HLGU

Hannibal-LaGrange University

EMPLOYEE HANDBOOK

"Whatever you do, do it from the heart, as something done for the Lord and not for people."
Colossians 3:23

Colleagues,

God is working at Hannibal-LaGrange University! And God is working here because of the dedication and commitment of our employees. Your work makes a difference in eternity though the investments made in students and one another.

As we consider our work together at HLGU, our mission is to transform lives and communities through relevant education anchored in a Biblical worldview. As you read through this handbook, the policies and standards contained herein exist to create this environment.

At HLGU we have five core values: Biblical Worldview, Educational Relevance, Community Mindset, Transformational Leadership, and Generational Impact. As employees of Hannibal-LaGrange University, we work hard as unto the Lord because of our commitment to a Biblical worldview (Col. 3:23). In every area of the institution, we seek to provide students with a relevant education because we believe God provides us with everything we need for life and godliness (2 Pt.1:3) We are a people working for the good of our communities because we are to pursue the well-being of the cities in which we live (Jer. 29:7). We create transformational leaders who follow the example of Christ, the ultimate transformational leader who came not to be served but to serve and give His life as a ransom for many (Matt 20:28). As a result of this work, we impact generations for Christ through a campus environment which points students to Jesus and fosters lifelong relationships (including biblical marriages) so that one generation will commend His works to the next (Ps. 145:4).

Because of your work and your commitment to the Christ honoring principles found in this employee handbook, together we will fulfill our vision of impacting eternity for Christ through higher education.

In Christ,
Dr. Robert J. Matz
President

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Chapter 1: GENERAL INFORMATION

1.1 Purpose of the Employee Handbook

The employee handbook provides information concerning university policies and procedures.

The present handbook supersedes all previous HLGU handbooks and policies. Employees may not rely on policies that have been superseded. If you are uncertain about any policy or procedure, please check with your immediate supervisor.

The policies in this handbook are subject to change at any time at the sole discretion of Hannibal-LaGrange University (HLGU) and its Board of Trustees. When a significant change occurs in policy statements or other information found in the handbooks, a revised copy of that page (or those pages) will be distributed to full-time faculty and staff members via email, so that the handbooks can be kept current. Also, the handbooks will be found on the university computer network and on the HLGU website, which can be printed as needed. HLGU is an at-will employer. The University follows the traditional practice of employing its staff on an at-will basis. That means either you or the University may terminate the employment relationship at any time and without any reason.

The Office of Human Resources shall issue one copy of the Faculty Handbook to each full-time faculty member through a PDF file as well as distribute a PDF copy of the Employee Handbook to each full-time staff and faculty member at time of hire. During this time, all employees will sign a statement for understanding and receipt of the handbook. Employees are responsible for becoming familiar with its contents and for noting later changes made by the University administration. A current employee and faculty handbook is available on HLGU's website under the Employment Opportunities tab. The employee handbook does not contain job descriptions. A complete job description file is kept in the Human Resources Office.

Hannibal-LaGrange University complies with all federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, sex, religion, disability, national or ethnic origin or ancestry, military or veteran's status, or genetic information in either employment or the provision of services. As an institution controlled by the Missouri Baptist Convention, the University is exempted from some provisions of nondiscrimination laws, including the prohibition against religious discrimination in employment under Title VII of the Civil Rights Act of 1964, and, to the extent compliance would conflict with the University's religious tenets, the prohibition against sex discrimination under Title IX of the Education Amendments of 1972.

A **student** or one seeking admission to Hannibal-LaGrange University, who claims to have been unlawfully discriminated against due to any University regulation, policy, or the official action of any University employee should submit a written complaint to Human Resources at HLGU, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at humanresources@hlg.edu.

An **employee** or one seeking employment who claims to have been unlawfully discriminated against due to any University regulation, policy, or the official action of any University employee should submit a written complaint to Human Resources at Business Office, 2800 Palmyra Road, Hannibal, Missouri, 63401 or via email at humanresources@hlg.edu.

Approved by Board of Trustees October 14, 2016

1.2 History of Hannibal-LaGrange University

Hannibal-LaGrange University continues the work and ideals of LaGrange College, for seventy years located at LaGrange, Missouri. LaGrange College was founded in 1858 by the Wyaconda Baptist Association. For sixty-one years the college was controlled and chiefly maintained by this association; but in 1919, its charter was amended to enlist a large number of additional associations and churches in its support and control. Further provisions made in the charter of 1928 required that trustees must be approved by the Missouri Baptist General Association.

In 1928, the citizens of Hannibal, Missouri, pledged $232,000 for the establishment of a Baptist college at Hannibal. The gift made it possible to acquire an adequate campus and to erect new buildings. The old college was merged with the new and, taking the name of Hannibal-LaGrange College, the institution was located at Hannibal.

In 1957, Hannibal-LaGrange College received a new charter which conveyed the ownership and control of the college to the Missouri Baptist Convention. Under the new charter, the college board of trustees, consisting of 33 members from Missouri Baptist churches, was nominated and elected by the Missouri Baptist Convention.

In 1958, Hannibal-LaGrange College received accreditation from North Central Association as a junior college.

In 1967, Hannibal-LaGrange College consolidated with Missouri Baptist University of St. Louis. The consolidated university operated two campuses: the Missouri Baptist University-Hannibal-LaGrange Campus in Hannibal, and the Missouri Baptist University Campus in St. Louis.

In 1973, the Missouri Baptist Convention separated the two facilities and reestablished Hannibal-LaGrange College.

In 1975, Hannibal-LaGrange College was first accredited by the North Central Association as a four-year institution.

In 1981, upon the recommendation of the college's Board of Trustees, the Missouri Baptist Convention adopted the following proposal from the Inter-Agency Relations Committee and the Executive Board of the MBC: "That Hannibal-LaGrange College be recognized as a senior college by the Missouri Baptist Convention, in accordance with the request of the college, with approval to offer such baccalaureate degree programs as the trustees shall deem financially feasible and otherwise appropriate."

On June 22, 1989, the college experienced a devastating fire which destroyed the building which was the heart of the campus. The administrative offices, many faculty offices and classrooms, the chapel, the gymnasium, and the cafeteria were all lost. Classes were canceled for only a day. Through the grace of God and the support of friends, rebuilding began very quickly.

In the years since the fire the college was able to rebuild all the functional spaces that were lost. First came the Partee Center in January 1990, which houses a cafeteria, classrooms, computer labs, and faculty offices. Then, in the fall of 1991 the Mabee Sports Complex was opened. The new Administration Building was placed in service in August 1992. It contains administrative offices, classrooms, academic departmental offices, and a student center.

Also, within the decade of the 1990's the college built new student residential housing, first, three four-unit apartment buildings (the "Quads") and then Memorial Hall (later named Lewis Hall and Brown Hall in 2011), a 94-bed residential complex. New athletic fields were also constructed for baseball, softball, and soccer.

In May 2003, the Roland Fine Arts Center was dedicated, a facility to house the Departments of Art, Music, and Theatre. It includes the Parker Theatre and the Hagerman Art Gallery. The Carroll Missions Center was dedicated in 2004 to serve as a focal point for the campus mission's efforts. In 2007 the Secker Field House was built to house the wrestling program and to function as training space for outdoor sports. Two new dorms (Fletcher North and Fletcher South) were constructed in 2009 to accommodate 94 male students.

On October 26, 2010, Hannibal-LaGrange College became Hannibal-LaGrange University with approval from the Missouri Baptist Convention.

HLGU's Roland Library was dedicated in April 2012. This exceptional addition to the campus is the heart of the academic life at Hannibal-LaGrange University. Named after Dr. E. Earl Roland, a 1941 graduate and long-time supporter of the University, this 20,000 square foot library is completely handicapped-accessible and contains a multimedia-equipped computer classroom, computer lab, private and group study rooms, audio and video editing stations, children's reading area, added space for expanded print and audiovisual collections, as well as wireless Internet.

The Dining Hall was remodeled and upgraded in the summer of 2012 to meet the growing dining needs of the campus.

HLGU's Carroll Science Building is the newest building on campus. Dedicated in October 2015 and named after the late Kenneth and Rheyma Carroll, this state of art 40,000 square foot, 7 million dollar building houses a 58-seat computer lab/classroom, five science labs, two nursing skills labs, two nursing lab hospital rooms, a nursing library, nine multimedia classrooms, a spacious lobby, five student lounges, two conference rooms, two group study rooms, two individual study rooms, and 20 faculty offices. This building will "support our growing medical science programs and will become the foundation for future expansion of degree programs," said Dr. Anthony Allen, HLGU President.

1.3 Mission Statement

Hannibal-LaGrange University transforms lives and communities through relevant education anchored in a Biblical worldview.

1.4 Core Values

Biblical worldview, educational relevance, community mindset, transformation leadership, and generational impact

1.5 Statement of Purposes

In accordance with the Statement of Mission, Hannibal-LaGrange University, a coeducational, Christian institution, in a covenant relationship with the Missouri Baptist Convention, seeks to achieve the following purposes:

- To provide policies, programs, and facilities which will at every point give Christ the preeminence and will help all HLGU students to acquire and use "knowledge for service."
- To maintain high standards of academic excellence in a Christian environment, thus encouraging the highest development of the total person–intellectually, physically, socially, and spiritually.
- To provide a strong liberal arts education, offering both baccalaureate and associate degrees in a wide range of subject areas with the baccalaureate degree recipient being prepared to do graduate work, should he/she so desire.
- To provide up to four years of instruction for those who have elected to enter church-related vocations,

equipping them to serve effectively in pastoral, music, religious education, or other ministries.

- To provide specific career education which will equip students, upon completion of the work at HLGU, to enter directly into certain areas of employment.
- To provide a program of continuing education which will enhance vocational competency, satisfy personal and social goals, and contribute to community improvement.
- To maintain a relationship with the local community which will best contribute to the total well-being of both the university and the community.

1.6 Accreditations, Approvals, and Memberships

1.6.1 Accreditations

The Higher Learning Commission (HLC)
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604
Website: www.ncahigherlearningcommission.org

National League for Nursing Accrediting Commission (ASN)
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Website: www.nlnac.org

1.6.2 Approvals

Approved by the Missouri State Board of Education and Department of Elementary and Secondary Education to offer courses leading to certification in Early Childhood Education, Elementary Education, and Secondary Education.

Certified by the State of Missouri Department of Health and Senior Services (DHSS), Unit of Emergency Medical Services, to operate as an Emergency Medical Services training entity.

Approved by the Missouri State Board of Nursing (ASN Program).

Approved for the training of veterans and their dependents under Chapters 30, 31, 32, 35, or 106, Title 38, U.S. Code. According to the recommendations of the American Council of Education, credit may be granted for courses completed in military services.

Authorized under federal law to enroll nonimmigrant alien students.

1.6.3 Memberships

American Association of Collegiate Registrars and Admissions Officers
American Midwest Conference
Association of Business Administrators of Christian Colleges
Association of Southern Baptist Universities and Schools
Christian Coalition for Colleges and Universities
Council for Christian Colleges and Universities
Higher Learning Commission of the North Central Association of and Schools
Missouri Academy of Science
Missouri Association for College Admission Counseling
Missouri Association for Health, Physical Education, Recreation, and Dance
Missouri Association of Colleges for Teacher Education
Missouri Association of Colleges of Nursing
Missouri Association of Departments and Schools of Music
Missouri Association of Student Financial Aid Personnel
Missouri University Media Association
Missouri Federation of Music Clubs
Missouri League for Nursing
Missouri Organization of Associate Degree Nursing
Missouri Unit of the Association of Teacher Educators
Missouri Research and Education Network (MOREnet)
Missouri Educators National Conference (MENC)
MOBIUS Library Consortium
National Art Education Association
National Association for College Admission Counseling
National Association of Intercollegiate Athletics
National Association of Student Financial Aid Administrators
National Business Education Association
National League for Nursing
National Organization for Associate Degree Nursing
National Soccer Coaches Association of America

1.7 Code of Ethics

Employees of the University shall operate at the highest ethical and moral standards as well as faithfully execute the duties of their position, regardless of personal considerations. Employees shall not breach the law, nor should they ask others to do so. No employee shall engage in any business or transaction or have a financial interest or benefit, direct or indirect, which is not fully independent of the performance of the employee's duties for the University.

Chapter 2: ORGANIZATION AND ADMINISTRATION

2.1 Connection with Missouri Baptists

Hannibal LaGrange University is a Southern Baptist university affiliated with the Missouri Baptist Convention.

The Missouri Baptist Convention (MBC), which provides counsel and support for affiliated universities, is made up of messengers from Southern Baptist churches of Missouri that have affiliated themselves with the state organization and program. MBC offices are located in Jefferson City, MO.

The Convention meets in an annual session, usually in October. When the Convention is not in session its business is entrusted to the executive board. The executive board's inter-agency committee is the group which, among other responsibilities, specifically addresses itself to the matter of providing counsel and support for its affiliated universities; this committee makes reports and recommendations to the full executive board.

The MBC elects the board of trustees for Hannibal-LaGrange University; this board is entrusted with the responsibility of governing the institution. The board sets the general policies of the University, elects the president, and, upon his recommendation, approves other administrative officers and members of the faculty. To the president and those who work under his purview is committed the responsibility for the day-to-day operation of the University.

2.2 Organization

The work of the University is organized under the direction of five officers with the administrative rank of vice president, dean of student life, and athletic director reporting to the president. Appendix A shows the organizational and administrative structure of the institution.

2.3 Board of Trustees

The board of trustees is the body which is legally responsible for the business of the University. Although the board naturally operates within broad guidelines set by the Convention, the board of trustees actually governs the institution–by determining broad policies and by entrusting to the president and those working under his supervision the task of implementing those policies.

Board members, elected by the Missouri Baptist Convention, serve for a term of five years, with six members either rotating off or being appointed to new terms each year. After two consecutive terms, a member is not eligible for re-election to the board until a period of at least one year has passed. Information concerning members of the board and the year their term expires is found in the current University catalog which is located on the HLGU website.

The board of trustees holds semi-annual meetings in March and October. The executive committee of the board of trustees may meet in special meetings when action by the board is needed. Special meetings may be called at the request of the chairman of the board of trustees, the executive committee, ten board members, or the president of the University.

The work of the board is organized around a slate of four officers: chairman, vice chairman, secretary, and treasurer – and six standing committees, with the chairman of the board of trustees and the president of the University being *ex officio* members of all committees. The six standing committees are executive, academic administration, business and finance, institutional advancement, enrollment management/athletics, and student life.

2.4 University Committees

Serving on University committees makes available opportunities for administrators, faculty, staff, and students to provide input into the institutional decision-making process. University committees and their functions are as follows:

2.4.1 Academic Administration: Concerns itself with the total academic program of the University and makes recommendations both to the vice president for academic administration, who serves as chair of the committee and to the faculty. Members of the committee are the division chairs, the registrar, the director of the honors program, and the associate dean of academic administration. This committee concerns itself particularly with curriculum and academic policies.

2.4.2 Admissions: Recommends policies and procedures and acts on special admission cases as requested by the vice president for enrollment management.

2.4.3 Appeals: Hears appeals from students who have received disciplinary actions from the office of student life. Five faculty and/or staff members serve three-year terms and two students serve one-year terms.

2.4.4 Executive Cabinet: Meets with the president on a weekly or as-needed basis to address priorities and needs of the campus. This committee consists of the administrators only.

2.4.5 Facility Request Committee: Vets and approves all requests for use of University facilities. Consists of Executive Cabinet, Facilities Coordinator, Admissions Guest Experience Coordinator, Alumni Director, OCS Director, Mabee Sports Complex Director, and Marketing Coordinator.

2.4.6 Faculty Ranking: Considers and acts on faculty requests for rank promotion; requests approved by the committee are sent to the President for approval, then reviewed by the Academic Affairs Committee of Trustees who will bring them as a recommendation to the full Board of Trustees, who make the final decision. This committee is composed of the elected faculty members who serve on the academic affairs committee and two additional faculty members, elected by their peers, one of which serves as chair of the committee.

2.4.7 Graduation: Appoints needed subcommittees to prepare for and implement commencement and closely related activities; sees that the subcommittees are properly instructed as to their duties; serves as resource persons to subcommittee personnel; coordinates the work of the subcommittees; and checks to see that all assignments have been fulfilled.

2.4.8 Honors: Establishes and enforces policies related to the honors program.

2.4.9 Library: Determines general policies and operating procedures for the library. Each year one student member is appointed to serve on the committee. The library director serves as chair.

2.4.10 Strategic Planning Team (SPT): Directs the processes of intentional change for the University by setting goals in light of internal needs and external factors. The planning process is ongoing with a continual five-year horizon. The membership of the SPT is composed of administrators, faculty (including the faculty representative elected by the faculty), staff (including the staff representative elected by the staff), trustees and a current student.

2.4.11 Student Learning Improvement Assessment: Assesses, implements, and evaluates various methods of measuring student progress and the overall impact of the educational experience at Hannibal LaGrange University. The committee leads the faculty in improving the programs of study, based on the assessment findings.

