Employee Handbook

Revised – October 2026

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Introduction and Purpose

INTRODUCTION AND PURPOSE

Welcome to Lincoln University! We are pleased to have you as part of our team. Founded in 1854, Lincoln University, the nation's first degree-granting Historically Black College and University (HBCU) is committed to maintaining a nurturing and stimulating environment for learning, teaching, research, creative expression, and public service for a diverse student body, faculty, and workforce.

With a myriad of firsts to its credit and a tradition of producing world leaders, the University engages in programs that increase knowledge and global understanding. The University's diverse student body and expert workforce foster a supportive environment for professional and personal growth and mutual respect.

All faculty and staff members of Lincoln University are integral to the success of the institution. No matter what position you serve in, each of us contributes something important to making this a successful academic community. While our roles may vary, the core values and basic expectations of the University remain consistent.

This Employee Handbook (the “Handbook”) has been developed to provide you with general information about the University, as well as some of the benefits for which you may be eligible. Also, it may be useful to you in understanding the University’s culture and the expectations of its employees, and in creating a positive, respectful, and cooperative workplace environment.

This Handbook is intended to serve as a guide to the employment practices of the University and comply with all applicable federal, state, and local laws.

All employees are subject to all of the University’s rules and regulations, whether set forth in this Handbook or elsewhere. Consultants, contractors, interns, and volunteers may be subject to additional policies or guidelines, which will be communicated to them. Nevertheless, all members of the University’s team should read this Handbook carefully and retain it for future reference.

The University reserves the right, in its sole and absolute discretion, to add, change, supplement, modify, amend, repeal, suspend, or terminate any of its guidelines, policies, practices, working conditions, or benefits at any time, with or without advance notice. The University has the final interpretation of the meaning and applicability of these policies, procedures, and benefits. Titles and department names referenced in this Handbook are subject to change. In cases when such titles are no longer accurate, please contact the Office of Human Resources for further information. The Board of Trustees has the ultimate responsibility for the development of all policies affecting the operation of the University. The Board of Trustees delegates authority and responsibility for the execution and administration of the Handbook content and policies to the President or Designee. Amendments and revisions to this Handbook may be made at any time by the President or Designee.

If there are any differences between this Handbook and University policies or benefit plan documents, the actual written policies or benefit plan terms shall prevail. Neither these procedures, nor any of the University’s guidelines, policies, or practices, nor any oral representations, create an employment contract. Moreover, for any employees in bargaining

units represented by a union and covered by a collective bargaining agreement ("collective bargaining agreement"), this Handbook does not supersede the specific provisions of any applicable collective bargaining agreement. In the event of a conflict between the contents of this Handbook and the collective bargaining agreement with a particular employee group's bargaining unit, the language of the collective bargaining agreement shall prevail until modified or deleted through the course of collective bargaining.

Nothing in this Handbook is intended to increase or decrease compensation or benefits provided for under any collective bargaining agreement to a bargaining unit employee.

This Handbook, along with all University-wide policies relating to employment, as well as all collective bargaining agreements**,** benefit plan documents, and other essential information applicable to employment at the University may be viewed on the University's website www.lincoln.edu and in the Office of Human Resources. Questions, comments, or suggestions may be directed to the Office of Human Resources.

Disclaimer Statement

If any provision of the Handbook is inconsistent with applicable law in the Commonwealth of Pennsylvania, such provision shall be deemed modified to the minimum extent possible to bring it into compliance with the law. The contents of this Handbook supersede any prior procedures, guidelines or handbooks. New or revised policies supersede all previously written or verbal polices or Handbooks**.** Furthermore, its contents should not be interpreted as an expressed or implied contract or covenant. Moreover, it is mutually understood that its contents shall not be construed as an express or implied contract or covenant in a court of law.

Lincoln University Core Values

Respect. Responsibility. Results.

Lincoln University's Core Values support its mission and vision and shape its culture. These values are intended to educate our stakeholders—students, faculty, staff, alumni, community partners, and others—about the essence of our institutional identity—that is, who we are and how we operate. These values guide our decisions and reflect our ongoing commitment to the Lincoln Legacy of Excellence.

Expectations

It is expected that all members of the Lincoln community observe the following general guidelines:

a. Be committed to the success of the University
b. Demonstrate pride in Lincoln University
c. Be committed to collaboration and sharing resources (One Lincoln)
d. Continue to invest in achieving results
e. Do your job enthusiastically and to the best of your abilities - hold yourself to high standards
f. Act with integrity
g. Take responsibility for actions and results
h. Respect the diversity among us
i. Treat others with courtesy, civility, and fairness
j. Strive to grow professionally and engage in professional development opportunities
k. Be honest in communication
l. Take responsibility for raising issues and solving problems
m. Be thoughtful stewards of the University and its resources
n. Foster a positive environment of staff recognition.
o. Acknowledge others for a job well done

As employees you can expect the following from Lincoln University:

a. Fair and equitable treatment
b. An environment free of discrimination and harassment
c. A fostered environment of staff recognition and acknowledgment for a job well done
d. Objective and timely feedback regarding performance
e. A competitive compensation package, including benefits
f. A drug/alcohol-free working environment
g. To be listened to with respect
h. A response to your concerns

Section I

Employment Practices

SECTION I. EMPLOYMENT PRACTICES

1.1 Employment-At-Will

Except to the extent that a collective bargaining agreement or individual employment agreement approved by the Board of Trustees provides otherwise, employment at the University is “at-will,” which means that the employment relationship can be terminated by the employee or the University at any time, for any reason, with or without notice and with or without cause. This means that employment is not for a fixed term or a definite period.

This Handbook does not alter an employee’s employment-at-will status or guarantee their employment for any specific period. Additionally, the University reserves the right to modify your employment, including demotion (e.g., change in title or a decrease in salary or number of hours worked), at any time, for any reason, with or without cause or prior notice (except for an unlawful reason). No representative of the University has authority to enter into any agreement contrary to the foregoing "employment-at-will" relationship.

No manager or other representative of the University has any authority to make any statement or provide any assurance of a specified term of employment, guaranteed annual compensation, or continued employment to any internal or external applicant.

1.2 Equal Employment Opportunity and Affirmative Action

Diversity within the Lincoln University community advances the academic purposes of the University. The University endorses the goals of equal employment opportunity and affirmative action as supportive of University values and the values of a democratic and pluralistic society.

Lincoln University is committed to providing an equal employment opportunity to all qualified persons without regard to race, color, age, gender, gender expression or identity, sexual orientation, religious creed, ethnic or national origin, marital status, family or parental status, disability, veteran status, political beliefs, or any other classes protected by federal, state, or local law. Our Equal Employment Opportunity policy applies to all employment decisions including, but not limited, to recruitment, selection, hiring, training, promotions, transfers, appraisals, pay, benefits, discipline, separation, and all other terms and conditions of employment. In the event you believe that you have been treated unfairly in any way, or subjected to unlawful discrimination or retaliation, you should bring this matter to the attention of your supervisor or the Vice President for Human Resources. The Associate Vice President of Diversity, Equity, Inclusion & Compliance/ Title IX Coordinator also serves as an important resource to provide guidance on such matters.

