

WELCOME

Welcome to Andrews University. We are glad you have joined the diverse group of people who compose the Andrews family. You are now a vital member of this team. We hope you will join us as we share our love for God through our work.

This student employee handbook is designed to give you information regarding student employment guidelines at the University. We hope that it will inform you and serve as a reference for questions you might have. It also reflects the philosophy that we are here to share God's love with those around us through our work. As an employee, we are depending on you to not only perform job related duties but to reflect Christian values to those that we work with and serve. We realize that the best University will have little impact unless we, the people who work here are filled with God's love. Our goal is to have that love demonstrated through human kindness and compassion in our daily tasks.

We hope that you will find a congenial and supportive environment here at Andrews that allows you to develop and grow in your work experiences. We appreciate ideas and suggestions from you that will assist us in creating this environment for you.

We recognize that you and the rest of the Andrews team are what make the University an excellent institution.

Please feel comfortable in asking questions and giving your suggestions to the Student Employment and Human Resource offices.

You are valued! We want to serve and support you.

Andrews University Student Employment Office.

HANDBOOK DEFINITIONS

The student employee handbook is designed to acquaint student employees with the procedures to be followed in order to locate, begin, maintain, and terminate any student position on-campus.

The University assists students in securing on-campus employment. Students who are enrolled full-time in a degree or program and who have satisfactorily completed all the necessary paperwork at the student employment office are eligible to apply for on-campus employment. This handbook does not constitute a contract between the student employee and Andrews University. The University administration reserves the right to institute such changes as it deems necessary without prior notice.

Questions regarding University student employment policy should be directed to the Student Employment Office.

This is a publication of the
Student Employment Office
in affiliation with the
Human Resource Department
Berrien Springs, MI 49104

Second edition: July 2002

INTRODUCTION

"In His infinite love God chose to make us co-workers with Himself, with Christ and the angels, that we might share the blessing, the joy, the spiritual uplifting, which results from this unselfish ministry. @ Steps to Christ, p. 79

Andrews University is a Michigan non-profit educational corporation located in Berrien Springs, Michigan. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling laws. Andrews University does not discriminate with regard to race, national origin, gender, color, age, marital status, veteran status or disability that does not prohibit performances of essential job functions with or without reasonable accommodation. This is reflected in Andrews University practices and policies regarding hiring, layoff, discharge, training, promotions, rates of pay, and other forms of compensation.

In harmony with the above statement, Andrews University complies with the Americans with Disabilities Act. This act gives civil rights protection and equal opportunity to qualified individuals with disabilities in all employment practices, including job application procedures, hiring, advancement, compensation, training, termination, and other terms, conditions, and privileges of employment. An individual is considered to have a disability if the individual has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

The employer recognizes the right of any employee to terminate employment at any time and for any reason, and the employer retains a similar right. No oral or verbal statements, promises or representations may alter your right and that of the employer to terminate your employment at any time for any reason or for no reason.

The University retains the right to re-assign employees or to change job duties without prior notice. A failure on the part of an employee to accept such a change will be considered a resignation.

Questions regarding University student employment policy should be directed to the Student Employment Office ext. 3570.

GENERAL INFORMATION

EMPLOYEE HANDBOOK

The purpose of the Student Employee Handbook is to clarify working relationships, and provide information regarding policies and procedures with reference to employment at

Andrews University. If questions arise they should be discussed with the supervisor, department director, Student Employment (SE) and/or Human Resources (HR).

CHANGES IN EMPLOYEE HANDBOOK

Andrews University retains authority to modify, add or delete any provisions in the Employee Handbook. Andrews University reserves the right to change policies and procedures at any time. The most current policies will be available at the Student Employment Office and you may ask to see them at any time.

EXCEPTIONS TO POLICIES

The Student Employment Office and/or Human Resources authorize any exceptions to policies, regulations, and procedures under the advisement of the administration.

RECORDS The Payroll Office maintains a file of the employment records of each employee. These records are property of Andrews University and may include pre and/or post hiring documentation, written reports of periodic performance reviews and other documents, all of which are assembled to form an accurate account of employment experience with Andrews University. To keep personal records current, the supervisor and the Student Employment Office should be notified of any change in name, marital status, address, telephone number, or other pertinent information. International students should notify the Student Employee Office of any changes in their documents and/or status.