2.4.12 Teacher Education: Screens student applicants for the teacher education program; monitors the progress of persons enrolled in the program (including early childhood, elementary, and secondary education) and evaluates their fitness for continuance; gives overall supervision to the program; makes decisions as to policies by which the program is operated. The director of the teacher education division serves as chair of this committee. Most members are certified to teach in the public schools.

2.4.13 Ad hoc committees are appointed as the need arises.

Chapter 3: BENEFITS

3.1 Campus Privileges

All HLGU personnel have free access to most athletic contests, specified student activities events, and the use of various University facilities. Some athletic conferences and tournament events do require purchase of a ticket. Employees also pay reduced rates at the cafeteria and for University drama productions. HLGU personnel receive a 20% discount on purchases from the Campus Store.

Mabee Sports Complex (MSC) – Facility Use Policy

University employees, along with their spouses and immediate family members, may use the Mabee Sports Complex (MSC) for recreational purposes when the desired area of the facility is not being used for scheduled practices, team workouts, classes, events, or rentals. Recreational use is permitted only in areas where no official University activities are currently underway. When practices, workouts, classes, competitions, outside events, or rentals are taking place, those spaces are not available for informal use.

All individuals using the MSC are expected to respect scheduled activities, follow facility guidelines, and conduct themselves in a manner consistent with University standards. Questions regarding facility usage may be directed to the Assistant Athletic Director or a member of the Athletic Administration team.

Library
Employees have full library privileges. Family members may check out HLGU items, receive traditional interlibrary loan items and have on campus database access. See the library brochure for employees for full details. Retired employees with a minimum of ten years of service will also receive a complimentary community borrower card.

3.2 Fringe Benefits

3.2.1 Hannibal-LaGrange University offers the following fringe benefits to all full-time employees.

3.2.2 State and Federal Mandated Programs

3.2.3 Social Security and Medicare – required employer percentage.

- Non-Ordained Employees – The employee's portion will be withheld as a monthly payroll deduction; it will be paid directly to the government along with the university's portion.
- Ordained Employees – The employee is responsible for paying the entire amount of self-employed Social Security tax; there will be no payroll deduction. The University will add its portion to the employee's paycheck each month.

3.2.4 Federal and State Withholding Tax – Income tax is withheld from each employee's paycheck as determined by the Withholding Exemption Certificate (Form W-4). Each employee is responsible for maintaining a current, accurate certificate in the business office.

3.2.5 Unemployment Security – Under the present law, employees are covered under unemployment compensation insurance. These laws provide for the monthly compensation of employees who are no longer employed through no fault of their own. The program is administered by the state but funded by the

University. There is no charge to the employee for this benefit.

3.2.6 Workers' Compensation Insurance – This insurance program, which is funded by the university, pays benefits to one who sustains a job-related injury. In the event of an on-the-job injury, the incident should be reported immediately to the employee's direct supervisor and seek immediate medical attention if necessary. During regular business hours, every worker's compensation claim must be reported to the office of human resources during the same day of the injury. If the injury occurs after regular business hours, the claim must be reported the following business day. **A drug screening test will be required for all Workers' Compensation injuries and claims.** Failure to report the injury or accident in a timely manner may result in a loss of benefits. This same procedure applies to student workers.

Even though the injury or accident may not be significant enough to require medical care, it is still important that a record be filed identifying the circumstances surrounding the accident. In every accident of any significance, contact should be made immediately with a doctor. This is for the mutual protection of the University and the employee. Benefits from University sick leave, Social Security, and long-term disability programs are coordinated with worker's compensation benefits when applicable.

3.2.7 Section 125 (Flexible Benefits Plan) – A flexible benefits plan is provided whereby full-time employees may choose a payroll deduction for various health and child-care costs which results in tax benefits. Enrollments in this flexible benefits plan are accepted only at the beginning of each benefit year. The benefit year runs January 1-December 31 with a sixty-day grace period at the end of the plan period.

3.2.8 Health Insurance – The University participates in a group health insurance plan. The University funds a portion of the cost for full-time contract employees. An employee may purchase family coverage at group rates and have the cost withheld from his or her salary. Upon employment termination, employees and their dependents may have the right to continue health insurance coverage in certain instances where coverage under the plan would otherwise end (e.g., termination of employment, reduction in hours, etc.) and pay full insurance costs plus an administration fee.

3.2.9 Life Insurance – This plan is funded by the University. The University provides life insurance for contracted, full-time employees in the amount of $60,000 for the employee, $20,000 for their spouse, and $10,000 per child under the age of 26. For employees and spouses over 65 years of age, this benefit amount is $39,000 for the employee and $15,000 for their spouse. The University also provides $20,000 worth of life insurance coverage for all eligible retirees.

3.2.10 Retirement Program – Financed jointly by the University and the employee, the employee contributes 5% of his or her annual base salary through payroll deduction; the University contributes 3%. The university's contribution becomes vested after three years and one day of service. The University may choose to revise this percentage as deemed necessary by the board of trustees.

3.2.11 Missouri Baptist Credit Union (MBCU) – Credit union membership is available to employees and to members of their immediate families. Applications for the MBCU are available at mobaptistcu.org.

3.3 Sick Leave

Paid sick leave is provided to full-time employees and accrued at the rate of one day per full month of employment or 12 days per academic year, cumulative to a total of 60 working days. Absences due to illness or beyond the approved bereavement policy will be counted as sick leave. In order to receive sick-leave pay, employees are expected to report their absence to their immediate supervisor for approval; otherwise, the

absence will be considered as vacation time. Absences must be reported to the immediate supervisor. At any time deemed necessary by the immediate supervisor, any requested sick leave may require a doctor's statement. There is no cash benefit for unused sick leave at retirement, resignation, or termination.

3.4 Family and Medical Leave Act

Hannibal-LaGrange University adheres to the following policy on Family and Medical Leave Act for eligible employees under the terms of the Family Medical Leave Act.

3.4.1 Definition – A family and/or medical leave of absence shall be defined as an approved absence available to eligible employees for up to twelve (12) weeks of unpaid leave per academic year under particular circumstances that are critical to the life of a family. Leave may be taken upon birth of the employee's child; upon placement of a child with the employee for adoption or foster care; when the employee is needed to care for a child, spouse, or parent who has a serious health condition; or when the employee is unable to perform the function of his or her position because of a serious health condition. The term "serious health condition" does not cover short-term conditions such as minor illnesses which last only a few days and surgical procedures which typically do not involve hospitalization and require only a brief recovery period.

3.4.2 Scope – The provisions of this policy shall apply to all family and medical leaves of absence, except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the twelve weeks of leave to which the employee may be entitled under this policy. In other words, if a faculty or staff member is entitled to paid leave under another benefit plan or policy, the FMLA leave would run concurrent with the employee's paid leave under another benefit plan or policy in order for the employee to receive pay while taking FMLA.

3.4.3 Basic Regulations and Conditions of Leave – Medical certification is required to support a claim for leave for the employee's own serious health condition or the care for a seriously ill child, spouse, or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of his or her position. For leave to care for a seriously ill child, spouse, or parent, the certification must include an estimate of the amount of time the employee is needed to provide care. If medically necessary for a serious health condition of the employee or his or her spouse, child, or parent, leave may be taken on an intermittent or reduced leave schedule. Spouses who are both employed by the University are each entitled to twelve weeks of leave, not to be taken simultaneously, for the birth or adoption of a child or for the care of a sick parent.

3.4.4 Use of Sick and Vacation Leave during FMLA – HLGU requires that the employee utilize any accrued vacation or sick leave as part or all of the 12-week FMLA period and in that order. Employees are not allowed to accrue or add any sick or vacation balances during the FMLA leave.

3.4.5 Notification and Reporting Requirements – When the need for leave is reasonably foreseeable, such as the birth or adoption of a child or a planned medical treatment, the employee must give at least thirty (30) days' notice and make every effort to schedule the leave so as not to disrupt the operation of the university. When the need for the leave is not reasonably foreseeable, the employee must provide notice as soon as practicable. In most cases of illness, the employee will be required to report periodically on his or her leave status and intention to return to work.

3.4.6 Status of Employee Benefits during Leave of Absence – During an approved leave from the University for the reasons stated above, health and life insurance continue during family and medical leave periods. Employees are responsible for their portions of premiums paid. Arrangement for payment should be made through the office of human resources. The University will not make payments to the retirement program during a period of unpaid leave. In addition, the employee will not accumulate credit for sick leave. Under IRS rules, contributions to University retirement plans are not allowed during leave without pay.

3.4.7 Procedures – A formal request for family or medical leave must be submitted by faculty to the vice president for academic administration and by staff to the vice president for business and finance. The request should be submitted thirty days in advance of the effective date of the leave if the leave is reasonably foreseeable.

3.4.8 All requests for family and medical leaves of absence due to illness will include the following: sufficient medical certification stating the date on which the serious health condition commenced, the probable duration of the condition, and the appropriate medical facts within the knowledge of the healthcare provider regarding the condition. For purposes of leave for an employee's illness, the certification must also state that the employee is unable to perform the function of his or her position.

3.4.9 For purposes of leave to care for a child, spouse, or parent, the certification should give an estimate of the amount of time the employee is needed to provide such care. For intermittent leave or leave on a reduced leave schedule for planned medical treatment, the dates on which such treatment is expected to be given and the duration of such treatment must be stated.

3.4.10 Amended FMLA, February 2013 (Posted outside office of human resources) permits a spouse, son, daughter, parent, or next of kin to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness."

3.4.11 Conditions of Return from FMLA – Upon the conclusion of an employee medical leave, the employee must present certification to the office of human resources from his or her healthcare provider that he or she is able to return to work. Unless and until an employee provides a medical release, the employee will not be able to return to work. At the completion of the approved leave period (up to 12 weeks), an employee will be reinstated to his or her former position or a position of equivalent classification and pay within the University.

3.4.12 VESSA- Employees who are victims of domestic or sexual violence, or have a family or household member who is a victim of domestic or sexual violence, may take two weeks unpaid leave within any 12-month period from work to address such violence by:

- Seeking medical attention for, or recovering from, physical or psychological injuries caused by such violence.
- Obtaining services from a victim services organization.
- Obtaining psychological or other counseling.
- Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or employee's family or household.
- Seeking legal assistance or remedies to ensure health and safety.

Leave may be taken intermittently or on a reduced work schedule. The employee shall provide their supervisor 48 hours' notice unless such notice is not practicable.

3.5 Maternity Leave – Covered under FMLA, above.

Before and after the birth of a child or adoption of a child, the University FMLA policy will be applied as needed. Accumulated sick leave and vacation days must be used to cover maternity leave as part of the FMLA. Salary and benefits will continue as normal until all sick leave and vacation leave is used. Before and after the birth of a

child or adoption of a child, the University FMLA policy will be applied as needed. Vacation leave must first be exhausted, following sick leave.

A leave of absence without pay may be granted for pregnancy with assurance of reinstatement to the same position in the department recommending the leave. Such leaves are not to exceed twelve weeks.

The University will not pay employee benefits during leaves of absence without pay. Leaves without pay will move the service anniversary date forward the number of days of out-of-pay time. The employee would be able to continue paying health insurance and life insurance premiums through the University to prevent any lapse in coverage, depending on the insurance provider's regulations.

The employee will be asked to stop work when continued employment would jeopardize her personal safety or the efficiency of the department. If the employee and the immediate supervisor cannot come to an agreement on this issue, the employee may appeal to the executive cabinet.

The employee's supervisor should be kept aware of the last expected date the employee will work. If the employee is on extended leave, the supervisor should be notified at least two weeks prior to the employee's return.

Paternity leave for a husband would be granted with these same stipulations, only if the wife has returned to her full-time employment.

Before and after the birth of a child or adoption of a child, the University's FMLA policy will be applied as necessary.

3.6 Tuition Concession

The tuition concession plus all scholarships and grants shall never exceed the cost of tuition expenses.

3.6.1 Tuition Concessions for Full Time Employees at Hannibal-LaGrange University

A tuition concession for courses at the associate and bachelor's level is available to full-time contract employees after completing one full year of employment. This concession may be used to take up to six hours per semester of traditional classes, or a combination of traditional courses (not to exceed six hours per semester) and online courses not to exceed a total combination of traditional and online courses of thirteen hours per semester. Should the employee enter the HLGU Adult Degree Completion Program, he or she may take a maximum of sixteen hours per semester. Up to three semester hours may be taken for any four-week summer term. No coursework shall be taken during any shorter term. No concession will be given for re-takes on any failed coursework.

Employment at the university must continue for three years following the end of the last semester for which financial assistance was received. (Should an employee terminate employment with the University earlier, the pro rata part of the assistance received during the previous 24 months must be repaid.)

No full-time faculty or staff member shall enroll for semester hours of credit, or audit, or combination of credit and audit hours exceeding those listed above, whether taken at HLGU *or elsewhere*. Any departure from this policy, such as requests for leaves of absence or for special release time to take coursework directly related to University responsibilities, requires written permission by the president or his designate.

Upon completing the application procedure for this concession, applicants are to turn in the application through the Business Office.

Some employees may be eligible for federal and/or state grant programs. Employees requesting the concession will be required to submit a free application for Federal Student Aid (FAFSA). This can be found at www.fafsa.gov. Exemptions from this requirement may be granted by the Financial Aid Director based on tax information.

Employees will receive a concession from the University up to the full amount of their tuition only less any other amounts to which the employee is entitled from other sources and will be credited to the University to offset the cost of the concession.

Any work release time given to full-time contract faculty or staff to take approved classes must be made up. Arrangements must be made with the supervisor in advance of the course(s) taken with written approval in the employee's file. The only exception will be when the University requires employees to take a course to enhance their work. In that case, tuition, fees, and books will be covered by the concession.

3.6.2 Tuition Concessions for Dependents

Tuition concession is available for spouse and dependents (as determined by the Federal Tax Code) of full-time employees, a dependent may receive 100% tuition concession immediately upon employment.

The following educational concessions are available to spouse and dependents (as determined by the Federal Tax Code) of full-time employees:

- At Hannibal-LaGrange University:
  Spouse and dependents of full-time, permanent faculty, permanent staff, and administrators may enroll for courses at HLGU tuition-free, paying only fees, with no re-takes on failed coursework. Upon completing the application procedures for this concession through the business office, the aforementioned persons will receive a scholarship from the University up to the full amount of their tuition, depending upon the amount of aid received from other sources. Persons will receive a concession from the University up to the full amount of their tuition only and less any other amounts to which the employee is entitled from other sources and will be credited to the University to offset the cost of the concession. For residential students federal and/or state aid will be applied to HLGU room and board charges.

- Concession forms must be completed prior to the term.

- Tuition Concessions at Other Southern Baptist Institutions:
  Hannibal-LaGrange University is a member of a consortium of Southern Baptist institutions which have entered into a tuition exchange agreement for dependents. Any dependent eligible for tuition concession on the home campus is eligible to apply. Hannibal-LaGrange University is a member of the following Tuition Exchange programs:

  International Association of Baptist Colleges and Universities (IABCU)
  http://s441339502.initial-website.com/

  Council for Christian Colleges & Universities (CCCU)
  www.cccu.org

  The Tuition Exchange (TELO)

http://www.tuitionexchange.org

NOTE: **Some schools listed may not have an agreement with Hannibal-LaGrange University.** Each institution in the consortium maintains its own admission standards, remits only the tuition portion of costs, enrolls a select number of students per year under the plan, reserves the right to exclude certain programs from the agreement, reserves the right to establish conditions or make exceptions to the agreement, and reserves the right to review its participation annually.

3.6.3 Tuition Concession for Retired, Former Employees

Former employees, upon their retirement, are qualified for a tuition concession at Hannibal-LaGrange University for their spouse and dependents (as determined by the Federal Tax Code) under the following guidelines:

- A minimum of ten years of service be required to qualify as a former employee for the purposes of this program
- The individual must be retiring from HLGU under definitions set by the annuity board and that they be at least 55 years of age and already drawing annuity benefits
- The employee receives one year of tuition concession for each five years of service
- The institution may reduce the concession by any outside grant or scholarship funds the student might receive.
- No concession will be given for any re-takes on failed coursework.

3.6.4 Tuition Concession for Adjunct Faculty

Certain adjunct faculty members who meet the following criteria are eligible for a 50% tuition concession for themselves and/or their spouse and dependents (as determined by the Federal Tax Code):

- Have taught at least three semester hours a year for five years; or
- Have taught at least four semester hours per semester for four consecutive semesters

No concession will be given for any re-takes on failed coursework.

3.6.5 Tuition Concession for Part Time Staff

Part-time staff members who meet the following criteria are eligible for a 50% tuition concession for themselves and/or their spouse and dependents (as determined by the Federal Tax Code):

- Have worked at least 600 hours a year for five years; or
- Have worked at least 1,000 hours a year for three years.

No concession will be given for any re-takes on failed coursework. Part-time employees and/or their spouse and dependents are not eligible for concession on Master's level courses.

3.6.6 Tuition Concession for Master's Level Courses

Full-time employees may receive a 50% tuition concession when taking courses in HLGU's master's level programs after they have been employed for one full year. HLGU will grant concession for one graduate level

program per individual.

