

**IMPORANT NOTICE CONCERNING YOUR EMPLOYMENT
STATUS WITH
CHARLESTON SOUTHERN UNIVERSITY**

NONFACULTY HANDBOOK

YOU ARE AN AT-WILL EMPLOYEE OF CHARLESTON SOUTHERN UNIVERSITY, WHICH MEANS THAT BOTH YOU AND THE UNIVERSITY HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME FOR ANY REASON, OR NO REASON AT ALL. THE CONTENTS OF THIS HANDBOOK ARE ONLY GUIDELINES OF SOME OF THE UNIVERSITY'S POLICIES AND PROCEDURES. THEY DO NOT CREATE A CONTRACT OF EMPLOYMENT BETWEEN YOU AND THE UNIVERSITY, NOR DO THEY ALTER YOUR AT-WILL EMPLOYMENT IN ANY WAY. ONLY THE PRESIDENT OF THE UNIVERSITY HAS THE AUTHORITY TO ENTER INTO EMPLOYMENT CONTRACTS FOR THE UNIVERSITY AND SUCH CONTRACTS MUST BE IN WRITING. THEREFORE, NO ONE ELSE, EITHER IN WRITING OR VERBALLY, CAN CREATE AN EMPLOYMENT CONTRACT WITH YOU THAT WOULD BIND THE UNIVERSITY OR OTHERWISE ALTER YOUR AT-WILL EMPLOYMENT.

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE CHARLESTON SOUTHERN UNIVERSITY HANDBOOK FOR NONFACULTY EMPLOYEES AND HAVE CAREFULLY READ IT OR HAVE HAD IT READ TO ME.

EMPLOYEE

DATE

Date received in human resources: _____

South Carolina Code 41-1-110

Nothing contained in this guideline or in any other guideline creates a contract right. All employees of Charleston Southern University are employed at will, which means that the employee has the right to terminate his or her employment at any time, with or without notice or cause, and that Charleston Southern University has the same right. An exception to the policy that all employees are employed at will can only be made by a written agreement signed by the president of Charleston Southern University.

ABOUT YOUR EMPLOYMENT WITH CHARLESTON SOUTHERN UNIVERSITY

THE CONTENTS OF THIS EMPLOYMENT HANDBOOK ARE PRESENTED ONLY AS GUIDELINES OF SOME OF THE UNIVERSITY'S CURRENT POLICIES AND PROCEDURES. THIS REVISED HANDBOOK SUPERSEDES ALL OTHER HANDBOOKS ISSUED BY CHARLESTON SOUTHERN UNIVERSITY AND MAY BE AMENDED OR REVISED BY THE UNIVERSITY AT ANY TIME. AS SUCH, AMENDMENTS OR REVISIONS MAY OR MAY NOT BE IN WRITING.

THESE HANDBOOK CONTENTS ARE NOT INTENDED TO CREATE A CONTRACT BETWEEN THE UNIVERSITY AND ANY EMPLOYEE. NOTHING IN THIS HANDBOOK BINDS THE UNIVERSITY OR EMPLOYEE TO ANY SPECIFIC PROCEDURES, POLICIES, BENEFITS, WORKING CONDITIONS, OR PRIVILEGES OF EMPLOYMENT OR DEFINITE PERIODS OF EMPLOYMENT. AS AN EMPLOYEE, YOU ARE COMPLETELY FREE TO LEAVE THE UNIVERSITY AT ANY TIME YOU CHOSE, AND THE UNIVERSITY HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP.

NO SUPERVISOR OR MEMBER OF MANAGEMENT, EXCEPT FOR THE UNIVERSITY'S PRESIDENT, HAS THE AUTHORITY TO BIND THE UNIVERSITY TO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME WITH ANY EMPLOYEE, EITHER VERBALLY OR IN WRITING. THE ONLY VALID CONTRACT FOR EMPLOYMENT BETWEEN THE UNIVERSITY AND EMPLOYEE MUST BE IN WRITING AND SIGNED BY THE PRESIDENT.

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FOREWORD

Charleston Southern University's mission is promoting academic excellence in a Christian environment. The University offers a variety of liberal arts, preprofessional, professional and graduate programs. Our identification with the Christian tradition challenges us to become a community in which intellectual, religious, and social growth may enable us to move toward personal fulfillment and effective participation in the modern world. Each employee is expected to perform his or her duties to the best of his or her abilities to ensure excellence in meeting the objectives of Charleston Southern University.

These policies do not apply to the college work-study program or institutional work-study program. Temporary or part-time staff employees who are hired to work less than 30 hours per week or less than 12 months per year are not entitled to the benefits provided for full-time personnel except as mandated by law.

Any exceptions to the policies in this manual will be stated in individual contracts. No one at CSU has the authority to enter into any employment contract unless it is reduced to writing and signed by the president.

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I. INSTITUTIONAL PURPOSE

FOUNDING PRINCIPLE: Matthew 28:19-20

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the world. Amen.”

MISSION

Promoting Academic Excellence in a Christian Environment

VISION

To achieve national distinction as an institution of higher learning with its primary emphasis on excellence in teaching, dedicated to the discovery and enrichment of talent within a broad spectrum of capable university students, endowing them with a Christian vision of life, and equipping them for significant leadership and service.

BIBLICAL CORE VALUES: WHAT WE BELIEVE ABOUT...

Scripture. II Timothy 3:16: *“All Scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction, for instruction in righteousness.”* The Bible is the inerrant and infallible record of God’s revelation to humanity, and it is the only sufficient source of appeal on matters relating to the Christian faith.

God. Genesis 1:1 *“In the beginning, God created the heavens and the earth.”* Genesis 1:31-2:2: *“And God saw everything that he had made, and behold, it was very good. And the evening and the morning were the sixth day. Thus the heavens and the earth were finished, and all the host of them. And on the seventh day God ended his work which he had made; and he rested on the seventh day from all his work which he had made.”* Genesis 2:7: *“And the LORD God formed man of the dust of the ground, and breathed into his nostrils the breath of life; and man became a living soul.”* John 1:3: *“All things were made by him; and without him was not anything made that was made.”* There is one and only one living and true God. The historical account of Genesis decrees that He is the personal and direct Creator of all that exists, including the first human beings, Adam and Eve. To Him we owe the highest love, reverence, and obedience.

Jesus Christ. John 14:6: *“Jesus saith unto them, I am the way, the truth, and the life; no man cometh unto the Father, but by me.”* God made provision through Christ for the redemption of sinful humanity by His substitutionary atonement on the cross, and He alone is sufficient as Savior.

Salvation. John 3:16: *“For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life.”* Salvation involves God’s gracious redemption of individuals and is offered freely to all who accept Jesus Christ as personal Lord and Savior by repentance and faith.

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Life of the Believer. Romans 12:2: “*And do not be conformed to this world, but be ye transformed by the renewing of your mind, that ye may prove what is that good and acceptable and perfect will of God.*” Christians are to be consistent with Scripture in their character and conduct.

Evangelism and Missions. Acts 1:8: “*But ye shall receive power, after that the Holy Ghost is come upon you; and ye shall be witnesses unto me both in Jerusalem, and in all Judea, and in Samaria, and unto the uttermost part of the earth.*” It is the privilege and duty of every Christian to share the Gospel of Christ, personally and by all other methods, in harmony with the Gospel.

LIFE PREPARATION CONCEPTS

The University promotes the following five life preparation concepts through its programs and activities: values and ethics, communication, leadership, service and wellness. Understanding and applying these concepts should equip students for future leadership roles. Charleston Southern University seeks to develop students with Christian values who will also have a broad-based liberal arts education. These life preparation concepts are defined as follows:

Values and Ethics: By values this institution advocates those qualities expressed by Christ when He taught, “*You shall love the Lord thy God with all your heart, and with all your soul, and with all your mind...(and) your neighbor as yourself*” (Matthew 22:37-39). Charleston Southern takes these “greatest commandments” to include a life of faith in work and action, a reverence for God’s creation and for the living in a community that seeks to appreciate justice, truth, and beauty. Ethics is defined as a capacity and an inclination to learn about, and to deliberately choose, behavior that reflects the values of a Christian community.

Communication. Colossians 4:5-6: “*Walk in wisdom toward them that are without, redeeming the time; let your speech be always with grace, seasoned with salt; that ye may know how ye ought to answer every man.*” The term communication refers primarily to the exchange of ideas orally, visually, or in writing. People associated with a Christian institution should concern themselves with ethical and practical qualities of communication. They should dedicate themselves to an ideal which stresses not only clarity and persuasiveness but also accuracy and truth. Effective communication should take place in the classroom, within the University family and between the University and the public.

Leadership. Romans 12:1: “*I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service.*” Leadership is the ability to motivate self and others to the accomplishment of goals within ethical boundaries using skills such as motivation, persuasion, analytical thinking, reasoning and problem solving, and characteristics such as interpersonal skills, openness, sensitivity and self-knowledge.

Service. Luke 9:23: “*And he said to them all, If any many will come after me, let him deny himself, and take up the cross daily, and follow me.*” Service is the giving of one’s time and energy in order to benefit the Charleston Southern University family or the community at large.

