

OLIVET NAZARENE UNIVERSITY

# STUDENT EMPLOYEE HANDBOOK

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## **SECTION 1 - INTRODUCTION**

### **PURPOSE AND APPLICABILITY**

This handbook reflects the human resource policies and procedures of Olivet Nazarene University. The purposes of this handbook are:

- To provide you with information necessary to fulfill your obligations as a student employee
- To provide for fairness and equity in the treatment of student employees
- To explain opportunities that are available to all student employees of the University and certain constraints and limitations we all must observe

The policies stated in this handbook are subject to change at the sole discretion of Olivet Nazarene University, as are all other policies, procedures, benefits and other programs of Olivet Nazarene University. This handbook will be revised from time to time to provide you with up-to-date information resulting from changes in policies and procedures. While we have made every effort to anticipate your questions, it is probable that you may encounter special problems or particular situations that are not thoroughly covered in this document. When such occasions arise, do not hesitate to discuss them with your supervisor or the Director of Student Employment.

The organization reserves the right to suspend, revise, or revoke any of its policies and procedures at any time, with or without notice.

## **SECTION 2 – EMPLOYMENT POLICIES**

### **CONFLICTS WITH STATE AND FEDERAL LAWS**

To the extent that the policies in this handbook, other policies, practices and local customs may conflict with federal, state or local laws, the organization will abide by the applicable federal, state or local law.

### **EMPLOYMENT AT WILL**

Nothing contained in this handbook, or in any other materials or information distributed by the University, creates a contract of employment between a student employee and Olivet Nazarene University. Employment is on an at-will basis. This means that student employees are free to resign their employment at any time, for any reason, with or without notice, and Olivet Nazarene University retains that same right.

Further, any terms and/or conditions of employment may be changed with or without cause and with or without notice at any time by Olivet Nazarene University.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Our goal at Olivet Nazarene University is to recruit, hire and maintain a diverse student workforce. Equal employment opportunity is not only good business—it's the law and applies to all areas of employment.

As an equal employment opportunity employer, Olivet Nazarene University does not discriminate in its employment decisions on the basis of race, religion, color, national origin, gender, sexual orientation, age, disability, or on any other basis that would be in violation of any applicable federal, state, or local law. Furthermore, Olivet Nazarene University will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

## **DRUG FREE WORKPLACE**

### **Purpose and Goal**

The University is committed to protecting the safety, health, and well-being of all employees, students, and other individuals on University premises.

Alcohol abuse and illegal drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. We encourage employees to voluntarily seek help with drug and alcohol problems.

### **Prohibited Conduct - Drugs**

No employee may use, possess, manufacture, distribute, sell, purchase, or be under the influence of illegal drugs.

“Illegal drugs” are those drugs or controlled substances the possession of which is unlawful under federal, state, or local law, and includes prescription drugs for which the employee does not have a valid prescription or that are used in a manner inconsistent with prescription directions.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee’s ability to safely and effectively perform the essential functions of the job.

### **Alcohol**

Alcohol use is inconsistent with the University’s Lifestyle and Ethical Standards Covenant. Employees may not, at any time, use, possess, distribute, or be under the influence of alcohol.

### **Notification of Convictions**

Any employee who is convicted of a criminal drug violation must notify the University in writing within five calendar days of the conviction. The University will take appropriate action within 30 days of notification. Federal contracting agencies will be notified if required.

### **Drug Testing**

Employees whose performance or behavior gives rise to a reasonable suspicion that the individual is under the influence of illegal drugs and/or alcohol may be asked to undergo an immediate medical evaluation to determine their fitness for work and appropriate tests designed to detect the presence of such substances. Failure, refusal, or delay in submitting to such testing will be grounds for discipline, up to and including termination.

Employers are within their rights to implement a drug-free job site policy that prohibits employees with medical marijuana cards from consuming marijuana and/or being impaired during working hours. An employee who tests positive must be given an opportunity to prove he or she did not consume marijuana and/or was not impaired during working hours before discipline may be administered. Additionally, an employer may discipline or refuse to hire an

individual with a medical marijuana card for failing a drug test if the contractor risks losing a federal contract or federal funding.