Employment at the university must continue for three years following the end of the last semester for which financial assistance was received. (Should an employee terminate employment with the University earlier, the pro rata part of the assistance received during the previous 36 months must be repaid.) No concession will be given for any re-takes on failed coursework.

Spouse and dependents of full-time employees (as determined by the Federal Tax Code) may receive a 50% tuition concession when taking courses in the master's level programs. No concession will be given for any re-takes on failed coursework. HLGU will grant concession for one graduate level program per individual.

3.7 Holidays and University Breaks

The following holidays and University breaks are normally observed by HLGU, and all employees except those engaged in continuous operations, such as public safety personnel, shall be excused from duty when such days are observed. Those employees who are required to work during holidays or breaks because it is a designated part of their work week shall be given compensatory time; however, the holiday should be taken within 30 days. Personnel employed on a nine-month, ten-month, or eleven-month basis will not be compensated for holidays occurring when they are not employed.

- Labor Day
- Fall Break (one day)
- Thanksgiving Break (Wednesday through Friday)
- Christmas Break (5 work days and Christmas Eve and Christmas Day)
- New Year's Day
- Martin Luther King Jr. Day
- Spring Break (5 work days)
- Easter Break (Maundy Thursday and Good Friday)
- Memorial Day
- Fourth of July

Christmas break is to be taken during the days that students are officially on break. In addition to the five vacation days during Christmas break, employees receive one work day off for each of the following holidays: Christmas Eve, Christmas Day, and New Year's Day (even when they fall on a Saturday or Sunday). All full-time contract staff members receive a total of eight work days off during the student Christmas break period.

Campus is not closed during Spring break and many offices operate on a skeleton crew. In such a case, an employee who works through Spring break may plan the week off, which must be scheduled and used by June 30. The only exception to this policy is any situation that is approved by the department supervisor. However, all Spring break days must be used by June 30, the end of the fiscal year.

Full-time contract personnel will be paid for holidays.

3.8 Paid Vacation Time

Full-time staff employees or 12-month faculty earn vacation time according to the following schedule:

- First year of employment – earn 3.34 hours per month.
- During second year and through third year of employment – earn 6.67 hours per month.
- During and after the fourth year of employment – earn 10 hours per month.

Vacation time will accrue each month beginning with the date of employment; however, will not be authorized until completion of the 90-day evaluation period

No more than the employee's maximum accrual may be carried forward from year to year.

Following schedule:

- First year of employment: max accrual 40 hours.
- During second year and through third year of employment: max accrual 80 hours.
- During and after the fourth year of employment: max accrual 120 hours

All hours over the employee's max accrual will be lost on December 31st each year.

Vacation does not accrue for employees on leave without pay.

Employees are required to clear their vacation schedules with their immediate supervisors or department heads through Self Service for approval by supervisor prior to taking vacation days in order for the department to plan accordingly.

Employees may be paid for any earned but unused vacation time, not to exceed their annual maximum accrual rate, upon resignation of employment through vacation payout only, provided they have completed at least one year of employment and submitted a two-week notice. No benefits will be earned on vacation payout and vacation use may not extend the last day of employment. If a two-week notice is not given, vacation will not be paid.

To ensure adequate support for HLGU students during peak registration and advising times, employees may not leave during the following times:

- Two weeks before school begins in the Fall semester for all staff who register or process students
- One week before school begins in the Fall and Spring for all faculty to advise and register students
- One week before school begins in the Spring semester for all staff who register or process students
- The last week of classes in both Fall and Spring semesters for all staff and faculty
- The first week of summer terms for the staff who register or process students

Employees are expected to be available during the times listed previously and are to be on campus from 9:30 am – 5:00 pm on move-in day.

3.8.1 Vacation Policy for Employees on a less than 12-month contract

There is no vacation accrual for employees on a less than 12 months contract.

All faculty absences from the classroom or stated office hours must be registered with the Vice President of Academic Administration. Any other employees on a less than 12-month contract must receive approval from their supervisor for any non-work related absences.

3.9 Part-Time Personnel

3.9.1 Holidays

Persons who are paid by the hour are paid only for those hours that they actually work and therefore are not paid for holidays; however, if their supervisor should need them to work on a holiday, then they would be paid for that holiday. The exception to this policy affects non-contract personnel who work 25 or more hours per week: they will be given Christmas and New Year's Day off with pay.

3.9.2 On Campus Employment for Students and Graduate Assistants

On-campus employment is available for Student Workers and Graduate Assistants. Contracts are located in the Business Office for Student Workers. Graduate Assistants must first be accepted as students in the graduate program and apply through the GA application at https://www.hlg.edu/about-hlgu/employment-opportunities/. All undergrad and graduate employees are subject to Federal and State taxes but are exempt from FICA. Undergraduate students are limited to work 20 hours per week on campus. Graduate Assistant duties should average 20 hours per week. If Graduate Assistants wish to obtain an additional job on campus, they must seek approval from Human Resources.

3.10 Evaluation Period for New Employees

The evaluation period for regular full-time and regular part-time employees lasts up to 90 days from date of hire. During this time, employees have the opportunity to evaluate Hannibal-LaGrange University as a place to work and management has an opportunity to evaluate the employee. During this introductory period, both the employee and HLGU have the right to terminate employment without advance notice or reason. Employment is at will during the 90-day period, with no guarantee of employment upon completion. The evaluation period may be extended at the university's discretion. Upon successful completion of the evaluation period, a 90-day review will be given. All employees, regardless of classification or length of service, are expected to meet and maintain Hannibal-LaGrange University's standards for job performance and behavior. Benefits begin based on date of employment.

Chapter 4: POLICIES AND PROCEDURES FOR ALL PERSONNEL

4.1 Employee Support Services

4.1.1 Securing Supplies and/or Equipment

To purchase supplies and/or equipment, an employee is required to fill out an electronic purchase requisition and to submit it to his or her immediate supervisor, who, upon approving it, will submit it to the appropriate administrator for approval. The electronic requisition will then be submitted to the Vice President of Business and Finance for final authorization. All invoices must be backed up by approved purchase requisitions. The business office is not obligated to pay invoices or reimburse expenses when a purchase requisition was not approved prior to the purchase. The buyer could be held responsible.

The University is a tax-exempt organization and, in all cases possible, purchases should be made with the appropriate documentation to ensure that sales tax is not charged.

4.1.2 Mailing Service

The University provides postage for mailing letters and other materials of a professional nature. A mailbox is located in the faculty mailroom (located on the 1st floor of the Administration Building) for on-campus and off-campus outgoing mail, which is picked up by central receiving personnel twice a day. The department mailboxes located on the 1st floor are the Athletic Department, Student Life, Public Safety, Library, Computer Science, and Academic and Career Services. All other department mailboxes are located on the 3rd floor of the Administration Building. They also pick up all mail from administrative offices. U.S. mail and mail for students may be taken directly to central receiving (same location as the mailroom) if that is more convenient.

To ensure that postage is charged to the proper budget line, all envelopes must bear the name of the department or office of the sender. Because the postage machine does not respond well to mail containing hard objects such as paper clips and staples, personnel are asked to flag any mail containing these items so that the mail can be hand-stamped. Personnel are also asked to flag all foreign mail, including mailings to Canada, because of the difference in postal rates.

Faculty mailboxes are located on the third floor of the Administration Building, next to the faculty lounge. Each faculty member is assigned a mailbox by the office of academic administration. Faculty are asked to check their mailboxes regularly because correspondence received from administrative offices and faculty members as well as from students often needs a prompt response. Department Heads have keys. Keys can be picked up from the mailroom.

Administrators and staff members are not assigned mailboxes. Their mail is delivered to their offices. Maintenance and housekeeping personnel may pick up their mail in Central Receiving, located on the first floor of the Administration Building.

4.1.3 Telephone Service

Telephones have been placed in various areas of the University for the convenience of the faculty and staff. Personal long-distance calls must not be placed through the University switchboard and charged to the University even though the employee is willing to pay for the call; to charge personal calls to the University is a violation of U.S. tax laws. An employee who finds it necessary to make a personal long-distance call while on campus should use a calling card or transfer the charge to his or her home telephone.

4.1.4 Computer Use

The Computer Usage Policy can be found in Appendix B of the employee handbook.

4.1.5 Use of University-Owned Vehicles

University-owned equipment is to be used only by University employees for institutional purposes. Any private use of university-owned equipment is prohibited with the following exception: On January 13, 1983, the executive committee of the board of trustees **"agreed that University vehicles should not be rented or loaned for other than University use except in cases of extreme emergency."**

Each employee is responsible for adhering to official University policies and procedures in the use of all university-owned equipment **including and forbidding texting while driving.**

- **Seatbelts** - All employees of the University must wear seatbelts when operating a University owned vehicle. All occupants are to wear seatbelts when riding in a University owned vehicle, or in a personal vehicle being used for University business.

- **Distractions While Driving and the Use of Electronic Devices** – The use of electronic devices, including but not limited to cellular phones, tablets, gaming devices, etc. used while driving are prohibited. The only exception to this policy is if the driver must answer an important phone call or has a hands-free device or Bluetooth. Drivers need to be aware when the use of the cellular phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue the conversation. Whenever possible, drivers should complete calls while the vehicle is parked or use the phone in a "hands free" mode via a headset or speaker. While driving, attention to the road and safety should always take precedence over conducting business on the phone.

- **Driver Safety Rules –** No hitchhikers are allowed to ride in University vehicles. Observe other suggestions found at https://www.worksafecenter.com/safety/tutorial/transportation/home.page

- **Employees must report any accident that takes place in a University owned vehicle to Central Receiving.**

Use of university-owned vehicles is to be requested in writing by means of filling out a request form through Pool Car. Please stop by Central Receiving, located on the first floor of the Burt Administration Building to set up this account.

Commercial Driver's License (CDL) Requirement – The law requires a Commercial Driver's License for those driving vehicles rated to carry more than 15 passengers. (A Class E license is required for those driving a 15-passenger vehicle.) Drivers enlisted to drive the bus for university-related trips must have the appropriate and required license. All drivers, whether or not they are employees of the university, are paid through the regular payroll system of the university. Payment for services may be requisitioned at any time, but because of tax laws the drivers will be paid through the payroll system, and taxes will be withheld.

4.2 Requests for University Facilities, Equipment, or Room Setups

To arrange for the use of University facilities, equipment, or room setups, contact the following personnel:

Library StaffAudio-visual equipment (laptops, webcams, digital video cameras) for check out.

- HLGU linens for check out. Must be laundered before returning.
- All equipment and/or linens checked out are for work related use only.

President's Office
- Conner Board Room

Communications & Facilities Coordinator
- Classrooms
- Cafeteria
- Private Dining Room
- Parker Theatre
- Facilities
- Lobbies on the 2nd, and 3rd floors of the Burt Administration Building
- Mabee Sports Complex
- Sound system equipment (microphones, etc., for on-campus use only)

Director of Maintenance/Housekeeping and Improvement https://support.hlg.edu/app/support/HomePage.do
- Room setup and tear down arrangements; will provide platform, lectern, tables, chairs, etc.

Mailroom Staff
- University vehicle use

NOTE: All external events held on the HLGU campus are scheduled through the Communications & Facilities Coordinator, even if the event is sponsored by a group on campus.

4.3 Court Leave

If an employee is summoned to jury duty or subpoenaed to appear as a witness where the employee is not a party, the employee may be granted time off without loss of pay or benefits. The employee is responsible for notifying his/her supervisor or department head of impending jury or witness duty immediately upon receipt of notice to serve.

4.4 Military Leave

HLGU provides reemployment and other benefits for employees engaged in military service as provided by the Uniformed Services Employment and Reemployment Rights Act. An employee may take a leave of absence for military service in the uniformed services of the United States. Neither vacation nor sick leave shall accrue during military leave. Upon return from military service, any employee, who makes timely application for reemployment, shall be reemployed by the University unless reemployment is impossible, unreasonable, or an undue hardship under the circumstances.

4.5 Bereavement Leave

An employee will receive up to three days off in the event of the death of a spouse (husband or wife), child (natural, foster, step), parent, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother or sister, or grandchild only. In the event of the death of a grandparent or other relative that has played a major role in the rearing of an employee, one day is authorized. Any time off in excess of the above will be considered sick time or leave without pay.

4.6 Hours of Operation/Employee Work Hours

Generally, administrative offices of the University are open from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 4:30 p.m., Monday through Thursday and 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. on Friday. However, for student convenience, the office of admissions, the financial aid office, the registrar's office, and the business office are open during the lunch hour. The office of admissions is open on Saturdays by appointment only.

4.7 Outside Employment

It is assumed that full-time employees will not accept any outside work or enroll in any educational programs which will in any way interfere with their obligations to the University or with the discharge of duties normally expected of them. Any outside employment from HLGU being considered should first be approved by the administrator under whose supervision they work in order to determine if a conflict exists.

4.8 Intellectual Property Rights

Hannibal-LaGrange University encourages the scholarship of its faculty and staff in teaching and learning settings, research activities, and creative pursuits. Moreover, the University encourages the publication of papers, books, and other forms of communication for the purpose of sharing the results of scholarly and creative activity with colleagues and the general public. This policy is intended to identify and protect the rights of the University and its faculty and staff in their involvement in the creation and use of intellectual property. This policy is also intended to set forth guidelines in keeping with federal copyright law.

The University's Intellectual Property Rights Policy is founded on the academic tradition that the creators of works own the copyright resulting from their research, teaching, writing, and production efforts. Exceptions to this general rule are stated below.

Among those materials that may be subject to copyright protection are: books, journal articles, texts, bibliographies, study guides, laboratory manuals, syllabi, tests, proposals, lectures, two- or three-dimensional works of art, musical or dramatic compositions, unpublished scripts, films, other media presentations, charts, transparencies, video and audio tapes and cassettes, live video and audio broadcasts, programmed instruction materials, and computer programs. Other types of intellectual property may also be subject to copyright protection.

Books, articles, and other forms of copyrightable materials are acknowledged as the property of the creator, who is entitled to determine how the works are disseminated and to keep any income they produce. This applies to materials produced on campus or off, during a term of teaching, vacation, sabbatical, or leave of absence, with normal use of office space, library, and computer resources, but with no other direct or significant assistance by the University.

The following instances are exceptions to the policy above and specify conditions under which the University retains copyright:

4.8.1 **Assigned Tasks** – Ownership of copyrighted material resulting from assigned University duties resides with HLGU. An example of an assigned task that results in copyrightable material would be if a faculty member is assigned or commissioned to produce or revise curricular elements that are to be used by the University to deliver courses in highly structured programs that use a standardized curriculum in multiple sections and/or instructors, or in distance education, including online formats. When making assignments of this kind, the University is responsible for clarifying in writing in advance of the material's production

the University's rights to the material that will result.

4.8.2 **University Specific Materials** – If, in the discharge of their duties as an employee, a person or committee produces materials that are specific to HLGU (for example, but not limited to, preparation for an accreditation visit), then those materials will be deemed the intellectual property of the University.

4.8.3 **Significant Use of HLGU-Administered Resources** – When the University significantly assists in the development of copyrightable material through a commitment of facilities, resources, or personnel, the University is entitled to share in any income from those materials. Significant use refers to the use of resources other than those ordinarily available to the individual. Included in such ordinarily available resources are office space, personal office equipment, office computer workstations, library and general-use information resources, and the means of network access to such resources. Textbooks developed in conjunction with teaching assignments are excluded from the significant use category, unless they were developed using HLGU funds paid specifically to support textbook development. Incidental involvement of students receiving funding from the University is also not categorized as "significant use."

4.8.4 **Outside Agreements** – When materials are developed through a sponsored grant or contract, the special provisions of that grant or contract will define the copyrights. In the absence of such special provisions, the usual University policy, as stated herein, will apply.

4.9 Pay Period

Pay Period - All University employees are paid on a Semi-Monthly payroll cycle. Payroll is made through direct deposit by 9:00am on the 7th and the 22nd of the month. If the scheduled pay dates fall on a Saturday or Sunday, payroll will be paid on the Friday before.

Payroll Cycles –
For Full Time salary employees with benefits:
1st through the 15th is paid on the 7th.
16th through the last day of the month is paid on the 22nd.

For Part Time employees (Adjuncts, Hourly, Stipend, Student employees):
1st through the 15th is paid on the 22nd of the current month.
16th through the last day of the month is paid on the 7th of the following month.

4.10 Payroll Fraud Policy

If an employee needs to make a change to their direct deposit information, they must contact the Office of Human Resources to obtain a payroll deposit form. The employee must complete the form with a handwritten signature and attached a voided check or bank statement. Upon receipt of the form back to the Office of Human Resources, the HR Director will verify with the employee via phone or in person if the change is approved.

4.11 Campus Policy Regarding Animals

Animals are not allowed in residence halls or in other University buildings other than service animals.

