

Logan University Employee Handbook 2015

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Welcome to Logan University!

We are thrilled you have made the choice to join one of the leading academic institutions in chiropractic and health sciences.

Logan is built on more than 80 years of excellence in offering patient-centered, evidence-informed education designed to maximize human performance. Through an innovative academic curriculum and integrated clinical opportunities, Logan graduates leave more confident and better prepared to lead the health care industry.

As a member of the Logan community, you join a diverse group of faculty, staff and students representing nearly every U.S. state and 14 countries. We are proud of our ability to attract and retain top talent and work hard to provide a collaborative and supportive work environment, as evident by our employees who, in 2014, helped recognize Logan as a "Great College to Work For" in *The Chronicle of Higher Education*.

What makes Logan thrive is the dedication, passion and commitment of our faculty and staff. You not only have the opportunity to make a positive difference at our institution, but you play a vital role in each student's success - here at Logan and beyond.

We thank you for your partnership and look forward to supporting you in your new role at Logan.

Sincerely,

Clay McDonald, DC, JD, MBA

President of Logan University

Mission and Vision

Mission: Logan University is a diverse and engaging community committed to excellence in health sciences, education and service, guided by integrity, commitment and passion.

Vision: Logan University will be recognized nationally as a community of lifelong learners inspired to lead a life of significance.

Logan's College of Chiropractic

Mission: Logan College of Chiropractic prepares students to become Doctors of Chiropractic who are superbly educated and clinically competent practicing portal-of-entry chiropractic physicians.

Vision: Logan College of Chiropractic will be the premier Chiropractic College.

Logan's College of Health Sciences

Mission: The Logan College of Health Sciences is committed to excellence in health care education and preparing students to become leaders in their professions in integrative health care.

Vision: The Logan College of Health Sciences is committed to being leaders in health care education; to make a difference in the lives of our students, their careers, and the health of future patients; to continuously seek to improve existing programs and identify, design, and implement additional complementary programs.

Values

Logan is deeply committed to a number of principles and qualities that best represent our identity and culture. The following values not only serve as a boundary for our behavior, but also set expectations for ourselves and for those we serve.

- Logan empowers all community members and holds each accountable.
- Logan strives to maximize performance in others and ourselves.
- Logan is agile and innovative.
- Logan acts with respect, compassion and integrity.
- Logan promotes evidence-informed, learning-centered communities.
- Logan seeks and supports diversity in people, programs and ideas.

Logan provides service to the University and to the local, state, national and international communities.

Employee Handbook Introduction

The Employee Handbook is a comprehensive guide for navigating Logan. It contains employee benefits, policies and procedures as well as information regarding our shared mission, goals and values. Logan reserves the right to make changes outlined in the handbook at any time.

This handbook is not a contract, expressed or implied, guaranteeing any term of employment or employment for any duration. For those employees who hold employment contracts, their contract terms apply. For all others, both Logan and the employee hold the right to terminate employment at will.

Please take the time to review the rules and regulations, standards of conduct and employee expectations, and become familiar the various resources, services and opportunities we offer to ensure your success. For further questions or concerns, please contact Human Resources at 636-230-1720.

Notice of Nondiscrimination Policy

Logan does not discriminate on the basis of race, color, sex (and sexual orientation), national origin, religion, disability, age or veteran status in the admissions or access to, or treatment of, or employment in its programs and activities. Any persons having inquiries concerning Logan's compliance with the regulations implementing Title IV, VI, IX and Section 504 are directed to contact either Human Resources (for employment and patient treatment) or the Dean of Student Services (students), 1851 Schoettler Road, Chesterfield, Missouri 63017 or call at 800-782-3344. The Dean of Student Services is designated as Logan's officer to comply with regulations implementing Title VI, IX and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Dept. of Education, regarding the institution's compliance with the regulations implementing Title IV, VI, IX or Section 504.

Equal Employment Opportunity

It is the policy of Logan to provide an equal employment opportunity to all prospective and current employees. All employment practices - such as employment, promotion, demotion, transfer, compensation, assignment of work duties, recruiting, advertisement, layoff, termination, rate of pay, and selection for training - are based on each individual's qualifications and merit without regard to race, color, sex (and sexual orientation), national origin, religion, disability, age or veteran status.

Logan's History

Named for its president and founder, Hugh B. Logan, DC, Logan University opened in 1935 and graduated its first class of seven men and women in 1939.

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Between 1958 and 1964, Logan merged with the Carver College of Chiropractic of Oklahoma City and the Missouri Chiropractic College, later moving to its current location in Chesterfield, a suburb of western St. Louis, in 1973.

Logan has maintained debt-free status since 1995. Even with our fiscal prudence, students benefit from scholarly endeavors ranging from research opportunities to attending conferences, technology for diagnosis and treatment, nationally recognized faculty, campus improvements and ongoing educational opportunities. The campus has undergone several renovations and expansions, and in 2007, MSNBC named Logan one of “America’s Most Beautiful College Campuses.”

Logan is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, as well as the Council on Chiropractic Education, and continues to augment academic offerings to meet current health care demands.

Logan University —————> College of Chiropractic

 —————> College of Health Sciences

- Flexible Accelerated Science Track (FAST)
- Human Biology, Chemistry, Organic Chemistry & Physics

Bachelor of Science Degrees

- Human Biology
- Life Sciences (3+3 option)

Master of Science Degrees

- Sports Science & Rehabilitation (online/on-campus hybrid format)
- Nutrition & Human Performance (online program)
- Health Informatics

Doctorate Degree

Health Professionals Education

Long-Term Planning

Logan’s leadership is committed to excellence through long-term strategic planning and continuous improvement. In 2014, Logan’s Board of Trustees, faculty, staff, alumni and students convened to discuss a five-year plan that would articulate goals and guide the University toward growth, progress and new opportunities.

Logan 2020 provides a framework for that vision and a promise to maintain an active, integral role in maximizing human health and performance. It is driven by four strategic initiatives:

Evidence Informed

We will create a community of scholars and lifelong partners, incorporating evidence-

informed practices into all we do at every level of instruction, patient care and administration.

By following the Baldrige model of continuous improvement and committing to effective strategic planning, we will ensure Logan offers the highest quality of education, earns the trust of a discerning student body and engages with the most respected faculty. Our goal is to be the nation's most respected small academic health care institution.

Logan Academics

We will create and refine our curriculum to meet the ever-changing needs of our health care system and the challenges of our society.

We will enhance our educational offerings and create a more robust and comprehensive student experience, delivering additional masters and bachelor degree pathways each year. Further, we will continue to provide a chiropractic curriculum that is grounded in the Logan tradition and infused with current research, technology and proven practices to educate tomorrow's chiropractors.

Clinical Immersion

We will infuse our academic process with more clinical and professional opportunities.

We will continue pushing the envelope to create immersive and collaborative opportunities to ensure our graduates are clinically ready to provide care. We will continue partnering with diverse organizations, like CHIPs, Paraquad and the VA, that offer depth and complexity of care which creates confident and proficient leaders. Finally, we will continue preventing athletic injuries and enhancing human performance at the University of Missouri and at other colleges and universities, as we forge new relationships that allow students to deepen their knowledge.

Logan at the Forefront of Integrated Health Care

We will pursue every opportunity to integrate our clinical education and degrees within the broader health care system, and will pursue excellence at every level.