The University may also from time to time establish additional drug testing requirements for employees and applicants. Illinois law states that if an employment candidate has a valid medical marijuana card, the employer cannot refuse to hire the candidate for failing the screening or failing to mention the license.

The University is committed to maintaining confidentiality with respect to testing and results and limits access to such information to personnel with a need to know. Please be advised, however, that test results may be used in grievance, arbitration, and administrative proceedings, and court cases to which they may be relevant. All drug and alcohol tests are conducted in a manner that complies with relevant federal, state, and local laws.

### **Consequences**

One of the goals of this policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious. Any employee who tests positive for drugs or alcohol in violation of this policy will be immediately removed from duty and may be subject to discipline up to and including immediate termination of employment. An employee will be subject to the same consequences of a positive test if he/she refuses to be screened or tested, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, fails to sign the required forms, or fails or refuses to cooperate in the testing process in such a way that prevents timely completion of the test or disclosure of the results to the University.

## **COMPUTER USAGE POLICY**

### **Introduction**

The Olivet Nazarene University campus computing and telecommunications network (ONUnet) exists to further the University's teaching, scholarly research, and spiritual goals. The same ethical and community expectations outlined elsewhere in the "Handbook" apply to use of and on ONUnet.

Everyone using ONUnet (and all computer equipment used to access ONUnet) is subject to the rules and conditions set forth by Information Technology policy, including the obligations to comply with federal and state laws regarding copyright, trademark, and lawful use of computer technology (as further described below). Persons accessing any of the network resources are expected to practice common sense, decency, and courtesy to other users.

Each individual is responsible for the proper use of the account, including proper password protection. Any action that occurs on an individual's account or workstation is the responsibility of that person. Every student employee is responsible for ensuring that the information systems are used in an effective, efficient, ethical, and lawful manner.

### **Privacy**

Computers, software, printers, and related equipment that are purchased by Olivet Nazarene University are provided for business use and are the property of the University. At any time and without prior notice, Olivet reserves the right to examine archived email, personal file directories, hard disk drive files, and all other information stored on Olivet Nazarene University information systems. This examination may be performed to ensure compliance with internal policies, to support the performance of internal investigations, and to assist with the management of Olivet's information systems. All computer-resident information that is

sensitive, critical, or valuable must have system access controls to ensure that it is not improperly disclosed, modified, deleted, or rendered unavailable. Any abuse of such equipment or programs (such as falsification of data, sabotage of systems, or the introduction of viruses) is grounds for discipline, up to and including termination. Unauthorized disclosure of confidential information may be punished by internal disciplinary measures up to and including dismissal, as well as criminal prosecution and/or civil suit by independent legal authorities.

### **Email**

Student employees may be expected to use their Olivet email address to conduct work. Email accounts will be maintained as long as the user is associated with the University. After an employee leaves the University, files and email messages existing in a departed employee's account will be deleted irretrievable. Individuals are responsible for the safe and proper use of their account, including proper password protection. Any action that occurs on an employee's account or workstation is the responsibility of that individual.

If an employee's password is compromised, users should contact the Information Technology staff. If an employee receives spam that should have been filtered, the user may add the addresses to the blocked list via the junk mail controls in his or her account.

### **Internal Use**

Access to the Internet is provided for business purposes. Limited personal use is permitted, but it is subject to the same standards of conduct that have been described previously. Visiting Internet sites that involve pornography or other types of content conflicting or inconsistent with Olivet's mission as a Christian institution are strictly forbidden. Use of the Internet may be monitored by the University at any time without prior warning. Excessive personal usage during working hours may result in discipline. A significant portion of material on the Internet is copyrighted or is protected by intellectual property law or by license agreement. Employees must investigate intellectual property rights for all material that they discover on the Internet before using it for any purpose. Additional information on the University's Computer Use Policy and copyright limitations is found in the "About Us" section at <http://it.olivet.edu>.

