to returning the car

If an employee is involved in an accident with a University vehicle, they should contact the Security Office immediately. Employees do not have the authority to accept responsibility or guarantee payment to another party in an accident without authorization. Employees should follow legal guidelines for exchanging information with other drivers and call local police if accidents are serious. Quincy University is not responsible for paying fines employees accumulate while driving University vehicles (e.g., speeding.), or bailing out an employee arrested while driving a University vehicle.

Employees are required to check-out and check-in vehicles and keys with the Security Office. Date and time usage, as well as mileage, will be tracked by security personnel. Mileage must be reported with the return of keys. Vehicles not in use should be parked in H Lot near the Facilities Office. Persons paying University vehicle expenses out-of-pocket (such as paying cash to buy gasoline) must submit a Travel Expense Reimbursement Request to the Business Office. Receipts are necessary to substantiate such reimbursement.

Violation of this policy may result in employees no longer being eligible to use a University vehicle. (Rev. Aug. 2019; July 2021)

Key Policy

1.8.13

All keys are to be issued by the Office of Safety and Security. Key requests for new employees are to be submitted to the Director of Safety and Security for approval. Employees who have been issued keys must go to the Security Office to sign the appropriate documentation. University keys are for the assigned individual's use only. Keys shall not be loaned to students, family members, or friends. If for any reason a key(s) is lost or stolen, employees should report it promptly to the vice president of their area. Disciplinary or monetary action may be taken if the loss of a key is deemed by the

supervising vice president to be the result of negligence or irresponsible behavior on the part of the employee. Employees leaving Quincy University for an extended period of time are requested to return all keys to the Director of Human Resources or the Vice President for Business Affairs & CFO's designee during the Exit Interview process.

Upon termination of employment, all keys must be promptly returned to the Director of Human Resources or the Vice President for Business Affairs & CFO's designee. (Rev. Aug. 2019; July 2021)

Parking Permits **1.8.14**

Parking permits are required on the vehicles of all full-time faculty, adjunct faculty, staff. Visitors and guests who will be on campus for a brief period of time may obtain a temporary permit. Permits are available through the Campus Security Office.

Faculty and staff who habitually park in restricted areas risk having a disabling device placed on their vehicle or having the vehicle immediately towed.

Provisions for Those With Disabilities **1.8.14.1**

In the event a person with a physical impairment requires access to University facilities, the Office of Safety and Security can assist with registration and the location of parking to accommodate individual requirements. Accessible parking spaces are located in close proximity to entrances of University buildings which are available to those with specially designated plates. Temporary permits will be issued at the Campus Security Office. (Rev. Aug. 2019)

Privacy Policies **1.8.15**

Family Educational Rights and Privacy Act (Buckley Amendment) **1.8.15.1**

The Family Educational Rights and Privacy Act of 1974 stipulates that a written institutional policy be established and that a statement of procedures covering the privacy rights of currently or previously enrolled students be made available. In accordance with the law, the University requires each record keeping office to establish and maintain procedures and practices that will uphold the principles of confidentiality described in this policy document. A copy of the University's policies in this regard is set forth in Appendix 1.15.

Gramm Leach Bliley Act **1.8.15.2**

Quincy University has established extensive policies governing the collection, storage, and use of sensitive information. The University's policies and procedures are compliant with appropriate federal and international laws, including but not limited to Federal Education Right to Privacy Act (FERPA), Gramm-Leach-Bliley Act, and the General Data Protection Rule of the European Union. Responsibility for review and maintenance of these policies rests with the University's Data Protection and Security Committee. A detailed description of our relevant divisional Policies and procedures in this area is available at www.quincy.edu/privacy-policy/. (Rev. Aug. 2019)

University ID Policy **1.8.15.3**

University employees shall require students and employees to provide their QU identification card or government photo ID to University offices when conducting business

in the Registrar's Office, Student Financial Services, Admission, Business Office, and Information Technology. In all offices, a student ID is the preferred form of identification. Information Technology staff require additional verification factors, as they provide more support for students and staff remotely. The majority of campus doors require a QU ID to gain entry as well as cafeteria meal plans; therefore, students and employees should carry identification cards with them at all times. (Rev. Nov. 2018; Aug. 2019).

Red Flag Policy

1.8.15.4

Program Adoption

Quincy University developed this *Identity Theft Prevention Program* pursuant to the Federal Trade Commission's Red Flag Rule. The Board of Directors determined this Program was appropriate for Quincy University and approved the plan on May 22, 2010.

Definitions

Identity Theft: A fraud committed or attempted using the identifying information of another person without authority

Red Flag: A pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

Covered Account: Includes all student and employee accounts or loans that are administered by Quincy University.

Program Staff: The individual designated with primary responsibility for oversight of the program.

Identification of Covered Accounts

Types of Covered Accounts:

- Student tuition and fee payment accounts opened and maintained in the course of providing educational services to its students
- Perkins loan repayment accounts (non-current students)
- Employee payroll accounts

Student Accounts

Quincy University's student accounts are "covered accounts" under the Red Flag Rules. They are maintained primarily for personal, family, or household purposes – specifically, receipt of educational and related services – and permit multiple payments or transactions over the life of the student relationship as well as posing a reasonable, foreseeable risk to students and Quincy University from identity theft.

Covered student accounts might be the subject of identity theft in the establishment of new student accounts, in the maintenance of student accounts, in the acceptance of payment, in referral of student accounts for collection, and creation of ID cards. Identity theft risks associated with student accounts include a student's using another person's identity or a fictional identity in setting up a new account with Quincy University; and a student's seeking credit using the identity of an existing student, which is then billed to the existing student's account.

Employee Accounts

Quincy University employee accounts are "covered accounts" under the Red Flag Rules. They are maintained primarily for personnel and payroll purposes.

Covered employee accounts might be subject to identity theft in the establishment of new employee accounts, in the maintenance of their payroll account, and the sharing of employee information with a service provider that processes the University's payroll.

Identity theft risks associated with employee accounts include a person using another person's identity or fictional identity when hired as a new employee, requesting a change in personal information with no identifying information or inconsistent information, or requesting verification of employment to a third party or banking institution for credit references or employment references.

Identification of Relevant Red Flags

Quincy University considers the following risk factors in identifying relevant red flags for covered accounts:

- Receipt of Notice of Dispute from a credit agency
- Identification document or card that appears to be forged, altered or inauthentic
- Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document
- Other documentation with information that is not consistent with employee or student information
- Identifying information presented that is inconsistent with other sources of information the employee or student provides (example: inconsistent birth dates)
- Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a Perkins Loan application)
- Social security number presented that is the same as one given by another student or employee
- Notice to Quincy University that an account has unauthorized activity
- Notice by student to Quincy University of unauthorized access to or use of student account information
- Notice to Quincy University from a student, employee, identity theft victim, law enforcement or other person that Quincy University has opened or is maintaining a fraudulent account for a person engaged in Identity Theft
- Student or employee signs a different name on registration forms
- Student presents conflicting demographic information during registration or during his current terms of registration without presenting corroborating piece of identification
- Student receives a bill and assets that he/she did not receive services (registration/housing/meals/books, etc.) at Quincy University and other processes indicate that this is likely to be true

Detecting Red Flags New Students

In order to detect any of the Red Flags identified above associated with the enrollment of a student, University personnel will take the following steps to obtain and verify the identity of the person obtaining a new ID number-

1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
2. Verify the student's identity at time of issuance of student identification card (review of driver's license or other government-issued photo identification)

Existing Students

In order to detect any of the Red Flags identified above for an existing Covered Account, University personnel will take the following steps to monitor transactions on an account:

1. Verify the identification of students if they request information (in person, via telephone, via facsimile, via email)

Preventing Identity Theft

In the event Quincy University personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

Prevent

- Continue to monitor a Covered Account for evidence of Identity Theft
- Change any password or other security devices that permit access to Covered Accounts
- Notify the Program Staff for determination of the appropriate steps to take
- Notify law enforcement
- Determine that no response is warranted under the particular circumstances

Protecting Student Identifying Information

In order to further prevent the likelihood of Identity Theft occurring with respect to Covered Accounts, the University will take the following steps with respect to its internal operating procedures to protect student identifying information:

- Ensure that its website is secure
- Ensure that system access to Covered Account information is password protected
- Any Covered Account information on paper or on an open computer screen (social security number, bank account number, email address, home address, etc.) should never be left unattended at an employee's desk
- Laptops that are property of Quincy University are never left in an unstaffed office or unlocked car
- Computers at employees' desks are "logged out" or in the locked position when employees are not present at their desks
- All Covered Account files that contain potential Identity Theft information should be in locked file cabinets or locked rooms when offices are closed.

Program Administration

Responsibility for developing, implementing and updating the Program lies with the Identity Theft Committee. The committee is comprised of an employee from each of the

following departments: Human Resources, Information Technology Services, and Student Development. The Committee is headed by a Program Staff. Quincy University's Program Staff is the QU Registrar. The Program Staff will be responsible for ensuring appropriate training of the QU program, for reviewing any staff reports regarding the detection of Red Flags, determining which steps of prevention and mitigation should be taken in particular circumstances, and considering periodic changes to the Program.

Staff Training & Reports

Quincy University staff responsible for implementing the Program shall be trained either by or under the direction of the Program Staff in the detection of Red Flags and the responsible steps to be taken when a Red Flag is detected.

Program Updates

The Committee will review and update the Program at least annually to reflect changes in risks to students and employees. The Committee will review any situations the University experienced in Identity Theft, changes in Identity Theft methods, and changes in Quincy University's business arrangements with other entities. After considering the factors, the Program Staff will determine whether changes are warranted. If warranted, the Program Staff will update the Program.

Oversight of Service Provider Arrangements

Quincy University shall take steps to ensure that the activity of a service provider (e.g., Chartwells Food Service) is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft whenever the organization engages a service provider to perform an activity in connection with one or more covered accounts.