4.12 Travel Expense Reimbursement

When possible, an HLGU vehicle should be used for University related trips before a personal vehicle is used. University employees are reimbursed for travel expenses incurred during university-related trips that have been approved by an administrator (president or one of the vice presidents). To apply for reimbursement, employees are required to submit to their immediate supervisor, ahead of time, a written request indicating the date of the proposed trip, the destination, the nature and purpose of the trip, and the nature and amount of costs anticipated. Upon their return, they must submit to accounts payable the correct mileage and receipts for gas, meals, motels, etc. Employees who routinely travel as part of their assignment (e.g., admissions representatives, faculty student teacher supervisors, etc.) are understood to have approval for their travel and may submit documentation for reimbursement on a monthly basis. The rate of reimbursement for mileage is .585 per mile.

4.13 Vehicle Registration and Parking

University employees must register each motor vehicle they wish to park on campus with the public safety department. Identifying decals can be secured from the public safety department located on the first floor of the student center. There is no charge for vehicle registration; however, vehicles without decals on display may be ticketed by public safety personnel.

University employees must park in approved parking spaces only. Blue parking spaces are reserved for faculty/staff. If you require handicapped parking, see public safety to determine the closest handicapped space to your work area. To park in a handicapped parking space, you **must** have the official tag from the Missouri Department of Revenue or a doctor's orders submitted to public safety.

4.14 Weather-Related Office Closings

When morning classes are canceled because of inclement weather, staff offices will be closed. Weather closings for the University will be sent using the school's alert system. To sign up for the alert system text HLG ALERT to 68247. In addition, an alert banner will be added to the school's website (www.hlg.edu) and information will also be posted to the official Facebook page: www.facebook.com/HLGuniversity. Cancellations and delays will also be posted to local TV stations' websites: WGEM.com, ConnectTristates.com, and will be sent to WGCA "The Mix" Christian radio station. Every effort is made to determine the closing no later than 6:30 a.m. When classes are canceled later in the day, after staff/faculty have already reported to work, the president and/or the administrators will make a decision at that time whether or not to close offices early.

4.15 Lost and Found

Items that are reported to Hannibal-LaGrange University as lost or found shall be listed in "lost" or "found" logs that are maintained in the public safety office. Lost and found items are retained for one academic school year.

4.16 Keys

Keys are made available through the department of public safety. Employees are given keys necessary to perform their job and approved by their supervisor. If an employee needs additional keys, they may be obtained through the area administrator.

4.17 HLGU Policy on Sex, Sexuality, and Gender Identity

HLGU's policy regarding sex, sexuality, and gender identity is grounded in our longstanding institutional religious identity. This identity, in turn, is grounded in the teachings of the Bible as understood in the University's confessional commitments and the Baptist Faith & Message 2000. This policy is intended to

address transsexualism, transgenderism, and related gender identity issues. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. We also recognize that due to sin and human brokenness, our experiential perception of our sex and gender is not always that which God the Creator originally designed, and yet affirm further God's capacity to heal and transform our brokenness in keeping with His purposes and will. With this foundational understanding of creation, fall, and redemption, we do not support or affirm the resolution of tension between one's biological sex and one's experiential perception of gender by the adoption of a psychological identity discordant with one's birth sex. Similarly, we do not support or affirm attempts to change one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity. Although as a Christian residential institution of higher learning, we will respect those whose moral views diverge from ours, we will make institutional decisions in light of this policy regarding housing, student admission and retention, employment hiring and retention, and other matters. The full policy, of which this is a summary, is available from the human resources, student life, or academic administration offices.

4.18 Sexual Harassment Policy – Zero Tolerance

Hannibal-LaGrange University upholds the traditional Biblical view that it is God's intent that heterosexual union is the only acceptable expression of sexuality and must be reserved for marriage. This expression of a self-giving love is viewed as a gift from God.

All members of the University community should abstain from behavior which may lead to a violation of God's standards on sexual activities. Misuses of God's gift will be understood to include, but will not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication, and homosexual acts. –Adopted February 2005.

4.18.1 **Rationale** – Hannibal-LaGrange University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behaviors used to control, influence, or affect the well-being of any member of the University community.

4.18.2 **Definition** – For the purposes of this policy, sexual harassment may be defined as unwelcome sexual advances, requests for sexual favors, and other expressive or physical conduct of a sexual nature, when:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment or status in a course, program, or activity; or
- An individual's submission to or rejection of such conduct is used as a basis for an academic or employment decision affecting the individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance; or
- Such conduct, in intent or effect, creates an intimidating, hostile, or offensive environment for work or learning.

4.18.3 **Policy Statement** – Sexual harassment of any type **will not be tolerated** and is expressly prohibited. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that the authority carries with it the responsibility to be mindful of situations in which they are dealing with students in private one-on-one associations, both on and off campus.

4.18.4 **Complaint Procedure** – A faculty member with a complaint against another faculty member or a member of the administration may contact the vice president for academic administration or the associate dean for academic administration or the human resources representative or the president. A staff member with a complaint may contact the vice president for business and finance, the human resources representative or

the president. A student who wishes to file a complaint may contact the dean of student life and/or the Title IX Coordinator. The matter will be handled with as much confidentiality as possible. There will be no retaliation against any faculty member, employee, or student who reports a claim of sexual harassment against any faculty member, employee, or student.

An immediate investigation will be conducted in an attempt to determine all the facts concerning the alleged harassment. The investigation will be conducted by the appropriate office, unless that person or someone in that office is the subject of the investigation. In that event, the president will direct the investigation. The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the appropriate administrator may interview the complainant, the accused, and any other person(s) believed to have pertinent factual knowledge. At all times during the investigation, efforts will be made to ensure confidentiality. The investigation will afford the accused a full opportunity to respond to the allegations. Also, the person making the complaint is to be afforded protection from retaliation.

4.18.5 **Penalties** – The penalties of sexual harassment depend on the nature of the offense. Sanctions may range from reprimand to dismissal.

4.18.6 Correspondence regarding the investigation of a sexual harassment charge will be sent to the complainant.

4.19 Disciplinary policy

As an HLGU faculty or staff member, employees are expected to accept certain responsibilities, follow acceptable principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, or HLGU, or that might be viewed unfavorably by the University constituencies or by the public at large. Employee conduct reflects on HLGU; consequently, employees are encouraged to observe the highest standards of professionalism at all times.

4.19.1 Types of behavior and conduct that HLGU considers inappropriate include, but are not limited to, the following

- Falsifying employment or other HLGU records
- Violating HLGU's anti-harassment policy
- Excessive absenteeism or tardiness
- Excessive, unnecessary, or unauthorized use of campus property and supplies, particularly for personal purposes
- Reporting to work under the influence of, or in possession of, drugs, marijuana, or alcohol
- Involvement in the illegal manufacture, possession, use, sale, distribution, or transportation of drugs and or marijuana.
- Fighting or using obscene, abusive, or threatening language or gestures (workplace harassment)
- Theft of property from co-workers, students, or HLGU
- Unauthorized possession of firearms on the HLGU premises
- Disregarding safety or security regulations
- Insubordination
- Failing to maintain the confidentiality of HLGU, customer, or student information
- Misuse of HLGU property

4.19.2 Should an employee's performance, work habits, overall attitude, conduct or demeanor become unsatisfactory based on violations either of the above or of any other HLGU policies, rules, or regulations, employees will be subject to disciplinary action, up to and including termination.

4.19.3 Before or during imposition of any discipline, employees will be given an opportunity to relate their version of the incident or problem and provide any explanation or justification they consider relevant.

4.19.4 When appropriate, a policy of progressive employee discipline process will be followed by supervisors. Elements of this policy include the following, however, any element may be affected or omitted at any time HLGU deems appropriate, based on the severity and specifics of each case:

- **Verbal Warning** – An oral warning of unacceptable conduct should be given with the warning that more severe penalties will follow further infractions. If the case involves performance deficiencies, effort should be made to coach the employee to an acceptable level of performance. Employee misconduct should be addressed and documented (even if the warning was oral) with employee names, date, and description of conduct.

- **Written Warning** – The written reprimand will describe the unacceptable conduct or performance and specify the improvement needed. An impartial supervisory witness will be present, if possible, during the reprimand, and the employee will be asked to acknowledge the reprimand by signing it. If the employee refuses, the witness should sign the written reprimand. A copy of the signed warning will be retained in the employee's file in the office of human resources.

- **Suspension** – Employees may be suspended for repeated instances of minor misconduct, or for a single serious offense. Suspension may also be used when investigating incidents of alleged policy infractions to allow time to gather facts. When used, the length of the suspension may vary, based on such factors as the severity of the infraction and the employee's performance and disciplinary record. A record of the suspension will be retained in the employee's file.

- **Termination** – Employees who fail to improve their conduct or performance after imposition of any of the disciplinary measures may be discharged. Employees may also be discharged immediately depending on the severity and specifics of each case.

4.19.5 Notwithstanding the foregoing progressive disciplinary procedure policy, HLGU reserves the right to administer discipline in such a manner as it deems appropriate to the circumstances, and may, in its sole discretion, eliminate any or all of the steps in the progressive discipline procedure and move to immediate termination.

4.20 Conflict of Interest Policy

Every member of the board of trustees, administrators, and employees shall avoid conflicts of interest or appearances of conflicts of interest as described in the conflict of interest policy adopted by the board of trustees.

It is accepted and understood that each member of the board of trustees, administrators, and employees shall serve HLGU with reasonable loyalty where HLGU is not compromised and will appropriately recuse himself/herself in any instance in which said conflict cannot be resolved. The board of trustees will sign a

conflict of interest policy annually. Administrators and employees will sign the conflict of interest policy upon employment or as requested by the administration.

4.21 Nepotism Policy

Hannibal-LaGrange University permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of the University, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, child, parent, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew or corresponding in-law. The University will use sound judgment in the placement of related employees in accordance with the following guidelines:

- Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same University department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

- Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

- Employees who marry while employed or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the University, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time.

Any exceptions to this policy must be approved by the board of trustees.

4.22 Whistle Blower Policy

If any employee reasonably believes that some policy, practice, or activity of Hannibal-LaGrange University (HLGU) is in violation of law, a written complaint must be filed by that employee with the human resources representative or the president's office.

It is the intent of HLGU to adhere to all laws and regulations that apply to the University and the underlying purpose of this policy is to support the university's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of HLGU and provides HLGU with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

HLGU will not retaliate against an employee who in good faith has made a protest or raised a complaint against some practice of HLGU, or of another individual or entity with whom HLGU has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of policy.

HLGU will not retaliate against employees who disclose or threaten to disclose to a supervisor or administrator, any activity, policy, or practice of HLGU that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of policy concerning health, safety, welfare, or protection.

4.23 Grievance and Appeal Procedure

Employees who consider they have a legitimate grievance against the University or another University employee

should follow these guidelines:

- Appeal to immediate supervisor.
- Appeal to the appropriate vice president or administrative dean if the grievance remains unresolved after a reasonable period of time.
- Appeal to the president if not satisfied with the disposition of the grievance.
- If the grievance continues to remain unresolved after the above steps have been taken, appeal to the board of trustees, which is the final arbitrator in such matters.

4.24 Employment Records

The University maintains employment records on all employees. These files are the property of the University and employees do not have any ownership interest in these files. Any information released from an employment file (to employee or anyone else), will be done at the sole discretion of the university, specifically the human resources office.

4.25 Retirement

Full-time staff who retire should submit a letter stating the effective date of their retirement at the earliest possible opportunity to the vice-president who is responsible for their position.

4.26 Emergency Crisis Management

Please refer to the emergency operations plan on the HLGU Website.

4.27 Weapons

Possession of a weapon, whether open or concealed, on campus or at a university-sponsored event is prohibited. Weapons are defined as any item used to intimidate, scare, or harm others. Possession of materials to manufacture bombs or firearms are prohibited. Law enforcement personnel, HLGU Public Safety and HLGU First Responders are exempt from this policy in accordance with the rules and regulation of their respective policies.

4.28 Act with Respect and Care for Health (ARCH Program)

Hannibal-LaGrange University's Department of Public Safety is dedicated to providing an educational environment free from violence and discrimination, guided by Christian values and respect for diversity, human rights, and student responsibility. Please see

http://www.hlg.edu/campuslife/downloads/ARCH_Spring2016.pdf for the full ARCH document.

4.29 Access Control

This policy clarifies the issuance and accountability of all keys and access cards which control access to University buildings and their contents. The department of public safety (DPS) provides keys and manages building access cards to University faculty, staff and students for all University buildings.

4.29.1 Policy Statement

The safety and security of the University's physical space and assets is a shared responsibility of all members of the University community. It is the policy of the University that access to the University's facilities is controlled in order to prevent and/or limit potential loss. To meet this obligation, the provisions set forth below address the design, administration, and management of access control systems and measures to ensure their integrity. Access to the University's facilities is considered a privilege, and is determined and assigned based on the specific needs and requirements of the University and the user.

This policy applies to any individual who has been granted authorized access to any University property. All key and building access card holders are responsible for the keys and access cards assigned to them.

It is the intent of the University that all buildings shall be locked outside of normal working hours to maximize the security of the buildings, occupants, and building contents.

4.29.2 Authorized Locks, Keys, and Access Cards

The installation, changing, or removal of locks shall be performed only with approval of the DPS. Electronic locks installed on exterior door(s) must be connected to the HLGU public safety-controlled system. Unauthorized locks are prohibited on doors and if found will be removed and discarded. Any damages or repairs resulting from the removal of unauthorized locks will be the responsibility of the department if found in violation of this policy.

All keys and building access cards are the property of Hannibal-LaGrange University. The DPS is the only authorized supplier for University keys. No person shall knowingly possess an unauthorized key or access card for Hannibal-LaGrange University.

4.29.3 Lost or Stolen Keys

In the event a key or HLGU Card is lost or stolen, the appropriate department head responsible for the door associated with the lost key will determine if rekeying needs to occur. Costs associated with the rekeying will be paid by the issuing department. Fees for keys not returned are the responsibility of the issuing department.

4.29.4 Duplication or Lending Prohibited

Duplicating and/or lending keys or HLGU Cards are prohibited. If an individual lends his/her key(s) or card to anyone or makes a duplicate so that others can gain access to University property, he/she may be subject to disciplinary action from his/her supervisor and loss of access privileges to University buildings.

4.29.5 Responsibilities:

Department Head is responsible for:

- The full implementation of this policy within his/her areas
- Review and approval of any key or access request made in their department
- Determining if rekeying is to occur in the event that a key is lost or stolen to their department (costs associated with the rekeying will be paid by the department)
- Notifying the DPS when an individual has left and no longer requires access so software can be updated
- Reporting lost or stolen keys or cards immediately (within 24 hours of discovery) to the DPS via email or by calling 248-6268
- Reporting each semester the keys issued to students working in their department

Department of Public Safety is responsible for:

- Monitoring, evaluating, and responding to access control alarms generated by the campus-based access control system
- Maintain and secure set of metal keys to University facilities
- Issue keys and HLGU Cards to students and employees

Key and/or Card Holder is responsible for:

- Picking up keys or card from the DPS
- Maintaining and securing keys or cards issued to them
- Reporting lost or stolen keys or cards to the DPS immediately (within 24 hours of discovery)
- Paying any replacement fee resulting from loss or failure to return an assigned key

All requests for access must be made through the employee's department head on the "HLGU Key Request Form" and forwarded to the DPS for approval. Once a request for access or key is received, the DPS will process the request, based upon the type of access requested. A person requesting access must meet the applicable criteria as outlined in this section.

4.29.6 Employees

All requests for keys or access for an employee require that the employee have an employee identification number and a HLGU Card. Once an employee receives their identification number through human resources, the employee's departmental head must submit a key request form in order to request the appropriate key and activation of the employee's interior/exterior access. All requests must include employee name, building access, details (room numbers), and a detailed justification for the type of building access sought.

4.29.7 Students

The University's Office of Student Life is responsible for storage and issuing all residential student housing keys. The office of student life will provide the DPS with a list of students and their assigned dorm building at least two weeks prior to students arriving on campus so HLGU Card access can be assigned in the campus-based access control system.

4.29.8 Types of Access and Corresponding Approval

Faculty/staff, students, and affiliates may require different types of access. There will be four types of access requests. Each type of request has a corresponding approval process, determined by the level of risk and exposure to the University in granting the access. It is the responsibility of all users to abide by this policy and to adhere to the levels of approval outlined below when providing access to an employee, temporary employee, or casual worker.

1. LEVEL 1 ACCESS - Requests at this level seek access to a single door. Such a request is considered the most basic type of access request, and only requires department or division head approval .

2. LEVEL 2 ACCESS - Requests at this level seek access to multiple interior doors with a department, and access to doors leading to the interior of the building during/after normal business hours. Such a request must be approved by the department or division head and the DPS. The employee requesting afterhours access to a specific building must have an office, or provide a legitimate reason as to the need to enter the building after hours.

3. LEVEL 3 ACCESS - Requests at this level seek access to multiple buildings after normal business hours. Such a request must be approved by the department or division head, the DPS, and the Vice president of Business and Finance.

4. LEVEL 4 ACCESS - Requests at this level seek access to great grand masters key, building masters, access to multiple buildings 24 hours a day/7 days a week. Such a request must be reviewed and approved by the HLGU Executive Council and President.