No person will be threatened, intimidated, retaliated against, coerced, or limited in employment opportunity for exercising any rights protected under federal, state, local nondiscrimination laws and regulations. Also, no person shall be threatened, punished, discharged, retaliated against, or be limited in employment because that person files a good faith complaint, furnishes information for or participates in an investigation, compliance review, or hearing, or participates in any other activity related to the administration of federal and state and local nondiscrimination laws and regulations.

The University's policy on Equal Employment Opportunity and Affirmative Action may be viewed on the University's website or in the Office of Human Resources.

1.2.1 Non-Discrimination Clause

It is the policy of the University that there shall be no discrimination against or in favor of any employee on account of race, color, religious creed, ancestry, ethnic or national origin, political beliefs, gender, gender expression or identity, age, sexual orientation, marital status, family or parental status, veteran status, nonjob-related disability, union membership or non-membership, or any class protected by law, including, but not limited to, claims made pursuant to Title VII of the Civil Rights Act, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Pennsylvania Human Relations Act, the Philadelphia Fair Practices Ordinance, or any other federal, state, or local laws or regulations prohibiting employment discrimination or which otherwise regulate employment terms and conditions.

1.3 Harassment Prevention

The University intends to provide a work environment that is pleasant and professional in which all individuals are treated with respect and dignity—free from intimidation, hostility, or other offenses that might interfere with work performance. All employees are required to be familiar with the University's Discrimination and Harassment Policy, which may be viewed on the University's website or in the Office of Human Resources. All employees are required to attend and participate in university-sponsored harassment prevention training.

1.3.1 Prohibited Harassment

Unlawful harassment based on race, color, religion, national origin, sex, sexual orientation, age, or disability are serious offenses and are prohibited conduct. The University does not tolerate unlawful harassment, including sexual harassment. University policy also prohibits harassment based on gender identity and societal stereotypes of gender. All employees are entitled to work in an environment that is free from all forms of prohibited harassment.

1.3.2 Definition of Harassment

Harassment may include, but is not limited to, verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, or any other protected characteristics, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;

2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or

3. Otherwise adversely affects an individual's employment opportunities.

Examples of harassing conduct include, but are not limited to, such things as slurs; derogatory statements; negative stereotyping; offensive or demeaning jokes, pranks, messages, or images; and threatening, intimidating, or hostile acts that relate to race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, or any other legally protected characteristics. The aforementioned is not meant to be an exhaustive list of the conduct that may constitute harassment.

1.3.2.1 Definitions of Sexual and Gender-Based Harassment

Sexual Harassment

Sexual harassment is discriminatory, unlawful, including under Title VII of the Civil Rights Act of 1964 and under the Pennsylvania Human Relations Act, and will not be tolerated at Lincoln University. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, request for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual's welfare; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's welfare, academic or work performance, or creates an intimidating, hostile, or offensive education or work environment.

Gender-Based Harassment

Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on societal sex-stereotyping, sexual orientation, or gender identity. Gender-based harassment is not generally motivated by sexual interest or intent. It is more often based on hostility and is often an attempt to make the target feel unwelcome in their environment. When such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity or exclusion from an activity based on sexual orientation or gender identity also may violate this Policy. In some cases, gender-based harassment may look the same as harassment based on sexual orientation, or homophobic bullying.

1.3.2.2 "Quid Pro Quo" and "Hostile Environment" Sexual Harassment Concepts

Some types of sexual harassment conduct are commonly referred to as "quid pro quo" harassment, and some as "hostile environment" harassment, though often the harassment may involve both types of conduct. "**Quid pro quo,**" which is a Latin phrase, generally means something given or received for something else. Quid pro quo sexual harassment can occur when an employment decision is based on a person's submission to or rejection of unwelcome sexual conduct. Both situations could constitute discrimination based on sex. Because of its

nature, Quid pro quo harassment cases generally involve alleged wrongdoing by supervisors, managers and others with power over the employee.

A "**hostile environment**" can be created by persistent or pervasive improper harassing conduct or by a single severe episode of prohibited harassment. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment.

1.3.2.3 Sexual Violence

Sexual violence, including, but not limited to, rape, sexual assault, and domestic and dating violence, are forms of sexual harassment.

1.3.3 Persons Protected

This policy applies to protect all University employees and other members of the university community, including applicants, clients, students, and other relevant individuals, in both on- and off-campus Lincoln University-sponsored events and activities.

1.3.4 Reporting Process for Investigation of Harassment Complaints and Enforcement

Any incident that may constitute prohibited harassment of an employee should be reported immediately to the Office of Human Resources. If an employee believes that they are being harassed, or that another employee is being harassed, by a student, the employee should still report the alleged harassment to the Office of Human Resources, which will coordinate the investigation as it relates to the student with the Dean of Students. The Dean of Students will handle that part of the investigation that involves interviewing or otherwise interacting with students in accordance with the procedures specified in the University's Student Code of Conduct.

All investigations will be conducted thoroughly, promptly, and in a manner designed to protect, to the fullest extent possible, the confidentiality of all parties involved.

1.3.5 Retaliation

Retaliation in any form against a person bringing a complaint under the University's discrimination and harassment policies is strictly prohibited. Likewise, there will be no retaliation against individuals participating in a discrimination or harassment investigation. Retaliation itself will be cause for appropriate disciplinary action or termination of employment. If you believe you have been retaliated against in any way, report it immediately to the Office of Human Resources.

1.3.6 Full Copy of Sexual and Gender Harassment Policy Available on Website

For more information, please refer to the actual Sexual and Gender-Based Harassment Policy which is posted on the University's Internet website www.lincoln.edu and which is also available in the Office of Human Resources.

1.4 Disability Discrimination Prevention

The University is committed to equal opportunity employment for qualified individuals with disabilities. It is, therefore, the policy of the University to comply with all federal, state, and local laws prohibiting disability-based employment discrimination, including most notably the Americans with Disabilities Act ("ADA") and the Pennsylvania Human Relations Act ("PHRA").

The ADA and similar laws generally prohibit discrimination against a qualified person with a disability and require that covered employers provide "reasonable accommodations" to such qualified individuals with disabilities. Generally, an individual may be considered to have a disability if the individual:

a. Has a physical or mental impairment that substantially limits one or more major life activities; or
b. Has a history of such an impairment; or
c. Is perceived as having such an impairment.

"Major life activities" may include, but are not necessarily limited to, functions such as caring for oneself, walking, seeing, hearing, speaking, breathing, learning, and working. In order to be a qualified individual with a disability, the individual generally must be able to perform the essential functions of the job, with or without reasonable accommodation.

"Reasonable accommodation" means an accommodation or adjustment to the work environment, duties, or circumstances under which the job is customarily performed in order to enable a qualified individual with a disability to perform the essential functions of that job.