Non-solicitation and Non-distribution

1.8.16

The University prohibits solicitation of its personnel and students or distribution of literature by non-University personnel at any time.

No employee shall sell, solicit, or promote subscriptions, pledges, memberships, or other types of support for any drives, campaigns, courses, or organizations on institutional property and may not distribute or circulate leaflets, pamphlets, circulars, cards or literature. Requests for solicitation may be submitted to a member of the President's Cabinet. Requests and authorizations must be conveyed in writing.

Organizations seeking representation at University-approved events must obtain written authorization from a member of the President's Cabinet. (Rev. Aug. 2019)

Fiscal Year Closing

1.8.17

Quincy University's fiscal year begins on June 1 and ends May 31. The University books of accounts are kept on an accrued method of accounting. These books are closed promptly at the end of the fiscal year, and only expenditures of items actually received prior to May 31 will be accrued. Goods and services received after the closing of the fiscal year will be charged in the following fiscal year.

The unexpended budget will not be carried forward into the next fiscal year. Restricted revenues will be recognized up to the extent of the expenditure incurred.

Budget Authorization**1.8.18**

Expenditures are not to be charged to account numbers unless these numbers have been established by the Business Office and funded through the budget process.

Expenditures are not to exceed budgeted amounts. Furthermore, expenditures are to be charged to the proper budget line item. Crossing and consolidating line items within a budget is not permissible.

Budgets are established through the process of preparing the annual operating budget. Budget officers are responsible for authorizing all expenditures. Should it be necessary to exceed the departmental office budget, written permission is required from the vice president responsible for the area. Vice presidents are required to consult with the President on budget overages in their direct area of responsibility.

Purchasing Policies and Procedures**1.8.19****For Purchases****1.8.19.1**

All University purchases of goods and services must be pre-approved by the budget supervisor and, if the purchase is over \$500, by the vice president responsible for the area.

All purchases over \$1,000 require a purchase order and are to be requisitioned through the Jenzabar portal (my.quincy.edu) with complete detail of items needed and account number(s) to be charged.. Purchase requisitions are to be submitted through the portal before the goods are purchased. Once submitted, electronic approvals will be obtained and the purchasing agent will provide the employee with the purchase order and instructions via email. The only exceptions are authorized travel and entertainment expenditures on University credit cards. Quincy University may have tax-exempt cards, charge cards, letters, or agreements with certain vendors that will exempt the employee from sales tax, therefore, the Business Office should be contacted before purchase requisitions are submitted. A W9 is required for all new vendors and should be provided at the time of the requisition.

Purchases over \$5,000 must have a second competitive quote. Exceptions for a second quote require approval by the Business Office.

Purchases over \$25,000 require an RFP (request for purchase) and approval by the President.

For the purchase of office supplies please contact the Business Office for details. For use of University credit cards, see section 1.8.22. (Rev. July 2021; Sept. 2022)

For Contracted Services**1.8.19.2**

Competitive bids for contracted services should be secured in order to obtain the lowest possible price. Contracted services exceeding \$5,000 require a minimum of two written bids. The signature of the vice president responsible for the area is required on all contracts/agreements. Contracts/agreements exceeding \$25,000 always require the approval and signature of the President of the University.

A copy of the signed contract/agreement with attached bids, are to be forwarded to the Business Office. If the lowest bid is not selected, a written explanation must also accompany the contract/agreement. (Rev. Aug. 2019; Feb. 2022)

For Emergency Services **1.8.19.3**

In the case of services needed to address an emergency where time is of the essence, the verbal approval of the CFO or Controller is required prior to initiating the service. The requisition should be entered in the Jenzabar portal as soon as possible with a note indicating prior approval was obtained.

(Ins. Sept. 2022)

For Payment **1.8.19.4**

1. Vendors should be instructed to send the invoice directly to the Business Office for payment; email is the preferred method.
2. Requests for payment not processed through the purchasing agent shall be submitted to the Business Office on a check requisition form.
3. All check requisition forms require the signature of the budget supervisor in addition to the individual requesting payment. An expense over \$500 requires the signature of the budget supervisor and the vice president responsible for the area. Requests for reimbursement for purchases not approved in advance, may be denied by the budget supervisor.
4. Quincy University is a not-for-profit educational institution and is exempt from paying sales tax in most instances. If a Quincy University employee purchases goods with their own funds and requests a reimbursement, they will only be reimbursed for the before-tax total. Payment of invoices in excess of \$100 ordered through the purchasing agent, will be processed by the Business Office only after notification of receipt of goods.

(Rev. Sept. 2022)

For Printing **1.8.19.5**

All printing will be coordinated through the Office of Community Relations. Official University publications require the approval of the Office of Community Relations. (Rev. Aug. 2019)

Agreements **1.8.19.6**

Written or verbal agreements with an outside person/organization that commits Quincy University resources must be reviewed and approved in advance by the vice president responsible for the area. Major commitments of University resources require Presidential approval.

Joint Venture or Similar Agreement with a Taxable Entity **1.8.20**

Vice Presidents and/or Department Heads in charge of University departments can enter into agreements with outside contractors or firms. It is the responsibility of these individuals to consult with the Vice President for Business Affairs & CFO, if the agreement is deemed to have a sizable impact to the University. The Vice President for Business

Affairs & CFO is responsible for approving all agreements with outside contractors or firms with a \$20,000 impact to the University.

The University is classified as exempt under section 501©(3) of the Internal Revenue Code and classified as a school under sections 509(a)(1) and 170(b)(1)(A)(ii) of the Internal Revenue Code. It is imperative that terms contained in University agreements, especially those with taxable entities, do not jeopardize the University's tax-exempt status.

It is the responsibility of the Vice President for Business Affairs & CFO to obtain the opinion of the corporate attorney and auditing tax firm to insure the terms of the agreement to not jeopardize the University's tax-exempt status. These reviews should pay close attention to the following:

- The University has control over the venture to ensure that the venture furthers the exempt purpose of the University.
- The venture or arrangement gives priority to exempt purposes over maximizing profits for the other entity.
- The venture or arrangement does not engage the activities of political intervention or substantial lobbying.

Questions or issues regarding agreements with taxable entities should be directed to the Vice President for Business Affairs & CFO.

Check Cashing **1.8.21**

Checks may be cashed at the Business Office in amounts not to exceed \$50 per day. Personal checks should be written to "Cash" rather than to the University. For everyone's protection, employee identification is required.

University Credit Card Policy **1.8.22**

A University credit card is to be used for travel and entertainment expenses and not for other purchases without prior vice presidential approval . Employees must submit their credit card statements with a detailed explanation of each charge to the business office before the end of the month. Failure to submit statements by the due date, or to provide an adequate explanation of charges, will result in the suspension of credit card privileges.

Statements require two signatures; the second signature must be that of the appropriate vice president or President. Statements must be accompanied by invoices or itemized receipts. Payment for expenditures not accompanied by a receipt will only be made upon receipt of a completed Lost/Missing Receipt Declaration form.. Sales tax not related to restaurants or fuel purchases shall become the financial responsibility of the cardholder and must be paid to the Business Office at the time of submission.

The purchase of fuel may only be charged to the University credit card when the vehicle is University owned or a rental car. When using a personal vehicle for University business, a Travel Voucher form must be submitted to the Business Office for reimbursement of documented mileage.

(Rev. Sept. 2022)

Class Attendance During Work Hours**1.8.23**

Employees may, with the approval of their supervisor, take one course per semester to be taken during their lunch hour. A supervisor may authorize a course to be taken at an alternate time if required for degree completion as long as it does not interfere with the operation of the office. Employees are required to make up any work time missed for class attendance.

Facilities Scheduling and Use**1.8.24**

To reserve rooms and/or facilities for business events, use the online Virtual Event Management System (EMS) or contact the designated staff responsible for reservations. Although most campus facilities are available free of charge to faculty and staff involved in University activities, there are charges associated with the use of some facilities. These charges will be billed by the Business Office.

Requests by an individual or outside organization to use University facilities at no cost must be approved by the appropriate vice president or President. (Rev. Aug. 2019; July 2021)

Use of University Facilities for Non-work Related Purposes**1.8.24.1**

University facilities and services (including, but not limited to, computers, equipment, and vehicles) may be used by employees in connection with compensated outside activities only after written approval by the appropriate supervisor. In all cases, the employee or outside employer or sponsor will pay the rate established by the University for the use of the facility, equipment, materials, or services.

Full-time employees may rent University facilities or vehicles for personal use at a reduced rate. Employees renting space or vehicles for personal use must adhere to the University's alcohol and University vehicle policy. Please contact the Assistant Athletic Director for Facilities for current rates. While employees may utilize the services of University secretarial staff to assist in the preparation of professional articles, papers, reviews, etc., use of secretarial support for non-University activities is prohibited. (Rev. Aug. 2019)

Official University-Sponsored Events**1.8.24.2**

Events officially sponsored by Quincy University must support the mission of the University, be a clear benefit to Quincy University, and clearly enhance Quincy University's academic and/or public reputation.

To ensure that each event officially sponsored (or co-sponsored) and publicized by QU supports and enhances the University's mission and public image, the following criteria must be met:

1. The individual and/or organization interested in obtaining official University sponsorship (or co-sponsorship) and publicity must submit a written request to the appropriate vice president prior to the proposed date of the activity.
2. Upon reviewing the written request, the appropriate vice president must review the sponsorship request with the President's Cabinet and the President (or the President's designee) to secure agreement that the activity meets the requirements to be a University-sponsored event.

After the above criteria have been met, the individual and/or organization must submit all pertinent details to the office handling reservation of University facilities for room confirmation and to the Office of Community Relations.

If the event does not meet the requirements to become a University-sponsored activity, it cannot be held on University property, nor can the event be publicized or considered a University-sponsored (or co-sponsored) event. If the individual and/or organization chooses to host the event outside of the University campus and QU employees are scheduled to participate, those employees are to be considered private citizens offering personal opinions – not University representatives presenting views of the QU community. (Rev. Aug. 2019)

Sponsorship of Political Events or Activities

1.8.24.3

As a tax-exempt organization, Quincy University is prohibited from sponsoring political events or activities. In addition, University funds may not be used to pay for an employee to attend a political event or activity. Failure to comply may result in the loss of the institution's tax-exempt status and federal funding.