## **ACCOMMODATIONS OF STUDENTS WITH DISABILITIES**

In its hiring and human resources actions, Olivet Nazarene University does not discriminate against individuals who are disabled. The University provides reasonable accommodations (if not an undue burden) for student applicants and student employees with disabilities so they can complete the application process or perform their work.

**How to Request Accommodations:** Applicants who need an accommodation for a disability should notify the Student Employment staff.

**Additional Requirements:** An individual who requests an accommodation may be asked to provide a statement from a physician or other health care professional explaining the individual's functional limitations. The University, at its discretion, may require a medical examination or medical inquiry to confirm the individual's functional limitations by a health care professional it chooses.

## EMPLOYMENT ELIGIBILITY

In order to participate in student employment programs, you must be an active student. If you cease to be an active student (at any time or for any reason), your student employment status will be terminated. As a student employee, your employment is part-time and temporary.

Some on-campus positions require a Federal Work Study (FWS) award. FWS is a federally-funded program established to promote part-time employment of financially eligible students. Funds are awarded as part of your financial aid package as processed by the Office of Student Financial Services located in the Miller Business Center.

FWS is awarded to students who have demonstrated financial need through applying for financial assistance. To determine eligibility for FWS, students should apply and indicate a work-study preference on the Free Application for Federal Student Aid (FAFSA) before March 1. Earnings during the academic year vary and are dependent upon maximum earnings level and number of hours worked.

Unused FWS awards will not be carried over to the next academic year. Any money that is not earned from the award is unrecoverable. Students who reach their award limit are encouraged to speak with Student Financial Services to inquire if their award can be increased.

## JOB POSTINGS

All vacant on-campus, off-campus, work-study and non-work-study positions are posted on the Handshake website at <https://olivetnazarene.joinhandshake.com/>. Students are encouraged to monitor postings regularly and apply online to the appropriate departments or off-campus employers.

## EMPLOYMENT APPLICATIONS

Students seeking on-campus or off-campus employment should access job vacancies and apply for positions per the instructions on the Handshake website. Some on-campus departments may require you to complete an additional job-specific application to meet their employment needs.

## EMPLOYMENT REQUIREMENTS

To comply with Federal and State employment laws, each Student Employee must complete the following required forms:

- **Form W-4** – Federal Withholding Tax Form
- **Form IL-W-4** – State Withholding Tax Form  
or  
**Form IL-W-5** – Non-Resident (Iowa, Kentucky, Michigan, or Wisconsin)
- **Form I-9** – Employment Eligibility Verification Form

In addition, to assure our compliance with the Department of Homeland Security, each student employee must complete Section 1 of the Form I-9 and present identification that establishes identity and employment eligibility. Most ONU students present their Student ID and Social Security Card. A list of acceptable documents is as follows:

**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
	12. Day-care or nursery school record			

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**

**You are not authorized to begin work, or be paid, until all employment forms are completed and required identification documents are presented. There are no exceptions!**

## SECTION 3 - COMPENSATION

### EMPLOYEE STATUS

**Student Employees:** Receive work assignments from the Student Employment Office. Work 28 hours or less per week for an indefinite period; and are not eligible to participate in the University benefit program.

### PAY PERIODS AND PAY DAYS

Most student employees earn minimum wage and are paid on a bi-weekly basis. The payroll period ends every other Sunday at midnight and the compensation for that period is normally distributed 12 days later on Friday. Student employees are paid via direct deposit to their respective bank accounts.

The student employee should discuss questions regarding pay or hours worked with their supervisor. If necessary, Student Employment may be consulted for clarification of questions regarding paychecks.

### WORKING HOURS

Student employees are not permitted to work more than 28 hours per week, with all on campus jobs combined. It is the student employee's responsibility to keep track of this. Employees are expected to report to work on time as scheduled and to remain on the job throughout their scheduled work hours. You should never be scheduled to work when you have a class, nor should you miss class to work. ONU student employment is intended to supplement the academic experience, and working during your scheduled class time violates Federal Work Study law.