SUGGESTIONS Suggestions to improve office operations, reduce expenses, and improve policy are welcomed and appreciated. Please pass along any suggestions to the Student Employment Office and/or Human Resources.

"CALL-IN" PROCEDURES

If you are unable to attend work at a scheduled time, please follow these procedures:

*Call or notify your immediate supervisor as soon as a potential change occurs -if your supervisor is not available leave a message, **and** . . .

*Call the department you are employed by and notify someone who will pass the message on to your supervisor - if there is no answer at the department leave a clear and defined message

and ...

*Call the department head and notify them of the change of schedule and ask them to pass the information on to your supervisor.

STUDENT EMPLOYMENT OFFICE

The primary purpose of the Student Employment Office is to provide assistance to the students in securing employment on-campus. In harmony with this purpose, it is our endeavor to assist and educate employers and student employees in completing the necessary paperwork in compliance with Federal and State regulations. All on-campus jobs will be posted on the bulletin board outside of the Student Employment Office as well as on the Andrews Student job opening web page (www.andrews.edu/HR/old/students) The Student Employment Office is also responsible for establishing the student on the University payroll. In addition, all University policies regarding student employment eligibility will also be monitored. Exceptions may be requested as described in the General Information Guidelines.

As a secondary purpose, the Student Employment Office will continuously monitor and update student employment information and documentation. This will include changes in employment, rates of pay, terminations, name changes, changes in employment identification/eligibility documentation, social security numbers, etc. Our office will endeavor to communicate effectively with the student employee and/or department regarding any information that is required or needs updating.

Also, as a student service, the Student Employment Office administers and scores all office skills testing. Appointments may be made at the main desk.

HIRING & SELECTION Andrews University is an educational institution, which holds the philosophy that students benefit from combining work with a study program. Because many students need to earn part of the funds required to pay for their education, the University endeavors to utilize student employment wherever possible.

Within these priorities the selection of employees is based on the applicant's experience, education, training, skills, and physical fitness as they relate to the requirements of the job for which he/she has applied. The selection is made in a non-biased way through interviews, references, and pertinent tests.

In selection, promotion, training, wages, termination, and any other aspect of employment there will be fair treatment of all employees without regard to age, gender, race, ethnic background, color, handicap, height, weight, or marital status. The University will employ only those who are legally employable in the United States and maintain a full-time student status.

HOURS OF WORK Scheduling your daily work depends on the correlation of your particular employment position and your class schedule. Various departments in the University require different hours and different days. Your supervisor will work with you on your particular schedule.

WORK WEEK The workweek starts at 12:01 a.m. on Sunday and ends at 12 midnight Saturday.

JOB POSTING AND HIRING PROCEDURE When the Student Employment Office is notified of an open student position, it will be posted on the bulletin board at the entrance to the Administration building, facing the Seminary building, beside the elevator. The opening will also be posted in the HR Student job opening web page (<http://www.andrews.edu/HR/old/students>). The job notices will include the following information: job title; a brief description of the job; education, experience and skills required; the remuneration level; time of posting; person to contact; and any additional information regarding the position.

Before beginning any student employment, all necessary paperwork should be filled out and approved at the Student Employment Office. This will include showing all pertinent documentation that will prove identity and employment eligibility. A list of acceptable documents is posted at the main desk at all time for the student's convenience and is also included on the next page of this handbook. No work will be approved until such paperwork is completed and approved by a designated Student Employment Officer. Once the required paperwork has been completed, as A Permission to Be Employed@ form can be issued to the student for submission to the appropriate department.

I-9 EMPLOYMENT VERIFICATION FORM *Before* any student begins employment; they should stop by our office to make sure all the necessary paperwork is complete. The Immigration & Naturalization Service (INS), (a Federal Government division) has mandated that all employees (U.S. citizens, permanent residents, international students on a visa, etc.) must complete the I-9 form at our office in order to be legally employed. This form requires that we verify that the employee is a citizen, national or alien authorized to work in the United States. In order to complete the I-9, our office must receive documentation of identity and employment eligibility. All documents submitted to the Student Employment Office must be **original and valid** before employment can be permitted. No exceptions. We cannot accept any copies, faxes or notarized copies. The INS office dictates what documents we receive and we are required, under penalty of perjury, to fill out the Form I-9 and to attest that the documentation presented appeared valid and original. We keep these forms and copies of the original documents on file and update information as is necessary. Both the applicant and employer (Student Employment Officer) must sign the I-9.