University sponsorship of political events is limited to debates, open forums which do not favor a particular candidate and/or party, or select press conferences, and are subject to Presidential approval. Political signs endorsing political candidates may not be placed on University property.

A political figure invited as a guest lecturer in an academic setting must appear in a non-candidate capacity and must refrain from any endorsement, explicit or implied, of a political campaign, candidate, or political party.

Food Truck and Other Temporary Vendors

1.8.24.3

The use of food trucks or other mobile vendor operations requires the prior approval of the Business Office and the Risk Management Team. Vendors may locate and operate only in locations established and approved by the University. Site approval is a requirement for set up and operation.

All vendor products must be consistent with the mission of Quincy University. The University may deny a vendor access to campus for any reason or no reason at all.

Vendors must meet University safety, operational and environmental guidelines found in the emergency management plan and are subject to inspection for food and fire safety prior to and during campus operations.

Food trucks (other vendors) that are excluded under this policy include:

- a caterer's truck that supplies prepared food ordered by and paid for by the University.
- a food truck at an athletic event operating as an approved subcontractor by Intercollegiate Athletics as one of its prime food service contractors.
- a food delivery truck whose sole purpose on campus is to deliver a food order prepared and packaged offsite by a restaurant or food kitchen. The order may be to an individual customer at his or her dorm room or office.

Per contract, any use of outside food and drink vendors must be approved by Chartwells and Refreshment Services Pepsi respectively.

The University may allow a vendor to operate at a recurring vending location. The University may permit a food truck to operate at a designated site on a temporary single-day basis in connection with a special event. A request for such operation must be submitted at least twenty days in advance of the event.

General Provisions of Approved Vendor Use:

- Food truck operators are encouraged to provide only recyclable or compostable plate and flatware.
- Vendors may be inspected by QU at any time.
- Food trucks must display a current Adams County Health Department issued food permit at all times while on University property.
- Vendors are required to carry insurance that meets the following specifications:

Quincy University must be listed as an additional insured via the following legal wording: **“Quincy University is listed as an additional insured under general liability policy, ATIMA”** This has to be legible in the certificate. The name of the company must appear in the insured box. If the parent company name is different, other names must be listed as DBAs.

Quincy University must be the certificate holder. The following address can be used:

Quincy University
Business Office
1800 College
Quincy, IL 62301(Ins. Sept. 2022)

Mileage 1.8.25

Mileage reimbursement, for the use of personally-owned vehicles on business, is .58 cents per mile. A Travel Expense Reimbursement Voucher, approved by the department supervisor, must be submitted for reimbursement. (Rev. Apr. 2023)

Photocopying 1.8.26

University photocopy machines are to be used for University business only. The copy center is available for copying of personal materials at a minimal cost to the individual.

In all instances, individuals who use photocopy machines are required to follow applicable copyright laws.

Public Relations 1.8.27

To ensure that Quincy University has one consistent voice, all information and printed materials for public consumption concerning Quincy University must be approved and released to the media by the Office of Community Relations or Sports Information Director, subject to the review and determination of the President.

It is the sole responsibility of the Office of Community Relations to approve and send press releases, schedule press conferences and other events with members of the news media. The Sports Information Director shall approve and submit press releases and schedule press conferences for athletic events. Anyone submitting information for a press release should allow seven (7) days lead time from the first desired public announcement. (Rev. Aug. 2019; July 2021)

Media Inquiry Policy

1.8.27.1

The Office of Community Relations should be the first point of contact for any media representative seeking an interview, photo, or video involving any University employee or student.

If a media representative contacts individual employees or offices directly, they are to immediately refer the media to the Office of Community Relations to arrange any interview, photo, or video. No University employee is to offer comment on University affairs without first consulting with the Office of Community Relations.

If a media representative is on campus without approval from the Office of Community Relations, he/she should be asked to gain clearance from the Senior Director of University Advancement, or his/her designee, and communicate the purpose of his/her visit. If he/she does not have clearance, they can be escorted from University property. (Rev. Aug. 2019)

Media Policy Guidelines

1.8.27.2

The Senior Director of University Advancement, or his/her designee, serves as the official University spokesperson and conveys the official University position. All news stories, statements, public service announcements, feature articles, press releases, and other information or materials (including photographs) released to the media must be coordinated and released through the Office of Community Relations. The Office of Community Relations will determine the most appropriate distribution method for the information. After releases are disseminated to the media, they are posted on the University web site at www.quincy.edu.

It is the responsibility of the Office of Community Relations to initiate and/or respond to news media requests and to manage those interactions. When an employee or department is contacted by the news media, he/she is to notify the Office of Community Relations immediately.

While on University property, news media representatives should, if necessary and appropriate, be accompanied by a communications staff member or a University employee designated by the Office of Community Relations. (Rev. Aug. 2019)

Social Media Policy

1.8.27.3

Quincy University's Office of Community Relations will serve as a co-administrator on all channels that bear the University's name. It is imperative that channel administrators adhere to the following:

Maintain Confidentiality and Privacy: Do not post confidential information about Quincy University students, employees, alumni, or the university itself. Posts must not violate applicable federal requirements including FERPA, HIPA, and NCAA regulations.

Maintain Accounts: Look at capacity before determining when to create an account, originate accounts with department email address, and appoint two administrators per account to ensure access if one of the administrators leaves or is unavailable.

Respect Copyright and Fair Use: When posting, be mindful of the copyright and intellectual property rights of others and of the university. Questions about copyrighted material may be directed to the University’s Office of Community Relations.

Respect QU Logo and Brand: When utilizing logos or official branding of Quincy University, make sure that usage is done in good taste and in agreement with Quincy University’s visual identity guidelines (available through the Office of Communications). In addition, the endorsing of products, causes, political parties, or candidates by way of official University electronic marketing channels is strictly prohibited (even if no official branding is utilized).

Respect Others: Social media channels are, by design, two-way communication tools. Understand that content contributed could encourage comments or discussion of opposing ideas. Responses should be respectful and in line with the institution’s voice. Language that is threatening, defamatory, illegal, obscene, infringing of intellectual property rights, invasive of privacy, profane, libelous, harassing, abusive, hateful, or embarrassing to any person or entity is unacceptable and shall be removed. For questions, contact the Office of Communications.

Strive for Accuracy: Through whatever means possible, make sure your facts are accurate before you post. Review your post for grammatical and spelling errors.

Follow Terms of Service: Obey the Terms of Service of all social media platforms. A common violation includes creating a personal Facebook profile rather than a “page” for a brand. For instance, collecting friends by way of a personal profile with the first name “Quincy” and last name “University” is not only impractical, but a clear violation of Facebook’s Terms of Service.

Maintain Professionalism: University representatives are advised to follow the same behavioral standards online as they would in real life. Professionalism should be maintained through all channels—especially with regards to online communication with students, parents, alumni, donors, media, and other university constituents. Employees are liable for anything they post to social media sites.

Monitor Comments and Activity: Agree to make a reasonable effort to respond to messages, comments, and tags within 48 hours; to post at regular intervals; and to keep the Office of Community Relations informed on the planning, creation, and execution of content. (Rev. Aug. 2019)

University Master Calendar 1.8.27.4

The University Master Calendar is maintained by the Office of Community Relations and published on the University’s website. Information on events should be forwarded to this office for events to be posted and publicized. (Rev. Aug. 2019)

University Website 1.8.27.5

The Office of Community Relations oversees the Quincy University website. Information posted on the website must comply with the mission and policies of the University as well

as local, state and federal laws. Websites linked to Quincy University must be approved by the Office of Community Relations. (Rev. July 2021)

Sale or Trade of University Property or Resources **1.8.28**

Employees may not sell or trade any information, product, equipment, property, or materials belonging to Quincy University without Presidential approval.

Flag Policy **1.8.29**

This policy applies to any flag flown from any existing or future flagpole on land owned or rented by Quincy University, including any flagpole affixed to a building owned or rented by the University. The policy also applies to temporary flagpoles or flag stands used at certain Quincy University events designed for the entire community and designated as all-community events by the President of the University, including convocations, inaugural, academic symposia, honors colloquia, baccalaureate and commencement exercises. Questions about this policy should be directed to the Office of the President.

Flagpoles may only be temporarily or permanently installed on land owned or rented by Quincy University, or affixed to buildings owned or rented by Quincy University, with the written direction of the President of the University (or the President's designee). Flagpole installation shall be the responsibility of the Office of Facilities.

The only flags approved for display on Quincy University flagpoles or at all-community events are (1) the flag of the United States; (2) the flag of the State of Illinois; (3) the flag of the Holy See; (4) Quincy University flags carrying emblems, indicia, or marks of the University and approved by the Office of University Advancement; (5) flags carrying emblems, indicia, or marks of and approved by the Order of Friars Minor; and (6) flags carrying emblems, indicia, or marks of and approved by the Roman Catholic Diocese of Springfield in Illinois or the Bishop of the Diocese of Springfield in Illinois. Only the United States flag and Quincy University flags are regularly displayed outdoors on Quincy University flagpoles.

Flags may be flown at half-staff (or displayed with a black mourning ribbon) only with the permission of the President of the University (or the President's designee). Flags may be flown at half-staff for no more than 24 consecutive hours, unless an extension of the half-staff display period is authorized by the President of the University.

Consistent with University custom and practice, the flags of certain United Nations (UN) member states (see <https://www.un.org/about-us/member-states>) may be displayed in the Health and Fitness Center; at certain athletic fields and stadia when international students and coaches are being honored with the permission of the Director of Intercollegiate Athletics; and, if permitted by the President (or the President's designee), at approved University events where international participants are recognized by the display of the appropriate flag.