The University does not discriminate, or tolerate discrimination, against qualified individuals with disabilities in University hiring or employment practices. The University will not ask a job applicant about the existence, nature, or severity of a disability, but may be permitted under the ADA to ask about the ability of an individual to perform certain specific essential job functions. In certain circumstances, medical examinations or fitness for duty requirements may be applicable when appropriate for a specific position, but only after a conditional offer of employment has been made and only to the extent required of all applicants for that position. The University will make reasonable accommodations for known physical or mental limitations of a qualified applicant with a disability upon request unless such accommodation would cause an undue hardship on the operation of the University.

The University upon becoming aware of a disability and a potential need for an accommodation endeavor to act through an interactive process with the affected individual to perform an individualized assessment of whether the qualified individual with a disability meets certain criteria and in order to explore potential reasonable accommodations.

If an employee believes that they may need an accommodation, or has general questions about the University's practices and procedures relating to ADA accommodations, that employee should contact the Office of Institutional Equity's ADA coordinator by emailing accessservices@lincoln.edu.

1.5 Reasonable Accommodation for Religious Practices or Beliefs

Lincoln University will provide reasonable accommodations to employees whose religious beliefs, practices, or observances require them unless doing so would cause undue hardship.

If you believe you need a reasonable accommodation (for example, because your religious beliefs or practices create a conflict with your job duties, schedule, dress code, or other University policies or practices), please submit your request to Office of Accessibility Services. You may make your request orally or in writing. If you know of a particular type of accommodation that you believe will be effective, please mention it in your request. Although we cannot guarantee that we will grant your specific request, we will certainly consider it.

Once you make your request, the University will engage in a flexible, interactive dialogue with you to identify effective accommodation that does not create undue hardship. As part of this process, we may request information from you regarding your religious beliefs or practices.

1.6 Whistleblower Protection

The University has a Whistleblower Policy that encourages its employees to report suspected unlawful practices and violations of its policies. It is the policy of the University to protect employees from retaliation for making such reports in good faith. The Whistleblower Policy, which is available on the University's website or the Office of Human Resources website, outlines the process for submitting a report, including the appropriate authority, whether staff or a Trustee, to whom the report should be made. The Whistleblower Policy is subject to the direct oversight of the Audit Committee of the Board of Trustees.

1.7 Protecting Minors on Campus (HRM POLICY # 128)

Lincoln University, as part of its educational mission, may engage in programs and events that involve minors. The University recognizes both its institutional and legal obligations to ensure the safety and well-being of minors on campus and has therefore implemented the Protecting Minors on Campus Policy, effective April 2022. To view the policy in its entirety visit the Lincoln University website "Protecting Minors on Campus Policy".

1.8 FLSA Job Classifications

1.8.1 Exempt and Non-exempt Classifications

University employees are classified as either exempt or non-exempt from certain requirements of federal and state wage and hour laws based upon job duties. Classifications are defined as follows:

a. Exempt Employees: Personnel whose duties, responsibilities, and amount of annual compensation allow them to be "exempt" from overtime pay provisions as defined by the Fair Labor Standards Act ("FLSA") and any applicable state laws.

b. Non-exempt Employees: Personnel whose job duties qualify them for coverage under the overtime pay requirements of the FLSA and/or applicable state laws. These employees receive one and one-half their regular rate of pay for any hours worked more than 40 hours in a workweek, as those terms are defined under the FLSA and applicable state laws, and subject to the terms of a collective bargaining agreement, if applicable.

Whether a classification is considered exempt or non-exempt is a function of federal and state law and is subject to change from time to time. It is not a reflection of one's contributions or importance to the University. Because the University has different responsibilities to exempt and non-exempt employees depending on the amount of time they work, all employees must record time and attendance in the HR/Payroll system according to established University procedures regularly and accurately. Failure to do so may result in discipline or termination of employment.

1.8.2 Permitted Deductions for Exempt Employees and Complaint Procedure

The University is fully committed to complying with its obligations under the FLSA and under applicable state and local wage and hour laws, now and in the future to compensate employees accurately.
The University does not make deductions from the guaranteed salary of exempt employees except for reasons permitted by law. With limited exceptions, exempt employees who perform any work in a given workweek are entitled to receive the full salary amount for the week. (Exempt employees are not entitled to receive a salary under the FLSA in weeks in which they perform no work.) The University is permitted by law to make deductions from an exempt employee's regular salary for the following reasons:

a. Absences from work for one or more full days for personal reasons other than sickness or disability.
b. Absences from work for one or more full days due to sickness or disability, if the deduction is made per a plan, policy, or practice of the University providing compensation for salary lost due to illness or disability.
c. To offset amounts employees, receive as jury or witness fees, or for temporary military duty pay.
d. For penalties imposed in good faith for infractions of safety rules of major significance.
e. Unpaid disciplinary suspension of one or more full days per University disciplinary policies.
f. Deductions for unpaid leave taken per a bona fide absence under the Family and Medical Leave Act (either full or partial day absences).
g. Deductions for partial time worked during the first and last week of employment with the University.

If an exempt employee believes that an improper deduction has been made from their pay, they should contact the Office of Human Resources in writing and follow the Complaint procedure below:

The complaint should include the dates and circumstances of the pay deduction. If the University determines that the deduction was improper for any reason, it will reimburse the employee and take steps to ensure that such improper deductions do not reoccur. Employees will not be retaliated against for having in good faith requested reimbursement for a deduction thought to be improper.

1.9 University Employment Classifications

1.9.1 General Classifications

Your employment status will be further defined as Regular Full-Time, Regular Part-Time, Temporary, or Casual/Seasonal as follows:

- Regular Full-Time: This describes the employment of those persons who (i) are not in Temporary, Regular Part-Time, Casual/Seasonal, or introductory status and who (ii), if non-faculty employees are regularly scheduled for an indefinite period to work at least 37.5 hours per week, the University's standard workweek, or such other minimum number of hours for full-time as may be expressly provided by any applicable collective bargaining agreement to be considered regular full-time, or, if faculty employees, teach a full course load of 24 or more credits per academic year. A regular full-time employee may elect to participate in most University benefit plans when eligible, subject to the terms, conditions, and limitations of each benefit program and terms of a collective bargaining agreement, if applicable. [Note that different definitions of "full time" may apply to specific employee benefit plans under the terms of the specific plan or as required by law.]

- Regular Part-Time: This describes the employment of those persons who (i) are not in a temporary, Full-Time, Casual/Seasonal, or introductory status and (ii) are regularly scheduled to work less than the full-time work schedule but who, if non- faculty, are regularly scheduled to work less than 30 hours per week, or, if faculty, teach less than 24 credits per academic year. Employees who are not in a temporary, Full-Time, Casual/Seasonal, or introductory status and who are regularly scheduled to work less than thirty (30) hours per week are not eligible to participate in University-sponsored employee benefits, except where mandated by law.

- Temporary: This describes the employment of those persons who are employed for short-term assignments, not to extend beyond one year. Employment beyond any initially stated period does not imply, in any way, a change in employment status. Temporary Employees retain such classification unless and until notified of a change. Each Temporary Employee must be supervised regularly and may not work more than 999 hours in one year. Temporary Employees are not eligible to participate in University-sponsored employee benefits, except where mandated by law.