The following is a list of acceptable documents that you may submit.

**ACCEPTABLE DOCUMENTS FOR EMPLOYMENT ELIGIBILITY
VERIFICATION
(FORM I-9) Under Interim Rule - September 30,1997**

List A (Identity and Employment Eligibility)

- United States Passport (unexpired or expired) Unexpired Foreign Passport with I-551 stamp
- Alien Registration Receipt Card or Permanent Resident Card (INS Form I-551)
Unexpired Temporary Resident Card (INS Form I-688)
- Unexpired Employment Authorization Card (INS Form I-688A)
- Unexpired Employment Authorization Document issued by the INS, which contains a photograph (INS Form I-766 or I-688B)
- *For aliens authorized by the INS to work only for a specific employer:* Unexpired Foreign Passport with Form I-94 containing an endorsement of the alien's non-immigrant status

List B (Identity Only)

- 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, sex, height, eye color, and address
- 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, sex, height, eye color, and address
- School ID card with a photograph
- Voter's Registration Card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority
- *For persons under age 18:* School record or report card, Clinic, doctor or hospital record; Day-care or nursery school record

List C (Employment Eligibility Only)

- U.S. social security card issued by the Social Security Administration (*other than such a card which specifies on the face that the issuance of the card does not authorize employment in the United States*)

- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the U.S. bearing an official seal Native American tribal document
- U.S. Citizen ID Card (INS Form I-197)
- I.D. card for use of Resident Citizen in the United States (INS Form I-179)
- Unexpired employment authorization document issued by the INS (other than those listed under List A)

Receipts

- *Application for a replacement document.* A person may present a receipt showing application for a replacement document. An application for initial work authorization or an extension of expiring work authorization is not acceptable. After 90 days, the person must present the actual document.
- INS Form I-94 indicating temporary evidence of permanent resident status. A lawful permanent resident may present the arrival portion of the Form I-94 (Arrival-Departure Record) that the Service has marked with a temporary I-551 stamp and has affixed with the alien's picture. The Service may issue this document if an alien is not in possession of his or her passport and requires evidence of lawful permanent resident status. After 90 days, the person must present Form I-551, the Alien Registration Receipt Card (commonly referred to as the "green card").
- INS Form I-94 indicating refugee status. A refugee may present the departure portion of the Form I-94 containing a refugee admission stamp. After 90 days, the person must present either an unrestricted social security card (along with a List B identity document) or an INS Form I-766, employment authorization document. Technical correction will be made to add Form I-6888 to the documents that may be presented after 90 days.

YOUR EMPLOYMENT

Conditions of Employment Andrews University strives to maintain a highly qualified staff. Selection and continued employment is based on the following qualifications: character, aptitude, education, training, ability, integrity, adaptability, and ability to perform job functions (with or without reasonable accommodation). Minimal qualifications are:

- **Lifestyle** - Personal conduct demonstrated in a lifestyle which is characteristic of Seventh-day Adventists and by thoughtful attention to personal example and influence in grooming, dress and the avoidance of extremes i.e. chemical/substance abuse, use of profanity, and immoral conduct.
- **Work Performance** - Ability to successfully perform the work and tasks assigned.
- **Professional Standards** - Careful adherence to the highest professional and ethical standards in integrity and confidentiality are expected.
- **Loyalty** - Willing and consistent loyalty and cooperation.
- **Commitment** - Unreserved commitment and fidelity to Christian service for all employees.
- **Conflicting Interests** - Avoidance of conflicting interests and enterprises.
 - Engaging in outside business or employment that permits encroachment on the University's call for the services of its employees even through there may not be any other conflict.
 - Engaging in business with or employment by an employer that is in competition or in conflict with any transaction, activity, or objective of the University.
 - Engaging in any business with or employment by a non-denominational employer who is a supplier of goods or services to the University.
 - Making use of employment by the University to further outside business or employment, or associating the denominational organization or its prestige with an outside business or employment.
 - Soliciting or accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practices, or of any commission or payment of any sort in connection with work for the University other than the compensation agreed upon between the University and the employee.
 - Making use of any confidential information acquired through employment with the University for personal advantage or the advantage of a related or third party, directly or indirectly.
- **Prescribed Procedures** - Compliance with prescribed procedures for resolving conflicts, disputes, complaints and grievances.
- **Student Employee Handbook** - Compliance with the regulations of Andrews University as set forth in the Student Employee Handbook and policies of the Seventh-day Adventist Church.