4.29.9 Access Requested for Vendors and Affiliates

At times, the University's vendors require access to certain facilities in order to render the services for which the vendor has been contracted. The access afforded to vendors will be determined based upon the nature of the service to be rendered. Vendors must contact the DPS prior to service for appropriate access. Vendors rendering services on a short-term basis will only be afforded access for a period not to exceed 30 calendar days. While long-term vendors will not have an expiration date for their access, the necessity for continued access will be evaluated bi-annually, as determined by the DPS.

4.29.10 Separation from the University; Inter-Department Transfers; Leaves of Absence

- SEPARATION - Where an employee is separated from the University, it is the responsibility of the immediate supervisor or human resources representative to collect all University-owned materials including metal keys, HLGU Cards, proximity devices, and temporary cards previously issued to an employee.
- TRANSFER - If an employee is transferring to a new department within the HLGU campus, the current department or division head must submit a request to deactivate the employee's access. The employee's current department head is responsible for collecting any keys issued to the employee prior to the effective date of the employee's transfer. Those keys are to be returned to the DPS to properly document the return of the keys.
- LEAVE OF ABSENCE - Employees who are on a continuous leave of absence shall be required to submit their access devices to their department or division head prior to the commencement of their leave.

4.29.11 Policy Violations

Violations of this policy may result in the loss of privileges afforded. Employees determined to have violated this may be subject to disciplinary action up to and including termination of employment. Violations of this policy include, but are not limited to, the following:

- loaning an access device to another individual;
- unauthorized duplication of access devices;
- damaging, tampering, vandalizing, altering, or modifying University access devices;
- hardware, locks or other access mechanisms;
- installing or causing to be installed an unauthorized locking mechanism on University;

- spaces (e.g., offices, labs, etc.);
- propping doors open to avoid the use of access devices;
- admitting unauthorized person(s) into the building;
- failing to return an access device when requested by the DPS, the issuing department, or upon leaving the employment of the University;
- failing to report missing access devices.

4.29.12 Definitions:

- Access, shall mean the ability to gain entry into an area, space, and/or facility by means of an access device.
- Access Devices, shall mean all devices and items provided to an authorized user for purposes of providing access. Such access devices may consist of traditional metal key(s), HLGU Cards, proximity devices and temporary ID cards, or any electronic means of access.
- Affiliates, shall mean non-employee members of the HLGU community that include but are not limited to: vendors, volunteers, observers, trustees, members of the citizens' board, dependents of HLGU employees, retirees, emeriti faculty, alumni, summer scholars, summer campers, wellness center members, and tenants (non-HLGU staff) renting space in a University-owned building.
- Great Grand Master Key, shall mean any combination of electronic card access and traditional metal keys that have access to open ALL doors and entry points on the HLGU campus. Due to security concerns and the significant cost associated with the loss of a Great Grand Master key, such keys shall only be provided to the individuals listed below:

  (1) President of the University
  (2) University Vice Presidents
  (3) Department of Public Safety Officers
  (4) Director, Physical Plant
  (5) Facilities Management Personnel as approved by Physical Plant Director

- Building Master Key shall mean any combination of electronic card access and traditional metal keys that have access to open multiple doors in a particular building on campus. Due to security concerns and the significant cost associated with the loss of a building master key, such keys shall only be provided to the individuals listed below:

  (1) Office of Computer Services
  (2) Facilities Management Personnel as approved by Physical Plant Director
  (3) Building Supervisor(s)
  (4) University Mailroom

- Suite Master Keys shall mean any combination of electronic card access and traditional metal keys that have access to multiple doors within a specific office suite or department space on the HLGU campus. Due to security concerns and the significant cost associated with the loss of a suite master key, such keys are only distributed to individuals specified by the department head.

4.30 Campus Security Authority (CSA)

The University will undertake to protect the confidentiality of persons reporting harassment or other sex offenses or alleged sex offenses and those accused to the extent allowed by law. The University has a legal and

moral obligation to investigate all reports; the University has defined a Campus Security Authority (CSA) as Administrators, Dean of Students, Athletic Director, all Public Safety employees, Building Monitors, Resident Directors, Resident Advisors, Student Activity Director, Coaches, Athletic Trainers, Advisors to Clubs and Organizations, and Ombudsman. A CSA has crime reporting obligations under the United States federal law, therefore, complete confidentiality cannot be guaranteed.

Certain University employees may be designated as "confidential advisors" and serve as a confidential resource for student victims of assault. Such designees are exempt from serving as CSA reporters.

All CSA's are Responsible Employees under Title IX, which means for sexual harassment and sexual assault cases, confidentiality cannot be maintained. All reports sexual in nature must be reported to a Title IX Coordinator.

4.31 Sexual Misconduct Policy

This policy applies equally to all members of Hannibal-LaGrange University; students, staff, faculty, contract employees, volunteers and visitors.

The University is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. It strongly condemns sexual offenses, will not tolerate sexual offenders, and supports those who have been victimized.

Sexual misconduct includes the attempt or act of rape, forced sodomy, or any other sex offense as listed in RSMo 566.010 – 566.130. http://www.moga.mo.gov/

The above acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol, marijuana, or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual misconduct.

The University will respond promptly, fairly, and decisively to all reports of sexual misconduct. Members of the University community accused of sexual misconduct will be subject to University disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of the university.

Sexual assaults are serious violations of the university's student judicial code, faculty standards, and University employee policies. They are crimes under state law and punishable by fines and/or imprisonment. In addition, these actions are subject to civil suit for damages.

Hannibal-LaGrange University is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act) as amended in 1998, which requires all post-secondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus assault, sexual assault polices, and security programming to all current students, employees, and applicants who so request.

Hannibal-LaGrange University shall make 24-hour assistance available to those who have been affected by sexual misconduct through the office of student life or office of human resources.

This sexual misconduct policy was reviewed by the Clery/VAWA committee and approved by the Hannibal-LaGrange University Executive Cabinet. For more information on sexual assault or this policy, contact the office of student life, office of human resources, or the department of public safety.

4.32 Employee-Student Relationship Policy

All employees of Hannibal-LaGrange University shall not engage in consensual romantic and/or intimate relationships with students. Should a consensual relationship develop, or appear likely to develop, the employee will be consulted with the possibility of termination. The only exception to this policy is if the relationship started before the employee begins work, or the student is enrolled. If such a relationship exists prior to employment or enrollment, the supervisor of the employee must be notified.

4.33 Protecting Minors

4.33.1 Purpose:

Hannibal-LaGrange University has an obligation to its students, faculty, staff, and visitors to conduct its operations and maintain its facilities in a manner consistent with its mission as an institution of higher education and as a Christian community of learning and service. While there may be occasions for brief visits by children under the age of eighteen ("minors") to faculty, staff, and students on campus, unescorted or unsupervised minors are not permitted on University premises except as provided for in this policy. In addition to the requirements that may apply under this policy, the visits of minors to campus are subject to the same conditions as any other visitor to the University.

4.33.2 Scope:

This policy applies to activities and programs operated by Hannibal-LaGrange University taking place on HLGU's campus or under the authority and direction of the University at other locations, with the following exceptions: (1) undergraduate and graduate academic programs in which minors are enrolled for academic credit and are the only minors participating; (2) research programs subject to the review and approval of an institutional review board (IRB) sponsored by HLGU or authorized by HLGU to provide oversight concerning such research programs; (3) events on campus which are open to the general public and which minors attend at the sole discretion of their parent(s) or guardian(s); and, (3) Trojan Days, campus visits by prospective students and such other similar, ongoing programs as may be designated from time to time by the president or executive cabinet in advance and in writing as exempted from this policy.

Athletic, academic, music, church, Southern Baptist, or Missouri Baptist camps, and workshops intended for elementary and high school students and similar activities operated by non-HLGU groups as well as Hannibal-LaGrange University will fall within the scope of this policy. This policy applies to such programs and activities whether they are limited to daily activities or also involve the housing of minors in residence halls.

For purposes of this Policy, an "authorized adult" is any adult who has complied with the requirements to be present with minors under this policy and who is responsible for either escorting or supervising the minor(s) while on campus or while participating in any programs. An authorized adult may also be a minor's parent or legal guardian.

4.33.3 Policy Statement

In order to promote the safety and general welfare of all minors participating in programs at the University, it is the policy of HLGU that all minors participating in programs must be reasonably and appropriately supervised by an authorized adult who complies with the code of conduct provided in this policy.

4.33.4 HLGU Employees

While there may be occasions for brief visits by children under the age of eighteen ("minors") to faculty, staff, and students on campus, unescorted or unsupervised minors are not permitted on University premises except as accompanied by parent or guardian who is an HLGU employee.

Minors shall not use any equipment or facilities owned by the University unless a parent or guardian is present with them at all times. Children/minors are permitted in offices or work area of employees on a limited basis.

4.33.5 HLGU employees who work with minors

Every Minor must be provided with reasonable and appropriate supervision by an authorized adult while that minor is on campus. Every HLGU sponsored program at which minors are present must have a minimum Authorized Adult to Minor ratio of the following:

- Ages 6-8: 1 staff to 6 overnight participants or to 8 day-only participants
- Ages 9-13: 1 staff to 8 overnight participants or to 10 day-only participants
- Ages 14-18: 1 staff to 10 overnight participants or to 12 day-only participants

Every program should establish security and emergency measures for minors, including but not limited to:

- Drop-off and pick-up procedures (At a minimum, such measures shall require every Minor to be checked-in on a daily basis; the collection of contact information from the minor's parent or guardian; communication of how parents or guardians may reach their minor in the event of an emergency; a requirement that minors under 13 must be checked out with signature of parent or guardian; and containment of minors in specified space during free time, mealtimes, or before the program begins);
- Where to go if lost
- Steps to take in the event of an emergency on campus (i.e. fire, tornado, etc.).
- With prior written consent from the parent or legal guardian of a Minor who drives himself/herself to a program, such minor may be allowed to drive offsite during lunch time.
- At no time may an authorized adult leave a minor in the care of a person that is not an authorized adult or in an area that is off-limits to minors.
- Authorized adults may not release a minor under the age of 13 to anyone other than a custodial parent or legal guardian without written authorization from the parent/guardian that his/her child may be released to that individual.
- Restroom supervision for minors under the age of 13: Authorized adults will make sure the restroom is not occupied by suspicious or unknown individuals before allowing minors to use the facilities. An authorized adult will stand outside the doorway while minors are using the restroom. If authorized adults must assist younger children, doors to the facility must remain open.

Each adult who will be participating with minors in a program, who is an HLGU employee, shall attend online or in person annual mandatory training on the practices and conduct requirements of this policy and on appropriate or required reporting of incidents of improper conduct (including, but not limited to, appropriate law enforcement authorities). The vice president for business and finance or chief of public safety may enhance and/or modify the required training program to meet specific needs of the particular program involved, in

consultation with the office human resources. Any such enhanced or modified program must include all the elements described in this policy. In addition, the vice president of business and finance or chief of public safety shall arrange for sufficiently frequent training sessions to permit programs to continue to function on a regularly scheduled basis.

Training resources can be obtained from the director of public safety or the human resources office by calling 573-629-3058.

4.33.6 Background Report

A satisfactory criminal background report will be required of each authorized adult prior to his or her participation with minors on campus. For more information, contact the office of human resources at 573-629-3058.

It is the responsibility of the person in charge of the group to ensure that each participating adult has submitted the required criminal background report and has subsequently received clearance to participate. It is the leader of the group's responsibility to keep a copy of these reports available in the event they are needed by HLGU.

The background report will be limited to criminal offenses, including, but not limited to, child abuse, for which an individual has been convicted, pled guilty to a felony or misdemeanor, or where such charges are currently pending. The University may accept successful documented background clearances which have been conducted on the participating adult by other employers or entities as long as such reports have been completed within four years from the start date of the program.

If a group determines to use an individual who has not successfully passed a background report as an authorized adult, they will be required to document the reasoning and justification in using an individual. This documentation will need to be given to HLGU.

4.33.7 Conduct Requirements

Authorized adults shall read and sign a code of conduct that includes prohibitions against authorized adults:

- Having one-on-one contact with minors outside the presence of others. It is expected that activities where minors are present will involve two or more authorized adults
- Participating in a sleepover under the auspices of the program, unless (1) one of the minor's parents or legal guardians is present or (2) one of the minor's parents or legal guardians has given consent and there is at least one other authorized adult present at all times.
- Sharing a bed or sleeping bag with a minor.
- Being alone with a minor in the authorized adult's living quarters.
- Showering, bathing, or undressing with, or in the presence of, minors.
- Engaging in abusive conduct of any kind toward, or in the presence of, a minor.
- Striking, hitting, administering corporal punishment to, or touching in an inappropriate or illegal manner any minor.
- Use of an authorized adult's personal vehicle to pick up or drop off minors participating in the program unless the parent or legal guardian of the minor has provided written permission.
- Engaging in the use of alcohol, marijuana, or illegal drugs, or being under the influence of alcohol, marijuana, or illegal drugs during programs.
- Making pornography in any form available to minors participating in the programs covered by this policy or assisting them in any way in gaining access or allowing access to pornography.

- Engaging in intimate displays of affection towards others in the presence of minors, parents/guardians, and other authorized adults.
- Taking any photographs or videos of minors or posting photographs or videos on a digital, electronic, hosted media, web-based service or any other medium without first obtaining a release in this regard from the minor's parent or legal guardian.
- Failing to report abuse, harassment or exploitation of minors by other minors participating in the program.

4.33.8 Allegation of Inappropriate Conduct

Authorized Adults shall:

- Immediately report any known violation or reasonably suspected violation of the conduct requirements of this policy which involve or are suspected to involve the abuse of minors as follows:
    - For situations that involve life threatening emergencies, dial 911.
    - For situations that require action in less than 24 hours, call the Missouri Department of Social Services child abuse reporting hotline: 1-800-392-3738.
- Following reporting through one of the procedures above, authorized adults are required to report the matter to the person in charge of the program and to the director of public safety. These persons shall immediately report the matter to the vice president for business and finance and University President or his/her designee.
- Assure the safety of minors participating in programs covered by this policy, including, if possible, removal of minors from dangerous or potentially dangerous situations.
- Discontinue any further participation in programs covered by this policy when an allegation of inappropriate conduct has been made against him or her, until such allegation has been satisfactorily resolved.

4.33.9 Guests with Minors

Program Registration. The communications and facilities coordinator shall inform the executive cabinet of details of the programs along with individuals or groups who wish to sponsor at least sixty days prior to the first scheduled date of participation by minors. Information provided shall include, at a minimum:

- The name and contact information for the person representing non-HLGU parties who are requesting use of HLGU facilities;
- The dates and locations where minors will be participating;
- The general nature of the activities to be undertaken or offered in the program;
- The names of all adults who will be participating directly with minors in the program; and any requests for clarification as to whether a particular program is subject to this policy, or a request for a waiver to this policy, should also be sent to the office of academic administration.

4.33.10 Practices

Every minor must be provided with reasonable and appropriate supervision by an authorized adult while that minor is on campus.

Every program should establish security and emergency measures for minors, including but not limited to:

- Drop-off and pick-up procedures (At a minimum such measures shall require every minor to be checked-in on a daily basis; the collection of contact information from the minor's parent or guardian; communication of how parents or guardians may reach their minor in the event of an emergency; a requirement that minors under 13 must be checked out with signature of parent or guardian; and containment of minors in specified space during free time, mealtimes, or before the program begins);
- Where to go if lost;
- Steps to take in the event of an emergency on campus (i.e. fire, tornado, etc.).
- With prior written consent from the parent or legal guardian of a minor who drives himself/herself to a program, such minor may be allowed to drive offsite during lunch time.
- At no time may an authorized adult leave a minor in the care of a person that is not an authorized adult or in an area that is off-limits to minors.
- Authorized adults may not release a minor under the age of 13 to anyone other than a custodial parent or legal guardian without written authorization from the parent/guardian that his/her child may be released to that individual.
- Restroom supervision for minors under the age of 13: Authorized adults will make sure the restroom is not occupied by suspicious or unknown individuals before allowing minors to use the facilities. An authorized adult will stand outside the doorway while minors are using the restroom. If authorized adults must assist younger children, doors to the facility must remain open.

4.34 Drug and Alcohol Abuse Prevention Program (DAAPP)

Introduction and Overview

The Drug-Free Schools and Campuses Regulations (34 C.F.R) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as *Hannibal-LaGrange University (HLGU)* to "certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs, marijuana, or alcohol by all students and employees on school premises or as a part of any of its activities" as well as distribute the program to all employees and students. The IHE must also conduct and prepare a biennial report "on the effectiveness of its alcohol, marijuana, and other drug (AOD) programs and the consistency of sanction enforcement" according to Education Department General Administrative Regulations (EDGAR) Part 86.100, Subpart B.

At a minimum, the IHE must annually distribute the following in writing to all students and employees:

I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs, marijuana, and alcohol by students and employees;
II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs, marijuana, and alcohol;
III. A description of the health risks associated with the use of illicit drugs, marijuana, and alcohol abuse;
IV. A description of any drug, marijuana, or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and,
V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law (EDGAR Part 86 Subpart A 86.3).