Wellness. II Timothy 1:7, 13: “*For God hath not given us the spirit of fear; but of power, and of love, and of a sound mind... Hold fast the form of sound words, which though hast heard of me in faith*

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and love which is in Christ Jesus.” Wellness is not merely the absence of disease, but the proper balance among a person’s physical, mental, emotional, social, spiritual and environmental health, which results in the ability of each person to live most effectively within his or her potentialities.

STATEMENT OF PURPOSE

Charleston Southern University is an independent, comprehensive university affiliated with the South Carolina Baptist Convention. This suburban coeducational institution with liberal arts and professional curricula offers degrees at the undergraduate and graduate levels. The University was founded upon the principle that students should have an opportunity for a quality education under the guidance of Christian faculty. The University promotes academic excellence in a Christian environment.

The University aims continuously to increase the academic quality of its students. Students currently are drawn primarily from the southeastern region of the United States, and pursue a broad variety of careers in the arts and sciences, as well as business, education and nursing.

The South Carolina Baptist Convention founded the institution in 1964 as the Baptist College at Charleston. The campus is located sixteen miles from the city of Charleston, within the city limits of North Charleston. The institution changed its name to Charleston Southern University in 1990 to better reflect additional offerings of graduate programs.

INSTITUTIONAL GOALS 2003-2006

- Enroll 3,000 traditional and nontraditional students, increase retention and enhance career planning and placement.
- Promote a Christian vision of life that encourages and equips students, faculty and staff for service and leadership, enhancing opportunities for prayer, evangelism, discipleship and missions.
- Develop and implement an integrated marketing and branding program that projects the distinctives of the University.
- Enhance academic quality and learning opportunities by emphasizing faculty development, integration of faith and discipline, student internships/experiential learning, integration of technology and instruction, cultural diversity/interaction with minority faculty and students, global education and graduation rates.
- Offer academic programs designed primarily to meet the educational needs of working adults at on-campus and off-campus sites using both traditional and alternative instructional delivery systems.
- Provide leadership for all out-of-classroom student experiences, maximizing student-learning activities by integrating the University’s life preparation concepts of leadership, Christian values and ethics, service, communication and wellness.
- Provide for campus technology that assures competitiveness in instruction, promotes increasingly efficient administrative services and enhances student success.

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- Provide a competitive NCAA Division I athletic program in compliance with NCAA guidelines, enhancing the academic, emotional and spiritual development of the University's student-athletes.
- Construct and upgrade campus facilities essential to support the University's goals and objectives.

AFFILIATION AND SUPPORT

Charleston Southern University is affiliated with the South Carolina Baptist Convention. However, young men and women of all faiths are invited to share in its programs. The University is under the direct supervision of the board of trustees (elected by the South Carolina Baptist Convention), who are charged with the responsibility of operating it within the purpose for which it has been chartered. Income for the University is derived from tuition, endowments, gifts, funds from the South Carolina Baptist Convention and friends who believe in the purposes of the institution.

II. ADMINISTRATION ORGANIZATION

PRESIDENT'S CABINET

The President's cabinet consists of nine (9) senior officers who receive information periodically from staff and faculty with respect to the development of University policies and procedures. Also, members of the staff advisory committee are consulted regarding University policies, procedures and benefits. The senior officers are as follows:

PRESIDENT

The president is the chief executive and academic officer of the University who oversees all officers and departments, both academic and administrative. The president is responsible to the board of trustees; the president reports progress and makes recommendations to the board for the welfare of the University. The president is charged with the efficient administration of the policies of the University by directing the realization of institutional objectives. The president is the official medium of communication between the administration and faculty and the board of trustees, and recommends to the board appointments, promotions and major policy modifications of curriculum or program objectives requiring action of the board.

(revised 7/04)

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

The provost and vice president for academic affairs is also dean of the faculty. He is ultimately responsible for all academic, student services and institutional research/planning activities. He acts on behalf of the president in his absence in all areas of the University.

The essential functions and areas of responsibility of the provost include:

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1. Supervision of all academic programs, courses of study and class schedules.;
2. Approval and certification of all degree candidates.
3. Recommendation to the president of all appointments, promotions and tenure of faculty members.
4. Supervision of the library, its holdings and operation.
5. Supervision of the office of the registrar.
6. Supervision of the graduate program.
7. Preparation and approval of all academic and academic support budgets.
8. Leadership of the Strategic Planning Committee.
9. Supervision of the College of Humanities and Social Sciences, the College of Science and Mathematics, the Evening College, the School of Education, the Derry Patterson Wingo School of Nursing and the School of Business, through the respective deans.
10. Other duties as assigned by the president.
11. Oversight of the chief information officer in managing and carrying out functions related to academic computing.

(revised 7/04)

VICE PRESIDENT FOR BUSINESS AFFAIRS

The essential functions and responsibilities of the vice president for business affairs include:

1. To serve as the University's chief business officer, chief financial officer and chief human resource officer.
2. To provide oversight and direction to the director of financial services in managing and carrying out the functions of the business office:
 - a. receiving, accounting for and disbursing of all monies and funds of the University;
 - b. maintaining all required equipment inventories;
 - c. administration of the University's budget;
 - d. management of student accounts;
 - e. purchasing and accounts payable; and
 - f. payroll operations.
3. To provide oversight and direction to the director of facilities services in the maintenance and operation of the University's buildings, grounds and supporting infrastructure.
4. To provide oversight and direction to the chief information officer in managing and carrying out the functions of:
 - a. administrative computing and network operations;
 - b. telephone services; and
 - c. postal operations.
5. To provide oversight and direction to the companies and/or employees conducting the following operations:
 - a. food service;
 - b. bookstore;
 - c. vending;
 - d. risk management; and
 - e. events.

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6. Other duties as assigned by the president.
(revised 7/04)

VICE PRESIDENT FOR ADVANCEMENT AND MARKETING

The essential functions and responsibilities of the vice president for advancement and marketing include:

1. Serve as a member of the president's cabinet and reports directly to the president.
2. Responsible for developing and heading a comprehensive integrated marketing and branding program.
3. All aspects of public relations, marketing, etc. related to the university, either directly or indirectly through marketing activities designated to other departments and divisions, shall be coordinated through the university relations staff reporting to the vice president for advancement and marketing.
4. Will manage all aspects of the University's advancement efforts through a focus on conceptualizing and executing a strategy for ongoing, aggressive fund raising. The development office and staff report to the vice president for advancement and marketing.
5. Supervise the operation of the grants office.
6. Function as a team member through the president's cabinet as a member of senior management, with a specific responsibility to focus on the enhancement of the university's visibility and recognition.

(added 7/04)

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

The essential functions and responsibilities of the vice president for enrollment management include:

1. Serve as a member of the president's cabinet and an ex-officio member of the Admissions Committee.
2. Supervise the operations of admissions, veterans affairs, financial aid, Student Success Center, career planning and student employment and other external programs.
3. Prepare and administer Enrollment Management budgets.
4. Coordinate the marketing endeavors of the University's academic areas, such as the preparation of departmental brochures and media advertising.
5. Serve as the liaison between admissions and financial aid and other areas of the University.
6. Coordinate in consultation with the appropriate graduate director or dean enrollment plans and procedures for all graduate programs.
7. Develop long- and short-term enrollment strategies to ensure continued growth.
8. Other duties as assigned by the president.

(revised 7/04)

VICE PRESIDENT FOR PLANNING AND STUDENT DEVELOPMENT

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The essential functions and responsibilities of the vice president for planning and student development are:

1. Coordinate the strategic planning process for the University.
2. Supervise and oversee the following activities and departments for the provost:
 - a. Office of institutional research and director of institutional effectiveness;
 - b. Senior administrative officer for athletics;
 - c. Senior administrative officer for denominational relations;
 - d. Senior administrative officer for student affairs; and
 - e. Senior administrative officer for campus ministries.
3. Other duties as assigned by the president or provost.

(revised 7/04)

EXECUTIVE DIRECTOR OF DEVELOPMENT

The executive director of development is responsible for coordinating all institutional requests for external funds, including gifts or contracts from state, federal or private sources. He is responsible for cultivating and developing desirable relationships with public groups with whom the University comes in contact.

The essential functions assigned to the personnel in the development office include:

1. Alumni affairs;
2. Parents programs;
3. Deferred giving;
4. Solicitation;
5. Endowment gifts;
6. Corporate gifts;
7. Capital gifts;
8. Foundation solicitation;
9. Prospect research;
10. Receiving, recording and acknowledgment;
11. Other duties as assigned by the president.

(revised 7/04)

CHIEF INFORMATION OFFICER

The chief information officer is responsible for all campus information technology, specifically planning, budgeting, management of voice, visual, electronic and data communication, data administration, networking, Internet/Intranet, all campus maintenance, technological training, postal operations and user support. This position provides leadership in developing, implementing and monitoring the information technology plan and adapting it to the changing needs of the University.