HANDICAPPED ACCOMMODATION State and Federal laws require employers to make reasonable accommodations to employees with disabilities/handicaps where the accommodation does not impose an undue hardship on the employer.

If you have any physical, medical, or mental impairment or disability, which would interfere with your ability to do the job to which you have been assigned, the University will attempt to reasonably accommodate your disability. The accommodation may be a modification to your current working environment or a transfer to another job within your capabilities.

The University must be notified in writing of the needs to provide an accommodation as soon as possible but not later than within 182 days from the date you knew, or should have known, that an accommodation is needed.

A "Request for Handicapper Accommodation" form is available at Human Resources.

BASIS FOR PROBATION Probation is assigned to a student employee for inadequate performance or improper behaviors at any time during employment. The employee may be placed on probation for a designated period to correct recognized performance shortcomings. After having successfully completed a probationary period, the employee will continue to be subject to the conditions of employment and performance requirements. The employee can be discharged during the probationary period if it appears the employee is unable or unwilling to correct a problem or if continued employment would be contrary to the best interest of Andrews University or the welfare and safety of other employees. An employee may be terminated if he/she has more than two probationary periods.

- **Discipline, Termination and Appeal Procedures** A probationary employee may be terminated at any time for any reason and shall not be entitled to the protections concerning discipline, termination, and appeal procedures contained in this Student Employee Handbook.

PROMOTIONS Andrews University desires to make your employment experiences challenging and satisfying, and wishes to make the best possible use of the skills and potential of employees. Whenever possible, promotions to positions of greater responsibility are made from among our student employees. The basis for such a promotion is that an employee demonstrates the ability and possesses the qualifications necessary.

- **Evaluation and Raises** - Promotions and/or pay rates will be based on performance evaluation, education, prior experience, applicable job skills, test results (if applicable) and/or recommendations. Seniority may be given special consideration where ability and other principal factors are comparatively equal.
- **Performance Reviews/Evaluations** - The purpose of performance evaluations is to:
 1. Communicate the level of performance to you

2. Communicate department's objectives to you and also to discuss your personal and work objective with you
3. To examine the validity of your job description.

STUDENT EVALUATIONS include

Job Knowledge	Working Relations	Communication Skills
Customer Service	Initiative and Innovations	Leadership
Quality of Work	Dependability	Human Relation Skills
Adaptability	Appearance	

NEPOTISM It is the policy of Andrews University that not more than one member of a family is employed in the same department or in an employment situation where there are not at least two supervisors between relatives. Broadly this means that relatives do not work with or for one another or in a relationship where one might have direct authority over the other in matters of remuneration, promotions, etc.

For the purpose of this policy "family" includes: spouse, child (natural, adopted, step), grandchild, parent, grandparent, uncle, aunt, niece, nephew, or siblings.

For the purpose of this policy "department" refers to the division of activities within the University which are shown as entities on the organizational structure or chart of the University, the chart of accounts in the University accounting system, or is an activity which is distinguished by the area of responsibility assigned to a recognized department head. A department may be academic, support, or service.

Exceptions to this policy may be considered for good reason if presented in writing and addressed to Human Resources.

If by marriage a violation of this nepotism policy occurs, employees will be given 30 days to develop an alternative to their current position.

AVAILABILITY OF PERSONNEL FILES You have the right to review your personnel files upon written request and 48 hours notice. A copy of your file will be made available to you upon your request. You may enter a written response to any record with which you take issue. For more information regarding the contents of the student employee Personnel File contact the Student Employment Office.

RECORDING TIME - HOURLY EMPLOYEES In those departments that use time clocks or other devices to record work time, all time must be recorded by the employee or supervisor. No other e is permitted to record another employee's time under any

circumstances. You may begin working five minutes before your scheduled shift begins and cease working up to five minutes after it ends. This cumulative ten-minute period is allowed for recording in and out without triggering overtime pay. Any other variance in time recording is subject to manager's approval.

In departments that do not use clocks or other devices each employee will be responsible for recording his/her time worked each day on a time card. Any false, misleading, or misrepresented entries on a time card will result in discipline. Your department director, or someone to whom he/she might delegate responsibility, must authorize all **OVERTIME** before it is incurred.