Our students will be better health care professionals because of our commitment to cultivating integrated practice opportunities. Our students and graduates will work alongside medical doctors, physical therapists and surgeons, using the "treat, co-treat and refer model," to provide patient-centered care. We will advance chiropractic across the globe through partnerships with FICS, WFC and ACA, while on campus we will set a higher standard of performance by following the Baldrige model.

For more information, please visit logan.edu/StrategicPlan.

Hiring Process

Responsibilities		
Hiring Department	Cabinet-level	Human Resources Department
<p>1. Initiation of requisition & creation/review/revision of job description</p> <p>2. Based on the position, the hiring department will determine whether a hiring committee will be used and, if so, how it will be structured</p>		
	<p>3. Confirm position will be filled & is budgeted (new requires salary survey review in collaboration with President, GC & CFO)</p> <p>4. Obtain necessary approval (requisition); forward with updated job description to HR</p> <p>5. If possible, begin salary survey process (see #18)</p>	
		<p>6. Job will be posted:</p> <ul style="list-style-type: none"> • Internally • Externally – dependent on position & budget (monster.com, LinkedIn, Higher Ed sites (including diverse), & other specialty organizations (i.e., ACA, other chiropractic colleges, etc.) • Hiring manager may give guidance to best use of advertising budget.
		<p>7. Receives resumes/ applications & forwards to hiring manager for initial filtering (salary expectations, availability, etc.)</p>
<p>8. Reviews resumes/ applications for job specific qualifications</p>		

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<p>9. Informs HR of individuals for consideration & if there is any “special” selection process such as presentations, specialized testing, assessment observation, etc.</p>		
		<p>10. HR performs initial phone screen for salary expectations, availability, etc. (this step may be skipped dependent on the position)</p> <p>11. HR sets up interviews either a) separately with HR first with feedback given to hiring manager; b) in coordination with hiring manager’s schedule (HR interview separately or together)</p>
<p>12. Hiring Manager interviews on subject matter, job duties & responsibilities, hours, expectations, etc. (not exclusive)</p>		<p>13. HR interview: topics include values, culture, experience & education, salary expectations, etc.</p>
<p>14. For each person interviewed, feedback is shared with HR & Cabinet leader is updated</p>		<p>15. For each person interviewed, feedback is shared with Hiring Manager</p>
<p>16. Hiring manager identifies top candidate & informs HR & Cabinet leader</p>		
		<p>17. HR conducts reference check & provides feedback to hiring manager</p>
	<p>18. Salary survey is conducted to establish solid salary range. Cabinet leader in conjunction with President, GC (& CFO if budget issues) set salary offer; communicates to HR & hiring manager</p>	

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		<p>19. HR makes offer based on salary authorization & coordinates any communications re terms. If candidate declines, steps 7-14 are repeated.</p> <p>20. Upon acceptance, HR notifies other departments of start date, etc.</p> <p>21. HR notifies unsuccessful candidates who were interviewed that they were not selected.</p> <p>22. HR removes posting off website</p>
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Nepotism Policy

Family members (including in-laws) may be considered for job opportunities but may not report to each other directly or indirectly. Family members may also be considered for temporary help during summer or peak periods. Board Policy #320 applies to family members of current or former trustees, corporate officers (President, Secretary, and Treasurer) and key employees:

No family member (spouse, ancestors, siblings, children, step-children, grandchildren, great grandchildren and their spouses) of any current or former officer, director, trustee or key employee at Logan (as reflected in Logan’s 990 filing) may be employed by the university except by 30 days’ notice, review and written approval of the Board, as memorialized in Board’s minutes. Current employees as of February 2, 2013 are grandfathered as “approved” under this Policy. (Board Policy #320)

Definitions of Employment Categories:

Administrative Categories:

Regular: Employees whose primary duties are outlined in job descriptions and meet the needs of departments and Logan. These individuals are at-will and provided with employment letters.

Part-Time Regular: Employees who are scheduled to work for Logan less than 30 hours/week.

Temporary: Employees who provide services ad hoc, not regularly scheduled. These individuals include standardized patients and those who are filling temporary needs (such as seasonal or short-term due to an absence).

Academic Categories:

Standing Faculty: Employees whose primary duties are outlined in a faculty contract and include:

- Teaching faculty (primarily teach coursework)

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- Health Center faculty (primarily provide patient care and mentor student doctors in the clinic system)
- Fellows & Residents *effective in contract year beginning in 2016

Academic Administrative Faculty: Employees whose letters of appointments primarily reflect administrative and non-instructional duties and include:

- Deans
- Academic Directors
- Chairs, Librarians
- Researchers

Provisional Faculty: Part-time employees whose primary duties are outlined in a part-time faculty contract.

Attendance

While employees at all organizations are expected to miss a certain number of workdays each year, excessive tardiness and absences can result in decreased productivity and have a detrimental effect on an organization's morale and bottom line.

Attendance is an important measure of an employee's dependability and is part of the overall evaluation of the employee's job performance. Repeated tardiness and/or absenteeism that are unexcused or excessive in the judgment of Logan can be grounds for discipline, including termination.

Tardiness

It is important that all Logan employees are consistently available and able to perform their jobs on a timely basis. In the event of unavoidable tardiness, employees are responsible for notifying their direct Supervisor as soon as possible, preferably no later than 30 minutes after the employee's normal start time.

Absenteeism

Absenteeism is defined as an employee's intentional or habitual absence from work. Employees should report an absence to their direct Supervisor and Human Resources as early as possible on the day of the absence. If an employee (or a designated person) fails to call in to the appropriate Supervisor by the end of the second day of absence, the employee will be considered to have abandoned the job and resigned.

If absent for more than three consecutive days, a statement from the employee's physician is required before being permitted to return to work. Logan reserves the right to require employees to submit to an examination by a physician designated by Logan and may require additional statements from an employee's physician, or a Logan designated physician, at its discretion.

Absences are designated as unused sick time, vacation or holidays. When a non-exempt employee is absent and has exhausted all available paid time off, the non-exempt employee will not be paid for the time off. When an exempt employee is absent from work for one or more full

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days and he or she has exhausted all available paid time off, the exempt employee's salary will be reduced for each full day of such absence.

Exempt vs. Non-Exempt Status

Logan follows the IRS guidelines as to whether or not an employee's position qualifies for overtime pay (non-exempt status). All overtime must be approved in advance by the supervisor and Cabinet leader before working.

All non-exempt employees will be paid overtime (time and half) for any work performed over 40 hours in one week. The additional overtime compensation will only be paid if an employee actually works more than 40 hours in one work. Sick time, vacation, holiday etc. do not count towards the 40 hours.

Logan's workweek begins on Sunday and ends on Saturday. Exempt employees are not eligible for additional compensation.

Guidelines for Appropriate Conduct

As a member of the Logan team, you are expected to accept certain responsibilities, adhere to professional business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves respect for the rights of others, but also demands that you refrain from any behavior that might be harmful to you or your co-workers.

Your conduct reflects on Logan. Therefore, it is your responsibility to observe the highest standards of professionalism at all times.