The essential functions and responsibilities of the chief information officer include:

1. Chair the Executive Technology Committee.

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2. Develop and maintain the information technology plan.
3. Supervise computer lab operations and the lab manager.
4. Oversee the development, justification and allocation of system technology budgets and manpower augmentation.
5. Develop and design, and assist in the development and design of, all technological installations and improvements, such as distance learning, new labs, smart classrooms, etc.
6. Maintain security/compliance procedures for information systems.
7. Maintain compliance with software licensing requirements and copyright laws.
8. Provide software license for the campus administrative software, Microsoft Office, Windows Operating Systems, anti-virus, Web browser and e-mail. Individual departments will be responsible for funding all other software purchases, both academic and administrative.
9. Approve all academic and administrative software/hardware purchases to ensure that the component will function with current campus technology infrastructure, and recommend options if functionality is inoperable.
10. Review and recommend hardware/software purchases and identify technological enhancement.
11. Train and certify lab assistants in minor software/hardware maintenance.
12. Other duties as assigned by the president.

(7/04)

ASSISTANT TO THE PRESIDENT

The essential functions and responsibilities of the assistant to the president include:

1. Assist the office of the president with special projects and campus events.
2. Assist the office of the president in coordinating external relations with the University's board of trustees, board of visitors and other special groups as assigned by the president.
3. Act as secretary for meetings of the senior officers; prepare agenda; keep minutes; distribute minutes.
4. Prepare and administer budget for areas of responsibility.
5. Other duties as assigned by the president.

(revised 7/04)

HUMAN RESOURCE ADMINISTRATION

The vice president for business affairs is responsible for the human resource department. The human resource department implements and monitors the procedures outlined in this manual.

AFFIRMATIVE ACTION

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An affirmative action officer is appointed by the president. The affirmative action officer has the responsibility to investigate charges of discrimination and harassment and report his or her findings to the president or appropriate senior officer for determination of a course of action.

III. EMPLOYMENT GUIDELINES

A. Equal Employment Opportunity

In compliance with applicable state and federal law, Charleston Southern University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service or veteran status. This extends to recruitment as well as to all terms, conditions and privileges of employment. Any incidents of discrimination should be reported immediately to the affirmative action officer, the provost, the vice president for business affairs or any other member of management or, otherwise, through the open door process without fear of retaliation. Under federal law, the University, as a religious institution, may take religion into account in order to fulfill its purposes. Inquiries or complaints should be directed to the affirmative action officer. The University is committed to a policy of full compliance with all laws applicable to the University, but asserts its right under the First Amendment as a church-related institution to consider religion in its employment practices in order to fulfill its mission. Inquiries or complaints should be directed to the affirmative action officer.

B. Family Educational Rights and Privacy Act (FERPA)

Employees that have access to student records or financial information need to be in compliance with privacy and security regulations related to FERPA. FERPA is a federal law that protects the privacy of student education records. For more details regarding FERPA, please refer to www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

C. Sexual Harassment and Discriminatory Harassment

Under Title IX of the Education Amendments of 1972, sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of the University that denies, limits, provides different or conditions the provision of aid, benefits, services or treatment protected under Title IX. Any person who has a complaint regarding sexual harassment may contact the affirmative action officer. In compliance with applicable law, Charleston Southern University prohibits sexual harassment. Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature 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; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the University, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual and (2) such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

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In compliance with applicable law, Charleston Southern University prohibits discriminatory harassment and intimidation based on race, color, religion or national origin. Such harassment could include physical conduct or verbal innuendo, which creates an intimidating, hostile or offensive environment.

Any person who has a complaint regarding sexual harassment or other discriminatory harassment may contact the affirmative action officer, the provost or the vice president for business affairs, or may address the matter through the open door process without fear of retaliation. Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, religion, color, national origin, sex, age or disability is strictly forbidden. Any employee who experiences such activity should report it immediately to the affirmative action officer. Any report will be kept confidential to the maximum extent possible. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, if, after investigating any complaint of harassment or unlawful discrimination, CSU determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

ANTI-HARASSMENT POLICY

It is the policy of Charleston Southern University that all employees are allowed to work in an atmosphere and environment free of discrimination and unlawful harassment or retaliation. Accordingly, CSU will not tolerate workplace harassment in any form by managers, supervisors, coworkers, students, vendors, visitors or independent contractors. This includes workplace harassment based on race, color, religion, gender, national origin, citizenship, age, disability or veteran status.

Likewise, sexual harassment is specifically prohibited. Sexual harassment is defined as unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her sex, or the sex of his or her relatives, friends or associates. Examples of conduct that may constitute sexual harassment include, but are not limited to, the following:

1. Verbal (spoken, written or through e-mail): sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits or sexual propositions;
2. Nonverbal: making suggestive or insulting noises, leering, whistling or making obscene gestures; or
3. Physical: touching, pinching, bruising the body, coercing sexual intercourse or assault.

In addition, sexual harassment may result where employment decisions are based upon an employee's submission to or rejection of unwelcome sexual advances or requests.

Any employee who feels that he or she has suffered any form of harassment **MUST** immediately report the alleged conduct to his or her supervisor so that an investigation can be undertaken. If the employee is uncomfortable reporting to his or her supervisor, the conduct must be reported to either the vice president for business affairs or the president. All complaints will be treated as confidentially as possible and will be investigated as discreetly, promptly, and thoroughly as possible.

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Any employee found to have harassed another employee may be subject to appropriate disciplinary action, up to and including termination. In addition, retaliation or discrimination against an employee for reporting or complaining about harassment is strictly prohibited. However, if, after investigating any complaint of harassment or unlawful discrimination, CSU determines that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

D. Open Door

Charleston Southern University has established an open door communication policy as a means by which faculty and nonfaculty members may communicate with management, as well as effectively and expeditiously bring to the attention of management any conditions of employment perceived to be unjust or inequitable. CSU expects that faculty and nonfaculty will routinely follow their chains of supervision when resolving work-related questions or problems. However, the University realizes that in some cases, employees may consider the matter to be unsatisfactorily resolved by immediate supervisors, or the situation may directly involve a supervisor. In these instances, employees may contact any other supervisor, the vice president for business affairs or any senior officer. Faculty and nonfaculty members may use this open door process at any time without fear of any form of retaliation or reprisal.

E. Accommodations for Americans with Disabilities Act.

In compliance with the Americans with Disabilities Act (ADA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities, Charleston Southern University provides reasonable accommodation for such individuals. CSU has established a policy to evaluate the eligibility and feasibility of the requested accommodation in light of the ADA's guidelines. This policy determines whether such accommodation will create an undue hardship on CSU and establishes a budget for providing the accommodation. This policy will be followed in most cases, but, consistent with the ADA, the policy may be modified as required by the particular facts and exigencies of the interactive process.

1. Guidelines

- a. Qualified individuals with disabilities are treated in a nondiscriminatory manner in the preemployment process, and employees with disabilities are to be treated in a nondiscriminatory manner in all terms, conditions and privileges of employment.
- b. All medical information should be kept confidential in accordance with the requirements of the ADA, and CSU will retain such information in separate confidential files.
- c. Where consistent with requirements of the ADA, the University will provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on CSU.

2. Procedure for Requesting an Accommodation

- a. Qualified individuals with disabilities are invited to make requests for reasonable accommodation to their supervisors and/or the director of disabilities. Upon

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receipt of an accommodation request, the supervisor and/or the vice president for business affairs will confer as appropriate with the requesting individual to discuss and identify the precise limitations of his or her ability to perform the essential functions of his or her job resulting from the disability and the potential accommodation. The director of disabilities may also request one or more doctors' input or the input of other professionals, along with any pertinent medical or other records necessary to facilitate decisions regarding the qualification of a condition as a disability under the ADA, specific job restrictions, the ability to continue or return to work with or without reasonable accommodation and any other issues or recommendations relevant to the requested accommodation. The information will be used only in accordance with applicable law.

- b. The director of disabilities and, if necessary, appropriate management representatives identified as having a need to know (including the individual's supervisor or department head) will determine the feasibility of the requested accommodation, considering various factors including but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facility's overall financial resources and organization and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business.
- c. The director of disabilities will inform the employee of CSU's decision on the accommodation request and, if an accommodation is identified, the manner in which the accommodation will be implemented.

F. Health and Safety

1. General

- a. Each department head who is the director or chief operating officer of a department, with complete authority over all employees of the department, is primarily responsible for issues involving the health and safety of personnel assigned to his or her department.
- b. Protective safety equipment issued to the employee shall be utilized as instructed by the supervisor. Employees should be aware of the location of fire extinguishers, first aid supplies and the quickest and safest way to leave a building in case of emergency.
- c. Any unsafe conditions on campus must be reported promptly to the appropriate supervisor or department head.
- d. All injuries must be reported to the department head so that he or she may take corrective action to minimize recurrence. An employee injury will be reported to campus safety for action (EMS response or treatment, etc.).
- e. The immediate supervisor of the injured employee and the Human Resources Department will complete the medical reports required by the South Carolina Industrial Commission within 24 hours of the worker's injury (The Report of First Injury).

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- f. All employees are covered under worker's compensation insurance. Any claim under compensation insurance must be immediately submitted to the Human Resources Department, who will file the necessary documents for the injured employee.
- g. An employee judged unable to work because of an injury or illness resulting in eligibility for the worker's compensation disability benefit will not have accrued sick leave charged with work absences to the extent the absences are covered by worker's compensation. For additional information, please contact the Human Resources Department.