ALL of the hours you work in a week **must be reported during that week**. Federal and State laws prohibit the banking of hours (i.e. not reporting hours worked in one week with the intention of reporting the hours in a later week) or volunteering some of the hours you actually worked. (There are limited circumstances under which employees can volunteer their services, but it must be outside of the type of work they are normally employed to do. If an employee wants to volunteer his/her services to the University, he/she should call the Student Employment Office for instructions before beginning the volunteer service.)

PAY DAYS Every other Friday is payday. Your check will be available at the department where you are employed. The payroll check is for the two-week period ending on Saturday prior to the Friday that the check is issued.

SUBMITTING TIME All time (clock information or cards) for hourly employees is due on Monday morning by noon following a workweek, except when a holiday falls on a Monday. If a paid holiday falls on a Monday, then the time will be due by the following Tuesday morning by 9am. Each week, the previous week's time needs to be turned in to the Payroll Office. Late time turned in after the appropriated deadline will not be processed for the current pay period, but will be processed for the following pay period.

CUSTOMER SERVICE GUIDELINES

DRESS REQUIREMENTS: Whatever or whomever is associated with Andrews University contributes to the University's image. Appearance is a basic element of image. Therefore, the personal appearance of any University employee makes a significant statement about the University itself. In order to reflect the conservative values of the church in matters of dress and appearance, these principles should be as follows: neatness, modesty and appropriateness.

Neatness In keeping with their occupational status and Christian identity, Andrews University employees will be well groomed and neatly dressed.

Examples of a failure to maintain an appropriate standard of neatness and grooming are unkempt clothing, clothing designed to appear sloppy, and careless personal hygiene and hairstyles.

Modesty Attire which accentuates the sexual characteristics or which is designed to draw attention to oneself by bizarre or ostentatious style violates the principle of modesty.

Appropriateness Time, place and the occasion determine appropriateness.

While sweatshirts, jeans, and shorts may be appropriate for sports, recreational activities and certain work environments, they would be inappropriate for campus offices.

Jewelry should be chosen in harmony with the Christian principles of simplicity, modesty, and economy. Some forms of adornment, such as necklaces, earrings, bracelets, and rings (except wedding bands) are not considered appropriate.

Some departments of the University may have particular requirements for dress, such as personal attire, uniforms, or safety equipment that may be expected of its workers. The Supervisor explains those requirements at the time you are hired.

PERSONAL APPEARANCE POLICY IMPLEMENTATION It is the responsibility of the individual department/service director as well as the Student Employment (SE) Coordinator and/or HR Director to implement the Personal Appearance Policy. Should it be determined that within a department/service an individual is not in compliance with the policy, the following steps will be taken:

- The department/service director and/or the SE Coordinator and the HR Director shall consult with the immediate supervisor urging implementation.
- The department/service director shall give verbal instructions on appropriate attire.
- A memo documenting the verbal counsel shall be directed to the student employee by the department/service director/supervisor.
- The department/service director shall inform the SE Coordinator and/or HR Director if a student employee refuses to comply with the personal appearance requirements. The SE Coordinator and/or the HR Director and department/service director shall then meet jointly with the employee in order to resolve the situation. A second memo shall be directed to the employee by the SE Coordinator requiring a written response as to the employee's intentions with respect to the personal appearance requirement.

- If the employee still refuses to comply with the personal appearance requirements after being counseled by the SE Coordinator and department/service director, the matter shall be referred to HR for disciplinary action.

USE OF TELEPHONES

- **Guidelines** - In an effort to regulate expenses for the University, employees are encouraged to make any long distance business calls brief.
- **Personal Calls** - Personal calls should be kept to a minimum and of limited time duration. Telephone calls are charged to the expense of the department and are subject to review. Any personal charges will result in the employee reimbursing the department.
- **Courtesy** - Care and courtesy in using the telephone not only creates a good impression for Andrews University but also makes the contact more pleasant for those who are calling.