With the permission of the Director of Intercollegiate Athletics, flags may be displayed at institutional athletic facilities when they carry the emblems, indicia, or marks of athletic

conferences or conference member institutions when Quincy University is a member of those athletic conferences.

Flags displayed at Quincy University should be replaced when no longer in good condition. American flags should be flown and handled in accordance with the customary guidelines for dignified and appropriate flag display, consistent with the provisions of the United States Flag Code. (Ins. Apr. 2022)

Fund Raising 1.9

It is Board policy that any unrestricted gift, grant or bequest of \$100,000 or more made to Quincy University be presented to the Board of Trustees for its direction regarding its use or application.

The Office of University Advancement is the official fund raising arm of Quincy University, and is the clearinghouse for all other fundraising activities conducted by or for any segment of the University community, including student organizations and athletics. Any person or group wishing to raise funds by soliciting individuals, businesses, or others such as alumni or parents, must receive authorization from the Vice President for University Advancement.

Sales on campus such as baked goods sales, fifty-fifty drawings or other such activities need not be cleared by the Vice President for University Advancement unless businesses or individuals located off campus are to be solicited or involved as sponsors. However, these activities must be approved by the Director of Residential and Student Experience. (Rev. Aug. 2019; July 2021)

Gift Reporting 1.9.1

All gifts, grants and non-fee based revenue to Quincy University must be reported to the Office for University Advancement. All gifts, grant and underwriting checks, copies of grant request proposals, and copies of gift and grant pledge notices must be forwarded to the Office for University Advancement.

Information Technology Policies 1.10

General 1.10.1

This policy applies to all persons accessing or using University information technology resources. This includes University students, employees, authorized University guests, and all persons authorized by the University, hereafter referred to as users.

Information technology resources are defined as all University owned, operated, leased or contracted computing, networking, telephone and information resources whether they are individually controlled, shared, standalone or networked, all information maintained in any form and in any medium within the University's computer resources, and all University voice and data networks including all hardware, software, applications, databases, mobile devices, and storage media.

As an employer, the law gives the University broad rights to access and copy employee email and other information stored on University owned equipment. Users of these facilities must understand that such communications are not private. University email addresses are and remain the property of Quincy University. Networks are monitored

using both automated and manual procedures to preserve security and efficiency. Similarly, University owned computer systems are periodically reviewed and updated by technical support staff to maintain currency and performance standards. Computers, networks, and communications equipment owned by Quincy University are provided to support the mission of the institution. (Rev. Aug. 2019)

University Rights

1.10.2

The University reserves the right to access, monitor and disclose the contents and activity of an individual user's account(s) and to access any University-owned information technology resources and any non-University-owned resources, on University property, connected to University networks. This action may be taken to maintain the network's integrity and the rights of others authorized to access the network. Additionally, this action may be taken if the security of a computer or network system is threatened, other misuse of University resources is suspected, or the University has a legitimate business need to review such files (e.g., due to sudden death or incapacity of the employee). This action will be taken only after obtaining approval from the Director of Information Technology Services, when compelled by court order, or when there is deemed to be an urgent and compelling need to do so.

User Rights

1.10.3

1. All users are granted access to and permitted use of the University's information technology resources. Access is granted for specific purposes based on the user's particular needs or classification.
2. Users have the authority to read, write, edit, or delete information in files or databases, as established by the designated owners of the information.
3. All users are provided with the University's on-campus network access including electronic mail ("email") and Internet access.

User Responsibilities

1.10.4

Each user shall:

1. Be responsible for the security and integrity of information stored on his or her University computer
2. Control and secure physical and network access to information technology resources and data
3. Properly log out of sessions
4. Monitor access to their accounts, if a user suspects that account information has been compromised or that there has been unauthorized activity on their accounts, they are to report it to the Information Technology Services immediately
5. Install, use, and regularly update virus protection software
6. Choose appropriate password(s), and guard the security of that password
 - a) Password must comply with ITS standards for complexity.
 - b) Previously used passwords must not be used again
 - c) Words found in dictionaries should be avoided
 - d) Passwords must NEVER be displayed, printed, written down or otherwise recorded in an unsecured manner

7. Use only the account information and privileges associated with the computer account(s) and utilize those account(s) for the purposes for which they were authorized
8. Respect and honor the rights of other individuals, with regard to intellectual property, privacy, freedom from harassment, academic freedom, copyright infringement, and use of information technology resources

Restrictions

1.10.5

Users may not do the following:

1. Provide account information to any non-user
2. Provide account information to any user not authorized for such access
3. Make use of accounts, account information, privileges or technology information resources to which they are no longer authorized
4. Tamper with, modify, or alter restrictions or protection placed on their accounts, the University system, or network facilities
5. Move or relocate ITS equipment. All IT asset locations are recorded.
6. Extend the network by introducing a hub, switch, router, wireless access point, or any other service or device that expands access to the University networks
7. Open, alter, tamper with, modify or remove any information technology resource
8. Use the University's Internet access in a malicious manner to alter or destroy any information available on the Internet or on any network accessible through the Internet for which he or she does not own or have explicit permission to alter or destroy
9. Remote authentication must not be shared with other users or non-users; this includes but is not limited to VPN access
10. Introduce, create or propagate computer viruses, worms, Trojan horses, or other malicious code to University technology information resources
11. Use knowledge of security or access controls to damage computer and network systems, obtain unauthorized technology information resources, or gain access to accounts for which they are not authorized
12. Eavesdrop or intercept transmissions not intended for them
13. Physically damage or vandalize technology information resources
14. Attempt to degrade the performance of the system or to deprive authorized users of, or access to, any University technology information resources
15. Alter the source address of messages, or otherwise forging email messages
16. Send email chain letters or mass mailings for purposes other than official University business
17. Engage in activities that harass, degrade, intimidate, demean, slander, defame, interfere with, or threaten others
18. Comment or act on behalf of the University over the Internet unless you have the authority to do so
19. Install games, plug-ins, unapproved chat programs, P2P (examples include: BitTorrent, eDonkey, FrostWire and LimeWire), or any other non-business related software on University systems.
20. Connect personal computers to privileged ports (e.g. any data port except in the dorms).
21. Engage in outside commercial activities on University-owned computer systems.

(Rev. Aug. 2019)

Copyrights and Licenses

1.10.6

Software may not be copied, installed or used on University information technology resources except as permitted by the owner of the software and by law. Software, subject to licensing, must be properly licensed and all license provisions (including installation, use, copying, number of simultaneous users, terms of the license, etc.) must be strictly adhered to.

All copyrighted information, such as text and images, retrieved from information technology resources or stored, transmitted or maintained with information technology resources, must be used in conformance with applicable copyright and other laws. Copied material, used legally, must be properly attributed in conformance with applicable legal and professional standards.

Service and Support

1.10.7

The University supplies service and support to University Owned Computer Systems only. Information Technology Services cannot guarantee service or support for any hardware or software on personal computer systems. This applies to faculty, staff, and students.

Support for internet connections in the residence halls is limited to the verification of the data port functioning properly in the dorm room. All other problems are the responsibility of the student to have corrected.

Usage Policy

1.10.8

The use of the University supplied data port and/or wireless connection is subject to all the above guidelines in this policy in addition to the guidelines below.

- By connecting any computer to a data port in a University residence or attaching to the University wireless network, the user will be required to fulfill the requirements imposed by network management protocols necessary to protect users of the University network. These mandate that each computer connected to the network have current operating system security revisions installed (as specified by the respective vendors), and the relevant protections against propagating viruses are in place.
- Use of the internet connection is restricted by firewalls and controls on bandwidth consumption which impose limits on certain types of activities, e.g. file sharing. The University reserves the right to prohibit any internet traffic it believes is disruptive or violates University policies and ethical standards.
- The conduct of any illegal activity via the University network is strictly prohibited. The convenience of sharing multimedia data files throughout a global community brings with it a particular responsibility for respecting intellectual property rights.
- If a user's system is discovered to have a virus or other security issues a connection may be quarantined or terminated until the problem is resolved.

Software Installation

1.10.9

All software installations on University owned systems must be approved by Information Technology Services. Users are prohibited from installing any non-business software on University owned systems. This includes games, chat programs, plug-ins, add-ons, and any other software that is considered non-business related. This applies to all faculty and

staff. Information Technology Services and the appropriate vice president shall determine what software is non-business related.

Enforcement 1.10.10

The University considers any violation of these acceptable use standards to be a serious offense. Violators are subject to disciplinary action as described in the appropriate handbooks or as adopted by the University

Information Technology Services staff may investigate alleged violations and participate in such disciplinary proceedings as deemed appropriate by the relevant authority.

Individuals found to have violated this policy may be subject to the penalties defined in other sections of the University policies and procedures which deal with the underlying conduct and may also face specific penalties limiting access to information technology resources.

In addition to University discipline, violators may be subject to criminal prosecution, civil liability, or both for unlawful use of any computer equipment.

Information Disclaimer 1.10.11

Quincy University disclaims any responsibility and/or warranties for information and materials residing on non-college systems available over publicly accessible networks. Such information or materials do not necessarily reflect the opinions or attitudes of the Quincy University community. Individuals using computer systems owned by Quincy University do so subject to applicable laws and University policies.

Purchase of Technical Hardware 1.10.12

The purchase of all technical hardware including laptops, desktop computers, tablet devices and other technical hardware, regardless of the source of University funds, must be made through Information Technology Services and adhere to University procurement and technology policies and standards. Purchases made outside of Information Technology Services, or not adhering to policies and standards, risk not being processed, paid or reimbursed, or supported. All equipment purchased or reimbursed with University funds, including University grants, remain the property of the University until disposed of through the University's Surplus Program.

Copyright Policy 1.11

Materials Produced by Employees in Scope of Employment 1.11.1

Copyrighted, patentable or commercially valuable material produced by employees as part of their job duties or responsibilities, in the course and scope of their University employment with the use of University facilities or materials, shall belong to the University, regardless of the source of funds used to produce the material.