The types of conduct and/or circumstances that will result in disciplinary action (including termination) include, but are not limited to:

1. Falsifying employment or other records (this includes failing to note absences in payroll system as appropriate)
2. Violating Logan's nondiscrimination and/or harassment policy (including through Social Networking sites)
3. Soliciting or accepting gratuities from students, patients, or clients
4. Excessive absenteeism or tardiness
5. Engaging in excessive, unnecessary, or unauthorized use of Logan's supplies, particularly for personal purposes
6. Violating the Alcohol/Drug Policy
7. Fighting or using obscene, abusive, or threatening language or gestures
8. Removing property from co-workers, patients, students, or clients of Logan without authorization
9. Violating Logan's Concealed Weapons Policy
10. Disregarding safety or security rules
11. Engaging in insubordination
12. Failing to maintain strict confidentiality concerning Logan and student and patient records
13. Failing to conduct oneself in a professional business manner toward coworkers, students, patients and outside personnel or contractors

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14. Inappropriate relationships with students
15. Violating Logan's Guidelines for Acceptable Use of Logan Technology System by Students, Faculty and Staff
16. Operating a non-Logan business on Logan's premises

Violation of these guidelines can, at the sole discretion of Logan, lead to disciplinary action up to and including termination of employment. Logan does not maintain a progressive discipline policy, and the degree of discipline will depend upon the gravity of the offense and the circumstances surrounding the offense.

Payroll access & reporting of absences

Attendance at Work-Related Events

At times, employees are required to attend all-campus functions such as graduation, white-coat ceremony, etc. Additionally, some departments require attendance for department specific reasons such as Slice of Logan and Division meetings. Please discuss with your supervisor which events require your attendance.

Changes to Name, Address, Contact Information, Beneficiary, etc.

As an employee, it is your responsibility to notify the Human Resources Department and update the payroll system as appropriate whenever you have a change in demographic information such as name, address, contact number, etc.

Appearance and Demeanor

All Logan employees are expected to present themselves in a professional manner. This includes, attire, attitude, grooming, cleanliness and overall presentation.

Logan's regular attire is professional. On approved days, employees may dress in appropriate business casual wear; however, specific dress requirements may be required of certain departments.

Logan reserves the right to determine appropriate dress at all times and in all circumstances and send employees home to change clothes (without pay) should it be determined their dress is not appropriate.

Conflict of Interest

No Logan employee – administrative, faculty and staff – may use his/her position with Logan for personal advantage. This includes any advantage or gain to the employee's family and any business in which the employee or his/her family has a substantial interest. Individuals found in violation of this policy are subject to disciplinary action, up to and including termination. All employees will annually complete and submit a conflict-of-interest document which attests to his/her compliance with this policy.

Performance Review Process

Each year, supervisors evaluate their employee's performance using standardized forms. Standing and Provisional Faculty are evaluated through the Academic Affairs area and process described in the Faculty Handbook. All other employees are evaluated using a university-wide appraisal form. [Performance Appraisal](#) Reviews are performed during the summer trimester. In addition to the review, supervisors have discussions with their staff on an individual basis relating to professional development. This process is documented using the Professional Development form. [Professional Development](#)

Compensation Strategy

It is Logan's philosophical believe that employee compensation should:

- Enhance in its ability to compete in the recruitment and retention of well-qualified employees
- Encourage and support productivity
- Ensure that the compensation methodology is fiscally sound
- Facilitate timely review and approval of compensation
- Comply with all regulatory requirements

Merit increases are associated with performance and modeling Logan's values. Each year, the Board of Trustees authorizes a certain amount for merit increases. The merit increase amount varies depending on an individual's performance relative to the workforce.

Policy Against Harassment

Logan wants to provide all employees a work environment that encourages productive activity and mutual respect. To accomplish this, Logan will not tolerate harassment described in this policy by any person and will deal severely with anyone who engages in harassment. Therefore, it shall be Logan's policy to prohibit harassment of anyone on account of their race, color, sex, age, national origin, religion, disability, or veteran status.

No one has the right to harass someone because of his/her race, color, sex, age, national origin, religion, disability, or veteran status. This kind of conduct has a negative effect on the work place and is not acceptable. In many cases, the person who is offended can stop the conduct by telling the other person that s/he is offended and expects the other person to stop. Logan encourages this kind of forthright communication.

Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, sex, age, national origin, religion, disability or veteran status, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and

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that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

Sexual harassment may include a range of subtle and not so subtle behaviors and behaviors may include, but are not limited to: unwanted sexual advances or requests for individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. Sexual harassment can be difficult to define, and certain conduct is more offensive to some people than others. However, the basic guideline that the College will follow is that physical touching not required by the job is not appropriate. Likewise, discussions, jokes or remarks involving sex, sexual matters, propositions or physical makeup are prohibited. No employee or supervisor may engage in this type of conduct.

Anyone who has information regarding any harassment described above should notify the Director of Human Resources or any cabinet member. This includes harassment by another employee, supervisor, or non-employee. Logan will undertake an investigation of the conduct, keeping information as confidential as possible. All persons contacted must cooperate fully.

Any person who is found to be responsible for harassment will be subject to appropriate discipline. Discipline could involve: a warning, suspension, demotion or discharge. If the harasser is a non-employee, Logan will take whatever steps are necessary to protect the employee.

No one who participates in or makes a complaint under this policy shall suffer any retaliation. Obviously, everyone is expected to be truthful and to use his/her best judgment.

Alcohol and Drug Policy

Logan reserves the right to require that on-campus behavior meet reasonable standards of safety and professional conduct and that employees will be physically, mentally and psychologically able to perform their duties. Accordingly, it is the policy of Logan to prohibit the sale, use, dispensing, manufacture or possession of illegal drugs and/or alcoholic beverages on College premises.

No employee may work while under the influence of alcohol or drugs. In the event that an employee is at work with a detectable amount of alcohol or a controlled substance in the employee's system the employee will be found in violation of Logan's drug and alcohol policy and subject to disciplinary action up to and including termination of employment. The purpose of an illegal drug and alcohol free campus is to promote the safety, health and general wellbeing of students and employees and to facilitate the efficient operations of campus business toward accomplishing our mission.

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Logan reserves the right to request alcohol and drug testing of its employees, without prior notice. Any refusal to submit to such testing can result in disciplinary action up to immediate termination of employment.

Employee Complaint Procedure

All Logan employees may use this process for making complaints and raising issues related to their employment except for Standing Faculty whose complaint revolves around academic freedom, contract and performance issues. Complaints may involve issues arising from working relationships, working conditions or interpretation of policies. This process is not available for complaints relating to discipline, discharge, job evaluations or compensation. The following is the procedure, which Logan will follow:

Step 1 - The employee discusses the issue with his/her supervisor within seven calendar days of the incident and attempts to resolve the issue.

Step 2 - If a satisfactory resolution is not reached within three working days of notification, the employee may submit the issue in writing to Human Resources. Human Resources will investigate the complaint and make a determination within five working days.

Step 3 - If a satisfactory resolution is not reached at Step 2; the employee has three working day to submit to the President, depending on the issue (or their designees), who will make a determination within seven working days. The President's determination is final.

Not every issue will be resolved to everyone's satisfaction. However, the process is an organized method of assuring that employees' concerns are fully considered. No employee will be penalized or retaliated against for using this procedure. All employees are expected to address the procedure in a reasonable, business-like manner.

Logan Credit Card

Voting

Logan encourages all employees to exercise their democratic right to vote by allowing time off with pay, if necessary, to vote. Logan asks the employee to exercise mature judgment in selecting the time when going to the polls. If at all possible, voting should be done before or after you come to work. If you must miss time from work while voting, let it be at the beginning or end of your day. Every effort should be made to vote on your own time; but if it is unavoidable, contact your Supervisor/Department Head prior to the voting date.