2. *Contagious Disease*

Charleston Southern University employees who suffer from contagious diseases may be excluded from the campus when their conditions constitute a direct threat to the employee's health or to the health or safety of others and the danger cannot be eliminated or satisfactorily reduced by reasonable accommodation. After consultation with public health experts and officials, the vice president for business affairs will determine the ability of the institution to reasonably accommodate contagious employees and the significance of the risk. Among the factors to be considered are:

- a. The duration of the risk;
- b. The nature and severity of the potential harm;
- c. The likelihood that the potential harm will occur; and
- d. The imminence of the potential harm.

3. *Crime Awareness and Campus Security Act of 1990*

In compliance with its duties under federal law, Charleston Southern University distributes an annual report of campus crime statistics. Copies of the report may be obtained through the campus safety office.

G. Nepotism: Effective June 1, 1988

Employees hired after April 1, 2003, who are related as immediate family either through blood, marriage or any familial relationships by law (defined as spouse, parents, child, grandchild, sibling, grandparent, aunt, uncle, niece, nephew or any of these relationships by law), will not be permitted to work within the University in a situation in which one related employee is in a position that reports directly or ultimately to another related employee. When such situations are created after employees are hired, one of the employees involved will normally be required to either be reassigned or leave the University, at the University's option.

(revised 4/03)

H. Consensual Relationships

Full-time and part-time faculty and nonfaculty members are encouraged to foster congenial, professional relationships with the students. Such relationships serve to promote the educational processes and mission of the University. The University honors the right of faculty and staff to have

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nonromantic, personal relationships with the students which are mutually desired. However, faculty and staff members are advised against participating in consensual romantic or intimate relationships with persons they evaluate, grade or supervise. Such relationships suggest an abuse of power because of the difference in status between the student or subordinate and the faculty or staff member. The burden of responsibility for protecting the integrity of the professional relationships between faculty and staff members and those persons they evaluate, grade or supervise should be upon the faculty and staff member. Failure to exercise professional judgment in avoiding such relationships to the detriment of student-teacher or student-staff relationships may result in disciplinary action, ranging from formal reprimand to termination, depending on the gravity and nature of the incident.

(Approved by the Board of Trustees, June 27, 1994)

I. Campus Service

1. Library

All employees are entitled to use the facilities of the University library.

2. Cafeteria, Galley, and Vending Machines

All employees are welcome to use the cafeteria, galley and vending machines. A buffet lunch is available at a reasonable price on the mezzanine during major University semesters.

3. U.S. Post Office Branch

An official U.S. Post Office branch is located on the ground floor of the Strom Thurmond Center.

4. Lost and Found

A lost and found service is operated from the campus safety office, located in Russell West.

J. Miscellaneous

1. Solicitation Protection

Charleston Southern University has adopted “no solicitation and distribution” guidelines, which provide clear direction that prohibits the solicitation and distribution of any literature or products that are not approved by CSU.

GUIDELINES

Employees of the University are often placed in difficult situations when asked to make a purchase or donation to support a fund-raising drive or cause. Even though most of these projects are worthwhile, they can disrupt normal operations as well as place unnecessary pressure on employees to participate. Also, if nonemployees are involved, this activity can involve trespassing. The following guidelines must be followed to ensure that all employees’ rights and obligations are upheld.

1. Solicitation and/or distribution of literature or products by nonemployees on company property are prohibited at all times.
2. Solicitation and distribution of literature or products by employees on company property during working hours which in any way interferes with work responsibilities is prohibited.

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3. Distribution of literature or products by employees on University property in an area during working hours which in any way interferes with work responsibilities is also prohibited.
4. Distribution of literature or products by employees on company property in working areas is prohibited at all times.

2. *Parking*

Registration of vehicles to be parked on the University campus is required. The director of campus safety issues the required decals without charge. Employees are required to obey University traffic regulations. Failure to do so may result in disciplinary action.

3. *Changes of Address*

Change of address must be reported to the human resources office.

4. *Smoking*

Smoking is not permitted in any University buildings.

5. *Confidential/Proprietary Information*

Confidential information regarding personnel, salaries or proprietary matters is not to be discussed with anyone who does not have a need to know in order to perform his or her duties. Charleston Southern University holds exclusive rights and ownership to computer programs, inventions and other intellectual property developed by faculty and nonfaculty during their employment with Charleston Southern University. Also, all related data stored on electronic media is the property of Charleston Southern University. Proprietary information is not to be released without authorization, and vendor-licensed programs are not to be copied, distributed or sold.

6. *Check Cashing Policy*

Faculty and staff may cash checks at the cashier's window, in the business office, for a maximum of \$50.00 per day. No two-party checks will be accepted. If an employee's check is returned twice due to insufficient funds, his or her check-cashing privileges are revoked per the vice president for business affairs, and the employee must make up the deficiency immediately.

K. Hours of Work

Charleston Southern University employees are subject to the rules and regulations of the Fair Labor Standards Act. This Act provides that salaried, nonexempt and hourly employees who work overtime in excess of forty hours per week must be paid at one and one-half times the normal rate.

1. *Hours of Work*

It is necessary for the various department heads to determine schedules for the various functions under their responsibility, and to make individual work assignments as necessary. The appropriate department heads are responsible for coordinating work schedules for departments with interrelated functions. The normal work schedule at Charleston Southern University is 8:00 a.m. through 5:00 p.m., Monday through Friday. Certain positions may be established, by approval in writing from the president, which deviate from the normal work hours. Senior officers submit these positions for approval by the president annually.

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2. *Schedule Changes*

It is expected that some departments will be staffed at times other than the normal work day to provide necessary services to students and staff.

3. *Notification*

If an employee is unable to report at the usual hour, he or she must notify his or her department head by the start of the work day, or as soon as possible, in order that arrangements can be made to cover the duties of the position. Academic staff must also notify the office of the provost.

4. *Lunch*

One hour is allowed for lunch for salaried and hourly employees. Supervisors may designate reasonable lunch periods compatible with workload requirements.

Normally, offices schedule lunch from 11:30 a.m. through 2:20 p.m.

5. *Coaching Contracts*

Some coaching contracts begin on August 1 each year, and continue through May 31 for full-time coaches. All coaches must be available to report no later than August 1.

6. *Weather Conditions*

The president of the University or a designated representative will decide when local weather conditions are severe enough to justify closing the University.

7. *Convocation*

The second and fourth Wednesday (11:00 a.m. - noon) in September, October, November, February, March and April are regularly scheduled for convocation. This period is set aside as a time for convocations of special interest to the University family. Staff members are strongly encouraged to attend convocation. This particular activity is a vital part of the purpose for which Charleston Southern University exists. One clerical staff person in the admissions office, business office and the president's office is required to remain in the office during convocation. The senior officer must submit a written list of approved personnel to the president annually. (Revised 9/94)

8. *Paycheck Deductions and Distribution*

The following deductions are usually made from each payroll check:

a. *Mandatory Deductions*

Federal Withholding Tax: The amount withheld will depend on the employee's salary and the number of exemptions claimed.

State Withholding Tax: The amount withheld will depend on the employee's salary and the number of exemptions claimed.

FICA (Social Security and Medicare Tax): The University and employees each contribute an amount specified by federal regulations applicable for the current year. The University does not pay FICA for ordained personnel considered as self-employed. However, their pay is increased by the amount of the University's contribution.

b. *Optional reductions if qualified*

Group Health Insurance: Authorized deductions for coverage of an employee's eligible dependents and employee's portion of coverage.

TIAA/CREF and the Annuity Board Retirement Program: A qualified employee can elect to deduct a specified amount from his or her paycheck. Please see the TIAA/CREF and the Annuity Board Retirement Program resolution.

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c. *Other Deductions*

Other University-approved deductions an employee can request and authorize include:

United Way Fund: The amount of this deduction is authorized and funded by the employee.

Dental Coverage: Funded by employee.

Short Term Disability: Funded by employee.

Long Term Disability: A portion funded by CSU and the remainder funded by the employee.

Life Insurance: A portion funded by CSU and the remainder funded by the employee.

University Giving Programs: Funded by employee.

Cancer Insurance: Funded by employee.

Please see the benefits package for details and new benefits.

9. *Payroll*

a. *Payday*

1. *Hourly employees*

Hourly employees are paid on a biweekly basis. The paychecks and direct deposit stubs are issued by business affairs on Friday of each biweekly pay period. The pay period ends the previous Sunday.

2. *Salaried Employees*

Salaried paychecks and direct deposit stubs are issued by business affairs on the last working day of each month.

3. *November/December Exception*

The only exceptions to the above paycheck schedule are in November and December. The president and human resources will determine the date of distribution in November and December.

b. *Direct Deposit*

A direct deposit program is available after a one-month waiting period.

1. A new employee will not be eligible for the direct deposit program until one (1) month after the first pay period.
2. Any bank account change must be given to the payroll office one month prior to the effective change.
3. Any late time cards will be honored with a check. Direct deposit will not be available.
4. Under no conditions will an employee receive a direct deposit transaction before the scheduled check date.
5. Full-time and part-time employees are eligible for the direct deposit Program.