HLGU DAAPP Mission, Purpose, and Objectives:

A. Mission Statement: The mission of the Drug and Alcohol Abuse Prevention Program (DAAPP) is to outline and describe the institution's policies, procedures, and programs for all students and employees regarding drugs, marijuana, and alcohol in order to promote a safe environment for work and study.

B. Purpose: The purpose of DAAPP is to aid in the prevention of unlawful possession, use, or distribution of illicit drugs, marijuana, and alcohol by students and employees and to promote healthy lifestyles.

C. Goals and Objectives:

1. Review policies and procedures and make recommendations to applicable departments/areas.

   Objective: Review the alcohol, marijuana, and drug policy and sanctions in HLGU handbooks, catalogs, online resources, and printed material for any changes to meet new and current laws and guidelines.

2. Education of students and employees

   Objective: Inform all students, employees, and volunteers of standards of conduct, disciplinary processes, and sanctions.

3. Promotion of awareness and prevention

   Objectives: Offer effective prevention education and information which promotes healthier lifestyles. Provide drug, marijuana, and alcohol awareness information and materials which inform students and employees of the effects of alcohol on their health and mental wellbeing.

4. Dissemination and disclosure of information

   Objective: Make available student and employee handbooks and annual security reports (ASR) both online and in print (if requested).

5. Evaluation and review

   Objective: Annual review of programs and activities for effectiveness in accomplishing DAAPP goals and suggest changes to stay abreast of current trend and regulations.

6. Conduct Biennial review

   Objective: Determine program effectiveness and consistency of policy enforcement through quantitative and qualitative measures to identify and implement any changes needed.

I. Standards of Conduct

Introduction

Under the provisions of the Drug-Free Schools and Communities Act Amendments (DFSCA) of 1989, Public Law 101 226, all schools, colleges, and universities must implement and enforce drug prevention programs and policies as a condition of eligibility for federal financial assistance. The law further requires the annual distribution of written policies to each enrolled student and employee. Specific sections of that policy, which apply to faculty, staff, and students are included here (34 C.F.R. 86.100).

Employees

Policy on Alcoholic Beverages

Consistent with our Baptist heritage, Hannibal-LaGrange University takes a position of abstinence regarding the use of alcohol. The employee will be subject to disciplinary action if behavior is found to be inconsistent with the stated policy of the University. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages on campus and at off campus University sponsored functions or while representing the University by employees, students or their guests. It is unacceptable for any employee to put him or herself or others in harm's way while under the influence of alcohol and/or violate established legal standards. Employees in such condition are encouraged to seek help from University officials but are still subject to disciplinary action.

The consumption, possession, or distribution of alcoholic beverages on campus and at off campus University sponsored functions or while representing the University by employees, students or their guests is strictly prohibited. Any employee appearing on campus or at any University sponsored function under the influence of intoxicating beverages will be subject to disciplinary action. Hannibal-LaGrange University will cooperate fully with local law enforcement in the investigation and prosecution of any crime associated with the alcohol infraction.

- An intoxicating beverage is defined as any drink or consumable product containing alcohol, including simulated beer products that contain small amounts of alcohol.
- Powdered alcohol also known as "Palcohol" is considered an alcoholic beverage whether it is mixed with liquid or in its original powdered state.

Policy on Illegal Drugs

The use of illegal drugs and marijuana at Hannibal-LaGrange University will not be tolerated. The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, marijuana, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or non-prescription hallucinatory drugs (e.g., K2 and Spice) or hosting gatherings where such substances are used, is prohibited on any property or in any facility owned or controlled by HLGU.

A drug screening analysis may occur when, at the University's discretion, there is reasonable suspicion that the University's policy on illegal drugs and marijuana is or has been violated. Reasonable suspicion includes any act, factor or information which may be indicative of potential violation of the University's policy on illegal drugs, including, but not limited to:

- Reported information of violation of the University's policy on illegal drugs and marijuana.
- Unexplainable incoherent behavior
- Repeated tardiness or absenteeism from work

- Drug-related odors on person, clothing, or equipment
- Information of affiliation with others believed to have violated the University's policy on illegal drugs and marijuana.
- Possession of drug paraphernalia or marijuana
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- Reported substance abuse or use from any source

Controlled Substances

Hannibal-LaGrange University cooperates with local, state, and federal officials regarding the use of controlled substances. Because the use of drugs harms the user physically and mentally, interferes with the user's ability to carry on his or her work and social life, and infringes upon the social and academic rights of others, Hannibal-LaGrange University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, illegal drugs, chemicals, and/or related paraphernalia. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate required counseling or termination.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by HLGU and the Hannibal Police Department. Violators are subject to University disciplinary action, criminal prosecution, and/or fine and imprisonment. **Refer to Section II - Legal Sanctions.**

Tobacco

HLGU is a tobacco free campus. Therefore, the use or possession of tobacco anywhere on the campus of HLGU is prohibited. Electronic cigarettes and other nicotine dispensing devices are prohibited.

Discipline Policy

If it is alleged that an employee's behavior is not consistent with the university's standard of conduct for employees regarding abstinence from the use of drugs, marijuana, or alcohol, penalties ranging from a warning or reprimand to immediate termination may be imposed. Should an employee be sent to rehabilitation, that employee will be suspended without pay for a reasonable period of time while in the program. Discipline for violations of the alcohol, marijuana, illegal drugs, or controlled substance policies can be found in **Section V – Disciplinary Sanctions.**

Students

Policy on Alcoholic Beverages

As a Christian University supported by the Missouri Baptist Convention, HLGU takes the position of abstinence from the use of alcoholic beverages both on and off campus. The University alcohol policy prohibits consumption, possession, or distribution of alcoholic beverages on or off campus. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol, marijuana, or drugs, either in the room or on the student's person, or conduct suggesting that the student is under the influence of such substances. In addition to being considered a violation of the Standard of Student Conduct, Missouri state law prohibits any person less than 21 years of age to possess and/or use alcoholic beverages.

Violation of this policy may result in any sanction deemed appropriate by the University, including, but not limited to, fines, required participation in a drug or alcohol treatment or rehabilitation program (at the student's expense), suspension, or expulsion. HLGU reserves the right to refer any violation of the law to the proper law enforcement authorities.

If a student feels they have a drug or alcohol dependency, they may seek help and direction from student life staff without fear of retribution. Alcohol and drug dependency does not give students an excuse to violate the University's alcohol and drug policy.

Policy on Illegal Drugs

The use of illegal drugs and marijuana at HLGU will not be tolerated. The purchase or unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic, amphetamines, sports enhancement or controlled substances (as defined by Missouri statutes) or controlled medications without a doctor's prescription or non-prescription hallucinatory drugs (e.g., K2 and Spice) or hosting gatherings where such substances are used, is prohibited on any property or in any facility owned or controlled by HLGU.

A drug screening analysis may occur when, at the University's discretion, there is reasonable suspicion that the University's policy on illegal drugs is or has been violated. Reasonable suspicion includes any act, factor or information which may be indicative of potential violation of the University's policy on illegal drugs, including, but not limited to:

- Reported information of violation of the University's policy on illegal drugs and marijuana
- Unexplainable incoherent behavior
- Repeated tardiness or absenteeism from class
- Drug-related odors on person, clothing, or equipment
- Information of affiliation with others believed to have violated the University's policy on illegal drugs
- Possession of drug paraphernalia and marijuana
- Previous positive drug screen results
- Being cited for or convicted of substance abuse violations by University or municipal authorities
- Observable phenomena, such as direct observation of substance abuse or physical symptoms or manifestations of being impaired due to substance abuse
- Reported substance abuse or use from any source

Controlled Substances

Hannibal-LaGrange University cooperates with local, state, and federal officials regarding the use of controlled substances. Because the use of drugs harm the user physically and mentally, interferes with the user's ability to carry on his or her work and social life, and infringes upon the social and academic rights of others, Hannibal-LaGrange University will not tolerate and strictly prohibits any use, possession, or distribution of narcotics, marijuana, illegal drugs, chemicals, and/or related paraphernalia. A medical use of drugs is permitted when prescribed by a physician. Violation of this policy may result in immediate required counselling or termination.

Hannibal-LaGrange University takes the position of abstinence regarding the use and/or possession of illegal or controlled substances. HLGU employees and students are prohibited from using and/or possessing any illegal or controlled substance unless prescribed by a physician. The actions of HLGU are not based upon, or in any way limited by, the actions, or lack thereof, of the legal system.

The possession, sale, manufacture, or distribution of any controlled substance is illegal under state and federal laws. Such laws are strictly enforced by HLGU and the Hannibal Police Department. Violators are subject to

University disciplinary action, criminal prosecution, and/or fine and imprisonment. **Refer to Section II - Legal Sanctions.**

Tobacco

HLGU is a tobacco free campus. Therefore the use or possession of tobacco anywhere on the campus of HLGU is prohibited. Electronic cigarettes and other nicotine dispensing devices are prohibited.

Discipline Policy

If it is alleged that a student's behavior is not consistent with the university's standard of conduct for students regarding abstinence from the use of alcohol, marijuana, illegal drugs, controlled substances or tobacco, penalties ranging from a warning, reprimand, probation up to suspension may be imposed. Discipline for violations of the alcohol, marijuana, illegal drugs, controlled substance or tobacco policies can be found in **Section V – Disciplinary Sanctions.**

II. Legal Sanctions

HLGU reserves the right to refer any violation of the law to the proper law enforcement authorities. If a student feels they have a drug or alcohol dependency they may seek help and direction from the student life staff without fear of retribution. If an employee feels they have a drug or alcohol dependency they may seek help and direction from the office of human resources. Alcohol and drug dependency does not give students or employees an excuse to violate the University's alcohol and drug policy.

Local, State and Federal Legal Sanctions – Laws Governing Alcohol

The State of Missouri sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Hannibal Police Department. Hannibal City Ordinances

All students are expected to abide by the laws of the local, state, and national government and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints, or indictments by governmental entities are not prerequisites for University action. In all cases of violation of University rules and regulations, or actions in violation of local, state, and federal laws, Hannibal-LaGrange University reserves the right to proceed with its own disciplinary action independent of governmental charges or prosecution.

A. Local and State – Appendix – Figures 1 and 2

For further information on Hannibal ordinances or Missouri state statutes and fines pertaining to alcohol and drug offenses, contact the Hannibal Police Department, see Appendix at the end of the DAAPP document or you may review the following links:

Alcohol

Hannibal City Ordinances
State of Missouri Statutes/Chapter 311
State of Missouri Statutes/Chapter 577

Drugs

State of Missouri Statutes/Chapter 195
Federal Regulation

Click here for complete listing of Missouri substances, how they are placed on the schedule and additional drug information.

B. Federal – Appendix – Figures 3 and 4

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession, or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

III. Health Risks

According to the National Institute of Drug Abuse (NIDA), the following are risks associated with drugs and alcohol abuse.[1]

[1] Information regarding health risks associated with drug abuse was obtained from the National Institute of Drug Abuse (NIDA) website at: Drugs of Abuse (website last visited on 4/6/16.)

A. Drug Abuse

The following is a list of the most frequently used drugs and the risks associated with their use.

1. **Cannabinoids** (marijuana & hashish)
   - Known risks are "cough, frequent respiratory infections, possible mental health decline, and addiction."
2. **Opioids** (heroin & opium)
   - Known risks are "constipation, endocarditis, hepatitis, HIV, addiction, and fatal overdose."
3. **Stimulants** (cocaine, amphetamine & methamphetamine)
   - Known risks are "weight loss, insomnia, cardiac or cardiovascular complications, stroke, seizures, and addiction." Specific risks associated with cocaine use include "nasal damage from snorting." Specific risks associated with methamphetamine use include "severe dental problems."
4. **Depressants** (barbiturates, benzodiazepines & sleep medications)
   - Known risks are "lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol."
5. **Club Drugs** (MDMA-methylenedioxy-methamphetamine [also known as:

   Ecstasy, Adam, clarity, Eve, lover's speed, peace, uppers]; Flunitrazepam [also known as: Rohypnol, forget-me pill, Mexican Valium, R2, roach, Roche, roofies, roofinol, rope, rophies]; GHB [also known as: Gamma- hydroxybutyrate: G, Georgia home boy, grievous bodily harm, liquid ecstasy, soap, scoop, goop, liquid X])
   - Known risks are "sleep disturbances, depression, impaired memory, hyperthermia, addiction." Risks specific to GHB are "unconsciousness, seizures, and coma."
6. **Dissociative Drugs** (Ketamine [also known as: Ketalar SV: cat Valium, K, Special K, vitamin K]; PCP and analogs [also known as: Phencyclidine: angel dust, boat, hog, love boat, peace pill];

Salvia divinorum [also known as: Salvia, Shepherdess's Herb, Maria Pastora, magic mint, Sally-D]; Dextromethorphan (DXM) [also known as: cough and cold medications: Robotripping, Robo, Triple C]).

- Known risks are "anxiety, tremors, numbness, memory loss, and nausea."

7. **Hallucinogens** (LSD [also known as: Lysergic acid diethylamide: acid, blotter, cubes, microdot yellow sunshine, blue heaven]; Mescaline [also known as: buttons, cactus, mesc, peyote]; Psilocybin [also known as: Magic mushrooms, purple passion, shrooms, little smoke])

    - Known risks are "flashbacks and Hallucinogen Persisting Perception Disorder."

8. **Other Compounds** (Anabolic steroids [also known as: Anadrol, Oxandrin, Durabolin, Depo-Testosterone, Equipoise, roids, juice, gym candy, pumpers]; Inhalants [also known as: solvents (paint thinners, gasoline, glues); gases (butane, propane, aerosol propellants, nitrous oxide); nitrites (isoamyl, isobutyl, cyclohexyl): laughing gas, poppers, snappers, whippets])

    - Known risks for anabolic steroids are "hypertension, blood clotting and cholesterol changes, liver cysts, hostility and aggression, acne, (in adolescents) premature stoppage of growth, (in males) prostate cancer, reduced sperm production, shrunken testicles, breast enlargement, (in females) menstrual irregularities, and development of beard and other masculine characteristics." For inhalants, the known risks are "cramps, muscle weakness, depression, and memory impairment, damage to cardiovascular and nervous systems, unconsciousness, and sudden death."

B. Prescription Drug Abuse

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS) depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). The use of prescription medications by anyone other than the prescribed individual is illegal and dangerous.

- Known health risks for inappropriate or illegal use include those listed above for these drug categories.

C. Nicotine Abuse

Nicotine can be found in cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, chew).

- Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes, and addiction.

D. Alcohol Abuse

"Alcohol affects every organ in the drinker's body and can damage a developing fetus. Intoxication can impair brain function and motor skills; heavy use can increase risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results in harm to one's health, interpersonal relationships, or ability to work."

- Known health risks include increased risk of injuries, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.

IV. Drug and Alcohol Abuse Programs and Resources

A. Counseling Resources:

Hannibal Council on Alcohol and Drug Abuse
Communications Drive, Hannibal, MO 63401
573-248-1196

Family Resource Center
8965 U.S. 36, Hannibal, MO
573-221-7027

Drug and Alcohol Recovery Center
Missouri
636-486-0854

Domestic Violence Hotline:
800-678-7713

Missouri Drug Rehabilitation Resources
24x7 Drug Rehab Helpline
888-975-3299

National Suicide Prevention Hotline:
800-784-2433

B. General Healthcare:

Hannibal Ambulatory Care Center
100 Medical Drive, Hannibal
573-248-3333

Hannibal Clinic
100 Medical Drive, Hannibal
573-221-5250

Hannibal Dental Group
2727 St Mary's Ave, Hannibal
573-221-1227

Quincy Medical Group
1025 Maine St, Quincy, IL
217-222-6550

Hannibal Regional Hospital
8503 Hwy 36, Hannibal
573-248-1300

Blessing Hospital
Broadway at 11th & 14th, Quincy, IL
217-223-1200

V. Disciplinary Sanctions

A. Employee Discipline Sanctions

If it is alleged that an employee's behavior is not consistent with the university's standard of conduct for employees regarding abstinence from the use of drugs or alcohol, penalties ranging from a warning or reprimand to immediate termination may be imposed. Should an employee be admitted to a rehabilitation clinic, that employee will be suspended without pay for a reasonable period of time while in the program.

Employee penalties for alcohol, illegal drugs, controlled substances and tobacco are listed below; however, these are HLGU's guidelines and may be subject to change depending on the severity of the offense.