Benefits

Logan employees are eligible for a number of benefits, subject to change at Logan's discretion.

All employees and members of their households are eligible for free access to Logan's Wellness Center, Employee Assistance Program, [EAP](#), and free chiropractic care at Logan's health centers. [Chiropractic Benefits](#)

Employees are also eligible for discounts in Logan's cafeteria.

All full-time Regular (30+ hours/week), Standing Faculty and Academic Administrative Faculty are also eligible for additional benefits:

[Logan's Health Center Benefits](#)

Insurance¹

Health & Dental Insurance: Logan is committed to offering fully insured, competitive, quality health insurance which is balanced against the costs of the changing healthcare environment. Full-time employees (working 30+ hours/week) are eligible for health insurance the first of the month following a 30 day waiting period.* Subsequent enrollment is limited to open enrollment opportunities and COBRA qualifying events such as marriage, birth of a child, etc. Participation is dependent on payroll deduction for the employee's portion of the coverage and plan selected.

[Health Plans](#)

Long Term Disability: Upon full-time employment, Logan enrolls employees into a long-term disability plan at Logan's costs.

Voluntary Insurance: All new Regular full-time employees are eligible to enroll in additional voluntary life and short-term disability² at their cost within their first 30 days of employment. *Subsequent enrollment may be available with limitations in coverage and/or additional underwriting requirements.

[Continuation and Conversion of Group Health Insurance \(COBRA\)](#)

Under a federal law, Consolidated Omnibus Budget Responsibility Act (COBRA), the opportunity for extension of health coverage at group rates is made available to qualified employees (and their dependents) for a limited period upon cessation of employment, change in status from full-time to part-time, marriage/divorce, etc. Please contact the Human Resources Department to see if you qualify under any of the COBRA regulations. Appropriate forms and current rates are available through Human Resources.

¹ All benefits and coverage limitations are determined exclusively by plan documents and carrier contracts. This handbook does not itself grant any insurance benefits. Insurance plan documents are controlling.

² As of the 2015-16 academic year, Standing Faculty are covered by Logan's Standing Faculty benefit for their own FMLA-qualified illness.

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Retirement Plans

Logan's Retirement Contribution: After one-year of employment, all full-time Regular, Standing Faculty, Academic Administrative Faculty and some part-time Regular & Academic Provisional Faculty employees (scheduled to work 1000 hours per year or more) are eligible to receive 5% of their base salary into a Logan's 401(a) Retirement Plan. These contributions are 100% vested, meaning the funds are immediately yours. Plan documents control. Please contact Human Resources for a Summary Plan Description.

Employee's Supplemental Retirement Plan: Immediately upon employment, employees may enroll in a voluntary retirement plan with TIAA-CREF. Contribution amounts are dependent upon IRS and plan limitations.

Holidays

Logan recognizes the following holidays:

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

Regular full-time and part-time employees are eligible to receive holiday pay if the holiday falls on a regularly scheduled workday. Depending on the department and position, an employee may be asked to work a holiday and be paid additional time accordingly.

Holidays will be celebrated normally on the date specified by the U.S. government for that holiday, however, if a holiday falls on a Saturday, it is celebrated on a Friday; if it falls on a Sunday, it is celebrated on a Monday.

Vacation

All Regular full-time and Academic Administrative Faculty are eligible for vacation at the following accrued rates annually:

Vacation accrued on calendar-year basis (Jan-Dec)	Years of employment
Regular part-time employees working at least 20 hrs/week	Pro-rated based on regular work week at 2 weeks/year
Regular full-time Non-Exempt	0-4 years: 2 weeks 5-9 years: 3 weeks 10 +: 4 weeks
Regular Full-Time Exempt (Dean & Director level and below, includes Academic Administrative Faculty)	0-4 years: 3 weeks 5-9 years: 4 weeks 10 +: 5 weeks

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Regular Full-Time Exempt (above Dean & Director level)	0-4 years: 4 weeks 5+: 5 weeks
Vacation accrued on academic-year basis (Sept – Aug)	
Standing Faculty ³ with academic year contracts	4 weeks (teaching faculty must take vacation during breaks; health center clinicians may take vacation at any time based on supervisor’s approval)
Academic Provisional Faculty & Standing Faculty with less than an annual contract	None
Vacation accrued based on contract year	
Residents and Fellows	4 weeks (*effective at beginning of contract anniversary after 9/1/15)

- Regular part-time employees working at least 20 hours per week are eligible to accrue vacation on a pro-rated 2 weeks/year scale.

All vacation must be used in full or half-day increments, be approved by supervisor, recorded in Logan’s payroll system, and taken in the year it is accrued. Unused vacation dates are forfeited at the end of each accrual year.

Upon termination from employment, Regular employees will receive pay for any unused accrued vacation.

Birthday Float Day

All Regular and Academic Administrative Faculty are provided with one paid Birthday Float day to be used during the calendar year and must be used in either a half-day or whole-day increments and recorded in Logan’s payroll system.

Paid-Time off for Illness, Doctor’s appointments, etc.

Each calendar year, all full-time Regular & Academic Administrative Faculty receive 7 days of paid sick time for their own and/or an immediate family member’s illness. Absences of 3 days or longer will require medical certification under Logan’s FMLA policy. Sick days must be taken in full or half-day increments and recorded in Logan’s payroll system. All sick time must be used in half-day or whole-day increments.

Part-time Regular employees, working 20 hours or more per week are eligible for a pro-rated amount of sick time.

Regular & Academic Administrative Faculty are allowed to roll over into the next calendar year a “bank” of up to 60 days of unused sick time. This “banked” time may only be used for major illnesses of the employee. The “banked” time is not eligible for use for the care of family members.

As of January 1, 2016, Standing Faculty are provided up to 12-weeks of paid sick leave for their own illness. Absences of 3 days or longer will require medical certification under Logan’s

³ Standing Faculty are employees with annual contracts such as teaching and health center faculty.

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FMLA policy. Sick days must be taken in full or half-day increments and recorded in Logan's payroll system.

Family and Medical Leave Act (FMLA) Policy

Logan recognizes that employees occasionally need to take time away from work to care for important family and medical needs. This FAMILY AND MEDICAL LEAVE policy ("FM Policy") is intended to address those needs in a manner that is beneficial to employees, their families and Logan and is consistent with applicable laws.

Employee Eligibility Requirements

To be eligible for a FM Leave, an employee must:

1. Have been employed by Logan for at least 12 months; and
2. Have worked at least 1,250 hours for Logan during the 12 months preceding the commencement of the leave; and
3. Work at a work site where 50 or more employees are employed within 75 miles of the work site.

Reasons for Leave

Eligible employees may be entitled to take a FM leave up to 12 work weeks during any 12-month period for the following reasons:

1. The birth of a child or the placement in your home of a child for adoption or for foster care (NEW CHILD LEAVE);
2. The need to care for your spouse, son, daughter, or parent with a serious health condition (FAMILY LEAVE);
3. A serious health condition (see definition below) (EMPLOYEE LEAVE);
4. A qualifying exigency relating to a covered service member's active duty or call to active duty status in support of a contingency operation (Military Exigency Leave); and
5. The need to care for a covered service member who has a serious injury or illness (Military Caregiver Leave).

A "covered service member" is a member of the Armed Forces (including National Guard or Reserves) who is the employee's spouse, child, parent or next of kin. A "serious illness or injury" is an injury or illness incurred in the line of duty while on active duty in the Armed Forces that may render the member

medically unfit to perform the duties of the member's office, grade, rank, or rating.