10. *Definitions of Employee Status*

a. *Regular, Full-time Employees*

Regular, full-time employees are those employees who are not designated as temporary or part-time and who work at least the customary number of full-time hours weekly (40 hours, with the exception of excused absences).

Regular, full-time employees are eligible for normal employee benefits.

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b. *Regular, Part-time Employees*

Those employees who work less than the customary number of full-time hours weekly and who are not designated as temporary part-time employees.

c. *Temporary Full-time Employees*

Those employees whose service is intended to be of limited duration, such as during summer months only, but normally not to exceed 6 months, and who work at least the customary number of 40 full-time hours weekly and do not maintain regular employment status. These employees are not eligible for employee benefits.

d. *Nonexempt Employees*

Employees who are not exempt from minimum wage, overtime and time card provisions of the Fair Labor Standards Act (wage/hour law) as amended.

e. *Exempt Employees*

Employees who are exempt from the minimum wage and time card provisions of the Fair Labor Standards Act (wage/hour law) as amended. These executive, administrative, technical, professional and supervisory employees do not receive overtime pay.

L. Separation

1. Resignation

An employee who intends to terminate employment by resigning is requested to submit written notice at least two weeks before departure if nonexempt and at least one month before departure if exempt. This allows CSU the opportunity to fill the position in a timely manner and/or allow for training. Of course, as an at-will employee, one may terminate one's employment at any time for any reason, with or without notice. If the employee has taken advance sick leave or has used vacation time in advance, he or she will need to reimburse the University for this time. This amount will be deducted from the final paycheck; if that amount is not enough for the reimbursement, the employee will be required to set up a payment plan with the vice president for business affairs.

2. Termination

No regular, full-time employee will be terminated by the University without the consent of a senior officer and the president of the University. Notice of termination will normally be handed to the employee or mailed to him or her by certified mail. A terminated regular, full-time employee may appeal his or her termination through the grievance procedure.

3. Procedure

When an employee is terminated for any reason, it will be the responsibility of the department head to immediately forward a complete, properly-approved payroll notice to the payroll and human resources office. University property, such as keys, tools and calculators, should be returned to the appropriate department head prior to issuance of the final paycheck.

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4. *Exit Interview*

The appropriate senior officer will conduct an exit interview with each terminating employee to determine areas of mutual dissatisfaction. The results of this interview will be submitted to the human resource office in written form for inclusion in the permanent personnel files. The Human Resources Department will conduct the final exit interview with each terminating employee to discuss insurance and other benefits.

M. Leave

Official Source. The human resources office records are the only official basis on which any leave with pay may be taken.

1. *Vacation*

- a. Each full-time employee accrues 6.67 hours per month of paid vacation for each month of full-time employment. The paid vacation shall begin to accrue at the beginning of the first month of employment if the employee's date of employment is between the first and fifteenth of the month. However, if the employee's date of employment occurs on or after the sixteenth of the month, paid vacation shall begin to accrue at the beginning of the first day of the following month. 1. Beginning on the tenth anniversary of employment, paid vacation shall accrue at the rate of 10.0 hours per month. Vacation must be approved in advance by the appropriate supervisor. An effort will be made in scheduling vacations to accommodate the needs of the individual departments within the context of the institution, with consideration being given to the needs of the individual employee.
- b. All leave is accrued from June 1 to May 31. Vacation Leave will carry over up to two (2) times your vacation leave accrual. With a maximum accrual limit of 4 weeks for vacation.
- c. When an employee is terminated, resigns or retires, that employee will receive vacation pay for paid vacation hours he or she has accrued but has not taken. When an employee resigns or retires, he or she will be expected, but not required, to use any accrued vacation hours prior to the date on which resignation or retirement becomes effective.
- d. Vacation time is separate from University recess time. All staff personnel are expected to be in their offices during the recess period, except when the University is officially closed. Any staff member planning to use vacation hours during academic recess periods must submit the specific dates in writing to the appropriate department head two weeks prior to the recess period for approval by a senior officer.

2. *Sick Leave*

- a. Full-time employees who are unable to perform their duties because of illness, must obtain the professional services of a physician during working hours or qualify under the Family Medical Leave Act policy (FMLA) are allowed certain

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- paid sick leave. Sick leave accumulates at the rate of one day per month of continuous employment, up to a maximum of 60 days.
- b. Sick leave is a privilege intended to be a means of protecting the income of loyal employees. Sick leave should not be abused. Sick leave does not apply to injury or illness covered by the Workmen's Compensation Act. Pay will not be granted in lieu of accumulated sick leave during employment or upon termination.
 - c. Sick leave will be granted for illness of the employee and may be used for illness of other immediate family members, such as:
 - Spouse
 - Child or grandchild
 - Mother or father
 - Sister or brother
 - Grandparents
 - (Step and in-law relationships are included)
 - d. Should an illness occur, prompt notification, by the start of the work day or as soon as possible, to the department head or supervisor, must be made in order to provide coverage for this absent member, in order that arrangements can be made to cover the duties of the position.
 - i. If the illness continues beyond one day, the department head must be notified as to the expected length of absence. For absences over three (3) days the employee may be required to provide a physician's statement under the FMLA.
 - ii. Appropriate supervisors must submit a leave form to the human resources Office within 48 hours of the return of the employee.
 - iii. If notification is not made in accordance with this policy, the absence will be on a without pay and/or unexcused status.
 - iv. If an employee exhausts all of his or her sick leave, he or she will be required to use all remaining vacation and personal leave accumulated. If he or she does not have any remaining leave, he or she will go on leave without pay unless he or she is on short-term disability.
 - e. Any female employee who goes out on short-term disability due to a pregnancy will be granted up to six weeks paid short-term disability leave for a normal delivery, and up to eight weeks for a Caesarean section. (Staff members only are required to use all leave on the books prior to short-term disability insurance becoming effective. This is addressed in the short-term disability policy.). The attending physician must corroborate this leave. To obtain short-term disability, the appropriate forms must be completed. (See the Human Resources Department for needed forms.)

3. *Holidays*

- a. Holidays will be announced annually in relation to the academic year. The following days are generally observed holidays:
 - New Year's Day
 - Good Friday
 - Independence Day
 - Thanksgiving Day

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Friday after Thanksgiving

Christmas Day (December 25) and adjacent days as announced

If the holiday falls on Saturday, the University will be closed on the previous Friday; if the holiday falls on Sunday, the University will be closed on the following Monday. Additional days, as announced by the president, will be observed holidays.

- b. To be eligible for holiday pay, one must be a regular, full-time or over-30-hours employee. Under-30-hours and temporary employees are not paid for the holidays. A terminating employee shall not be paid for any official holidays occurring after the last working day of his or her employment.
- c. Time worked on a holiday must be regarded as regular time.
- d. Overtime for nonexempt employees will be calculated after an employee has actually worked more than the number of hours in his or her normal work week.

4. *Administrative Leave*

The reasons for which administrative leave may be authorized by department heads are as follows:

- a. **Jury duty**, as directed by a state, county or federal court. Employees must submit to their supervisors an appropriate certificate of notice from the court. If an appearance in court is for purposes other than as a juror or subpoenaed witness, an employee must take personal and/or vacation leave or leave without pay.
- b. **Witness duty**, when subpoenaed. Should jury duty or witness duty not require a full day, the employee is expected to return to work.
- c. **Voting**, when the employee cannot reach his or her polling place before closing time at the end of scheduled working hours. Administrative leave for voting will not exceed two hours.
- d. **Death in the immediate family**. Administrative leave not to exceed three (3) consecutive working days may be authorized in the case of the death of the following relatives of the employee or his or her spouse:

Child or grandchild

Mother or father

Sister or brother

Grandparents

(Step and in-law relationships are included)

Employees who are injured on the job will be paid by worker's compensation insurance in accordance with the South Carolina Worker's Compensation law, and leave will count against an employee's FMLA leave time, if any.

5. *Personal leave*

The employee accumulates 2 hours of personal leave per month, up to a maximum of three (3) work days per year. Hours are not carried over into the following year.

- a. This leave is permitted, not guaranteed.
- b. It is to be arranged in advance by the individual's supervisor.
- c. It is not an extension of sick leave or vacation. It provides for one day or half-day emergencies that are not otherwise provided for, e.g.:
 - i. Emergency trip to the bank, mortgage or insurance companies or personal business.

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- ii. To check damage or impending damage to home, auto or personal property.
 - iii. To arrange emergency repairs of such damages.
 - iv. To arrange settlement of traffic or other police citations.
 - v. Consultation with attorneys, city, county, or state officials or personal business.
 - vi. To supervise a personal investment portfolio.
 - vii. Any other emergencies or personal business that must be scheduled during a work day.
- d. Employees who are injured on the job will be allowed administrative leave as may be medically necessary in accordance with Workman's Compensation regulations. An employee's annual or sick leave shall not be charged for leave of this nature.