- Casual/Seasonal: This describes the employment of those persons who work for the University for a specifically defined period, on an "as-needed" and/or "call-in" basis. Such employees are paid for actual hours worked or for the number of approved course credits taught, and are not eligible to participate in University-sponsored benefits except where mandated by law. Casual/Seasonal Employees may not work more than eight (8) hours per day except for positions that require travel and/or overnight lodging.

If a Regular Part-Time, Seasonal Part-Time, or Casual/Seasonal employee is hired as a regular full-time employee the starting date used for insurance, paid time off, and other applicable benefits will be the date regular full-time status is granted.

1.9.2 Temporary Employees

The University employs individuals in a variety of types to support and enhance the academic, and service missions of the University. The use of temporary staff allows a department to meet specific increased staffing needs for a limited period. If an area is considering the use of a temporary staff member not hired through an agency, certain federal regulations still apply.

All temporary positions require a Temporary Request to Hire form and must include an end date. Once a completed and signed offer letter is returned, the temporary staff member will be required to complete a background check before their start date.

A regular University employee must supervise temporary staff at all times.

Employees may address concerns about the use of temporary staff in the Office of Human Resources.

1.10 Time and Attendance Record

Federal and state laws, including the FLSA, require the University to keep an accurate record of days and time worked and absences to calculate employee pay and maintain accurate leave balances. Therefore, each employee must record absences and time worked accurately, and report time worked according to established University procedures. All exempt employees must accurately report time away from work regarding leave and absences. Falsification of time records shall be grounds for discipline, up to and including discharge, and if such falsification results in a fraudulent overpayment, the employee may be subject to criminal prosecution and/or civil action by the University to recover any such overpayment.

1.10.1 Procedures for Non-Exempt Employees

Non-exempt employees are generally paid by the hour, rather than on a salary basis, and those working above 40 hours per week, except to the extent otherwise provided in an applicable collective bargaining agreement, are entitled to time and one-half of their regular pay rate for each hour of overtime worked. Overtime hours must be approved in writing and in advance by the supervisor. Non-exempt employees are required to utilize the University's time and attendance system to record and certify the number and type(s) of hours worked and follow the established University guidelines for requesting and recording approved paid / unpaid time off. Non-exempt employees may not work through meal periods, and may not utilize the University's time-keeping system on behalf of other employees.

1.10.2 Procedures for Exempt Employees

An exempt employee is not entitled to overtime pay by the FLSA. Exempt employees are required to request vacation and personal days and record sick time in advance in the time and attendance system. Such requests are subject to the approval of the supervisor in the time and attendance system every month, to accurately maintain vacation, personal, and sick leave balances. The online time and attendance process must be completed and approved by the employee's immediate supervisor every month for timely processing.

1.11 Introductory Period

New, rehired, promoted, transferred or demoted employees work on an introductory basis for the first 90 calendar days in their new position, except to the extent otherwise provided in an applicable collective bargaining agreement (which may refer to the applicable introductory period as the “probationary period” or “trial period”). Employees are encouraged to take advantage of this period to determine whether or not the position meets their expectations and get clarification concerning essential job functions, performance objectives, and expectations of conduct. The University will use this period to evaluate an employee's overall performance, determine whether the position is suitable and whether the employee is qualified for the duties for which they were hired. Either the University or the employee may end the employment relationship at will, with or without cause, during this introductory period.

If an employee is absent from work for any significant period during the introductory period, or if the employee’s supervisor deems it necessary to observe further the employee’s performance beyond the normal introductory period, that period may be extended for a specified length of time, as defined by the supervisor, not to exceed 30 additional days. The employee's supervisor will notify the employee and the Office of Human Resources in writing of the extension, its length, and the reason. However, the University is under no obligation to extend the introductory period.

During the introductory period, employees are not entitled to any paid time off for vacation unless approved by the Office of Human Resources before the employment start date; except to the extent otherwise provided in an applicable collective bargaining agreement. Granted personal days or unused accrued sick time may be used during the introductory period.

The following chart describes a new hire’s ability to use the various types of paid time off during your Introductory period:

May use during the introductory/probationary period:

Holidays	Yes
Personal days	Yes
Sick leave	Yes
Vacation	No
Funeral and Bereavement Leave	Yes
Jury duty	Yes
Military leave	Yes
Voting	Yes

It is important to remember that an employee is not guaranteed employment for the entire Introductory Period. Equally important, completion of the Introductory Period does not guarantee your employment with the University for any period thereafter.

1.11.1 Termination of an Introductory Employee

The Office of Human Resources encourages departments to work with any new employee to define performance expectations, provide feedback to the employee during the introductory period, and to generally provide the employee with at least 30 days to meet those expectations per Lincoln University's Introductory/Probation Employee Performance Appraisal Policy (HRM POLICY-106p) before recommending the employee's discharge to the Office of Human Resources. Advance notice of termination for cause is not required; however, all departments must consult with the Office of Human Resources before the termination. Introductory terminations are not subject to dispute resolution.

1.12 Attendance and Punctuality

Regular and prompt employee attendance on each scheduled workday is essential if the University is to achieve its goals. Frequent incidents of unscheduled absence, reporting late and/or leaving before the end of the scheduled workday adversely impact on employee and departmental performance.

Employees are required to maintain an acceptable attendance record by reporting to work as scheduled and remaining at work until the end of the scheduled shift/workday. Additionally, employees are expected to follow established department procedures and the collective bargaining agreement, if applicable, for reporting absence, lateness, or early departure from work, requesting leave (or extended leave), and returning to work upon authorization after an approved leave of absence. Such departmental procedures may be obtained from your immediate supervisor or next level manager above the immediate supervisor and/or Division Vice President. Supervisors have the authority to ensure that their assigned departmental employees comply with all leave reporting policies.

Substandard attendance and/or punctuality will result in disciplinary action or termination of employment. Any employee who fails to report to work without notification to their supervisor and the Office of Human Resources for three days or more will be considered to have abandoned their job and voluntarily ended the employment relationship.

Ongoing communication between the employee and the University is critical when an employee is absent from work. The employee needs to inform the Office of Human Resources as soon as possible each time leave is needed and to respond to questions to determine if a particular leave may qualify under the Family and Medical Leave Act. If the employee fails to provide the University with enough information to determine whether the leave is FMLA-qualifying, the leave may not be protected. The employee must also comply with the University's policies for requesting leave unless unusual circumstances prevent him or her from doing so.

1.13 Performance Appraisals

Performance appraisals are conducted regularly or as stated in the employee's applicable collective bargaining agreement. Supervisors are expected to provide annual written performance evaluations per year but may provide them more often, particularly where a

performance improvement plan is indicated. Employees will be asked to review and sign their appraisals to acknowledge receipt. A positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment.