In using the telephone:

- Answer promptly and pleasantly (smiles can be heard)
- Identify yourself by name
- Give accurate and careful answers
- Display a helpful attitude
- Maintain a pleasant tone of voice
- Take careful notes and pass on information to persons concerned
- If you are unable to answer a question, refer the inquirer to someone who does.
- Transfer calls tactfully
- Hang up/release calls gently (orange RLS button releases the line before hanging up)
- Arrange for telephone coverage or call forwarding when away from workstation
- Ensure that the voice mail message is regularly updated and conveys pertinent information
- Respond to voice mail messages within a reasonable length of time
- Voice mail is for University business and should not be used for personal business

PROFESSIONAL & COURTEOUS BEHAVIOR As an employee and representative of the University, you should always portray yourself in a professional manner. Some guidelines are as follows:

- Treat each person with courtesy and tact
- Smile
- Be alert and attentive on duty
- Call people by name
- Give correct information
- Be willing to help the person by:
 - Giving clear concise directions (a highlighted map is helpful)
 - Calling ahead to announce their arrival

- Calling to verify that the information they seek is where you are sending them
- If possible, show them the way.
- Be firm & impartial in enforcing rules, tactfully
- Notify the supervisor when any abnormal conditions exist or when a problem arises

CONFIDENTIAL INFORMATION Many times within the University setting there are strictly confidential disclosures of a personal or organizational nature. Employees will protect themselves and the organization by not allowing the dissemination of such information to family, friends, or strangers unless authorized to do so by the appropriate individual.

THE WORK PLACE

CHILDREN AT THE WORK PLACE (IF APPLICABLE) Children visiting their parents during working hours can be a disruption to the normal work activity of both the parent and others in the work environment. They may also be exposed to dangerous equipment or materials. For that reason children should be cared for away from the work place and in such a way as to not interfere with the activities of the University. This includes after school hours as well as vacations and holidays. In the event the arrangements for the care of your child(ren) should fail, you should notify your supervisor so that you can be released from your duties to care for their needs.

DRUG-FREE WORK PLACE The University is committed to an environment of learning that supports the fullest possible human development. To achieve this goal, the University holds that a drug-free lifestyle is essential and thus maintains policies that seek an alcohol, tobacco, and drug-free campus environment. This is consistent with the teachings of the Church.

The University intends to maintain a drug-free workplace in harmony with the laws of the land. The unlawful manufacture, distribution, dispensing or use of controlled substances, or illegal drugs by its employees is prohibited. The University so certifies as an institution to the federal government in its external funding contracts and grants. Further, the University expects any person employed by the University who receives federal or state funding as an individual to certify that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while associated with the University.

COURTESY In the parking lot, in the office, and wherever people meet, the employee should be recognized for refined, courteous conduct. This standard will be reflected in telephone conversations, correspondence, business dealings, and relationships with fellow employees. The employee is responsible for maintaining a high professional standard of conduct in harmony with the Golden Rule. It is inappropriate to defame the character of co-workers by spreading malicious gossip or to act in a discourteous manner.

SAFETY Andrews University seeks to provide a safe environment for its employees, students and guests. As an employee, your role in maintaining this safe environment is critical. You must follow all safety practices required by OSHA and by the University.

You must:

- Follow all safety procedures that are outlined in this handbook, and those procedures that are brought to your attention by your supervisor or by the University administration.
- Notify Loss Control or HR if there are any unsafe conditions or practices that come to your attention.
- Immediately remedy any unsafe situation you may encounter, if it is safe and appropriate for you to do so.
- **Response to the fire alarm.** When the fire alarm sounds:
 - Evacuate the building completely using the nearest clear exit. Remember, going through smoke is dangerous. Avoid it if you can.
 - After evacuating, call Campus Safety at **3321** from another building. If fire and/or smoke are evident, call 911.
 - Remain clear of the building until notified by Campus Safety that it is safe to re-enter.

Personal property on the University premises. If you should choose to bring your personal property to the campus, you must do so at your own risk. In general, the University seeks to provide the tools necessary for the performance of your job. If, however, there is personal property that is mandatory to fulfill your job responsibilities, you may file an insurance application with the Treasurer's Office.

Keys. When you begin working at the University, you may be issued keys in order to fulfill your job responsibilities. If your employment or duties change such that you no longer need those keys, please return them to the Plant Administration Office immediately. At the conclusion of your employment, please return all University keys to the Key Office.

WEATHER CLOSURE Student employees receive no compensation when the University is closed due to weather.

PAYROLL DEDUCTIONS Federal and state laws require the withholding of income tax. All deductions, including personal deductions are listed on the paycheck stub. Voluntary deductions such as bank, credit union, or church are subject to authorization from you.