### LUNCH AND REST PERIODS

Student employees are mandated to take a one 30 minute unpaid lunch period each day, if they work for more than 5 consecutive hours. This lunch period must be taken no more than five hours after the employee begins work.

Provided that work schedules on campus coincide with the designated times for a rest break, all full-time student employees may take two 15-minute breaks or rest periods during each working day. These breaks are allowed in the morning and in the afternoon, but they are not required. As breaks are paid time, they cannot be accumulated for personal time or used as make-up time. Part-time employees may be given a break during each 4-hour work period. Employees are expected to observe their assigned working hours and the times allowed for meals and rest periods.

### TIME RECORDS

It is the employee's responsibility to accurately record work time via OASIS Web entry (My.Olivet) or the electronic time clock system per the instructions of the assigned supervisor or department. You must record or clock your hours daily; adding them later will cause extra work for your supervisor and may not be tolerated. Follow the instructions provided by your supervisor for each position. If your supervisor does not approve your hours on time, you may not be paid on time. Hours recorded properly and approved on time will be paid by electronic

deposit 12 days after the end of the pay period. Employees may not work overtime without authorization.

It is Olivet Nazarene University's policy and practice to accurately compensate student employees in compliance with all applicable state and federal laws. Notify your supervisor immediately if you believe your time has been improperly recorded or your pay has been incorrectly calculated.

Olivet Nazarene University makes every effort to ensure our student employees are paid correctly. Occasionally, however, inadvertent errors occur. When mistakes do happen and are called to our attention, we will promptly make any necessary corrections. Pay errors due to a late or incomplete time record will be corrected on the next scheduled student payday. Please review your Pay Advice on My.Olivet to assure that it is correct. If you believe a mistake has occurred, or if you have any questions, please contact your supervisor or Student Employment.

### **WORKERS' COMPENSATION**

All student employees working for Olivet Nazarene University are covered by Workers' Compensation Insurance for injuries or diseases resulting from work-related conditions. The University requires immediate and formal reporting of accidents and injuries on the job. In the event of an accident, the student employee should first secure treatment of any injury; the supervisor must be notified as soon as possible.

## **SECTION 4 – CONDITIONS OF EMPLOYMENT AND CONDUCT**

### **GUIDELINES FOR APPROPRIATE CONDUCT**

Listed below are behaviors that Olivet Nazarene considers inappropriate. This list of inappropriate behavior and conduct is not all-inclusive and could lead to disciplinary action, up to and including termination of employment (without prior warning and at the sole discretion of the University).

#### **A. Employees may be immediately dismissed for:**

- Falsification of personnel records, including time records and application for employment
- Incompetence or inefficiency
- Inexcusable neglect of duties, insubordination or disobedience
- Use of alcoholic beverages, tobacco, narcotics, or hallucinogenic drugs on or off the University property
- Unexcused absence for three (3) days without notification or reasonable cause
- Theft or unauthorized use or removal of University property
- Unauthorized alteration of database records or other misuse of technology per the "Computer User Code of Conduct" as defined in the University Life Handbook.
- Unauthorized possession of firearms, knives, or explosives
- Stealing from fellow students, employees, or others on University property
- Immoral or indecent conduct
- Threatening, intimidating, coercing, or interfering with fellow employees on University property
- Conviction of a criminal offense
- Any act of fighting on University property
- Refusal to perform assigned duties or follow instruction of a supervisor
- Failure to correct conditions covered in warnings
- Release of confidential information to unauthorized persons
- Abusive or threatening language
- Alteration of time records which is not authorized

**B. These offenses may result in dismissal for more than one occurrence:**

- Wasting time or loitering
- Leaving University premises or work area without permission during working hours
- Tardiness - failure to report to work on time
- Negligence in the performance of duty
- Negligence or abuse in the use of University property or equipment
- Failure to report an incident and/or injury to yourself or others
- Sleeping during working hours
- Violation of, or disregard for, fire safety or common safety practices

If your performance, work habits, overall attitude, conduct, or demeanor becomes unsatisfactory in the judgment of Olivet Nazarene University, based on violation of any Olivet Nazarene University policy, you will be subject to disciplinary action, up to and including termination.