Substance	1st Offense	2nd Offense	3rd Offense
Alcohol	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination
Illegal Drugs	Disciplinary Probation/Suspension	Immediate Termination	N/A
Controlled Substances	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination
Tobacco	Disciplinary Warning/Reprimand	Disciplinary Probation/Suspension	Immediate Termination

Penalties for Violation of University DAAPP Policy – Employee Handbook

Categories of penalties can include but are not limited to the following:

Disciplinary Warning/Reprimand - An official statement filed on the employee warning report advising the employee that a violation has occurred, and that if immediate changes in behavior do not occur, the employee may face more severe action or possible termination. Rehabilitation services can/may be required **(See Drug & Alcohol Programs & Resources in Section IV).**

Disciplinary Probation/Suspension – A second official statement filed on the employee warning report advising the employee that a violation has occurred and immediate action is required. Hannibal-LaGrange will assist in any substance abuse problem that may arise. Referrals to community agencies, such as the Hannibal Council on Alcohol & Drug Abuse are available to any officer, employee, or student at Hannibal-LaGrange University. Penalties can include, but are not limited to, assigned counseling sessions, educational activities, and/or community service hours in the manner prescribed by the hearing officer or body. Employee will be required to complete a rehabilitation program at this level of infraction. Employee can/may be suspended without pay for a reasonable period of time while in the program. Failure to complete these assignments could result in further disciplinary action or possible termination.

Immediate Termination – An official statement filed on the employee warning report advising the employee that immediate termination has occurred. Immediate termination will indicate that the employee's performance, work habits, overall attitude, conduct or demeanor became unsatisfactory based on violation of the University's requirement to remain abstinent from the use of drugs or alcohol, or that the employee did not complete the required rehabilitation.
Employee may appeal a disciplinary sanction according to the appeals process in the Employee Handbook.

B. Student Disciplinary Sanctions

If it is alleged that a student's behavior is not consistent with the university's standard of conduct for students regarding abstinence from the use of drugs or alcohol, penalties ranging from a monetary fine to suspension/expulsion may be given.

Student penalties for alcohol, illegal drugs, controlled substances and alcohol are listed below; however, these are HLGU's guidelines and may be subject to change depending on the severity of the offense. Performance programs (i.e. athletics or departments) also can impose sanctions against students who violate their specific AOD policies. EDGAR Part 86.

Substance	**1st Offense**	**2nd Offense**	**3rd Offense**
Alcohol	$500 Fine/ Probation with Suspended Imposition of Sentence	$500 Fine/Disciplinary Probation	Scholarship Suspension/ Disciplinary Probation
Illegal Drugs	Suspension	Dismissal	N/A
Controlled Substances	Disciplinary Probation	Suspension	Dismissal
Tobacco	Official Reprimand	Fine	Disciplinary Probation

Penalties for Violation of University DAAPP Policy

Categories of penalties can include but are not limited to the following:

Official Reprimand -This sanction serves to inform the student that the incident reflects behavior unacceptable to the community and is inconsistent with HLGU's regulations. The purpose of this sanction is to serve as a warning to the student that further violation is likely to result in more severe consequences which would become part of the student's disciplinary records.

Disciplinary Probation - The imposition of this sanction affects the student's good standing with the University for the duration of the probationary period. Further violations that occur during the probationary period are likely to result in suspension or dismissal. Students placed on the status of disciplinary probation are ineligible to represent HLGU in any University-sponsored activity. The director of student life or the dean of students will communicate with the affected student and with appropriate faculty/staff. The length of the probationary period imposed by the office of student life will depend on the nature of the violation and the time frame of the semester. Students will be required to complete an educational recovery program at this level of infraction.

Probation with Suspended Imposition of Sentence -This status enables an alternative recourse while stipulating that the student's status will automatically be changed to probation following a second offense or failure to complete all sanctions. Student will serve community service hours and complete a mentoring program.

Suspension -For a fixed period of time students may not remain on or visit the campus. They may not participate in any academic or other activity of the college either on or off campus during the period of suspension. Other restrictions may be imposed on students serving suspension and are individualized to allow for the particular needs of students and/or University. Student may apply for re-admission to HLGU through the admissions committee after two consecutive complete semesters.

Dismissal - Students are denied the right of any academic or other activities of the University and become ineligible to return to Hannibal-LaGrange University.

Institutional Scholarship Suspension - Termination or reduction of institutional or athletic scholarships and aid for not less than one semester, including institutional aid given in the current semester.

Students may appeal a disciplinary sanction according to the appeals process in the Student Handbook.

VI. Dissemination of the DAAPP at HLGU

A. Employee Notification

Notification of the information contained in the DAAPP is distributed to all current employees of the University on an annual basis via an email and other documents, such as the employee benefits statement, employee handbook, required faculty/staff workshop, and the public safety annual fire and safety report. New employees also receive notification during their orientation process. The DAAPP is also available for review online. Consumer Disclosures / Drug and Alcohol Prevention Program

1. General policy and procedures

Three times per year through "Weekly Announcements" email
Work Place Answers Online Learning
Employee Handbook
New Employee Orientation
Annual Benefits Statement

2. Ongoing promotions and awareness

Department Meetings
HLGU Website and Social Media
Faculty/Staff Workshops
Public Safety Annual Fire and Safety Report
Chapel Services

3. Dissemination and disclosure of information

HLGU Email
HLGU Website and Social Media
HLGU Alert System

B. Student Notification/Education

Notification of the information contained in the DAAPP is distributed to all currently enrolled students each semester via email and the Student Handbook. The DAAPP is also available for review online. Public Safety / A.R.C.H. Program

1. General Policy and procedures

Work Place Answers Online learning
Student Handbook
New Student Orientation
Freshman Seminar
Resident Hall Meetings
Experience HLGU Days

2. **Ongoing promotion and awareness**

   Material distribution
   - Printed materials are available in the L.A. Foster Student Center at all times
   - Electronic copies will be distributed throughout the year according to the monthly safety calendar.

   Health Fairs
   College Scope
   Resource Guides/Cards
   Poster Program
   National and State Awareness Activities (drunk driving simulators, "beer goggles", etc.)
   Annual Fire Safety & Security Report
   Email Announcements
   HLGU Website and Social Media Pages

3. **Dissemination and disclosure of information**

   HLGU Email
   HLGU Website and Social Media
   HLGU Alert System
   Student Handbook
   Public Safety / A.R.C.H. Program
   Consumer Disclosures / Drug and Alcohol Abuse Prevention Program
   Annual Fire Safety and Security Report

Program outlines may change throughout the year due to new regulations or updated changes from the Biennial Review Committee. A complete program outline can be seen at the department of public safety in the L.A. Foster Student Center.

VIII. Biennial Review Assessment

Hannibal-LaGrange University Drug and Alcohol Abuse Prevention Program (DAAPP) Review Committee is responsible for annual assessment of DAAPP. Assessments will included qualitative and quantitative methods to:

- Assess the effectiveness of the DAAPP
- Evaluate the consistency of sanctions imposed for violations of standards of conduct related to drugs and alcohol;
- Identify areas requiring improvement or modification.

The committee will collect data and responses from students, prospective students, and employees. The results of the review will be approved by the university's chief executive and other appropriate officials.

The biennial review includes evaluation and assessment of three major areas:

A. **Knowledge**

Primary – Pre/Post Survey	Climate Survey
Secondary – Distribution Schedule	Scanned Materials
Primary Training – Quizzes	Online Learning Module
Secondary Training – Survey/Comments	Class/Course Discussion Campus activity

Primary Training –	New Employee Orientation
Secondary –	Workplace Answers
	Exit Interviews

B. Behaviors

Primary – Pre/Post Survey	Climate Survey
Primary – Trend data	Sanctions, Violations, Penalties, Effectiveness

C. Beliefs

Primary – Exit Survey	Graduating Student
Secondary – Comments	Employee Survey

IX. Biennial Review Committee

The Biennial Review Committee will made up of the following members;

Dean of Students (Chairman)	Vice President of Business and Finance
Student Life Office Manager (Secretary)	Athletics Director
Title IX Coordinator(s)	Director of Student Life
Director of Public Safety	Director of Student Activities
Associate Dean of Academic & Career Services	Faculty Representative
Staff Representative	

VII. Oversight Responsibility

The dean of students and the director of public safety shall serve as the main contacts and will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review. The biennial review committee has been established to assist with these responsibilities. This team is responsible to the designated executive officio (V.P. Business & Finance) and provides a report to the executive cabinet annually.

Appendix:

Figure 1

City of Hannibal Ordinance Violations

City of Hannibal Ordinance Violation	**All are Infractions**	
Offense	**Fine**	**Code #**
Alcohol		
Possession as a Minor - 1st Offense	$152	3.87
- 2nd Offense	$252	
- 3rd Offense	$552	
Consumption in Public	$132	3.10
Minor Visibly Intoxicated - 1st Offense	$127	3 847
- 2nd Offense	$227	
- 3rd Offense	$527	
Driving While Intoxicated	$428	17.16
Drug		
Possession of Marijuana - 1st Offense	$132	16.17
- 2nd Offense	$277	
Possession of Drug Paraphernalia – 1st Offense	$132	16.17
- 2nd Offense	$277	
Possession of a Mind-Altering Substance	$202	16.14

Figure 2

Missouri Drug Laws

The manufacturing, possession, sale, distribution and use of illicit drugs (i.e. controlled substance or imitation controlled substance) are prohibited by state law (195 RSMo.). Penalties for first time offense for a drug possession violation can range from a fine of $1,000 to life imprisonment. Other prohibited acts include possession with intent to use drug paraphernalia and advertising the sale of drug paraphernalia. The tables

below give information on penalties and fines for specific drug crimes in Missouri (see 195.010 RSMo. For definitions and 195.017 RSMo. For the scheduling information of controlled substances in Missouri).

Summary of Specific Drug Crimes (RSMo. 195) ***RSMo.***	**Description**	**Prison Term**
195.130	Keeping or maintaining a public nuisance	Up to 7 years, C/Felony
195.202	Possession or control of a controlled substance.	Up to 1 or 7 years, A/misdemeanor –C/Felony
195.211	Distribution, delivery, manufacture or production of a controlled substance, violations and attempted violations.	Up to life (30 years), C,B,A/Felony
195.212	Unlawful distribution to a minor.	5 – 15 years, B/Felony
195.213	Unlawful purchase or transport with a minor.	5 – 15 years, B/Felony
195.214	Distribution of a controlled substance near schools	10 years – life (30 years), A/Felony
195.217	Distribution of a controlled substance near a park	10 years – life (30 years), A/Felony
195.218	Distribution of a controlled substance near public housing	10 years – life (30 years), A/Felony
195.222	Trafficking drugs, first degree	10 years – life (30 years), A/Felony
195.223	Trafficking drugs, second degree	5 years – life (30 years), B,A/ Felony
195.226	Providing materials for production of a controlled substance	Up to 4 years, D/Felony
195.233	Unlawful use of drug paraphernalia	Up to 1 or 4 years, A/misdemeanor –D/Felony
195.235	Unlawful delivery or manufacture of drug paraphernalia, penalty	Up to 4 years, D/Felony
195.241	Possession of an imitation controlled substance	Up to 1 year, A/misdemeanor
195.244	Advertisements to promote sale of drug paraphernalia or imitation controlled substances prohibited.	Up to 6 months, B/misdemeanor
195.285	Prior and persistent offenders– possession, imprisonment for (See 195.202).	5 years – life (30 years), B,A/Felony
195.291	Prior and persistent offenders, imprisonment for distribution,	10 years – life (30 years), A/Felony

	delivery, manufacture or production (See 195.211).	
195.292	Prior drug offend dist. To a minor or purchase or transport with a minor	10 years – life (30 years), A/Felony
195.295	Prior drug Offender Trafficking 1st Deg	10 years – life (30 years), A/Felony
195.296	Prior drug Offender Trafficking 2nd Deg	10 years – life (30 years), A/Felony
195.420	Possession of methamphetamine precursors	Up to 4 years, D/Felony
578.260	Possession or purchase of solvents to aid others in violations	Up to 6 months or 4 Years, B/misdemeanor or D/Felony
578.265	Selling or transferring solvents to cause certain symptoms	Up to 7 years, C/Felony

Penalties and Fines

Felony Class	Penalties (*558.011 RSMo.*)	Fines (*560.011 RSMo.*)
A	10 – 30, or life	-
B	5 – 15	-
C	Up to 7	Up to $5,000
D	Up to 4	Up to $5,000
Misdemeanor Class	Penalties (*558.011 RSMo.*)	Fines (*560.016 RSMo.*)
A	1 year	$1,000
B	6 months	$500
C	15 days	$300
Infraction	-	$200

State of Missouri Statutes/Chapter 311
State of Missouri Statutes/Chapter 577
State of Missouri Statutes/Chapter 195

Figure 3

Federal Drug Offense Penalties

**The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $8million if an individual and $20 million if other than an individual.*

<table>
<tr><th colspan="5">Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)</th></tr>
<tr><th>Schedule</th><th>Substance/Quantity</th><th>Penalty</th><th>Substance/Quantity</th><th>Penalty</th></tr>
<tr><td>II</td><td>Cocaine
500-4999 grams mixture</td><td rowspan="8">First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.
Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td><td>Cocaine
5 kilograms or more mixture</td><td rowspan="8">First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.
Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
2 or More Prior Offenses: Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.</td></tr>
<tr><td>II</td><td>Cocaine Base
28-279 grams mixture</td><td>Cocaine Base
280 grams or more mixture</td></tr>
<tr><td>IV</td><td>Fentanyl
40-399 grams mixture</td><td>Fentanyl
400 grams or more mixture</td></tr>
<tr><td>I</td><td>Fentanyl Analogue
10-99 grams mixture</td><td>Fentanyl Analogue
100 grams or more mixture</td></tr>
<tr><td>I</td><td>Heroin
100-999 grams mixture</td><td>Heroin
1 kilogram or more mixture</td></tr>
<tr><td>I</td><td>LSD
1-9 grams mixture</td><td>LSD
10 grams or more mixture</td></tr>
<tr><td>II</td><td>Methamphetamine
5-49 grams pure or 50-499 grams mixture</td><td>Methamphetamine
50 grams or more pure or 500 grams or more mixture</td></tr>
<tr><td>II</td><td>PCP
10-99 grams pure or 100-999 grams mixture</td><td>PCP
100 grams or more pure or 1 kilogram or more mixture</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><th colspan="2">Substance/Quantity</th><th colspan="3">Penalty</th></tr>
<tr><td colspan="2">Any Amount Of Other Schedule I & II Substances</td><td colspan="3" rowspan="3">First Offense: Not more than 20 yrs. if death or serious bodily injury, not less than 20 yrs. or more than life.
Fine $1 million if an individual, $5 million if not an individual.
Second Offense: Not more than 30 yrs. if death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td></tr>
<tr><td colspan="2">Any Drug Product Containing Gamma Hydroxybutyric Acid</td></tr>
<tr><td colspan="2">Flunitrazepam (Schedule IV) 1 Gram</td></tr>
<tr><td colspan="2">Any Amount Of Other Schedule III Drugs</td><td colspan="3">First Offense: Not more than 10 yrs. if death or serious bodily injury, not more than 15 yrs. fine not more than $500,000 if an individual, $2.5 million if not an individual.</td></tr>
</table>

	Second Offense: Not more than 20 yrs. if death or serious injury, not more than 30 yrs. fine not more than $1 million if an individual, $5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	**First Offense**: Not more than 5 yrs. fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. fine not more than $500,000 if an individual, $2 million if other than an individual.
Any Amount Of All Schedule V Drugs	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 4 yrs. fine not more than $200,000 if an individual, $500,000 if not an individual.

Figure 4 Federal Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	**First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. **Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual. **Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	**First Offense:** Not more than 5 yrs. fine not more than $250,000, $1 million if other than an individual. **Second Offense:** Not more than 10 yrs. fine $500,000 if an individual, $2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Federal Regulation

4.35 Pandemic Policy

If an employee is unable to work because they have been affected by a pandemic event personally or need to care for an immediate family member (spouse, child or parent), the employee may use personal leave for their absence. This will fall under Family Medical Leave Act (FMLA) and documentation must be

submitted to the Office of Human Resources. If there are local, state, and federal mandates, this policy is subject to change accordingly.

If the employee's position allows for them to telework, direct administrator approval is needed. If approved, the employee is required to work their full normal working hours. The employee will be granted 4 hours credit towards their work day and may be required to submit 4 hours of sick, vacation, or unpaid time off to offset the limitations of remote work, unless otherwise directed by the employee's administrator or federal, state, or local guidelines. A summary of daily tasks completed must be kept and turned into the employee's supervisor and the Office of Human Resources at the end of each week.