The objectives of Lincoln University's performance appraisal process for staff employees are as follows:

- Maximize the University's success through effective employee performance, development and retention.
- Assure that University goals and its mission and core values are reflected in the daily job activities of employees.
- Encourage employee participation in determining, understanding and agreeing on performance objectives, results and expectations.
- Provide feedback and information concerning accomplishments and performance to employees on regular and on-going basis.
- Assist in employee development for current and future jobs.
- Identify problem areas on a timely basis and implement development plans.
- Provide an objective and equitable basis for personnel actions, such as annual base pay increases, promotions, demotions, transfers, and terminations.

1.14 Personnel Records and Obligation to Update Information

Personnel records are the property of the University, and access to the information contained in personnel files is restricted to Human Resources, supervisors, and management personnel who have a legitimate reason to review confidential information. To the extent provided for by state law, namely the Inspection of Employment Records Law, 43 P.S. § 1321, et. seq., you may review your personnel file. You should arrange an appointment with Human Resources via LUhr@lincoln.edu if you wish to review your personnel file.

Your personnel records must be current. You are required to notify Human Resources via the online Human Resources Information System (HRIS) system in the event of a change of name, marital status, dependents, beneficiaries, the person(s) to be contacted in case of emergency, or other pertinent information relating to University employment and benefits. An HR representative will reach out for appropriate documentation.

1.15 Employment of Relatives

Generally, employees will not be placed in positions where they would supervise or be supervised by a relative. The term "relative" for the specific purposes of this section (but not necessarily for other purposes) includes the following relationships whether established by blood, marriage, or other legal action: spouse, parent, child, step relative, niece, nephew, brother, sister, cousin, grandparent, grandchild, parent-in-law, sibling-in-law, members of the household or any person with whom the employee has a close personal relationship such as a domestic partner or co-habitant. The University will exercise its discretion in determining the appropriate placement of relatives to minimize any potential conflicts of interest or adverse impact on work performance.

1.16 Outside Employment

Unless specific written departmental rules or the terms of an applicable collective bargaining agreement provide otherwise, outside employment is prohibited to the extent that it creates a conflict of interest, conflicts with an employee's University scheduled working hours and assigned duties, or the University's Code of Conduct. The term "outside employment" includes, but is not limited to, other full-time/part-time employment, personal or side businesses, independent sales, consulting, freelancing, etc. Employees are strictly prohibited from conducting non-University related business, i.e., business pertaining to outside employment, while fulfilling University work-related duties or on University time.

1.17 Supplemental Compensation for Additional Work

Administrative employees may work for the University, performing duties not part of their regular position outside of the normal work hours for additional compensation terms agreed upon by the University. These arrangements may not interfere with their normal workload and must be approved in advance by the employee's supervisor, the appropriate Vice President and the Vice President for Finance and Administration. Extra compensation may not cause the total annual compensation to aggregate to more than 133 percent of the employee's regular annualized salary.

1.18 Administrative Teaching

The University limits full-time Administrator's teaching at the University to no more than a total of six (6) credits annually at a compensation rate equivalent to the "Overload Rate" for instructors, unless the University and Lincoln University Chapter of the American Association of University Professors agrees in writing to an increase in the maximum number of allowed credits.

1.19 Internal Career Opportunities and Applications for Position Vacancies

Current employees may apply for posted position vacancies.

Current employees will not be considered automatically to fill vacant positions, and therefore are encouraged to apply as described above if interested in an open position.

Promotions

It is the practice of Lincoln University to recognize the meritorious performance of its employees by allowing them promotional opportunities. The promotion of an employee covered by a collective bargaining agreement is administered per the terms of the applicable collective bargaining agreement. Employees are encouraged to take advantage of Lincoln-provided learning and development opportunities to upskill and advance their professional growth.

A promotion occurs when an individual moves from their position to another position, which is at a higher level. A promotion should not be confused with a reclassification. All employees are encouraged to seek advancement opportunities and to obtain promotion and career guidance from their supervisor, manager, and/or the Office of Human Resources.

a. Promotions must meet or address a need within the University/business unit.
b. The University/business unit funds promotions. Promotion cannot occur if the budget cannot support a salary increase.
c. When considering an employee's experience and education, the employee must meet at least the minimum requirements for the career level for which they are being considered.

An employee's basic eligibility for promotion will be determined by the requirements of the new position. Also, the employee must have held their current position for at least six (6) months and have both a satisfactory performance record and no adverse disciplinary actions during the same period. The University may waive the minimum time in position requirement in unusual circumstances if it is in the best interest of the University.

Lincoln University will not consider promotion requests:

a. Based on a manager's subjective opinion unsupported by performance evaluations or metrics;
b. Based solely on an employee's length of service with the organization;
c. If the appropriate promotion request documentation is not completed and submitted to the authorized Cabinet-level officers for their signature approval;
d. Based solely on an employee's completion of a degree or addition of a new skill; and
e. That are requested based on discrimination, fraternization, favoritism, or nepotism.

Additional consideration needs to be taken with any promotion to a management role from a non-management role. Managers play a key role in the growth and development of our staff. Individuals who take on this responsibility require a unique set of skills. Just because an employee is a high performing individual contributor does not mean they will be a successful manager. Steps must be taken to document that the candidate for promotion understands what will be expected of them in the new role and that they have the mindset and skillset required for the role.

Upon acceptance of a promotion, an employee will begin a new 90-day introductory period at the end of which their job performance will be evaluated.

Transfers

Lincoln University encourages current employees to develop and diversify their knowledge and skills in the workplace. Departments should create and maintain an atmosphere that supports and rewards the pursuit of career mobility. Managers and department heads should encourage their staff members to pursue appropriate vacancies to foster their career development. The transfer of an employee covered by a collective bargaining agreement is administered per the terms of the applicable collective bargaining agreement.

Eligibility

Staff members may apply for open positions at the University for which they have the required education and experience. Employees must remain in one job for at least six (6) months before applying for another position at the University. The success of staff's future career moves will

depend upon their success in creating a solid and stable work history, so career moves should be carefully planned. Individuals who are considering a transfer are encouraged to discuss the decision with the recruitment assistant in the Office of Human Resources.

Procedure

For each position for which a staff member wishes to apply, the staff member should submit the materials requested in the job advertisement (for example, a cover letter and current resume). Managers are encouraged to promote from within their divisions/departments when appropriate.

The entire process of internal applications, promotions, and transfers should be coordinated by and with the approval of the Office of Human Resources.

1.20 Notice of Resignation

A non-exempt employee who desires to resign from his or her employment is expected to notify his or her immediate supervisor in writing at least one pay cycle (two weeks) before the intended last day of actual work, or by any different deadline for giving notice as provided for in any individual written employment agreement or collective bargaining agreement, if applicable, covering the employee.

An exempt employee who desires to resign from their employment is expected to notify their immediate supervisor in writing at least one pay cycle (one month) before the intended last day of actual work, or by any different deadline for giving notice as provided for any individual written employment letter.

The employee is expected to provide a smooth transition of responsibilities and procedures for the team they are leaving.

Employees may not use vacation in any manner to extend their employment ending date.