6. *Unpaid Personal Leave of Absence/FMLA*

Charleston Southern University CSU will generally follow the provisions of the Family and Medical Leave Act of 1993 (FMLA) in considering requests for family and medical leave, with the exception of certain deviations which benefit our employees. As an exception to the FMLA, Charleston Southern University provides, as FMLA leave, 16 work weeks per 12-month period, rather than 12 work weeks. Thus, under CSU's FMLA leave policy, CSU will grant FMLA-eligible employees extended unpaid leaves of absence under certain circumstances for a maximum of 16 work weeks during a 12-month period measured from the first date an employee's leave begins. In certain situations as specified below, accrued vacation, accrued sick leave, worker's compensation or disability benefits, if any, will be paid and such accrued leave time will be substituted for and counted as all or a portion of the total FMLA leave. The CSU FMLA leave policy incorporates the requirements and the definitions of terms as provided in the FMLA and its regulations. The FMLA defines eligible employees as an employee of a covered employer who:

- (1) has been employed by the employer for at least 12 months;
- (2) has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and
- (3) is employed at a work site where 50 or more employees are employed by the employer within 75 miles of that work site.

If you are at all unsure of the application of this leave policy, please ask the vice president for business affairs for guidance. If an employee is ineligible for FMLA leave or requests other leave not covered under the FMLA leave, he or she will be considered for non-FMLA leave as described below. Decisions to grant leave requests will be made on an individual basis. The following types of personnel leaves of absence will be considered:

a. *Non-FMLA or Personal Leave of Absence*

Leave Conditions: Employees

- (1) who seek medical or family leave of absence, but have not completed at least 12 months of service with CSU with at least 1,250 hours worked during the previous 12-month period; or

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(2) who seek personal leave of absence for non-FMLA reasons or reasons not contemplated under the paid personal leave policy, will be considered for non-FMLA or unpaid personal leave as described in section 7, *Leave Without Pay*.

b. *FMLA Sick Leave of Absence*

Eligible employees who are unable to perform the essential functions of their position because of a serious health condition or disability may be granted FMLA sick leave of absence. This type of leave covers disabilities caused by pregnancy, childbirth or other related medical conditions. Medical certification of an employee's continuing need for sick leave will be required of the employee's physician and/or a physician selected by CSU on a periodic basis. Employees on an approved leave of absence for FMLA sick leave and who accrue sick leave must substitute any accrued sick leave for FMLA sick leave. An employee who has exhausted accrued sick leave may substitute any accrued vacation at his or her written request.

c. *FMLA Parental Leave of Absence*

Eligible employees, male or female, may be granted a parental leave of absence for the purpose of caring for or a newborn son or daughter and for the placement with the employee for adoption or for foster care of a child. However, if both parents are employees of CSU, the couple may take only a combined total of 16 work weeks. If this leave is to be taken, it must be taken and completed within 12 months of birth or placement. Employees on an approved FMLA leave must substitute any accrued vacation leave for FMLA parental leave.

d. *FMLA Family Care Leave of Absence*

Employees must be granted family care leave of absence for the purpose of caring for a son, daughter, spouse, parent, grandchild or in-law who has a serious health condition. Examples generally may include:

- (1) requirement of inpatient care in a hospital, hospice or residential medical care facility;
- (2) incapacity requiring absence from daily activities of more than 3 calendar days that also involves continuing treatment by a health care provider at least two times a week;
- (3) any period of incapacity due to pregnancy or prenatal care; and
- (4) continuing treatment by a health care provider for chronic or long-term serious health condition.

For purposes of this policy, "family member" is defined as a son, daughter, husband, wife, grandchild, mother, father or in-law. If an employee seeking family care leave has a spouse also employed at CSU, the couple may take only a combined total of 16 hours during any 12-month period to care for a sick parent. Employees on an approved FMLA family care leave of absence must substitute any accrued sick leave and, thereafter, accrued vacation leave for FMLA family care leave.

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e. *Applying for Leave*

A nonfaculty member who wishes to request a leave of absence must prepare and submit a Leave of Absence Request and Notice form. Copies of these forms are in the office of the Human Resources Department. The Leave of Absence Request and Notice form must be submitted 30 days prior to the start of a foreseeable leave of absence, or as soon as practicable under the circumstances (usually one to two business days from the employee learning of the need for leave). Failure to do so may result in delay of leave. Faculty leave must be approved by the provost and the president. Nonfaculty should submit the Leave of Absence Request and Notice form through the appropriate senior officer to the vice president for business affairs. Nonfaculty leave must be approved by the vice president for business affairs. If the leave is for medical reasons, a completed Certification of Health Care Provider form should be attached. When leave is needed to care for a family member's or the employee's own illness, and is for planned medical treatment, the employee must schedule treatment so that it will not unduly disrupt the employer's operation.

f. *Return to Work from FMLA Leave*

When an employee returns from FMLA leave at the time provided for end of leave, he or she will either be restored to his or her position when leave commenced or appointed to an equivalent position. An exception may apply to certain highly compensated employees or employees requesting reasonable accommodation for a disability. Highly compensated or "key" employees are those in the highest paid 10% of those employed within 75 miles of the office at which the employee is employed. Restoration of positions of key employees may be denied, with notice, when substantial and grievous economic injury to CSU's operations would otherwise occur. If the employee seeks continuation of FMLA leave beyond 16 weeks in any 12-month period, the employee's job may be filled. Granting of any additional leave is completely discretionary. If such additional leave is not granted and the employee does not return to work on the day leave ends, the employee normally will be terminated. It is the employee's responsibility to keep his or her supervisor informed about his or her anticipated date of return to work. Before reinstatement of an employee on medical leave for a serious health condition, CSU will require certification from a health care provider that employee is able to return to work in his or her position or an equivalent position. Additionally, CSU may require periodic reports from the employee regarding intent to return to work. If an employee is unable to be at work on the expected date of return, the official who approved the leave must be notified as soon as practicable, in writing, prior to that date. If employees do not give reasonable, timely notice of the need to modify the written agreement, CSU may deny the taking of additional FMLA leave until 30 days after receipt of notice, if FMLA leave has not already been exhausted. Employees who are on approved leave of absence may not perform work for any other employer during that leave period.

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g. *Non-FMLA and FMLA Leave Effect on Benefits*

Under the law governing the FMLA, employees on leave are considered inactive; they do not lose any accrued benefits or length-of-service credit for any pension plan in which they and CSU might participate. At the same time, they do not continue to accrue benefits. Charleston Southern University makes an exception to the FMLA in this instance; it allows vacation, sick and personal leave to continue to be earned during FMLA. Additionally, the employee will remain eligible for any benefits, including medical insurance, which are normally available to the employee. Employees on an approved FMLA leave of absence must substitute any accrued vacation or accrued sick leave pay as designated in this policy for the various types of FMLA leave. Any substituted leave will count as all or a portion of the total FMLA leave available. However, if leave is covered by CSU's disability or worker's compensation insurance, the employee is removed from the payroll and the disability or worker's compensation may be substituted instead of sick or vacation leave pay. The substitution of paid leave, disability or worker's compensation does not prevent leave that qualifies under FMLA from counting against the employee's FMLA balance.

h. *FMLA Intermittent Leave*

- (1) FMLA Leave may be taken "intermittently or on a reduced leave schedule" under certain circumstances. Where leave is taken because of a birth or placement with the employee of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if approval is granted. Where leave is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary. CSU reserves the right to temporarily transfer an employee requesting intermittent or reduced leave to a job with equivalent pay and benefits that better accommodates the recurring need.
- (2) Intermittent leave is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods for only part of a day to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments or leave taken several days at a time spread over a period of six months, such as for chemotherapy.
- (3) A reduced leave schedule reduces an employee's usual number of working hours per work week, or hours per work day. In other words, a reduced leave schedule is a change in the employee's schedule, normally from full-time to part-time, for a given period. Such a schedule reduction might occur, for example, when an employee, with the employer's agreement, works part-time after the birth of a child, or because an employee who is recovering from a serious health condition is not strong enough to work a full-time schedule.
- (4) Nonexempt and exempt employees may receive leave without pay for full and partial days for FMLA intermittent leave. In addition, CSU is

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awaiting information about a new version of federal regulations concerning the FMLA.

i. *FMLA Medical Certification and Notice Requirements*

CSU will require a medical certification from one or more health care providers for leave requests, either to care for an employee's seriously-ill son, daughter, grandchild, spouse, parent or in-law, or for leave due to a serious health condition that makes the employee unable to perform the functions of his or her job. Employees must provide appropriate Certification of a Health Care Provider in a timely manner, except under certain extraordinary circumstances. The completed Certification of a Health Care Provider should, when practicable, accompany the request for FMLA leave. Failure to provide proper medical certification may result in denial of leave or denial of continuation of leave until certification is provided. CSU will require an employee to furnish recertification relating to a serious health condition more frequently than every 30 days if circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of absences or the severity of the condition) or if CSU receives information that casts doubt upon an employee's stated reason for absence. If the minimum duration of the period of incapacity specified on a certification furnished by the health care provider is more than 30 days, CSU may not request recertification until that minimum duration has passed, unless one of the conditions set forth below is met. For FMLA leave taken intermittently or on a reduced leave schedule basis, CSU may not request recertification in less than the minimum period specified on the certification as necessary for such leave (including treatment) unless one of the conditions set forth below is met:

- (1) the employee requests an extension of leave; or
- (2) circumstances described by the previous certification have changed significantly (e.g., the duration of the illness, the nature of the illness or complications).