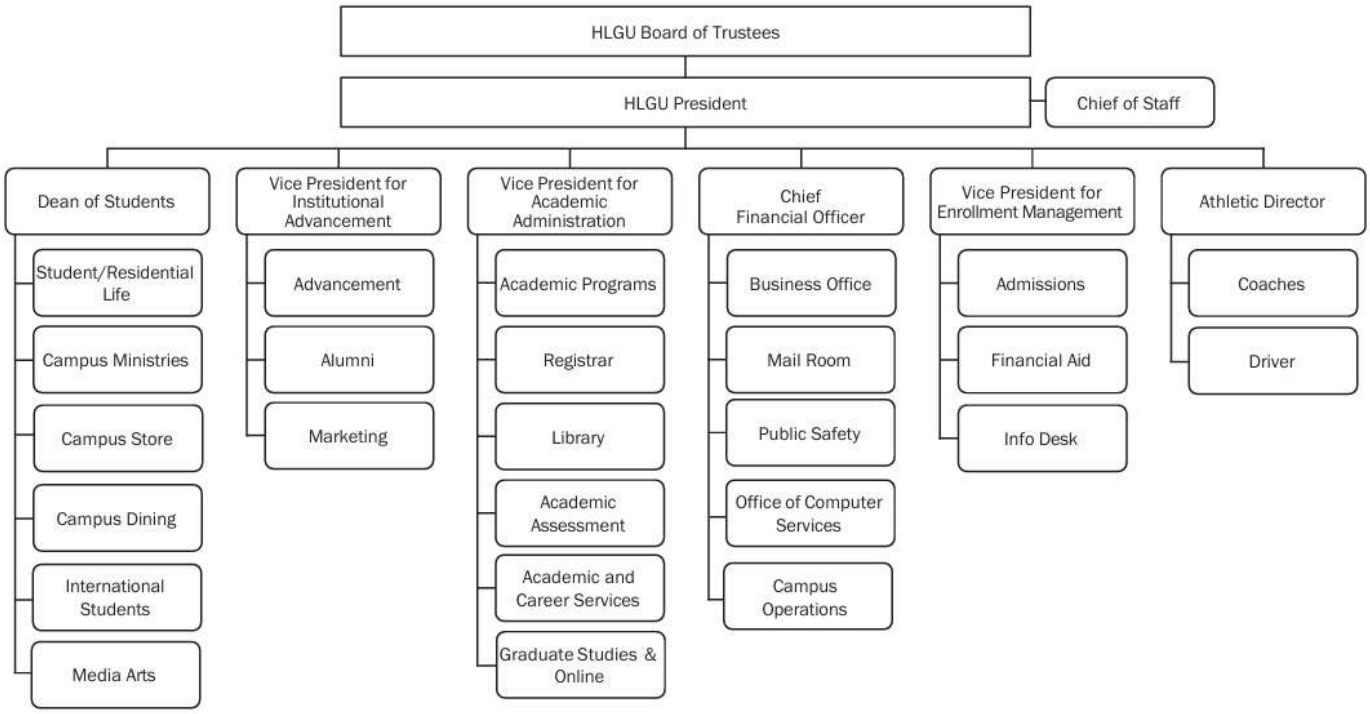
If an employee's position is considered essential, the employee must report to work unless restricted for medical reasons. At that time, consideration would be given for the possibility to telework. The employee must reach out to their immediate supervisor and the Office of Human Resources for approval and to provide the necessary documentation.

4.36 Telework Policy

If an employee's position allows for the employee to work remotely during a short period of time due to an illness or extenuating circumstance, it must be approved by the employee's direct administrator. The employee must submit appropriate documentation for review and approval to their supervisor and the Office of Human Resources. This documentation must state the length of time they are requesting to work remotely and the reason. Additional documentation may be requested for approval. If it is approved, the employee will be required to work their full, normal working hours.

If an employee is granted approval by their administrator, they must keep a daily summary of the tasks performed and submit it to their supervisor. If the employee fails to do so, remote work may no longer be an option and vacation, sick, or unpaid time off, in that order of availability, must be taken for the remainder of the requested time off.

Appendix A: Hannibal-LaGrange University Organizational Flow Chart



Appendix B: Computer Usage Policy

Origination Date: **5/17/96 Technology Committee. Approved by Administrative Cabinet.** Revision Date: **02/25/2026** Revision: **AC**

Introduction

Campus computing is intended to support the mission of Hannibal-LaGrange University in providing a relevant education anchored in a Biblical worldview and requires responsible, ethical and legal use of computer resources. All students, personnel and other users are expected to abide by the guidelines set forth in this policy. Access to campus computer resources is a privilege contingent on the following: availability of the resources, current academic priorities, adherence to this (and subsequent) computer usage policies, and payment of necessary fees.

The University extends the Computer Usage Policy principles and guidelines to systems outside HLGU accessed via HLGU facilities (e.g., electronic mail or remote logins using HLGU's Internet connections). Networks or computing providers outside the University may impose additional conditions of appropriate use, for which you are responsible.

This policy pertains to anyone who will be utilizing HLGU computer or network resources in any way. If someone has questions about policy guidelines, or allegations of harassment or other irresponsible use of technology resources, he or she should contact the Office of Computer Services (OCS). The Office of Computer Services is located on the first floor of the administration building and may be contacted by phone at 573-629-3032 or by email ocs.support@hlg.edu

Definitions

Users are people who have been assigned a network account such as employees or students.
Third-party vendors are vendors with which HLGU has contracted services, software or equipment.
Guests are visitors to the HLGU campus. Guests are subject to the same responsibilities and conditions as users but will not have the same privileges. Guests are only allowed access to the Public Wi-Fi.

I. User Responsibilities

University computing resources are available for the purpose of advancing the University's mission. Faculty, staff, and students may use them for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the University, and other University-sanctioned or authorized activities. The use of University computing resources for commercial purposes including any sort of solicitation is prohibited.
The University acknowledges that occasionally individuals use University computing resources assigned to them or to which they are granted access for non-commercial, personal use. Such occasional non-commercial uses are permitted by faculty, staff, and students, if they are not excessive, do not interfere with the performance of any faculty, staff member, or student's duties, do not interfere with the efficient operation of the University or its computing resources, do not disrupt classroom activities and are not otherwise prohibited by this policy or any other University policy or directive. Decisions as to whether a particular use of computing resources conforms to this policy shall be made by the Director of Computer Services or appropriate administrator.

Acceptable behavior includes, but is not limited to the following:

1. Using resources for University courses, research, functions, and appropriate correspondence.
2. Respecting copyright and other intellectual property rights. (See Additional Matters Section: D, E, & G)
3. Abiding by security restrictions on all systems to which the user has access.
4. Using personal account(s) properly (i.e. changing passphrases as recommended by the Office of Computer Services and not sharing them.)

Unacceptable behavior includes, but is not limited to the following:

1. Cheating, plagiarism, information theft or academic dishonesty including purchasing papers off of the Internet.
2. Wasting limited resources, such as excessive use of messaging, printing resources, information storage space, network services or game playing.
3. Accessing, examining, or attempting to examine the files, mail, or account of either other computer users or of system management directories, files, or resources.
4. Accessing, examining or attempting to view, or change the configurations of HLGU's computers, printers, routers, switches, networks, etc, or any other user's computers or equipment.
5. Invading the privacy of other individuals or attempting to commit identity theft.
6. Sending, annoying, harassing, or obscene messages. (See Additional Matters Section B)
7. Writing anonymous or pseudonymous communications, which appear to dissociate you from responsibility for your actions, impersonate others and are inappropriate.
8. Using resources for commercial activities including but not limited to commercial solicitation of business. See MOREnet for more information: http://www.more.net/content/service-policies
9. Distributing passphrases or otherwise attempting to evade, disable, or "crack" passphrase or other security provisions.
10. Damaging, modifying, or unauthorized relocation of any University hardware or software.
11. Deleting any University-provided software or deleting any data not belonging to the user without proper authorization.
13. Installing unauthorized software. (See Additional Matters Sections, E, F & G)
14. Introducing a computer virus or other destructive program.
15. Violating any rules or regulations posted.
16. Accessing materials from the Internet including but not limited to pornography and other questionable materials that are not consistent with HLGU's mission in maintaining a Biblical worldview.
17. "Loaning" your account name and passphrase to others.
18. Using sounds or visuals that might distract or offend others.
19. Using network resources for libel, slander, fraud, misrepresentation or any illegal activity.
20. Using or distributing the University's or anyone's logo, seal, trademark or copyrighted materials without prior approval. (See Additional Matters Section D)
21. Any other act deemed illegal under local, state or Federal law.

II. Official Communications

HLGU may send official communications by a variety of means including but not limited to: email, U.S. Mail, text messages, learning management system, the University portals, and apps.

HLGU has the right to expect that students and employees will read the communications in a timely fashion. A person's failure to read official University communications in a timely manner does not absolve the person from knowing and complying with consent of the official communication.

FERPA

All communications, including protected information, will be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA). To ensure compliance with FERPA regulations, all correspondence which concerns protected information should utilize official HLGU communication methods that best align with appropriate security measures. See HLGU's FERPA Policy for further details at https://www.hlg.edu/academics/registrar/ferpa/

Email

An HLGU email account is only issued to employees, registered students, campus groups and affiliated individuals. The HLGU address will be listed as the official email address in the student or employee's record. Users are encouraged to only use their HLGU email address for work or school related purposes. HLGU will not be responsible for the handling of email sent or forwarded to outside service providers.

Students give HLGU permission to send FERPA protected information to a non-HLGU email address if they do any of the following:

a. Initiate a message from a known address,
b. Respond to an official HLGU message via their alternate email address, or
c. Provide an alternative email address.

HLGU does not condone auto-forwarding to non-HLGU email accounts. This helps to mitigate the chance that protected data is not inadvertently released.

Data Retention or Recovery

HLGU may outsource some or all of its email services and is not responsible for email retention or recovery. In addition to the University policies, students and employees will be required to agree to and be bound by the vendor's terms of use. Campus constituents are strongly encouraged to maintain a backup of important email and documents. See the Document Retention Policy for more details.

HLGU Mass Email Privileges and Responsibilities

Mass email to the entire student body is reserved for official University use only. Individuals may maintain and send to their own group listings for classes, clubs, friends, etc.

Only designated roles approved by the Executive Cabinet receive mass email privileges for campus email groups. See the Office of Computer Services Mass Email Procedure for more details.

Employees should not use mass email except for official University business and as is necessary to perform their job duties. Employees may also not use mass email for solicitations, non-HLGU fundraisers, advertisements of personal items for sale or for partisan purposes.

III. Legal Responsibilities

In addition to the ethical responsibility of the computer user, there are also legal responsibilities. By using the HLGU network, Wi-Fi, or other computing resources, users agree to abide by the terms set forth in this policy. This Agreement is entered into by the parties in the State of Missouri, and the laws of the

State of Missouri shall determine all questions pertaining to the construction and validity of this Agreement. Any cause of action or lawsuit brought under this contract shall be filed only in Marion County, Missouri. Those using HLGU network, Wi-Fi or other computing resources agree to indemnify Hannibal-LaGrange University for any and all costs associated with any breach of this agreement including but not limited to damages, judgment interest, court costs, and attorneys' fees.

Federal law has established penalties for infringements upon copyrights, intellectual property rights, and privacy rights of individuals. The Revised Statutes of the State of Missouri Sections 569.095-569.099 have established penalties of tampering with intellectual property of computer users or computer equipment. Individuals may be convicted of a felony with penalties ranging from a one-year sentence and a fine of $1,000 to a five-year sentence with a $5,000 fine, depending on the damage caused. Federal penalties may include imprisonment and fines up to $250,000. In addition, RSMo. 537.525 allows for civil penalties and attorney's fees be charged against offenders.

The guidelines presented here reflect U.S. Copyright Law, DMCA, State of Missouri Statutes, and additional specific rules imposed by the University. These statutes can be found in various locations on the internet. Please ask the library staff for help in locating any of these laws.

For information on fair use guidelines please visit
https://www.copyright.com/education-campus-guide-to-copyright/copyright-basics/

IV. Disciplinary Procedures

Inappropriate use of computing services and facilities will not be tolerated and may result in loss of computing privileges. Disciplinary action will be pursued for violation of these codes and statutes through appropriate University procedures.

Violations may result in disciplinary and/or legal action and may result in loss of access, fines, probation or other disciplinary actions through the Office of Student Life or appropriate supervisor.

Computer use privileges may be suspended immediately upon the discovery of policy violations. Suspected violations will be confidentially reported to the appropriate authority. Violations will be dealt with in the same manner as violations of other University policies. Disciplinary reviews will consider a full range of sanctions including, but not limited to, warnings, the loss of computer use privileges, dismissal from the University, and legal action including referral to State and Federal prosecutors. Violations of some of the above policies may result in criminal prosecution and the filing of civil lawsuits to recover damages and attorney fees.

V. Additional Matters

A. **Privacy and Protection:** Users should not expect any measure of privacy concerning information stored on or passing through HLGU's network. Due to circumstances beyond HLGU's control, viruses, vandalism, etc. can cause information to be distributed to anyone. Furthermore, the network administrators may access files, email, etc. as needed for maintenance, to answer inquiries from proper authorities, or other purposes. Upon separation from employment, supervisors and/or replacement may have access to all email and all files that the former employee had stored or access to. Please be advised due to the US Patriot Act, law enforcement agents can access files without a subpoena. Information posted on the internet including social networking sites are publicly accessible, and care should be taken on what is posted.

A limited amount of privacy is provided by assigning users logins and passphrases which normally prevents one user from accessing the account of another user. Even the best of computer systems cannot protect the individual who fails to conceal his or her passphrase. Leaving a computer without logging off is like leaving the door of your home unlocked and open. Using an obvious passphrase is like hiding

your door key under the doormat. Users are responsible for all activities done using their account. Users should change passphrases regularly and not share them.

Important work should be stored and backed up regularly. Even so, not all data may be able to be restored. HLGU limits the amount of time certain data is kept. Please see the Data Retention Policy for details.

Multi-factor authentication (MFA), also known as 2FA or two-step verification, is required for access to various HLGU services.

B. **Harassing messages:** Users must refrain from sending any messages with racial, sexual, or other negative overtones.

(The messages you send will not only be from you, but from HLGU. Be sure that what you provide for public reading on Internet is something that is not contrary to the mission, goals, policies, and perspectives of Hannibal-LaGrange University.) In addition, forwards or other good-natured messages may be annoying or harassing to some people, so please be considerate. You may have good intentions in sending these types of messages but sending them to other people may cause problems.

C. **Copyright questions:** Any questions or complaints regarding copyright registration should be referred to the Library Public Services Technician at 573-629-3137. Library staff can also assist in determining where to request permission for copyrighted materials. Permission to use HLGU logos, seal or other HLGU copyrighted materials should be requested from the Office of Marketing and Communications at 573-629-3118. Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject those involved to loss of network privileges, disciplinary action, civil or criminal liabilities. See section III & IV for more details.

D. **Intellectual property:** Questions regarding intellectual property ownership of items developed at or for Hannibal-LaGrange University for instructional use should be referred to the Office of Academic Administration at academics@hlg.edu or 573-629-3092. Questions regarding non-instructional materials should be referred to the Office of Marketing and Communications. Contact the Marketing Coordinator at 573-629-3118 for suspected intellectual property violations done by or through the school.

E. **Software authorization:** Software should not be installed unless it has been approved by the Office of Computer Services. Requests for authorization may be submitted to ocs.support@hlg.edu. Personnel from the Office of Computer Services may delete any unauthorized software found and disciplinary actions may be brought against the party responsible for its installation. In the event of a denial, written appeals may be submitted to the Cabinet at any time.

F. **Peer-2-Peer Networking:** Software for Peer-2-Peer Networking such as Bit Torrent, uTorrent and Transmission is not allowed on computers belonging to the University or accessing the University network, including student computers in dorms. Having this software may result in the loss of network privileges or other disciplinary action.

G. **Inspection**: HLGU reserves the right to inspect computers if violation of this policy is suspected.

H. **Personal Devices:** If users bring their own device, services are limited to public Wi-Fi access on campus and the Ethernet in campus housing. HLGU is not required to provide technical support for privately owned devices.

I. **Remote Access:** Cloud-based services are available to designated users as appropriate and in accordance with vendor licensing agreements. For example, students, faculty and academic staff may have access to the learning management system, but contracted housekeeping staff would not. Remote access to library services is limited to HLGU employees and students only. Remote access to the HLGU network is a privilege granted to a limited number of individuals who have demonstrated need to perform mission-specific activities while off-campus.

J. **Information Security Incidence:** In the case of suspected thefts involving data or exposures (including unauthorized access, use, or disclosure), individuals should provide a description of the incident to the Office of Computer Services (OCS) by either emailing ocs.support@hlg.edu or calling 573-629-3032. Upon receipt of a report, OCS staff will investigate the alleged incident. If an issue is identified, the Computer Services personnel will follow the appropriate procedure as listed in the incidence response plan. Depending upon the severity of the compromise, other entities such as the Department of Public Safety, Marketing Department or local law enforcement may be involved.

In the case of a confirmed incident, the process of removing all access to that resource will begin as soon as possible. If the information is available on a site outside of HLGU, that site will be contacted to have the information removed as soon as possible.

K. **Printing:** Printers are available in most buildings from networked devices. Wireless printing is not available. Students are provided a printing allowance each semester. Beyond that students may pay for additional printing.

L. **Artificial Intelligence (AI) Policy for HLGU Confidential Information**
Copilot is the University's approved AI tool and provides the highest level of protection for sensitive information. All faculty, staff, and students must use Copilot with their institutional account when working with proprietary or confidential university data, including information protected under FERPA and GLBA regulations. Any other AI tools proposed for processing confidential university information must be submitted to the Director of Computer Services for review and approval before use.

Disclaimer: The Office of Computer Services will do their best to support users in accordance with this policy. Due to various reasons such as not following this policy or recommended procedures or not using university provided tools, OCS may not be able to support the user.