Definition of Serious Health Condition

A serious health condition means an illness, injury, impairment or physical or mental condition that involves (A) Inpatient care in a hospital, hospice, or residential medical care facility; or (B) Continuing Treatment by a healthcare provider.

Inpatient Care means an overnight stay including any period of incapacity or any subsequent treatment in connection with such inpatient care.

Continuing Treatment includes any one or more of the following:

- (a) Incapacity of more than three (3) consecutive, full calendar days and any subsequent treatment of incapacity relating to the same condition that also involves:
 - (1) treatment two or more times within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of or on referral by, a health care provider; or
 - (2) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider;
 - (3) The requirements in paragraph (a)(1) and (2) for treatment by a health care provider means an in-person visit to the health care provider. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity.
 - (4) Whether additional treatment visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.
 - (5) The term “extenuating circumstances” in paragraph (a)(1) means circumstance beyond the employee’s control that prevent the follow-up visit from occurring as planned by the health care provider. Whether a given set of circumstances are extenuating depends on the facts.
- (b) any period of incapacity due to pregnancy or prenatal care;
- (c) Chronic serious health condition. A chronic serious health condition is one which;
 - (1) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider;
 - (2) Continues over an extended period of time; and,

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- (3) May cause episodic rather than a continuing period of incapacity (e.g. asthma, diabetes, epilepsy, etc.)
- (d) Permanent or long-term conditions due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
- (e) Conditions requiring multiple treatments by a health care provider for:
 - (1) Restorative surgery after an accident or other injury; or
 - (2) A condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), or kidney disease (dialysis).
- (f) Absences attributable to incapacity under paragraph (b) or (c) qualify for FM Leave even though the employee or the covered family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three consecutive, full calendar days. Treatment includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical, eye or dental examinations. A regimen of continuing treatment includes, for example, a course of prescription medicine (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purpose of FM Leave.

Military Exigency and Caregiver Leaves – Please see Human Resources for more details in qualifying situations.

Amount of Leave Available

An eligible employee is permitted to take up to 12 weeks of unpaid FM Leave in a 12-month period (for all types of FM Leave other than Military Caregiver Leave). A “week” is determined by the employee’s regular workweek. For example, an employee who works Monday through Friday has a 5-day workweek. An employee who works Monday, Wednesday, and Friday has a 3-day workweek. An employee who has a 5-day workweek is entitled to 60 days leave in a 12-month period (5 days multiplied by 12 weeks). An employee who works a 3-day workweek is entitled to only 36 days leave in a 12-month period (3 days multiplied by 12 weeks).

New Child Leave must be taken in consecutive weeks within 12 months after the child’s birth or placement of the child by adoption or foster care.

Designation of Leave

Logan has the right to designate as FM Leave all time missed by an employee which would qualify under this policy.

Notification by Employee

The employee is responsible to provide medical and other certifications including fitness for duty certifications in order for a FM Leave determination to occur.

1. **Foreseeable Events.** When foreseeable, an employee must provide *at least 30 days' advance notice* before FM Leave is to begin. An employee has an obligation to respond to Logan's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable Logan inquiries regarding the leave request may result in denial of FMLA protection if Logan is unable to determine whether the leave is FMLA-qualifying.
2. **Unforeseeable Events.** For unforeseen leave with no unusual circumstances, employees must provide notice of leave according to Logan's usual and customary notice requirements for such leave. As with foreseeable leave, an employee has an obligation to respond to Logan's questions designed to determine whether an absence is potentially FMLA-qualifying. Failure to respond to reasonable Logan inquiries regarding the leave request may result in denial of FMLA protection if Logan is unable to determine whether the leave is FMLA-qualifying.

Failure to Give Notice

Failure to give notice as required, may result in delay or denial of FM Leave. In the case of foreseeable leaves, Logan may delay the leave for up to 30 days from the date the employee notified Logan of the need to take the FM Leave.

Medical Certification

The employee must submit a Certification of Physician or Practitioner no later than 15 days following a request for FM Leave, unless providing such a certification is not practicable under the circumstances despite the employee's diligent, good faith efforts to do so. The certification must be completed by a qualified health care provider. Logan retains the right to have the employee examined by another health care provider at its expense. Logan reserves the right to request periodic additional medical certifications during the term of the leave of absence.

Intermittent or Reduced Schedule

If and only if it is medically necessary, FM Leave may be taken on an intermittent or reduced schedule basis. Intermittent or reduced schedule leave will be counted on a quarterly-hour basis to apply toward the twelve-week maximum per twelve months. As with all FM Leave requests, the

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employee must submit a Medical Certification to support their need for an intermittent or reduced schedule leave. Furthermore, the employee must inform Logan of the anticipated treatment schedule and reasons for the proposed schedule. During this schedule, Logan may require an employee to work in a different position or on a different schedule that will better accommodate the necessities of the leave schedule. The alternative position will have the same pay and benefits as the position held prior to commencement of the leave. In all instances, the employee is obligated to plan for treatments so that they will cause the least disruption to Logan. Logan retains the right to deny an intermittent or reduced schedule leave for New Child Leave.

Pay and Benefits

Logan does not compensate an employee on FM Leave beyond what the employee is eligible for under Logan's vacation and sick leave policies. The employee must use vacation and sick leave during FM Leave. Regardless of whether the employee receives pay during the leave, the full amount of leave will be counted toward the 12-week maximum leave available in a 12-month period. In addition, the use of paid leave is limited to the use specified in the policy that defines that particular type of leave.

Substitution of Paid Leave for Unpaid FM Leave

Leave provided under FMLA is unpaid. However, Logan will require that paid leave be substituted for unpaid FM Leave under the following circumstances:

Accrued paid leave. Logan will require the employee to use accrued paid leave for unpaid FM Leave. An employee's ability to use accrued paid leave is determined by the terms and conditions of Logan's normal leave policy. Logan will inform the employees that the employee must satisfy any procedural requirements of the paid leave policy in order to be paid.

Disability leave. Leave taken pursuant to a disability leave plan would be considered FM Leave for a serious health condition and counted against the leave entitlement permitted under FMLA. Because leave taken under a disability benefit plan is paid (at least in part), Logan will require the employee to substitute accrued paid leave during such leave.

Workers' compensation. Time taken off from work due to an injury covered under Missouri's workers' compensation program may be counted against the employee's FM Leave entitlement. Because the workers' compensation absence is paid (at least in part), Logan will not require the substitution of accrued paid leave during workers' compensation leave. However, Logan and the employee may agree to have paid leave supplement workers' compensation benefits. When workers' compensation benefits end, Logan will require the use of accrued paid leave.

During a FM Leave, Logan will continue to provide the same level of medical/dental benefits to the employee as before the leave, provided that the employee continues to pay the employee's share of the coverage. If the employee receives pay while on FM Leave, the employee's share of the premium payments will be deducted from the employee's paycheck. If the employee does not receive pay while on leave, then the employee must pay his or her portion of the insurance premium before he or she takes the leave or no later than 30 days after it would be due if the employee were

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actively employed. Coverage will be terminated if the employee is more than 30 days late in paying his or her share of the premium. Any employee whose coverage is terminated during FM Leave will be reinstated to the same level of benefits and on the same terms upon return from leave as the employee enjoyed prior to commencing leave with the exception of any faculty-wide or Logan-wide benefit change that the employee would have incurred had s/he been actively working.