Materials Produced by Others 1.11.2

Employees, including supervisors of University work-study students, using copyrighted material created by others are responsible for determining its copyright status and should obtain written permission from the copyright owner before using the material except when the "fair use" criteria stated in Section 107 of the Federal Copyright Law revision of 1978 are met.

Computer Software **1.11.3**

All rights to, and royalties from, computer software, including computer programs, computer databases, and associated documentation (herein computer software), whether copyrightable or patentable, produced by employees as part of their job duties or responsibilities, in the course and scope of their University employment with the use of University facilities or materials, shall belong to the University regardless of the source of funds used to produce the computer software.

Copying of computer software is subject to the published copyright and licensing agreements provided with the purchase of all software.

Interest in Other Creative Works **1.11.4**

It is the policy of the University not to interfere with the long-standing and traditional rights of the faculty or staff to write, create, produce or otherwise generate works or products that are copyrightable, patentable, or of commercial value, on their own initiative. Any such materials written, created, produced or otherwise generated by a faculty or staff member that do not come under the purview of paragraphs 1.11.1, 1.11.2 or 1.11.3 shall remain the exclusive property of the faculty or staff member and that person shall have the sole right of ownership and disposition.

Copyright Restrictions **1.11.5**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. Quincy University reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Employment Policies and Procedures **1.12**

All personnel policies, including those of fringe benefits, compensation and advancement, transfers, and the like, are administered without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), age (40 or older), national origin, disability or genetic information. These policies apply to all employees in all departments of the University and all University students. (Rev. July 2021)

Pay Periods **1.12.1**

Salary payments are made on a bi-weekly basis. Should these dates fall on a weekend or holiday, salary payments will be disbursed on the preceding Friday. Quincy University provides electronic funds transmittal of payroll. For information, contact the Office of Human Resources for additional details. (Rev. Aug. 2019)

Raises **1.12.2**

Raises are determined on an annual basis by the Board of Trustees and, if approved, go into effect on the date specified by the Board of Trustees. Employees must have

completed twelve (12) months of employment prior to the effective date of the raise to be eligible. Employees receiving a compensation adjustment within the twelve (12) month period prior to the effective date may not be eligible.. Disputes about raise eligibility and timing shall be resolved by the President of the University or the President’s designee. The decision of the President (or the President’s designee) regarding a raise dispute is final and not subject to appeal. (Rev. Aug. 2019; April 2023)

Background Searches on Applicants for Employment 1.12.3

Quincy University is committed to protecting the security and safety of students, faculty, staff, and others, as well as safeguarding its assets and resources. It is University policy to conduct criminal background checks and educational and employment verifications for all regular full and part-time employees.

Select positions involving employees who may be responsible for administering funds belonging to Quincy University may also be subject to credit background checks. These checks will be consistent with the guidelines set forth by the Federal Credit Reporting Act (FCRA).

No person shall be employed at Quincy University or, if already employed, eligible for promotion, who shall have committed any of the criminal offenses enumerated in Section 10-21.9 of the Illinois School Code or enumerated in Articles 16, 16A, 16B and 17 of Illinois Criminal Code or equivalent offenses under the law of any state or other domestic or foreign jurisdiction.

Applicants shall be advised that employment is contingent upon satisfactory results of all investigations. The determination of “satisfactory” is at the sole discretion of Quincy University. Employment shall not commence until the background search process is complete.

Nepotism Policy 1.12.4

The employment of relatives in the same area of an institution may cause serious conflicts and problems with favoritism and employee morale. Unless an exception is approved in writing by the President, it is University policy that no members of the same family be employed to work in the same administrative office or area on a regular basis. In addition, any relative hired by the University must complete the standard University application process and be the most qualified candidate for the position.

For purposes of this policy, “Relative” means a connection between persons by blood, marriage, co-habitation, adoption, or domestic partnership.

Employment of relatives as described above should not exist at the University without the written approval of the President. If such a situation is found to exist, then within a reasonable amount of time, one employee will have to transfer to another position if available, or if not, resign.

Employment of “relative” faculty members in the same academic unit is discouraged, but may be allowed in unusual circumstances as authorized by the President. However, the University prohibits any relative from being in a supervisory position over another family member. (Rev. Aug. 2019)

Immigration Status Policy **1.12.5**

All employees hired by the University must present documentation establishing their identity and employment authorization in accordance with the immigration laws of the United States prior to hire and upon request of the University at any time after hire.

Any employee failing to provide proper documentation as specified above shall be ineligible for hire or continued employment with the University. Such failure shall be just cause for discharge of any employee, regardless of contract rights. All employees must complete an I-9 Form and provide the appropriate documentation to the Director of Human Resources or the Vice President for Business Affairs & CFO's designee for verification on the first day of employment. (Rev. July 2021)

Driver's License Requirement **1.12.6**

All employees' whose job responsibilities require them to drive on behalf of the employer, must be in possession of either an operators' driver's license or commercial driver's license (CDL) with full, unrestricted, non-probationary driving privileges. If the employee loses that privilege during his/her employment, the University reserves the right to take disciplinary action including termination. If a potential employee and/or applicant does not possess such privileges and their job requires them to operate a motor vehicle on behalf of the employer, they would not qualify for employment. Failure to disclose any restrictions on the employee's driver's license would be grounds for immediate termination.

Sale of Employee Created Materials to University Students **1.12.7**

Employees sometimes create materials in which they hold commercial interests and which might be used in courses or programs the employee is teaching or administering for the University. Students may be required to purchase such materials. In this situation, the faculty or staff member shall assign all income rights for all the materials sold to the University. Any income received shall be placed in a special fund which shall be made available by application to faculty and staff members in order to promote research, publication, or other creative works. The Vice President for Business Affairs & CFO and the Vice President for Academic Affairs shall be responsible for the management and disbursement of such funds.

Proper Attire **1.12.8**

The nature of the employee's position with the University will determine the type of attire that will be appropriate for work. All University employees are expected to dress in a manner which will present a favorable image of the University to the community. Any specific attire requirements for particular positions will be reviewed with the employee by the employee's supervisor. Jeans or shorts ordinarily are not permitted for office staff. Under special circumstances, exceptions can be made by the relevant supervisor. (Rev. Aug. 2019; July 2021)

Moving Expenses **1.12.9**

The University may reimburse a new full-time exempt employee for moving expenses, incurred within 12 months of initial hire, up to a maximum to be determined by the President. Employees are required to submit a detailed expense voucher with appropriate receipts.

Moving expenses will be reimbursed only if they meet the distance test as defined by the IRS. Moving expenses are limited to moving company and rental charges, mileage, hotel and shipping expenses. The University will not reimburse for any non-taxable moving items (i.e., pre-move house hunting, meals, temporary living, repair or maintenance of cars, security deposit). (Rev. Aug. 2019)

Business Gifts and Gratuities

1.12.10

Faculty and staff often find themselves in a position to receive goods or services, special treatment or favors from the University's business partners, vendors, donors, service providers or outside concerns. Employees of the University must not put themselves or the University in a position where their actions on behalf of the University can be criticized or their ability to act objectively in the future is compromised. It is the University's policy, therefore, that faculty and staff may not benefit personally in any substantial way from a gift or other consideration. Unless reviewed and approved by the President, faculty and staff may not accept personal gifts, favors or entertainment from vendors, business partners, service providers, donors or any outside concern that does or seeks to do business with the University that have more than nominal value. Nominal value is defined as no more than \$100.00. (Rev. Aug. 2019)

Conflict of Interest

1.12.11

The University expects all employees to uphold the University's reputation for conducting its activities with integrity and in accordance with the highest ethical standards. Conflicts of interest include but are not limited to:

1. Any situation where personal interests, including those of a family member, business associate or entity in which a person holds an interest, could impair the ability to act in the University's best interest;
2. Any situation where an employee or relative receives compensation for providing services utilizing information, materials or personal contacts normally not attainable except through employment with the University;
3. Any situation that may serve as a detriment to the University;
4. Any outside activity by an employee that may be viewed as competing with the products or services normally offered by the University;
5. Any outside activity that may interfere with the operations of the University or the employee's loyalty to the University. It is expected that for regular employees the University will be the primary employer.

Employees may not use proprietary and/or confidential information for personal gain or favor or to the organization's detriment, nor may they use assets or labor for personal use, gain or favor.

Employees may not sell or trade any information, products, equipment, property, or materials belonging to Quincy University without Presidential approval.

Unless reviewed and approved by the President, an employee of the University may not also act as a contractor or service provider to the University.

Immediate family members of an employee are similarly precluded from receiving contract business with the University unless such a contract is the end result of a competitive bidding process.

University employees shall recuse themselves from the decision process in cases where family members, friends, relatives, former employers or firms in which the employee is a stockholder are being considered for University business.

University funds, services, advertisement or other benefits (including grant monies, student activity funds and other restricted funds) may not be used to reciprocate for gifts or favors received from vendors, business partners, donors, service providers or outside concerns.

Quincy University has sole discretion to determine whether such a conflict of interest exists and will take appropriate action (up to and including termination of employment) to eliminate the conflict.

Conflict of Interest Policy for Employee with Student Status 1.12.12

An individual's status as an employee takes precedence over the employee's status as a student. There may be instances where policies or laws for students on a particular subject will differ from policies or laws for employees on that same subject. In those instances, employees must follow the policy as it applies to employees and may not claim that they are exempt from an employee policy due to their additional status as a student. In order to avoid conflicts of interest, employees may not seek or hold a student office, either elected or appointed. An employee may not work on school assignments during work hours.

In cases where an employee has a work-related issue, the employee must utilize the policies and procedures applicable to employees. Issues arising as a result of an employee's status as a student must be resolved according to policies and procedures applicable to students.

Individuals who are employees and students of the University are responsible for their conduct in both arenas.