If an employee's decision to resign is based upon a situation that could be corrected, the employee is encouraged to discuss it with a supervisor, a department head, or Labor & Employee Relations representative in Human Resources, before making a final decision.

Failure to provide the required notice may result in a designation of "not Recommended for Rehire," The Office of Human Resources will consider the circumstances of the separation, including any extenuating circumstances, when determining the employee's future rehire eligibility. This designation does not affect the employee's entitlement to wages or accrued benefits as required by applicable law.

1.21 Accelerating Notice of Resignation

In appropriate circumstances, the University may accelerate an employee's notice of resignation and make it effective immediately or on any other date. Under these circumstances, an employee will be paid through the last day worked.

1.22 Retirement

An employee who desires to retire and who is eligible under applicable University retirement plans to retire from employment with the University should notify the Office of Human Resources in writing at least three months before the intended retirement date to properly and timely coordinate any benefits to be received by the employee and potential Social Security Benefits, if applicable. The retiring employee should complete an application for Social Security benefits at least three months in advance of retirement by contacting Social Security Administration. For more information, contact Human Resources to arrange for a consultation.

1.23 Exit Interview

Employees voluntarily leaving employment with the University may be asked to participate in a face-to-face or telephone exit interview meeting with the Office of Human Resources. An exit interview is designed to assist the University in identifying work environment conditions that may affect retention and turnover, help the University gain a perspective on the reason(s) employees leave, and provide employees with an opportunity to make suggestions for improvements.

1.24 Final Pay Distribution and Information Concerning Benefits

All separating employees will receive their final pay on their next scheduled pay date per established University payroll procedures.

Employees will receive in that final pay any accrued and unused vacation pay per University policies. Frontloaded vacation hours that may appear in the Time & Attendance system have not been accrued and are not payable upon separation. (For more information on vacation pay benefits, see Section 3.4 of this Handbook.) There is no entitlement to receive any extra compensation for unused sick days or personal days.

Upon separation from employment for any reason, employees will be required to pay any outstanding debts or financial obligations owed by the employee to the University.

Except to the extent that a Plan Document for a specific benefit plan provides otherwise, University benefits will end on the employee's last active day of work. By law, separating employees will be provided appropriate information regarding any employee benefit plans, such as, if applicable, information relating to COBRA and conversion rights with respect to any University group health plans in which the separating employees participates.

1.25 Return of University Property

In the event of the departure of an employee for an extended leave of absence, or separation from employment for any reason, and some cases in the event of a transfer, an employee is required to return all University property as part of routine exit procedures. This may include but is not limited to wireless devices, phones, tablets, keys, identification badge, credit card(s), laptop and/or desktop computer, access pass(es) or swipe card(s), private or proprietary documents or data, and any other assigned University-owned/leased property. The Office of Human Resources will coordinate this process with immediate supervisor and the Office of Information Technology.

1.26 References and Employment Verification

The Office of Human Resources is the only department authorized to provide professional references or to release employee information for faculty and staff on behalf of the University. Only limited employment information will be provided by Human Resources, such as length of service, job title and wage confirmation, upon written release. The Office of Career Success is authorized to provide professional references or to release limited employment information for students on behalf of the University.

Section II

General Guidelines and Work Rules

SECTION II. GENERAL GUIDELINES AND WORK RULES

2.1 General Standards of Conduct and Performance

Employees are expected to follow established employment guidelines and work rules while adhering to University policies and standards of conduct and performance. If an employee is unsure whether certain actions or performance levels on his or her part are acceptable, then the immediate supervisor, department administrator, or the Office of Human Resources should be contacted for clarification.

The University will take appropriate personnel action if there is evidence that substantiates that an employee's performance is substandard or unsatisfactory, or an employee has engaged in conduct that is unlawful, inappropriate, or unacceptable, including in certain circumstances improper off-duty conduct that may be relevant to the employee's suitability for the employee's position at the University.

a. The University reserves the right to discipline or terminate employment for acts of misconduct.

Generally, the University will employ a progressive disciplinary process (that may ultimately lead to termination of employment) to address employee misconduct and substandard performance; however, exceptions to these processes, based on the nature and severity of the misconduct or impact of substandard performance, will be made as determined by the University to be appropriate. In situations of serious misconduct, the employee may be subject to immediate discharge.

In all cases in which an employee is covered by a collective bargaining agreement, discipline will be administered in compliance with the terms of such collective bargaining agreement.

2.2 Confidentiality

Employees are required to protect sensitive information and confidential records of the University, its students, and its employees. Furthermore, employees with authorized possession of or access to private or confidential documents or data (collectively called "documents") are personally responsible for protecting against unauthorized disclosure, for improper use or distribution of the information contained in these documents (including after ceasing to be an employee); and for returning them to the University upon the termination of employment. Employees are not authorized to divulge any confidential information regarding University partners or vendors without their express written consent. The University has the following policies regarding "Confidentiality":

Family Educational Rights and Privacy Act (FERPA)

Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

2.3 Employee Privacy; No Right or Expectation of Employees in Using University Systems, Equipment and Work Locations

Consistent with the value of showing respect for all persons while demonstrating integrity in all of the University's words and deeds, it is the responsibility of all University employees to avoid actions that are intended to obtain confidential or private information regarding another member of the University community, where there is not a business need to have such information. Examples of actions that would fall in this category include, but are not limited to, seeking private information from employee files or electronic media, searching another employee's personal belongings, asking other members of the University community for confidential information about another employee, or searching another employee's work area without a valid business reason.

EMPLOYEES ARE ON NOTICE THAT THE UNIVERSITY, IN ITS EMPLOYER CAPACITY, THROUGH AUTHORIZED OFFICIALS, INCLUDING THE OFFICE OF HUMAN RESOURCES, RESERVES THE RIGHT, AT ITS DISCRETION, TO MONITOR OR ACCESS AN EMPLOYEE'S WORK AREA AND UNIVERSITY RESOURCES AND SYSTEMS, INCLUDING BUT NOT LIMITED TO FILES, COMPUTERS, TABLETS, SMARTPHONES, ELECTRONIC DEVICES, INTERNET USAGE, VOICE OR ELECTRONIC MAIL, AND DOCUMENTS, EXCEPT TO THE EXTENT LIMITED BY LAW OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT. Employees are deemed to consent to such monitoring by their use of University resources and systems. Normally, access will be made by the employee's supervisor, a higher-level manager in the department, or a designee for a proper University business purpose. To the extent consistent with law, Public Safety personnel may also access an employee's work area or information while protecting the University community and/or property or investigating alleged criminal activity.

Employees are advised that if they do store personal information or property in University facilities or equipment, they do so at their own risk and with the understanding that they have ***no right to or expectation of privacy***.

2.4 Procedure for Voicing Concerns by Non-Union Employees

Employees who are not covered by a collective bargaining agreement are encouraged to use one or more of the following options to resolve concerns, complaints, or disputes:

a. In writing, contact his or her immediate supervisor in a reasonable timeframe.
b. In writing, contact the department's next level manager above the immediate supervisor.
c. In writing, contact the Office of Human Resources to seek appropriate action.