Coverage of all insurance may stop if Logan learns the employee does not intend to return to employment or does not return to employment. In these cases, Logan may request the employee to reimburse it for any premiums it has paid on his/her behalf during the leave unless the reason s/he did not return was because of a continued serious health condition or for other reasons beyond his/her control.

Employees on unpaid leave will not receive holiday pay during the leave period. An employee on intermittent leave for FM Leave is entitled to holiday pay only if the employee is scheduled to work that day.

Return to Work

An employee returning from FM Leave must provide medical certification that he/she is able to resume working. Prior to returning to work, the employee must contact Logan and submit the medical clearance to return to work and to determine when to report for duty. Failure to follow these procedures may result in delay when he/she is ready to come back to work. Logan may require the employee to submit to a fitness-for-duty exam at its cost. The employee will be returned to the same or an equivalent employment position unless s/he has been notified that s/he is a "key employee". The employee will not lose any seniority or benefits because of the leave. Failure to return to work at the end of the FM Leave may be considered resignation.

Medical Leave of Absence (non-FMLA leave)

Logan will provide a medical leave of absence (MLOA) for those employees in their first year of employment and who are unable to work because of illness or injury. You should submit your request for this leave to the Human Resources Office.

Logan requires a certification from your treating physician that you are not able to work. In some cases, we will require you to be evaluated by a physician we select to determine if you are unable to work. Upon completion of this leave, you shall provide a certification from the treating physician indicating you may return to work. Logan makes no promise that the employee will be returned to their job at the conclusion of the MLOA.

Job Benefits: Logan will pay its portion of the cost of insurance benefits for up to six (6) weeks while you are on a MLOA. During this leave, the health and dental insurance shall be continued with Logan paying its part of the premium. You are responsible for paying your portion of the insurance, if applicable. You may pay your portion of the insurance premium, if applicable, before you take the leave or no later than 30 days after it would be due if you were actively employed. If you fail to pay your portion of the premiums for more than 30 days, the employee's coverage will be terminated. If Logan learns you do not intend to return to employment or do not return to

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employment, then you will be offered the right to continue coverage at your own cost under COBRA.

While on a MLOA, you must use any remaining accrued vacation, sick time and floating day. No benefits will be accrued while an employee is on a MLOA. Except as otherwise provided by law, time spent on MLOA will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.

Work Injuries – Workers Compensation

All injuries sustained while on duty must be immediately reported to Human Resources and your supervisor/department head, even if you feel the injury does not warrant medical attention. An accident report will be completed and forwarded to Logan's insurance carrier.

For all injuries requiring immediate medical care, the employee will be tested for alcohol and nonprescription controlled substances. An employee's refusal to take the test, as defined by Missouri statute, shall result in the forfeiture of benefits and disciplinary action up to termination of employment.

Jury Duty

Logan encourages employees to participate in the Jury System process as long as such participation will not disrupt a student's education. For this reason, any Standing Faculty member who receives a jury summons should contact Human Resources immediately so that Logan can attempt to reschedule the service to a time not disruptive to coursework presentation. All employees will be paid their regular pay during jury service and may retain any amounts provided by the Court. All time must be recorded in the payroll system.

Funeral Leave

Funeral leave is for immediate family which includes: spouse, mother, father, children, sister, brother, grandparents, father-in-law, mother-in-law and grandchildren. Funeral leave is limited to up to 3 days of leave through the day after the funeral.

No Pay Absences

All Regular, Part-time (over 20 hours/week) and Academic Administrative Faculty must exhaust birthday float, sick days and all accrued vacation days before a no-pay absence will be approved. Except in FMLA qualified leaves, no-pay absences are permitted only in exceptional circumstances and may result in performance concerns.

Employees in their first year of employment are eligible for up to a six-week medical leave of absence for their own illness. Such absence requires additional medical documentation as required by Human Resources.

Counseling

Logan offers free and confidential counseling services for employees and their families through our Employee Assistance Program (EAP) offered through H&H Health Associates. Areas of

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support offer a wide range of topics including; family issues, stress reduction, child & eldercare resources, health or financial concerns. - Please visit them at www.hhhealthassociates.com or contact them toll free at 1- 800-832-8302.

Logan Bookstore Benefits

All Logan University employees receive a 10% discount on non-sundry items in the Matthews Bookstore. This includes items such as books, medical equipment, and clothing. Some exclusions apply. Please see the bookstore for more information.

Tuition Assistance and Remission

Logan institutionally supports an employee's personal and professional growth and development through educational assistance (Logan's educational programs) and tuition remission (programs at other colleges and universities).

Eligibility

In order to qualify (initially and continuously) for educational assistance or tuition remission, an employee (faculty or staff) must:

- 1) Be employed by Logan in a full-time status for at least a minimum of two-years (*exceptions apply based on job related requirements – such as Residents in Sports Science and Rehab. Program);
- 2) Maintain satisfactory performance (not currently under any disciplinary action or reprimand);
- 3) Satisfy the requirements for admission (Logan's educational program);
- 4) Be admitted into an educational program;
- 5) Confirm with his/her supervisor that the proposed coursework(s) and program will not alter or interfere with position, schedule and attendance expectations;
- 6) Maintain satisfactory progress within the program; and,
- 7) Complete and submit the necessary documentation including request form and execution of agreement to remain available for full-time employment for at least two (2) years after the course(s) for which assistance or remission is requested with the penalty of repayment upon early resignation.

Restrictions and Requirements

- 1) Eligibility:
 - a) As eligibility is contingent on maintaining satisfactory progress, documentation is only valid for one (1) trimester/semester at a time.
 - b) Grades must be submitted and proof of satisfactory process (semester GPA of 2.0 or better for undergraduate and 3.0 or better for graduate studies) must be demonstrated prior to receiving assistance or remission for a future semester.
- 2) In order for the course(s) specifically or the educational program generally to be considered for educational assistance or tuition remission, it must be related to the employee's current job or as approved by supervisor and Cabinet leader as part of professional development plan.
- 3) Logan will apply IRS rules in reporting benefits as excluded and/or taxable wages.
- 4) Tuition assistance (Logan coursework) is:

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- a) Not allowed for post graduate coursework;
- b) Limited to 75% of the current tuition and does not include any college and course related fees (i.e., activity, technology, etc.) and textbooks. The employee is responsible for paying the remainder of the tuition and fees at enrollment; and,
- c) An employee will be limited to \$5,250 annual.
- d) Tuition remission (programs offered by other colleges and universities) is:
- e) Annually limited to the amount allowed by the IRS as fringe benefits and “not taxable income”. In example, for 2012 the IRS has determined that \$5,250 may be excluded from taxable wages; therefore, the cap for 2012 is \$5,250.
- f) Logan will provide tuition assistance or tuition remission available on a case-by-case based with strong consideration given to Logan’s fiscal budget and business needs. In no event will Logan commit to assistance or remission for more than a trimester/semester at a time.

Logan’s Family Scholarship

Logan’s Family Scholarship Program provides for up to 3 scholarships per trimester of 100% tuition charges for students who are dependents of a current Logan employee who has satisfied a minimum number of continuous years of service. The scholarships are awarded each trimester with each student limited to a total number of 10 awards (10 trimesters). The scholarship does not provide for overload tuition, fees and books.