CSU may also periodically require notice of an employee's intent to return to work while on leave. If an employee requires additional or less leave, the employee must provide CSU with reasonable notice (e.g., within two business days) of the changed circumstances when foreseeable. An employee's failure to respond within 15 days of CSU's requests for notice of intent, medical certification or recertification will clearly and unequivocally indicate that the employee does not intend to continue employment with CSU, and the employee will be automatically terminated unless he or she can prove exceptional circumstances prevented timely response. In accordance with law, Charleston Southern University will not interfere with, retaliate or discriminate against any person who exercises his or her rights under the FMLA or oppose any practice made unlawful by the FMLA.

7. *Leave Without Pay*

a. *Request for Leave Without Pay*

An employee may, with the approval of his or her department head, the appropriate senior officer and the president, receive a leave of absence

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without pay for extended illness, professional improvement, education, nonmedical family needs and other special reasons. Employees granted a leave without pay shall not be required to, but may elect to, use accumulated sick leave and vacation leave in conjunction with leave without pay. All requests for leave without pay must be submitted in writing through the vice president for business affairs and be approved by the vice president for business affairs and the president. Leaves without pay shall normally be limited to a maximum of 30 working days. During the leave, vacation, sick leave and personal leave time will continue to be earned and the employee will remain eligible for all benefits, including, but not limited to, medical insurance available to full-time employees. If the leave without pay is granted, it shall be granted in writing and the University will guarantee the employee's return to his or her position at the end of the leave, unless the University indicates at the time of the leave grant limitations on the University's commitment concerning the employee's status at the end of the leave period. If leave without pay is not granted, or leave is desired beyond the 30 working days limitation, the employee may apply for a special unpaid leave which, if granted, may be granted under terms specifically negotiated by the president. Nonexempt employees who exceed the sick leave bank and do not qualify for an advance of sick leave, or who have exhausted the advance, may be required to take full and partial days of sick leave without pay when they are sick until the leave bank has a credit balance. Exempt employees who exceed the sick leave bank and do not qualify for an advance of sick leave, or who have exhausted the advance, may be required to take full days of leave without pay when they are sick for an entire day until the leave bank has a credit balance.

b. *Military Leave*

Military Leave will be allowed as vacation leave or leave without pay to all Reserved Armed Forces, Federal and National Guard personnel. Extended leave and rehire rights will be provided in accordance with conditions of any applicable state, local and federal law.

N. Fringe Benefits

1. Retirement

All full-time employees who are eligible must complete a retirement application to enroll in the TIAA/CREF or Annuity Board Retirement Annuity Programs. Once an employee is eligible, CSU contributions will begin effective the date that the completed application is received by the payroll/human resources office. This program provides, through payroll deductions, an accumulation of funds to be credited to an employee's account for retirement purposes. The University will contribute 5% of each employee's gross base pay. This is a mandatory nonemployee contribution annuity program. Employees may establish an individual supplemental retirement program in addition to the retirement plan funded by the University.

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- a. Detailed information about the TIAA/CREF Retirement Annuity Program is included in the TIAA Retirement Annuity Program Booklet, which is available in the human resources office, along with information on the Annuity Board.
- b. The University's retirement policies comply with applicable federal regulations. Employees of the University desiring to take early retirement may do so in keeping with the retirement provisions of the Social Security Program and TIAA/CREF or other applicable programs.

2. Insurance Programs

All full-time employees are eligible to enroll in the University's Group Health Insurance and Death Benefits Plan after a 30-day waiting period, if application is made at the time of employment, with effective date of coverage beginning the 30th day after the hire date. **Charleston Southern University is compliant with HIPAA (Health Insurance Portability and Accountability Act) regulations. This information may be obtained from the privacy officer upon written request. (45 C.F.R. § 164.506)**

- a. The University's Group Health Insurance and Death Benefits Plan is offered for the employee by the University and may be changed from time to time by the administration with the approval of the board of trustees. A portion of the cost will be paid by the university, and the remainder will be paid by the employee. Coverage is outlined in the University's major medical plan summary, distributed to each employee annually. The University may offer several options in the Health Plan in any given year.
- b. **Group Health.** An outline of the University's Group Health Plan is included in the Charleston Southern Group Health Plan Booklet. The University pays for a portion of the employee coverage, but does not pay for dependents' coverage. Group Health is available for eligible dependents, with the total cost paid by the employee, through the payroll deduction plan.
- c. **Term Life Insurance.** The University participates with the employee in paying the cost of term life insurance. Detailed information about the University's Group Term Insurance Plan is included in the TIAA/CREF Term Insurance Plan Booklet for Charleston Southern University.
- d. All Group Health and death benefits will continue after separation as provided for in the COBRA laws. The Human Resources Department will assist employees in the transition of these benefits. The employee (disabled or not) should pay 102% of premium. Disabled employees, as determined in the Social Security Administration, can obtain an additional 11 months of COBRA for a total of 29 months.
- e. The University will continue to pay its share of Group Health and death benefits costs up to a maximum of 30 weeks from the date of disability for eligible employees becoming disabled while in employment of the University. Normally, long term insurance benefits become effective, if eligible, after 30 weeks of disability.
- f. All contributions paid by the University are intended as additional benefits. An employee may opt out of any plan, but cannot receive cash or any other comparable benefit in place of a paid benefit.

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O. Optional Benefits

1. *Short Term Disability*

Information is available in the human resources office.

2. *Dental Plan*

Information is available in the human resources office.

3. *Employee Grant Program*

The following information is offered only as a highlight of the modifications recently made to the Employee Grant Program. It does not include all modifications. Please review the new policy and form for an explanation of all benefits and requirements.

1. The Employee Grant Program is an employee benefit provided to all regular, full-time employees and their dependents. Program benefits are immediate upon regular, full-time employment. Funding for this program each year is dependent upon the availability of adequate institutional financial aid funds.
2. All recipients of the Employee Grant Program who attend full-time must submit a FAFSA (Free Application for Federal Student Aid) each year prior to June 15 as a condition of eligibility, and must comply with these new policies and procedures to receive funding. Students beginning in the spring semester must submit a FAFSA by December 15.
3. A dependent for purposes of eligibility for an employee grant is a person who meets dependency status per federal guidelines or is claimed on an eligible employee's federal income tax return.
4. Employee Grant Program requests must be submitted prior to the beginning of each term.
5. Employees/dependents who are eligible to receive funds from the Employee Grant Program and are qualified by the state of South Carolina to receive the SC Life Scholarship, will be allowed to use \$300 per year of the SC Life Scholarship for books.
6. Employees/dependents who have met all eligibility requirements to receive funds from the Employee Grant Program and are qualified by the state of South Carolina to receive the SC Life Scholarship, will be allowed to use 50% of the SC Life Scholarship funds toward room and board charges, providing the student lives in the Charleston Southern University residence halls. If the student chooses to use the book allowance, the remainder of the 50% will be used toward room and board.
7. **Employee Grants for graduate classes are a taxable fringe benefit under Internal Revenue Service code. As such, these grants are taxable for federal income tax, state income tax and social security tax purposes. The value of such employee grants given to the employee and/or the employee's dependent(s) will be added to the employee's payroll record periodically throughout the year so that all applicable taxes may be withheld and remitted to the appropriate taxing authorities.**

July 23, 2004/dbw

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Charleston Southern University Employee Grant Program

(Employees/dependents receiving benefits during the fall 2004 semester will be grandfathered in under the current program. Employees/dependents receiving benefits prior to fall 2004, but not enrolled and receiving benefits in fall 2004, will be subject to the new guidelines in effect beginning January 11, 2005.)

a. **General Program Benefits.**

The Employee Grant Program is an employee benefit provided to all regular full-time employees and their dependents. It is not an entitlement. Funding for this program each year is dependent upon the availability of adequate institutional financial aid funds. Program benefits are immediate upon regular, full-time employment. The employee must begin full-time employment prior to the beginning date of the term in which the employee/dependent is applying. Employee grant funds may be used for undergraduate and graduate coursework.