Crime Reporting Policy 1.12.13

Members of the Quincy University faculty, and staff are required to report the following to the Office of Safety & Security:

1. Reports, allegations or witnessing of any crime committed on or off campus by a member of the QU community (faculty, staff and students) against or involving a minor child.
2. Reports, allegations or witnessing of a crime committed by any member (faculty, staff and students) of the QU community on or off campus while conducting University business, serving as a representative of the University and/or attending a University sponsored event of activity.

Campus Safety and Security will assist all parties in reporting as necessary to local law enforcement. Failure to report as outlined above may be grounds for immediate termination or other employment action. (Rev. Aug. 2019)

Good Faith Disclosure Policy 1.12.14

Quincy University has a deep commitment to responsible stewardship of its financial resources as well as accountability for the support that enables the University to pursue its mission. The University is also committed to ensuring compliance with the laws and

regulations to which it is subject; and to promulgating University policies and procedures to interpret and apply these laws and regulations in the University setting.

The University's internal controls and operating procedures are intended to identify and to prevent as well as detect and deter improper activities. However, while the University has adopted safeguards, errors in judgment and irregularities may occur. The University has a goal to detect and deter improper activities as soon as is practicable and to thus take remedial and/or corrective action as may be necessary.

It is important for all University employees, students, parents, alumni, and other individuals to feel free to report suspected, purported or actual wrongful conduct, without fear of any form of reprisal or retaliation. No one who, in good faith, reports a suspected or purported violation of law, policy or procedure will suffer any form of retaliation, or any adverse employment, academic or educational consequence as a result of providing such a report. It is the intention of the University to take whatever reasonable action that may be necessary to prevent retaliation against those who report suspected improper activities. To this end, "Policy Guidelines" have been established and are set forth hereinafter.

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| Policy Guidelines | 1.12.14.1 |
| Definitions | 1.12.14.1.1 |

Wrongful Conduct: A serious violation of University policy; a violation of applicable state and federal laws; or the use of University property, resources, or authority for personal gain or other non-University-related purpose, except as provided under University policy.

Protected Disclosure: Communication about actual or suspected wrongful conduct engaged in by a University employee, student, volunteer, agent or contractor (who is not also the disclosing individual) based on a good faith and reasonable belief that the conduct has both occurred and is wrongful under applicable law and/or University policy.

- The disclosing individual's supervisor, either verbally or in writing; or
- Any office listed in this policy under Procedure Section I - Reporting Violations, either verbally or in writing; or
- The appropriate governmental unit, law enforcement office or ethics commission after first providing a written communication about the wrongful conduct to the appropriate University staff, as identified in Procedure Section I - Reporting Violations of this policy, as set forth hereinafter.

Retaliation: Adverse action against an individual because he or she has made a protected disclosure or has participated in an investigation, proceeding or hearing involving a protected disclosure.

Non-Protected Disclosures: Other types of communications or disclosures not referenced herein are not protected.

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| Intent of Good Faith Disclosure Policy | 1.12.14.1.2 |
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This policy is intended to protect any individual who engages in good faith disclosure of alleged wrongful conduct to a designated University official or public body. More specifically it:

1. Encourages individuals to disclose wrongful conduct engaged in by others to the appropriate University official so that prompt, corrective action can be taken by the University; and
2. Informs individuals how allegations of wrongful conduct can be disclosed; and
3. Protects individuals from reprisal by adverse employment action or other retaliation as a result of having disclosed wrongful conduct (individuals who self-report their own misconduct are not afforded protection by this policy); and
4. Provides individuals who believe they have been subject to reprisal or false allegations a fair process to seek relief from these acts.

Any communication that proves to have been both unsubstantiated and made with malice or with knowledge of its falsity is not protected by this Policy. This Policy is also intended to protect individuals against false allegations of wrongful misconduct.

Nothing in this Policy is intended to interfere with legitimate employment decisions.

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| Regulations | 1.12.14.1.3 |
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Acting in Good Faith - Anyone making a protected disclosure or filing a complaint concerning a violation or suspected violation of this policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the policy.

False Allegation - Any employee or volunteer who gives false information or makes a false report of wrongful conduct or a subsequent false report of retaliation, without acting in good faith, will be subject to disciplinary action, up to and including termination. Any student who makes false allegations in the non-employment setting will be subject to judicial action. Allegations that are not substantiated yet are made in good faith are not subject to University disciplinary action.

Retaliation - No individual who makes a protected disclosure will suffer harassment, retaliation or adverse employment consequences. Any person who retaliates against any individual who makes a protected disclosure is subject to discipline up to and including termination. This policy is intended to encourage and enable employees and others to raise serious concerns within the University prior to seeking resolution outside the University.

Confidentiality - Protected disclosures may be made on a confidential basis by the complainant or may be submitted anonymously through the Quincy University website by clicking on “Contact Us” at the bottom of the homepage and scrolling to the “Confidential Comments and Suggestions” box. The confidential comment or suggestion goes directly, and only, to the Vice President for Mission and Ministry who is responsible for determining the proper reporting line. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling Protected Disclosures - The Offices (see Procedure Section I.12.14.1.4 - set forth below) receiving the protected disclosure will notify the disclosing individual (if his or her identity is known) and acknowledge receipt of the reported violation or suspected violation within ten working days for most issues and within 24 hours for alleged criminal or environmental violations. All reports will be promptly investigated within 45 calendar

days and appropriate corrective action will be taken, if warranted by the investigation. (Rev. July 2021)

Procedure for Good Faith Disclosure Policy 1.12.14.1.4

Individuals should share their questions, concerns, suggestions or complaints with a University staff who can address them properly. In many cases, the individual's supervisor is in the best position to address an area of concern. If an individual is not comfortable speaking with the supervisor, or is not satisfied with the supervisor's response, individuals should take their concerns to the offices listed below that will investigate and/or address the concerns as appropriate.

1. Academic matters – Vice President for Academic Affairs
2. Athletic matters - Vice President for Intercollegiate Athletics
3. Criminal matters - Director of Safety and Security
4. Employment matters - Director of Human Resources or the Vice President for Business Affairs & CFO's designee
5. Financial matters – Vice President for Business Affairs & CFO
6. Legal matters - President's Office
7. Student matters - (All matters involving students, in the non-student- employment setting, not covered by the offices listed above) – Vice President for Student Development
8. All other matters - Director of Human Resources or the Vice President for Business Affairs & CFO's designee
9. Anonymously - Chair, Audit Committee, Quincy University Board of Trustees. Through the University website under "Contact Us"

Supervisors who receive protected disclosures are required to contact the appropriate office listed above. (Rev. Aug. 2019; July 2021)

Individual Responsibilities 1.12.14.1.5

1. Be knowledgeable about this Policy.
2. Report violations or suspected violations of the Policy to the individual's direct supervisor or to the appropriate staff or office as noted above.

Department Responsibilities 1.12.14.1.6

1. Familiarize employees, students and volunteers with this Policy and incorporate into your orientation materials.
2. Maintain findings of wrongful conduct or false allegations in the individual's personnel file, in consultation with the Director of Human Resources or the Vice President for Business and CFO's designee.
3. Schedule training for leaders, supervisors and managers. Provide training or information on an ongoing basis for faculty, staff, and student employees and volunteers. (Rev. Aug. 2019; July 2021)

Office of Human Resources

1.12.14.1.7

1. Accept and investigate protected disclosures.
2. Accept and investigate complaints of retaliation for making protected disclosures.
3. Provide training for managers and units about this policy.
4. Provide information about this policy during New Employee Orientation and Human Resource Professional training.

Conclusion

1.12.14.2

The President of the University shall cause this Policy to be reviewed on an annual basis, and to report the results and findings of the review to the Board of Trustees Standing Audit Committee. The Audit Committee will annually review the Policy and the report and findings of the President, to make certain that the Policy is current and that the University is enforcing the Policy.

Training and Development Programs

1.12.15

The University provides training, development, and educational programs for its employees. In some cases, those programs are **voluntary**, and the decision to participate in those programs is made by the employee. During normal business hours, participation in voluntary programs requires the permission of the supervisor and, at the discretion of the supervisor, may require a plan to make up some portion of lost time and productivity where the employee's job functions are concerned.

In other cases, training and development programs for University employees will be **mandatory**. Mandatory programs sometimes are required in order to assure institutional and employee compliance with a federal or state law, regulation, or rule. Mandatory programs may also be necessary to ensure employees have the skills required to complete their job duties, as when the University adopts new or updated software. In the event an employee fails to complete a mandatory training and development program by a predetermined deadline, as assigned by a supervisor, the employee shall be subject to progressive discipline. (Ins. April 2023)

Employee Benefits

1.13

Unpaid Leaves

1.13.1

Military Leave

1.13.1.1

Leaves of absence without pay for military or Reserve duty are granted to full-time regular and regular part-time employees. Employees called to active military duty, Reserve or National Guard training, or volunteering for the same, should submit copies of military orders to his/her supervisor and to the Office of Human Resources as soon as is practical. Employees will be granted a military leave of absence without pay for the period of military service, in accordance with applicable federal and state laws. Reservist and members of the National Guard are granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

Family and Medical Leave

1.13.1.2

Quincy University provides eligible employees up to twelve weeks, within a 12-month period, of unpaid leave for the birth and first-year care of a child; the adoption or foster

placement of a child in the employee's home; the serious medical condition of the employee's spouse, child, or parent; or the employee's own serious medical condition. If the leave is for birth, adoption, or foster care placement, the leave must be completed within twelve months of the date of birth or placement.

To be eligible for the Family Medical Leave Act (FMLA), the employee must have been employed by Quincy University for one full year, and worked a minimum of 1,250 hours over the previous twelve months. Employees are limited to a maximum of twelve weeks' unpaid leave for any of the above stated purposes. The following legal holidays will not count toward leave time: New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Employees are required to use sick time or vacation hours for any part of leave taken under this policy. Available leave will be calculated by determining the amount of leave used by an employee for the twelve months prior to each day for which leave is requested and subtracting that number from the total of days equal to twelve work weeks.