Any questions regarding deductions should be directed to the payroll office.

Any changes in the tax exemptions you claim, or employee status, must be made through the payroll office.

DIRECT DEPOSIT With your written approval your earnings after deductions may be deposited directly in any financial institution with a routing number. According to your arrangements with the financial institution, your deduction may be applied to your checking or savings accounts.

All employees are encouraged to take advantage of direct deposit.

Once your account is established at the financial institution, you may sign up for the direct deposit at the payroll department.

Important: When you are preparing to leave the campus and no longer require direct deposit, please stop by the payroll office and fill out a form to stop any future direct deposits. If you leave Andrews and then return at a later date (2-3 or more years later) that direct deposit will again become active and your future paychecks may be affected.

TERMINATION PROCEDURES

We hope your employment with Andrews University will be enjoyable and rewarding. If you find it necessary to consider resignation, we ask that you discuss your plans with your supervisor as early as possible.

PERIOD OF EMPLOYMENT The University recognizes the right of any employee to terminate employment at any time and for any reason, and the employer retains a similar right. No oral or verbal statements, promises or representations made any time before, during or after the publication of this handbook may alter your right and that of the employer to terminate your employment at any time and for any reason with or without cause.

RESIGNATION If you terminate, you are requested to give a two-week written notice with the date of termination to your Department Head. This time is necessary to find and train a replacement for the position. You must follow the termination procedure (See Terminal Interview). Your final paycheck will be sent to you at your forwarding address after the next regular payday.

LAYOFF, REDUCTION IN FORCE AND TERMINATION The University's Board of Trustees has delegated to the University Administration the authority for hiring, promotion, demotion or removal of all employees covered by this handbook. All student employees are hired at will. That means you have the right to terminate your employment at any time and for any reason, or for no reason, and the employer has a similar right.

It is sometimes necessary to discontinue a job for economic reasons, because of reorganization, technological developments or for any other reasons. When that is done, the affected employee will be given the courtesy of as much notice as possible.

SE or HR will attempt to place a laid off employee in another available job for which he/she is qualified. To accomplish this, the University retains the right to reassign an employee or change job duties. An effort will be made to match an employee's skill with a position. Failure on the part of an employee to accept the reassignment or change in duties will be considered a resignation.

TERMINATIONS Andrews University wants to affirm the value of each individual by providing opportunities for growth and development of employees. As an employer, Andrews University seeks to develop the talents and abilities of employees through in-service and/or on-the-job training. It is the goal of the institution to develop the people who are part of the organization through positive employee/employer interaction.

INDEX

Banking of Hours.....	9
Call-In Procedures	3
Changes in Employee Handbook.....	2
Children at Work Place	12
Conditions of Employment	7
Confidential Information	12
Conflict of Interest.....	7
Courtesy	12
Customer Service Guideline	10
Deductions, Payroll.....	13
Direct Deposit.....	13
Discipline, Termination and Appeal Procedures	8
Dress Re uirements	10
Drug-Free Work Place	12
Employee Handbook.....	2
Employment Records	3
Evaluations and Raises	8
Exceptions to Policy.....	3
Fire Alarm, Response to.....	12
General Information	2
Handbook Definition	1
Handicapped Accommodation.....	7
Hiring and Selection	4
Hiring Procedure	4
I-9 Employment Verification Form	4
I-9 List of Acceptable Documents	5,6
Introduction.....	2
Job Posting	4
Keys	13

Layoff/Reduction in Force/Termination	14
Nepotism	8
Overtime, Hourly.....	9
Paydays	9
Payroll Deductions	13
Performance and Evaluations	8
Period of Employment	14
Personal Appearance Policy Implementation	10
Personal Calls.....	11
Personal Property.....	13
Personnel Files, Availability of.....	9
Professional Behavior	11
Probation, Basis for.....	8
Promotions	8
Raises and Evaluations	8
Recording Time, Hourly Employees.....	9
Records, Employment	3
Reporting of Time.....	9
Resignation	14
Safety	12
Solicitation and Vending	7
Student Employment Office	3
Student Evaluation.....	8
Suggestions	3
Submitting Time	9
Telephone, Use of	11
Telephone Courtesy	11
Termination Procedures.....	13
Terminations.....	14
Weather Closure	13
Welcome	1
Work Schedule.....	4
Work Week, hourly.....	4