While the Employee Grant Program is an employee benefit, it is managed in accordance with federal, state and institutional financial aid policies and procedures. All recipients of the Employee Grant Program who attend **full-time** must submit a FAFSA (Free Application for Federal Student Aid) each year prior to June 15 as a condition of eligibility and must comply with these policies and procedures to receive funding. Should the employee begin full-time employment after June 15, but prior to the beginning date of the fall semester, he or she must still submit the FAFSA for that term. Employees/dependents may apply online at www.fafsa.org. Requests for exceptions to filing the FAFSA must be submitted in writing by June 15 to the vice president for enrollment management. Students beginning classes in the spring semester must submit a FAFSA by December 15. Should the employee begin full-time employment after December 15, but prior to the beginning date of the spring semester, he or she must still submit the FAFSA for that term. Likewise, requests for exceptions must be submitted in writing by December 15 to the vice president for enrollment management.

b. **Program Limits:**

1. **Eligibility:**

- a. **Employees.** Regular, full-time employees, full-time faculty and non-faculty personnel on contracts of at least 10 months annually are eligible, providing all other criteria are met. Temporary employees, visiting professors or lecturers are not eligible.
- b. **Dependents.** A dependent for purposes of eligibility for an employee grant is a person who meets dependency status per federal guidelines or is claimed on an eligible employee's federal income tax return. The federal guidelines are as follows:
 - Employees must:
 - Be under the age of 24
 - Be working on an undergraduate degree
 - Be single with no dependents

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- Not have attained veteran status
 - Not be considered a ward of the court
- c. **Admissions.** All employees and dependents utilizing the Employee Grant Program must apply for undergraduate or graduate admission to the University and be accepted for admission based on current admission standards. This includes regular, foundation studies and special status students, i.e., nondegree seeking, transient, etc. All applicants must pay the application fee.
2. **Maximum Institutional Award.** Each employee has a maximum amount of institutional aid that may be used annually (each fiscal year) for the employee and his or her dependents. The combined total of employee grant funds that may be used by the employee and his or her dependents during a fiscal year (June 1 to May 31) cannot exceed the **equivalent** of the annual full-time tuition rate for one person for the fall and spring semesters. Multiple dependents may receive funds from the Employee Grant Program during a single fiscal year, as long as the total funds do not exceed the annual full-time tuition rate for one individual for the fiscal year.
3. **Attendance Criteria:**
- a. **Employees.** Employees may take undergraduate or graduate classes outside their normal working hours during any term with permission from the appropriate senior officer and the president of the University. Permission is to be obtained on the Employee Grant Form that must be **submitted prior to the beginning of each term**. The Employee Grant Form may be obtained in the office of enrollment services or downloaded from the University Web site at www.charlestonsouthern.edu. The document is located in the faculty and staff pages of the site.
 - b. **Dependents.** A dependent of an employee, as defined above, may attend either part-time or full-time, as an undergraduate or graduate student, during any term, with permission from the appropriate senior officer and the president of the University. Permission is to be obtained on the Employee Grant Form that must be submitted prior to the beginning of each term. The Employee Grant Form may be obtained in the office of enrollment services or downloaded from the University Web site at www.charlestonsouthern.edu. The document is located in the faculty and staff pages of the site.
4. **S.C. Life Scholarship Recipients.**
- a. **Book Allowance.** Employees/dependents who are eligible to receive funds from the Employee Grant Program and are qualified by the state of South Carolina to receive the SC Life Scholarship will be allowed to use \$300 per year of the SC Life Scholarship for books. The amount of funds each year will be based on the amount of funds allocated by the state legislature for this purpose. This will be awarded above the full-time tuition benefit of the Employee Grant Program.
 - b. **Housing Allowance.** Employees/dependents who have met all eligibility to receive funds from the Employee Grant Program and are qualified by the

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state of South Carolina to receive the SC Life Scholarship will be allowed to use 50% of the SC Life Scholarship funds toward room and board charges, providing the student lives in the Charleston Southern University residence halls. This will be awarded above the full-time tuition benefit of the Employee Grant Program. If the student chooses to use the book allowance, the remainder of the 50% will be used toward room and board.

5. **Other Program Provisions.** The employee receiving an employee grant for himself or herself or his or her dependent(s) does so under the following provisions:
- a. If the employee/dependent is attending in part-time status and withdraws from a course or courses after drop/add or receives a grade of FA, the **employee** will be responsible for payment of all tuition charges for the course(s). Financial aid will be reduced for the courses not completed. The award will automatically be adjusted if the course withdrawal is prior to drop/add. The employee/dependent must maintain financial aid satisfactory progress as defined in the University catalog to remain eligible for the benefit in subsequent semesters.
 - b. If the employee/dependent is attending in full-time status and completely withdraws from a course or courses after drop/add, but remains in full-time status, the employee/dependent must meet financial aid satisfactory progress as defined in the University catalog to remain eligible for the benefit in subsequent semesters.
 - c. If the employee/dependent is attending in full-time status and takes any action that reduces him or her to part-time status after drop/add, the **employee** will be responsible for payment of full tuition charges, although financial aid will be adjusted to part-time status. (Note: Awards will automatically be adjusted if such action occurs prior to drop/add.)
 - d. If full-time employment ceases for any reason during a semester, the Employee Grant Program will cover the remainder of the semester for which it has already been approved.
 - e. Any unused portion of the annual maximum institutional award in any year cannot be applied to an earlier fiscal year or carried forward for use in a later fiscal year.
 - f. When requests for employee grant funds exceed the availability of institutional funds for this purpose, employee grants will be awarded on a first-come, first-serve basis. Also, eligible employees will be given priority over dependents in awarding employee grants.
 - g. **Employee Grants for graduate classes are a taxable fringe benefit under Internal Revenue Service code. As such, these grants are taxable for federal income tax, state income tax and social security tax purposes. The value of such employee grants given to the employee and/or their dependent(s) will be added to the employee's payroll record periodically throughout the year, so that all applicable taxes may be withheld and remitted to the appropriate taxing authorities.**

7/23/04/dbw

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P. EMPLOYEE RELATIONS

1. Employee Evaluation

An evaluation of all staff may be conducted on a yearly basis to serve as a continuing source for personal and institutional improvement. Evaluations are completed through the cooperative efforts of the department head and the appropriate senior officer. The evaluation factors include work quantity, work quality, work habits, personal relations and job progress.

2. Disciplinary Action

In general, all full-time and part-time temporary and regular employees are expected to conduct themselves in a professional manner at all times. Moreover, the mission of the University should be exemplified in the routine, day-to-day functioning of all of its employees. Conduct of an employee, salaried or hourly, which tends to discredit or undermine the mission of Charleston Southern University shall not be tolerated. CSU employees are expected to perform their duties and conduct themselves in a manner consistent with the mission of and which reflects favorably on the University. Disciplinary actions, consisting of reprimand, suspension, demotion or termination, are intended to provide a means for resolving problems arising from employee misconduct or performance or attendance deficiencies. When possible, disciplinary actions may be considered as constructive procedures for the purpose of salvaging basically satisfactory employees. Each offense must be judged on its own seriousness, with consideration given to the employee's past record.

Q. Drug and Alcohol Free Workplace Policy

It is Charleston Southern University's policy to maintain an alcohol and drug free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the campus of Charleston Southern University. No staff member shall be under the influence of or possess or distribute alcoholic beverages and/or any illicit drug on University property or at any University activity. A University activity includes officially sponsored off-campus activities, including field trips. Violation of this policy shall result in the imposition of one or more of the disciplinary sanctions set forth below and may result in severe criminal penalties under local, state and federal law. Federal legislation requires that these penalties be set forth in writing. As a condition of employment under federal grants and contracts, an employee: (1) must abide by the University's policy on a drug free workplace; and (2) an employee who is convicted of a violation of any criminal drug statute in his or her workplace must notify his or her immediate supervisor no later than five days after such conviction. Failure to report such incidents shall be grounds for immediate termination. If reported, and depending upon the facts as they appear to the appropriate University officials, the convicted employee shall be subject to personnel action up to and including termination, or shall be required, at the University's discretion, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law-enforcement or other appropriate agency. The dangers of drug abuse in the workplace are

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addressed in this handbook under "Health Risks Associated with Drug and Alcohol Use" and the list of sources, organizations, associations and information numbers that follow.

1. *Disciplinary Sanctions*

Staff members guilty of violating the alcohol or drug policy may be penalized by the application of one or more of the following sanctions:

- a. reprimand;
- b. suspension with or without pay;
- c. termination;
- d. referral of the matter to appropriate authorities for criminal prosecution; and/or
- e. requirement of completion of an appropriate rehabilitation program.

2. *Health Risks Associated with Drug or Alcohol Use*

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants such as barbiturates and Quaaludes can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause

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marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics. The following list provides sources for drug or alcohol treatment, rehabilitation or re-entry programs, which are available to faculty and staff members at the faculty or staff member's expense.

3. *Organizations and Associations*

ALMACA (Association of Labor -Management Administrators and Consultants on Alcoholism): 1-703-522-6272

EASNA (Employee Assistance Society of North America)
P.O. Box 3903, Oak Park, Illinois 60303

National Clearinghouse for Alcohol and Drug Information 301-468-2600

Occupational Program Consultants Organization 614-464-0191

Toll-Free Information

1-800-356-9996: Al-Anon

1-800-527-5344: American Council on Alcoholism Help Line

1-800-COCAINE: Cocaine Hotline

1-800-NCA-CALL: National Council on Alcoholism

1-800-662-HELP: National Institute on Drug Abuse Hotline

1-800-843-4971: National Institute on Drug Abuse Help Line

1-800-333-4444: Alcohol and Drug Abuse Help Line

Mental Health Center, Charleston Area: 727-2018

(After-hours emergencies: 727-2000)

CHAPS Baker Treatment Center: 745-4268

Fenwick Hall Hospital: 559-2461

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* Charleston Southern University in no way endorses or affirms the competency or effectiveness of the services offered by these agencies.

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