Employees who are covered by a collective bargaining agreement must consult the terms of the collective bargaining agreement for the applicable grievance procedure.

Collective Bargaining Agreement(s)

2.5 Alcohol and Controlled Substances/Abuse Prevention

The University has strict policies, as noted below, prohibiting employees from possessing, using, distributing, manufacturing, purchasing, dispensing, selling, or being under the influence of unlawful controlled substances while on duty or University property. Violations of such policies may result in disciplinary action, the employee's required participation in a substance abuse rehabilitation program as a condition for continued employment, or termination of employment.

In certain circumstances, an employee's engagement in unlawful conduct relating to controlled substances off-duty that is relevant to the employee's fitness for the position may be considered grounds for discipline or termination.

As outlined in the University's Drug and Alcohol Testing Policy, an employee refusing a directive to submit to confirmatory testing when alcohol or substance abuse is reasonably suspected, except to the extent such testing is prohibited by law, may be subject to disciplinary action or termination of employment.

For any employee struggling with alcohol or other substance abuse disorders, the University provides 24/7 support in the form of the confidential third party vendor, Health Advocate. If you or any other Lincoln employee would like to speak with someone confidentially, please call 1-877-240-6863

2.6 Controlled Substances / Drug-Free Workplace Policy (HRM POLICY #113 & HRM POLICY #113p)

It is the policy of the University to prohibit the unlawful manufacture, distribution, dispensation, use, or possession of any controlled substance on University property (whether owned, leased, or otherwise controlled by the University), or in the performance of duties on behalf of the University. It is also the policy of the University to prohibit employees from being under the influence of any unlawful controlled substance while on duty in University employment. The University requires, as a condition for employment, that every employee strictly adheres to the terms of this Policy.

All employees are required to notify their supervisor of any criminal drug conviction for an infraction occurring in the University workplace or while on duty no more than five (5) days after such conviction.

Any employee found to violate the University's policies relating to unlawful controlled substances shall be subject to disciplinary action or termination of employment, and/or may be required to participate in a drug rehabilitation program as a condition for continuing employment.

For more information relating to University policies or controlled substances, please refer to the Substance Abuse Prevention Policy and Confirmatory Testing for Substance Abuse , also available at the Office of Human Resources.

2.7 Alcohol Restrictions for Employees (HRM POLICY #113)

The use, possession, or distribution of alcoholic beverages by employees is prohibited on University property (whether owned, leased, or otherwise under the control of the University) or while on duty unless specifically authorized in writing by the President or a Vice President, including for certain specific sanctioned social functions. Even where permitted, any such use, possession, or distribution must be in strict compliance with all laws and regulations of the Commonwealth of Pennsylvania.

Except where specifically authorized in advance in connection with certain social functions or entertaining on behalf of the University, University employees are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages on University property or while on duty for the University. Also, employees are prohibited, under any circumstances, from providing alcohol to, or consuming alcohol with, students or other persons under the age of 21 on University property or while on duty.

For more information, refer to the University's Substance Abuse Prevention Policy which is available on the University's website or in the Office of Human Resources.

2.8 Prescription Drugs Impairing Ability to Perform Job (HRM POLICY #113)

If an employee is using a drug prescribed by a licensed health care provider that is reasonably expected to impair the employee's ability to perform safely and efficiently his or her duties, it is the employee's responsibility to inform the Office of Human Resources of the potential side effects that could affect his or her performance or conduct, so that a determination can be made about whether the employee can be reasonably accommodated.

2.9 Smoking / Tobacco Use (HRM POLICY #109)

The University is committed to protecting the health and safety of its students, employees, and visitors to its facilities. To that end, the University prohibits smoking or carrying of lighted tobacco products by employees in all indoor facilities, including all parts of all University buildings; in University-owned/leased vehicles; and in University outdoor athletic/recreation facilities during all University-sponsored events. Smoking or the use of tobacco products by employees is permitted only in designated outdoor areas and not within 50 feet of any building entrance. All smoking materials must be properly extinguished and placed only in designated receptacles.

The University prohibits employees from smoking or using tobacco products when actively working or conducting business on behalf of the University, even if not present on University property. Also, smoking or tobacco use by all University athletic/game day personnel (e.g., coaches, trainers, managers, and game officials) is prohibited during all University sports events, including practice and competition.

For additional information, refer to the University's Policy, No Smoking and No Tobacco Use which is also available in the Office of Human Resources.

2.10 Attire and Personal Hygiene

While on duty, all University employees are expected to dress appropriately for their position and per any specific departmental dress code or uniform policies, and to report to work in a manner that reflects positively on the professional environment and image of the University. If in the reasonable judgment of an employee's supervisor, an employee has offensive personal hygiene or is not appropriately groomed or dressed for duty, then the supervisor may direct the employee to contact the Office of Human Resources.

2.11 Cellular Telephone and Wireless / Mobile Device Usage (HRM POLICY #110 and Use of Information and Communication Technologies)

2.12 Employment Policies Relating to Solicitation of, and Distribution of Literature to Employees

Employees may not:

a. Solicit other employees during working time.
b. Distribute literature during working time.
c. Distribute literature at any time in working areas.
d. Utilize University contact lists to solicit employees or students for personal reasons

Solicitation includes, but is not limited to, approaching someone in person or through University-owned property such as computers, smartphones, email systems, and intranets for any of the following purposes:

e. Offering anything for sale.
f. Asking for donations.
g. Collecting funds or pledges.
h. Seeking to promote, encourage or discourage participation in or support any organization, activity or event, or membership in any organization.
i. Distributing or delivering membership cards or applications for any organization.

Distribution includes, but is not limited to, disseminating or delivering in person or through University-owned property such as bulletin boards, computers, smartphones, emails, and intranets any literature or other materials including circulars, notices, papers, leaflets, or other printed, written, or electronic matter (except that distributing or delivering membership cards or applications for any organization is considered solicitation and not distribution).

Working time includes any time in which either the person doing the solicitation (or distribution) or the person being solicited (or to whom non-business literature is being distributed) is engaged in or required to be performing work tasks.

Working time excludes times when employees are properly not engaged in performing work tasks, including break periods and mealtimes.

Working areas include areas controlled by the University where employees are performing work, excluding, for example, faculty and staff cafeterias, break rooms, the University's email system, and parking lots.

The University prohibits the solicitation of employees or the distribution of printed or written literature of any kind, including advertising materials and handbills, to University employees on the property of the University by persons who are not employees of the University.

Nothing in the University's policies relating to non-solicitation by non-employees is intended to limit any rights of access of appropriate representatives of labor organizations that are recognized, or certified bargaining representatives established under any existing collective bargaining agreement with the University as those rights relate to bargaining unit employees represented by the labor organization. Nor is this policy intended to restrict communications or actions protected or required by law.