**ATTENDANCE AND PUNCTUALITY**

Employees are expected to report to work as scheduled, be prepared to start work, and remain on the job during their assigned work hours. It is your responsibility to notify your employer if you will be absent. If you need to change your work schedule, or if you will be absent for any reason, you must notify your supervisor in advance and make any necessary arrangements. Neither employees nor employers are obligated to make up hours missed for academic reasons, holidays, or vacations.

**DISCIPLINE AND CORRECTIVE ACTION**

Olivet Nazarene University expects that following basic standards of conduct will promote a high quality work environment and ensure responsible behavior. The student employee must, at minimum, adequately perform the job, follow the rules established by the department or supervisor, follow the policies of the University and the law, act with honesty and integrity, and respect the rights of others in the work environment. Violation of University policies and/or procedures may lead to disciplinary action. Any discipline that is imposed is intended to correct or modify an individual's conduct, to deter such conduct on the part of others, and to protect the rights of the University and everyone working at, or associated with, the University.

Discipline may take the form of counseling, verbal or written warnings, or termination of employment. A student employee may also be suspended with or without pay during any investigation of possible misconduct. All disciplinary action is administered with consideration given to the seriousness and frequency of the offense, the student employee's past record (including work history and earlier disciplinary record) and the circumstances surrounding the particular case. Because of the individual nature of each situation, Olivet Nazarene University reserves the right to impose discipline appropriate to the circumstances.

All disciplinary actions should be thoroughly documented. Such documentation should articulate to the disciplined student employee what behavior needs to be corrected, what measures must be taken to correct unacceptable behavior, what opportunities (if any) will be provided to correct the situation and what the consequences are of continued improper conduct or inadequate performance. The student employee should be given a copy of the documentation and should be asked to sign that he or she has received it.

## **PERSONAL APPEARANCE AND DEMEANOR**

Personal neatness and appropriate attire are expected of all student employees. All office personnel are expected to dress in a business-like manner as directed by the supervisor. All employees are asked to be careful of their personal hygiene, neatness and cleanliness.

## **TELEPHONE PROTOCOL**

Prompt and courteous answers to telephone calls should be a self-imposed rule. All employees (including students) are direct representatives of the University. Be sure to identify yourself when answering or making a call; always be professional and as helpful as possible.

## **WRITTEN COMMUNICATION**

Mail to off-campus addresses represents the University and therefore should always meet the highest standard of quality and appearance. Typographical errors are not acceptable. ONU letterhead is only used for official Olivet business.

## **UNIVERSITY EQUIPMENT**

All employees who handle University equipment are responsible for the care and security of such equipment while it is under their control. Employees are not permitted to use University equipment for personal reasons unless properly authorized. Unauthorized use or removal of University equipment or property may be cause for immediate dismissal. Tools or equipment should never be used except for the specific purposes for which they were designed.

## **PERSONAL PROPERTY**

Personal belongings brought onto Olivet Nazarene University's premises are the student employee's responsibility. While the organization does all it can to protect property, it cannot be held responsible for the loss or theft of personal belongings. If student employees find property missing or damaged, they should report it to their supervisor and the Office of Public Safety.

Student employees are not permitted to display any stickers on personal devices (computer, phone, tablet, etc.), while they are working for the University.

## **PERSONAL AND UNIVERSITY-PROVIDED PORTABLE COMMUNICATION DEVICES**

During work time, you are expected to have your full attention on your work and not on your personal cell phone, tablet, or other electronic communication or music/gaming portable communication devices (PCDs). Use of PCDs can interfere with your productivity, distract others and create unsafe working conditions. You are asked to send text or email messages, or make any other personal communications during non-work time and to advise your friends and family members of the University's policy. The University understands there may be times when emergencies arise and you need to be reached on your PCD but such use should be minimal. Violation of this policy may result in discipline. The University will not be liable for the loss of PCDs brought into the workplace.

University -provided PCDs, including cell phones, laptops, and tablets, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the

use of such devices, and all use is subject to monitoring, recording, accessing, and intercepting. This includes as permitted the right to monitor personal communications.