Key employees, who are among the highest paid 10% of Quincy University's employees, may be denied job restoration when such denial is deemed by the University to be necessary to prevent substantial and grievous economic injury to the University.

Employees must provide thirty days' advance notice when the leave is "foreseeable". Medical certification is required to support a request for leave because of a serious illness.

All requests for family or medical leave should ordinarily be initiated by the faculty or staff member. Additional Information is provided in the University Medical Benefit Plan. (Rev. Aug. 2019)

Continuation of Benefits **1.13.1.2.1**

All benefits continue for employees on FMLA leave as long as they are in "paid status." Group health benefits will continue during the leave period provided the employee continues his/her regular contributions. Other benefits such as retirement, life insurance and long-term disability will be governed in accordance with the terms of each benefit plan.

Reinstatement Rights **1.13.1.2.2**

An employee who has been absent for FMLA leave shall be restored to the position of employment held by the employee when the leave commenced; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee on leave may be required to report periodically on his/her status and intention to return to work. If an employee does not return to work at the end of the leave, they will be considered terminated due to an illness.

No employee will suffer adverse employment conditions because they have exercised their rights under this policy.

Victims Economic Security and Safety Act (VESSA) **1.13.1.3**

Eligibility **1.13.1.3.1**

Victims Economic Security and Safety Act (VESSA) leave shall be granted to enable employees who are victims of domestic or sexual violence to maintain financial

independence necessary to leave abusive situations, and to protect the civil and economic rights of employees who are victims of domestic or sexual violence and employees with a family or household member who is a victim. A currently active employee who is the victim of domestic or sexual violence or has a family or household member (defined as spouse, parent, son, daughter, and persons jointly residing in the same household) who is a victim is eligible for up to twelve weeks of unpaid VESSA leave during a 12-month period for any of the following reasons:

1. To obtain medical attention or to provide recovery from physical or psychological injuries caused by domestic or sexual violence;
2. To obtain services from victim service agencies, psychological counseling, to participate in safety planning, temporary or permanent relocation or taking actions to increase safety; or
3. Seeking legal assistance to ensure the health and safety of the employee, or the employee's family or household member or participate in a civil or criminal legal proceeding relating to domestic or sexual violence.

VESSA does not create additional rights under FMLA, nor is VESSA leave provided in addition to FMLA. The total leave taken under VESSA and/or FMLA may not exceed 12 weeks.

Request for leave

1.13.1.3.2

When foreseeable, employees are required to give a minimum of 48 hours advance notice prior to the date the leave will begin. In the event the leave occurs unexpectedly, an employee must provide notice as soon as practical. An employee requesting leave must complete the "employee" portion of the VESSA Leave form and submit it to the Office of Human Resources. Human Resources may request appropriate certification to verify the reasons for the leave if other than medical. This may be in the form of a sworn statement of an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or other professionals from who the employee or the employee's family or household member has sought assistance; and a police or court record or other collaborating evidence. FMLA medical certification issued by the employee's or household member's health care provider shall be required to support a request for unpaid VESSA leave for a serious health condition.

An employee requesting leave will be required to substitute sick time, or vacation hours for unpaid leave under this policy. Once such benefits are exhausted, the balance of the leave will be without pay. (Rev. Aug. 2019)

Continuation of Benefits

1.13.1.3.3

All benefits continue for employees on VESSA leave as long as they are in "paid status." Group health benefits will continue during the leave period provided the employee continues their regular contributions. Other benefits such as retirement, life insurance and long-term disability will be governed in accordance with the terms of each benefit plan.

Reinstatement Rights **1.13.1.3.4**

An employee who has been absent for VESSA leave shall be restored to the position of employment held by the employee when the leave commenced; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. An employee on leave may be required to report periodically on his/her status and intention to return to work. If an employee does not return to work at the end of the leave, they will be considered to have resigned voluntarily from their position with Quincy University.

No employee will suffer adverse employment conditions because they have exercised their rights under this policy.

Insurance Benefits **1.13.2**

Medical/Dental Insurance **1.13.2.1**

A complete medical and dental insurance plan is available to all regular full-time employees who work thirty hours or more per week. An Employee Benefits Handbook is available in the Office of Human Resources. (Rev. Aug. 2019; July 2021)

Life Insurance — Accidental Death/Dismemberment Insurance **1.13.2.2**

A life insurance plan is provided for all regular full-time employees who work thirty-five hours or more per week. Coverage is equal to 1½ times the employee’s annual base salary, rounded to the next \$1,000 to a maximum of \$50,000. The University pays the entire premium.

In the event of death from accidental injury, an amount equivalent to the life insurance benefit will be paid to the designated beneficiary.

Dismemberment losses will receive benefits in accordance with the provisions stated in the coverage booklet. The University pays this premium. Participation is automatic at the time of employment. (Rev. Aug. 2019)

Disability Insurance **1.13.2.3**

A long-term disability insurance plan is provided for all regular full-time employees who work thirty hours or more per week. After three consecutive months of total disability, a monthly income is provided which, in combination with Social Security, Workers’ Compensation, or other income benefits (such as retirement income, etc.) is equal to 60% of employee’s salary up to a maximum of \$6,000 per month as provided in the insurance master policy.

The University pays the entire premium. Participation is automatic at the time of employment for faculty and staff. (Rev. Aug. 2019)

Workers’ Compensation Insurance **1.13.2.4**

All employees are covered under Workers’ Compensation Insurance. Any injury or illness incurred while an employee is at work must be reported immediately to the employee’s supervisor or department head, who will notify the Office of Human Resources. The University is then required to report the injury or illness to the insurance company within three days after the accident or illness has been incurred. This is a state law.

An employee is not paid for the first three (3) scheduled workdays lost due to a job-related illness or injury under the Worker's Compensation benefit unless the employee is off work for 14 calendar days or longer. At that point, Worker's Compensation payment will be made for the first three days lost. Effective with the fourth scheduled day of work lost, an employee is entitled to pay under Worker's Compensation regardless whether the absence extends to 14 calendar days or longer. An employee may elect to be paid for the first three days lost through the use of sick or vacation time. If the illness or injury lasts 14 days or longer, sick or vacation times used are credited within three days upon the employee's return. An employee is not entitled to receive duplicate payments from paid time off and Worker's Compensation.

Retirement Income Plan **1.13.2.5**

A discretionary retirement matching program is available through Principal Financial with the following eligibility requirements: 1) regular employee status of 1,000 hours or more per year, 2) one full year of employment unless one year of prior service with another educational institution. Employee may designate additional contributions, if desired, over and above the amount matched by the University, provided the contribution meets IRS regulations. The terms, details, and conditions of the retirement matching program are revised from time to time. (Rev. Aug. 2019; Apr. 2023)

Bridged Health Insurance **1.13.2.5.1**

The University will pay full health insurance for a retiring employee for a maximum period of up to three years or until the retiree is eligible for Medicare, whichever comes first.

All regular full-time employees in service at the time of retirement, who have participated in the University health insurance program for the three (3) previous years and whose years of active service and age add up to 90 are eligible. Leaves of absence do not count toward years of service. Insurance coverage is limited to the employee only. (Rev. Aug. 2019)

Flexible Benefit Plan **1.13.2.6**

Quincy University provides a Flexible Benefit Plan for all employees who work more than thirty hours per week, are more than 21 years of age, and are not a seasonal or temporary employee. By participating in the plan, the employee agrees to reduce their gross compensation by the cost of benefits selected from among:

1. Group medical (or medical-related) insurance premium.
2. Reimbursement for medical or medical-related expenses made directly by employee.
3. Reimbursement for child care expenses made directly by the employee.

The University pays the entire cost of administering this plan. (Rev. Aug. 2019)

Taxable Fringe Benefits **1.13.3**

The Internal Revenue Service considers goods or services provided to employees and payments to or on behalf of employees as part of an employee's compensation unless specifically excluded by the tax code. The University is required to withhold taxes on any non-cash benefit provided to employees.

Fringe benefits may take many different forms and conditions. Taxable fringe benefits vary according to the type of benefit. Some of the benefits cited by the Internal Revenue Service include, but are not limited to, the following:

- Graduate Tuition Remission
- Employer Provided Vehicle
- Employer Provided Meals and Lodging
- Rent
- Employer Provided Club Membership
- Awards, Prizes and Gifts

Certain fringe benefits are considered “de minimis” and are not taxable. A “de minimis” fringe is defined as being any property or service provided to an employee that has so little value that accounting for it would be unreasonable or administratively impracticable.

All goods or services provided to employees, or payments to or on behalf of employees, must be approved by the employee’s vice president who shall report said benefits to the Director of Human Resources or the Vice President for Business Affairs & CFO’s designee. Questions or issues regarding taxable benefits should be directed to the Director of Human Resources or the Vice President for Business Affairs & CFO’s designee who shall be responsible for determining taxable income in compliance with Internal Revenue Service regulations. (Rev. July 2021)

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| Additional Benefits | 1.13.4 |
| Tuition Discount Program | 1.13.4.1 |

Quincy University provides an undergraduate tuition discount program for all full-time (at least thirty hours per week) regular employees enrolled as degree-seeking undergraduate students. This program covers 95% of the All Inclusive Tuition. The benefit is available to employees upon completion of six (6) months of employment and for employees, is limited to two courses per semester and one course in the summer, for a maximum of five courses per calendar year. The undergraduate tuition benefit is immediately available to the employee’s spouse and dependent children as defined in the Free Application for Federal Student Aid (FAFSA). The dependent child is defined for this purpose as being less than 24 years of age, single, and meeting all other FAFSA requirements for dependent status. When appropriate, the student tuition cost will be reported as tuition expense on the 1098T form and may result in eligibility for a tax savings benefit.