To be eligible, a student must:

- be a legal spouse or child of a current Logan employee who has completed at least 5 years of continuous full-time employment or 10 years continuous part-time employment.
- meet the minimum admission requirements of grade point average and maintain a minimum grade point average of 2.5.
- maintain full-time enrollment
- satisfy all policies outlined in the Student Handbook
- Prior to and during the trimester for which the scholarship is awarded, the student must be employed by Logan in a part-time status as a Research Assistant or Teaching Assistance and work at least 5 hours/week. Such position by the student cannot directly report to a family member

As appropriate, the Logan employee is required to satisfy all policies outlined in the Staff and Faculty Handbooks. Scholarships are automatically renewed if both the student and Logan employee satisfy the on-going eligibility requirements. The terms of the scholarship are subject to modification or elimination with one-trimester notice.

Continuing Education Courses offered through Logan’s Post-Graduate Department

Logan’s Post-Graduate Department offers continuing education coursework to satisfy DC licensing requirements. All full-time faculty are eligible to take as many courses as desired for a discounted tuition fee of \$15/course. Part-time faculty are eligible to take up to three (3) courses per year at the discounted tuition fee of \$15. For more information and course availability, please contact the Post-Graduate Department at extension 1960.

Technology Acceptable Use Policy

Smoking & Tobacco on Campus

Parking

University Closure Policy

Decisions to close or delay the opening of Logan are made by the university's administration. In the event that Logan must alter the normal operating schedule, due to inclement weather conditions or a campus emergency, efforts will be made to alert faculty, staff and students in a timely manner.

Definitions

University Delays or Snow Schedule: Work hours will begin at 9:00 a.m. and classes will begin at 9:30 a.m. (3rd hour).

Class Cancellations: Logan University will cancel classes for the day, though the university will remain open to allow student access to most university services. University Closure: Logan University will close its operations for the day.

Notifications

Logan's emergency notification system (e2Campus) uses email, text messages and voice messages to keep faculty, staff and students informed of University closings, class cancellations, delayed openings, campus emergencies or other weather-related changes to Logan's normal operating schedule.

Employees and students are automatically enrolled to receive email alerts. To receive text or voice alerts please login at [e2Campus](#). Messages may be delivered the registrant's cell phone, voicemail and email.

Notifications are also announced via:

- Logan's website: logan.edu
- Facebook: [Facebook.com/LoganChiro](https://www.facebook.com/LoganChiro)
- Twitter: [@LoganChiroUniv](https://twitter.com/LoganChiroUniv)

Pay During Emergency Closings

Depending upon needs of the University, it may be necessary for some employees to report to work regardless of the closing. The following departments may be expected to report to work during inclement weather closings and snow schedules unless notified by their

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Supervisor/Department Head.

- Learning Resource Center (LRC)
- Health Center(s)
- Physical Plant

When employees are required to work on a closed day, they will be paid as usual. Example: an employee required to work 8 hours on the closed day will receive 8 hours of pay. Additional compensation for working the 8 hours will not be granted if an employee has taken a planned or unplanned absence (vacation, sick day, etc.) during a day that Logan is closed due to weather or other extenuating circumstances, the compensatory time will not be granted.

Lost and Found

Articles found on the premises should be turned into the Security Office, located at the main lobby front desk. If they are identifiable, the employee will be notified when they are turned in. An employee should direct all questions pertaining to lost articles to the Security Personnel.

Car and Mileage Policy

The goal is to minimize costs and assets while establishing a standard for authorized business expenses. It is Logan's policy to reimburse employees for allowable mileage, actual gas purchases or rental car expenses.

General Policy Statement:

1. Logan University's car rental vendor is Enterprise Holdings, providing car rental services utilizing both Enterprise Rent-A-Car and National Car Rental. Due to the discounted pricing being offered through Enterprise Holding, all car rentals for University business must be made with National Car Rental or Enterprise Rent-A-Car using the Corporate ID Number established between Logan University and Enterprise Holdings. Any different car rental expenses submitted will not be reimbursed.
2. Gasoline purchases made during the rental car time period are reimbursable to the employee. The employee should submit such purchases on the Travel Reimbursement Form and include printed receipts of such purchases.
3. Employees should use the [Rental vs Employee Reimbursement Calculator](#) to determine if it is cheaper to rent a car or to submit for mileage or gasoline reimbursement. Logan will reimburse the least expensive option.
4. Employees that utilize their own vehicles receive mileage reimbursement based on the federal standard mileage rate. The current federal standard mileage rate is 56 cents per mile. Gasoline reimbursement cannot be used in conjunction with

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mileage reimbursement.

5. Employees that utilize their own vehicles instead of renting a vehicle may have gasoline purchases reimbursed. The employee should submit such purchases on the Travel Reimbursement Form and include printed receipts of such purchases. Gasoline reimbursement cannot be used in conjunction with mileage reimbursement.

Reservations

1. A Logan employee may reserve a vehicle for business related travel in one of several ways using the Logan University Corporate ID Number (XZ01258) :
 - Reserve by calling Enterprise's local rental branch directly (during business hours)
 - By calling 1-800-Rent-A-Car (24 Hours a day)
 - Accessing the Enterprise website at www.enterprise.com (pin # "LOG") Note: Reservations are to be made 24 hours in advance for guaranteed vehicle class.
2. Logan employees will need to enroll in the National Car Rental Emerald Club prior to making any reservations with National Car Rental.

Benefits of the Emerald Club

- Bypass the counter - Bypass the rental counter and go directly to the Emerald Club Aisle at more than 50 major airports in the U.S. and Canada.
- Choose your own car -Don't waste time looking for your assigned car - just choose any car from the Emerald Club Aisle and be on your way.
- Speed up returns with an E-Receipt -There is no need to wait around for a piece of paper when you return your car. Sign up to receive this benefit and they will automatically email your receipts to you within 24 hours of each returned rental.

If you are not enrolled in Emerald Club, visit Emerald Club Registration for complimentary enrollment and start receiving your premium car rental service.

[Emergency Preparedness & Crime Report](#)

[Safety and Concealed Weapons](#)

Family Educational Rights and Privacy Act (FERPA) Policy

Overview

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The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. §1232g, as amended, is a federal law giving certain rights to parents or students regarding education records at schools of every level receiving funding from the U.S. Department of Education. At the postsecondary school level, the rights afforded by FERPA belong, in general, to the student rather than the parent. The five rights, as summarized in the Department of Education regulations, 34 CFR § 99.7, are as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
3. The right to consent to disclose personally identifiable information contained in the student's education records, except to the extent that FERPA and the regulations authorize disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements and regulations of FERPA.
5. The right to obtain a copy of the institution's student record policy.

I. RIGHT TO INSPECT AND REVIEW. Students may inspect and review their education records upon request to the appropriate record custodian. (See list of types, locations and custodians of student records at the end of this policy)

The regulations define "education records" as meaning, subject to the few exceptions, those records that are (1) directly related to a student and (2) maintained by an educational institution or by a party acting for the institution.

A student should submit to the record custodian a written request, which identifies, as precisely as possible, the record or records s/he wishes to inspect. The office of the record custodian will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within a reasonable time, but in no event more than 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only that part of the record that relates to him or her.

Logan reserves the right to refuse to permit a student to inspect the following records:

1. Financial records of the student's parents.
2. Confidential letters and statements of recommendation for which the student has waived his or her right of inspection and review.
3. Records connected with an application to attend Logan if the application was denied.