Some employees may be authorized to use their own PCD for business purposes. Communications sent via a personal PCD also may be subject to monitoring if sent through the University's networks and the PCD must be provided for inspection and review upon request. Employees may not use their personal PCD for business unless they agree to submit the device to the University on or before their last day of work for removal of University information. This is the only way currently possible to ensure that all University information is removed from the device at the time of termination. The removal of University information is crucial to ensure compliance with the University's confidentiality and proprietary information policies and objectives.

When an employee uses a university cell phone to set up an account (including an iCloud or Apple ID account), the information used to create that account, and any information contained in such account is property of the University. Employees are not to use their own personal Apple ID for University cell phones.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a University-provided or personal device, employees must comply with all applicable University guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles.

Please note that whether employees use their personal PCD or a University-issued device, the University's electronic communications policies, including but not limited to, proper use of communications and computer systems, apply equally.

#### **PORTABLE COMMUNICATION DEVICE USE WHILE DRIVING**

Employees who drive on University business must abide by all state or local laws prohibiting or limiting PCD use while driving. Further, even if usage is permitted, it is the University's policy that no employee using a University issued PCD will do so while operating a motor vehicle during working time unless that vehicle or phone is equipped with a hands free device. If a hands free device is not present, employees are to safely exit the travel portion of the roadway and stop the vehicle before receiving or placing a call. If an employee is using a personal cell phone on University time while operating a motor vehicle, the same rule applies.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require or permit any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from business or personal use of their PCDs while driving on University time will be solely responsible for all liabilities that result from such actions.

Texting or e-mailing while driving is prohibited in all circumstances.

## **CONFIDENTIAL MATERIAL**

In connection with employment at Olivet Nazarene University, access may be granted to personal or financial information relating to employees, students, alumni, donors, or other ONU constituents (hereinafter "Confidential Information").

Employees of ONU are prohibited, either during the period of their employment with ONU or at any time thereafter, from (1) disclosing to anyone, including, without limitation, any person, college, university, corporation, or other entity; or (2) removing or using for any purpose, any Confidential Information, except as properly required in the ordinary course of the duties at ONU or as ONU expressly directs and authorizes. Employees must take all reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information and must notify ONU immediately in the event of any unauthorized use or disclosure of any Confidential Information.

Accessing or releasing Confidential Information or causing Confidential Information to be accessed or released constitutes grounds for disciplinary action, up to and including termination, and may also subject an employee to legal action.

This policy does not prevent non-supervisory employees from discussing compensation or working conditions or otherwise engaging in concerted activities protected by applicable law.

Any question with regard to handling of Confidential Information or the disclosure of such information should be addressed to the employee's supervisor and/or referred to the Director of Student Employment.

## **GRIEVANCE AND DISPUTE RESOLUTION**

The University recognizes that student employees may experience problems or concerns related to their employment at Olivet. Any questions regarding conflicts between student employees and supervisors should first be discussed in a personal meeting between the student and the supervisor. If an agreement for resolution cannot be confirmed between the two, the student or supervisor must address the issue, in writing, to:

Keri Langan, Director of Student Employment  
Box 6011 or [kmlangan@olivet.edu](mailto:kmlangan@olivet.edu)

## SECTION 5 – APPENDIX

### ACKNOWLEDGEMENT OF RECEIPT OF STUDENT EMPLOYEE HANDBOOK

I understand that the information contained in the Handbook is subject to change or may be revised based on changes in policies or procedures.

It is understood that the contents of the Handbook do not constitute the terms of a contract of employment. I have entered into employment with Olivet Nazarene University voluntarily, understanding that my employment is on an at-will basis, which means that the employment relationship may be terminated at any time by either the employee or Olivet Nazarene University, with or without cause, and with or without notice.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document, but merely guidelines set by the University.

I understand and agree that I will read and comply with the policies contained in the Handbook and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent upon following those policies.

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Student Employee Name (printed)

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Student Employee Signature

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Date

*Updated September 28, 2020*