Quincy University also provides tuition remission for graduate level courses for full-time regular employees after they have completed six (6) months of employment. Graduate tuition remission is limited to two courses per semester and one course in the summer, or two courses per MBA term. Note that the IRS considers graduate tuition remission over a specified amount to be a taxable fringe benefit. (For example, the amount over \$5,250 is taxable in 2019; see <https://www.irs.gov/newsroom/tax-benefits-for-education-information-center>.)For the employee and spouse, no repeated course will be covered under the undergraduate or graduate tuition benefit. For dependent children, repeated courses follow federal financial aid policy.

All tuition remission candidates must complete the Tuition Remission Grant form located on the Q-Drive or in the Human Resources office prior to registering for class. The benefit is available for regular classroom instruction in classes where minimum enrollments are already established. A tuition discount will not be granted for international study. Tuition discount for independent study will be permitted only with the approval of the Vice President for Academic Affairs.

Professional Studies Program and summer school courses must have a minimum enrollment of non-tuition remission students before this benefit applies. Students enrolling in Professional Studies and summer school courses with less than minimum enrollment will be responsible for tuition charges. It is the employee's responsibility to obtain the signature of the Vice President for Academic Affairs verifying that minimum enrollment has been met prior to registration. Tuition discount will only be applicable for those courses for which the application process is completed prior to registration.

Employees may take advantage of this benefit, with limitations, provided there is no conflict with their job schedule and responsibilities as specified in Section 1.8.24 (Class Attendance During Work Hours). Approval must be granted by the employee's supervisor and vice president.

All undergraduate tuition discount/employee grant candidates must apply for federal and state aid by completing a FAFSA through the DOE beginning on October 1st prior to the academic school year (this applies to both the Fall *and* Spring semesters). The tuition discount is awarded only upon completion of the application for such aid. If a FAFSA is filed *after* December 1, and misses the deadline for Illinois Monetary Award Program (MAP) Grant eligibility, then the student is responsible for the balance of the MAP funds. Tuition discount/employee grants will not cover any amount that could have been paid with MAP funds. Institutional, state and federal grants and scholarships are applied to tuition cost before tuition discount is applied. Funds through the PELL grants program may be applied toward dependent on-campus room and board.. Those eligible for the Illinois Map Grant can use those funds to cover course fees. If the employee or dependent is not MAP eligible due to residency, the PELL grant may be applied to course fees. Students must meet satisfactory academic progress as described in the University catalog and not be in default of student loans to be eligible for tuition remission.

In the event an employee is involuntarily terminated, the tuition discount benefit for the employee will cease effective with the termination or resignation date and the former employee may pay the prorated amount to complete the course. However, dependents(s) of involuntarily terminated employees may complete the current semester in which they are enrolled. Continuation of the benefit requires the terminated employee and dependent(s) to update their status with the Office of Student Financial Services. (Rev. Nov. 2017; Aug. 2019; Oct. 2019; Aug. 2020; May 2022)

Graduate Tuition Discount for Spouse

1.13.4.2

Quincy University offers a graduate tuition discount plan for spouses of full-time employees that enroll in a Quincy University master's program. Spouses of tuition eligible employees receive a discount based on years of consecutive service. The discount plan is as follows:

| Years of Service | Discount Amount |
|-------------------------|------------------------|
| 2 Years | 25% |
| 5 Years | 50% |
| 10 Years | 75% |

Spouses are eligible to enroll the semester following the designated completed year of service. Summer school courses must have a minimum enrollment of non-tuition remission/discount students before the benefit applies. Students enrolling in summer school courses with less than minimum enrollment will be responsible for full tuition charges. Repeated courses are not eligible for the graduate tuition discount. Should the employee or employer terminate employment with the University prior to the completion of the semester in which the spouse is enrolled, the spouse may either pay the prorated amount to complete the course or withdraw from class. The benefit is available only to spouses residing in the employee's household. (Rev. July 2021)

Tuition Exchange Program

1.13.4.3

Quincy University participates in three undergraduate tuition exchange programs for the benefit of its employees. To be eligible for this benefit, an employee must work thirty-five hours or more per week and have completed one full year of employment with Quincy University. In addition, only dependent children that meet the federal and state criteria for dependent status, including stepchildren who have resided in the employee's household for the two previous years, may participate in these tuition exchange programs. Participation is limited to a maximum of four years per student. The dependent child is defined for this purpose as being less than 24 years of age, single, and meeting all other FAFSA requirements for dependent status, and claimed on the employee's previous year's federal tax return.

The ordinary benefit of each exchange program is the remission of undergraduate tuition, although some institutions also include required fees. Room and board charges are not covered in these programs unless explicitly stated by an institution. All interested dependents must meet the admissions requirements of the receiving institution. Acceptance by the receiving institution does not guarantee the availability of this tuition exchange benefit. The liaison officer of the receiving institution must certify that the benefit will be available.

Employees must apply for the Tuition Exchange Benefit by September 30 of the year prior to participation. In the case of limited tuition exchange opportunities, priority will be given to students already in the program and then to employees with the most seniority at Quincy University provided they applied for participation in this program before the application deadline. If tuition exchange opportunities are available after the September 30 application deadline, the benefit will be awarded on a first-come, first-serve basis.

The three tuition exchange programs Quincy University participates in are:

1. Catholic College Cooperative Tuition Exchange
2. Tuition Exchange
3. The Council of Independent Colleges Tuition Exchange

Information and application forms are available in the Student Financial Services Office.
(Rev. July 2021; Apr. 2023)

Campus Bookstore **1.13.4.4**

Regular full-time employees are entitled to a discount on all purchases, unless otherwise posted.

Library Privilege **1.13.4.5**

All regular employees of Quincy University, their spouses, and their child(ren) are entitled to the use of Brenner Library.

Chapel **1.13.4.6**

The Quincy University Chapel is used for the support of the mission and ministry of the University. Quincy University functions have priority use of the Chapel at all times. Use of the Chapel for a non-University function requires the approval of the Vice President for Mission and Ministry. A reservation fee is required to reserve the Chapel.

Eligibility to use the Quincy University Chapel is restricted to Quincy University alumni, employees, Board of Trustees and their dependents, dependents of Quincy University employees, major benefactors as defined by the University Advancement Office, and benefactors of the Quincy University Friary. (Rev. July 2021)

Free Admissions **1.13.4.7**

Free admission is given to most athletic events held on campus for all faculty and staff. For admission to most cultural and social events, faculty and spouses are charged at student rates.

Health and Fitness Center **1.13.4.8**

Full-Time Employees **1.13.4.8.1**

All full-time faculty and staff, Quincy University Friars, retired employees with 20 years of service and the permission of the President, and all Board Members of the Quincy University Board of Trustees are allowed unlimited access to the Health & Fitness Center during normal operating hours, which includes all Fitness Center programming activities. These unlimited benefits also extend to the full-time employee's spouse and any dependents under the age of 24 living at home and claimed as a dependent on the employee's income tax return. All employees or family members must have their own ID and be ready to display the ID upon entering the Health & Fitness Center. Dependents under the age of 16 must be accompanied by and under the supervision of a member. (Rev. Aug. 2019)

Part-Time Employees

1.13.4.8.2

All part-time staff receives the same Health and Fitness Center benefits as do full-time employees. However, those benefits do not extend to anyone beyond the part-time employee (no family members, etc.). All part-time faculty and adjunct faculty receive the same Health and Fitness Center benefits as do full-time employees. However, those benefits do not extend to anyone beyond the employee and are only available during the semester that the employee is actively teaching at Quincy University.

Obtaining a Fitness Center Membership

1.13.4.8.3

All employees and qualifying family members (qualifications described above) can obtain their Fitness Center Membership card at the Quincy University Security Office. The Security Office will verify the level of Fitness Center access available to the person in question and provide an ID card at that time. Some employees may already have a working ID card and Security can verify their card's status upon request.

Institutional Committees

1.14

The President shall establish, modify or dissolve such standing or ad hoc institutional committees as shall be required to serve the present or continuing needs of the University. Each institutional committee shall have a written statement of purpose, role and scope as approved by the President (or the President's designee).

University business is often conducted by and/or through the work of standing institutional committees, some of which are labeled "boards," "commissions," or "councils" as a matter of administrative preference or convenience. An ad hoc institutional committee may be labeled a "task force" as a matter of administrative preference or convenience.

Some institutional committees may be delegated certain administrative responsibilities, consistent with the committee's written statement of purpose, role and scope and with the decisions of these committees' subject to review and determination by the President (or the President's designee). Other institutional committees may be solely advisory in nature.

The chair of an institutional committee, whether elected or appointed, should be mindful of the principles of Franciscan Servant-Leadership in performing the chair's work. The membership of the institutional committee should be drawn from the stakeholder groups relevant to the work of the committee (e.g., students, faculty, administration, community members).

Unless otherwise specified by the President or in the approved statement of purpose, role and scope, the most recent edition of *Robert's Rules of Order* shall serve as the parliamentary authority for an institutional committee. (Ins. Aug. 2019)

Quincy University, in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day Quincy University receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Quincy University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Quincy University has contracted (such as attorney, auditor, or collection agent); a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Directory information may also be released without consent in compliance with a judicial order or lawfully issued subpoena, to authorized public officials as identified by law, and to appropriate persons in an emergency.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Directory or public information differs from personally identifiable information. Quincy University defines directory information as name, home address, hometown, phone number, date and place of birth, major, minor and concentration field(s) of study, participation in activities and sports, dates of attendance, degree(s) received, honors and awards received, most recent institution attended, weight and height of athletes, and full- or part-time status. Directory information is available to the public unless a student chooses to exercise his/her right to non-disclosure. To prevent release of their directory information, the student (defined as one who is currently attending or previously attended Quincy University) must request, in writing, non-disclosure of his/her directory information. Once a non-disclosure request has been processed, it remains in effect until the student requests, in writing, that the non-disclosure request be removed. **Please note if a student has chosen non-disclosure of directory information, Quincy University cannot verify any information to a third party. Examples of third party requests for information include current or potential employers (e.g., to confirm data on a resume), insurance agencies (e.g., good student discount), and family members.**

A complete copy of the FERPA is available upon request in the Registrar's Office.