4. Those records which are excluded from the FERPA definition of education records.

Logan reserves the right to deny copies of transcripts or copies of records (but not access to the record) in any of the following situations:

1. the student has an unpaid financial obligation to Logan, or
2. the student has failed to comply with disciplinary sanctions.

II. RIGHT TO SEEK AMENDMENT. If a student believes the education record(s) relating to the student contain information that is inaccurate, misleading, or in violation of the student's privacy rights, s/he may ask Logan to amend the record. The procedures for amendment of records are the following:

1. Students should submit to the office of the record custodian (see list at the end of this policy) a written request for amendment of the record, identifying the part of the record requested to be changed and specifying why it is inaccurate, misleading, or in violation of their privacy rights.
2. Logan will decide whether to amend the record as requested within a reasonable time after receiving the request.
3. If Logan decides not to amend the record as requested, it shall inform the student in writing of its decision and of his or her right to a hearing.
4. If the student requests a hearing, Logan shall hold the hearing within a reasonable time after receiving the request. Logan shall give the student reasonable advance notice of the date, time and place. The hearing may be conducted by an individual without a direct interest in the outcome, including a Logan official. At the hearing, Logan shall give the student a full and fair opportunity to present evidence relevant to the issues.
5. Logan shall make its decision in writing within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.
6. If, as a result of the hearing, Logan decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the student of the amendment in writing.
7. If, as a result of the hearing, Logan decides that the information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will inform the student of the right to place a statement in the record commenting on the contested information and stating why s/he disagrees with Logan's decision.

8. If a statement by the student is placed in the record, Logan shall maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

III. RIGHT TO CONSENT TO DISCLOSURE. Logan will not disclose personally identifiable information from a student's educational record without the prior written consent of the student, except:

- a. to comply with a federal grand jury subpoena or any subpoena issued for a law enforcement purpose, in which case the court or other issuing agency orders, for good cause shown, that the existence or contents of the subpoena or any information furnished in response to the subpoena not be disclosed.
- b. to parents or legal guardians of students under 21 regarding a disciplinary violation involving a Logan rule or policy governing the use or possession of alcohol or a controlled substance, and,
- c. to school officials within Logan who Logan has determined to have a legitimate educational interest in the records.

The definition of a school official includes but is not necessarily limited to:

- A person employed by Logan in an administrative, supervisory, academic or research, or support staff position.
- A person employed by or under contract to Logan to perform a special task, such as an attorney or auditor.
- A person serving on the Board of Trustees.
- A student serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her task.

A school official, in most cases, will have a legitimate educational interest if the official is carrying out the duties or responsibilities of his or her position. A school official has a "legitimate educational interest" if the official is:

- Performing a task that is specified in his/her position description or by a contractual agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, maintenance of the safety and security of the campus or students, job placement or financial aid.

Without prior consent by the student, FERPA authorizes releases of personal information to third parties as follows:

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- a. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with the audit or evaluation of certain state or federally supported education programs.
- b. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- c. Institutions from which the student has received or applied to for financial aid.
- d. As required by state law.
- e. To organizations conducting certain studies for or on behalf of Logan.
- f. To accrediting organizations to carry out their functions.
- g. To parents of an eligible student who claim the student as a dependent for income tax purposes.
- h. To comply with a judicial order or a lawfully issued subpoena, after a reasonable attempt has been made to notify the parent or eligible student before disclosing the information.
- i. The results of any disciplinary proceeding conducted by Logan against an alleged perpetrator of a crime of violence to the alleged victim of that crime.
- j. At a time of emergency defined in terms of the following considerations:
 - 1.) The seriousness of the threat to health or safety.
 - 2.) The need for access to the record in meeting the emergency.
 - 3.) Whether the person requesting the records is in a position to deal with the emergency.
 - 4.) The extent to which time is of the essence in dealing with the emergency.

In these instance, a record of access will be kept by Logan which indicates (a) name and signature of person who requested or examined the file; (b) the purpose for which the file was accessed; (c) date on which access to record occurred; and (d) clear notice that the information must not be released by a third party without the consent of the student. Logan will keep notification of releases made to third parties in the student's record.

Logan designates the following as directory information:

name, address, telephone listing, email address, date and place of birth, major field of study, grade level, enrollment status, photograph, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors, and awards received (including

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Dean's list), and the most recent previous educational agency or institution attended by the student.

Directory Information is information that Logan may disclose but is not required to be disclosed without prior consent by the student.

In accordance with the requirements of FERPA, Logan annually will give public notice to students in the Student Handbook, Catalog and website of the types of personally identifiable information that Logan has designated as directory information. Furthermore Logan will give the student the opportunity to refuse to let Logan designate any or all types of information about him or her as directory information. Copies of forms to request non-disclosure of directory information are available in the Registrar's Office.

RECORD OF REQUESTS FOR DISCLOSURE. Subject to certain expectations set forth in FERPA regulations, the record custodians within Logan will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

- IV. RIGHT TO FILE A COMPLAINT.** Students have a right to file a complaint with the U.S. Department of Education if they believe that Logan has failed to comply with the requirements of FERPA. The complaint should be in writing and contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA has occurred. The complaint should be sent to:

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

V. TYPES, LOCATION AND CUSTODIANS OF STUDENT RECORDS

All students have records in one or more of the following offices, maintained by the custodian listed.

<u>Type</u>	<u>Location</u>	<u>Custodian</u>
Admissions Records	Admissions Office	VP of Enrollment
Advising Records	Advisor's Office	Academic Advisor
Counseling Records	Counselor's Office	Counselor
Credential Files	Registrar's Office	Registrar
Academic Records	Registrar's Office	Registrar
Disability Records	Student Services	Dean of Student Svcs.
Disciplinary Records	Student Services	Dean of Student Svcs.
Accounting Records	Business Office	CFO
Financial Aid Records	Financial Aid Office	Financial Aid Director

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Supplemental Seminar & Training
Certification

Clinical Educational Records

Post Graduate Office

Clinic

VP Chiropractic Affairs

Clinic Data Entry

Media Inquiries

All inquiries from any news media must be referred to the Director of Marketing & Public Relations or the President's Office. No one other than these offices are authorized to speak on behalf of Logan.

Café and Charlie's Grab N' Go

Food Service Consultants agrees to give a 20% discount to all Faculty and Staff Members at Logan University. This 20% discount is good at the Logan Café and Charlie's Grab n Go. You must present your Employee ID at the time of the purchase to verify your position with Logan.

Learning Resources Center

Wellness Center

Exit Process

Employees who are leaving the university must attend an exit process meeting to facilitate a smooth transition. This process is carried out by the exiting employee's department with the assistance of Human Resources. In an effort to identify ways to improve the work environment and quality of service provided at the university, employees are encouraged to provide feedback by way of an exit questionnaire, scheduled with Human Resources (HR).

Exit Process

Prior to the employee's last date of employment with the college/division or the university, the employee's supervisor/designee meets with the employee to complete the exit checklist.

If the employee is no longer present in the workplace and unable to complete the form, the supervisor should complete the exit checklist and indicate the reason the employee was unavailable. The completed list is forwarded to HR.

Collect University Property

All university property and other items issued to the employee should be retrieved by the supervisor/designee during the exit process. This includes, but is not limited to, keys, equipment, phones, Identification cards, computers, iPads, and credit cards. Non-reusable items such as credit cards are to be destroyed. If property and other items are not retrieved from the employee, HR should be contacted for guidance regarding collection efforts.