2.13 Time Off to Vote and Campus Political Activity

As a non-profit, tax-exempt entity, Lincoln must abide by federal and state laws prohibiting the use of its facilities, services, or personnel to promote or support individuals or organizations campaigning for public office. These laws prohibit Lincoln University, and any of its related entities, from contributing to or supporting political candidates or parties. Simply put, no Lincoln resources – including personnel, computers, e-mail accounts, copiers, office space, vehicles, or publications – may be used for political purposes. The restrictions on political activity do not apply to any employee acting as an individual, on their own time, and using personal resources. Understanding the basic rules help promote vibrant discussions on campus about candidates and political issues without violating the law.

Voting Leave Requests

Lincoln University encourages all students, faculty, and staff to be active and engaged citizens and to participate fully in the political life of the community. Generally, employees can find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, Lincoln will grant up to 2 hours of paid time off to vote, including early voting, for each voting process (general, presidential, primary, and runoff elections).

Employees must request time off to vote from their supervisor at least two working days before Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

Personal Political Activity by Lincoln University Employees

A Lincoln employee who speaks or writes on political issues – such as at campaign events, op-eds, blogs, and other public media – should take care to indicate that the comments are personal and do not represent the views of the University. Though an employee may be identified by University title or job description, the employee's association with Lincoln should be made only for purposes of identification. A statement such as the following can clarify this:

"Titles and affiliations of each individual are provided for identification purposes only and do not reflect the views of the institution." Also, employees should only use personal e-mail accounts and personal computers (not Lincoln.edu accounts or Lincoln computers) for the distribution of campaign messages, petitions, and similar material.

For more information on the *Time Off to Vote and Campus Political Activity*, contact the Office of Human Resources.

2.14 Use of Technology Equipment, Computer Systems, Social Media, and the Internet (HRM POLICY #110 – Internet and Social Media Policy)

Employees engaging in social networking such as: communicating with others through postings on Internet sites such as Facebook, Twitter, LinkedIn, YouTube, Snapchat, and Instagram; writing or responding to blogs and listservs; or otherwise posting comments on the Internet, are subject to the University's Social Media Policy.

2.15 Business Travel (Policy Under Review in 2024)

All business travel requests must be submitted on a Travel Authorization Request form (TAR) and be approved in advance by the appropriate Vice President, or the President in the event of overseas travel. A Traveler should submit all paperwork at least 15 business days in advance to insure approvals and processing of any necessary travel advances.

Only those employees who have followed University policy and procedures for travel by completing the Travel Authorization Request form will be permitted to travel on University business at the expense of the University

2.16 Use of Rental and University Vehicles

To obtain a rental car or University vehicle for regional or local business travel, reservations must be made through the Fleet Management office. Employees must obey all regulations, ordinances, laws, and University policies and procedures regarding the operation of rental and University-owned/leased vehicles at all times. A vehicle authorization request must be submitted in writing and approved per the University's established fleet management procedures before usage by the employee. Long-term usage must be reauthorized on an annual basis.

2.17 Campus Traffic and Parking Regulations

The operation of a motor vehicle on the campus is a privilege granted by the University. The University reserves the right to suspend and/or revoke the privilege for cause at any time. Traffic violations on University roadways are enforceable under provisions of the Pennsylvania Motor Vehicle Code and University policies. Rules and regulations governing campus traffic and parking must be observed by everyone. Violations by employees may result in traffic citations under state law and/or disciplinary action. Traffic lanes must be kept open at all times to allow the easy flow of vehicles.

2.18 Parking Permit/Designated Parking Areas

All motor vehicles operated on University property by employees must be registered with the University Department of Public Safety. Employees must register their personal motor vehicle on campus and obtain a parking permit by submitting the following documents to the Department of Public Safety:

a. Valid driver's license
b. Current vehicle registration
c. Valid proof of insurance

The parking permit does not guarantee a parking space and it only gives an employee privilege to park his or her vehicle in certain areas on a space-available basis where passes are required. Failure to register a motor vehicle with the Department of Public Safety will result in denial of admittance to the campus in an unregistered vehicle. Additionally, all vehicles parked on campus that are unregistered or in an unauthorized area will result in ticketing and/or towing of the vehicle at the owner's expense.

2.19 Workplace Safety and Workers' Compensation

The University strives to achieve and maintain the highest standards of safety and industrial hygiene to provide a safe, secure, and healthy working environment for all employees and to prevent accidents, injuries, and illnesses. Employees must report immediately to their immediate supervisor or department administrator any unsafe or unsecured working conditions. Additionally, employees must report to their supervisor and Human Resources all work-related accidents or injuries that occur during work hours or are otherwise believed to be work-related.

Volunteers

Individuals 18 years of age or older with the appropriate background check screening may volunteer their services and donate their time for University activities in keeping with the requirements of the Fair Labor Standards Act (FLSA). Such individuals are not considered employees for any purpose. Volunteers are not eligible for University benefits or Workers' Compensation. Supervisors and managers should consult with the Office of Human Resources prior to making arrangements for volunteer services to ensure that individuals are appropriately classified as volunteers.

Volunteer status may not be used as a way to avoid or defer compliance with the employment eligibility certification requirements of the Immigration and Control Act of 1986.

2.20 Workplace Security

All employees are expected to be vigilant in their work areas and make sure that unauthorized persons are not wandering campus facilities and grounds unattended. Employees should keep their personal items secure in drawers, closets, cabinets, etc., where they are not easily viewed

or readily accessible. Keys to offices and combinations to University safes should be protected. If an employee observes unauthorized or suspicious persons in his or her work area, the employee must call the Department of Public Safety at 484-365-7211.

2.21 Workplace Violence Prevention (HRM POLICY #115)

The University strictly prohibits workplace violence, or any acts or threats of violence, including but not limited to, intimidation, harassment, and/or coercion that occur on University property or in the conduct of the University's business. This prohibition applies to all persons involved in the University's operation.

Other conduct that is prohibited includes, but is not limited to, the following:

a. Physically aggressive conduct directed towards another individual;
b. Vandalism of personal effects or property;
c. Inappropriate use of University email or voice mail or harassing or prank phone calls;
d. Stalking; and
e. Threats, including veiled threats.

Any employee who feels that he/she may have been subjected to such conduct should contact their immediate supervisor, the Office of Human Resources, or the Department of Public Safety immediately. In an emergency, police should be called using 911. Whenever a report of any such conduct occurs, a prompt and thorough investigation will be undertaken. The identity of anyone reporting such conduct (whether or not he or she is the target) will be kept confidential to the fullest extent possible. The University will not tolerate retaliation in any form against any such person filing a good faith complaint.

2.22 Weapons and Fireworks Prohibition (HRM POLICY #115)

The possession, carrying, or use of any weapon, ammunition, or explosive by any person is prohibited on all University property and in any University vehicle except by authorized law enforcement officers and other persons specifically authorized by the University.

No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by a University official and local government to discharge such fireworks as part of a public display.

2.23 Employee Identification Badge - "Lion Card"

To maintain a secure campus and to ensure the safety of those associated with the University, the University must issue each employee an identification badge. All University employees shall be responsible for possessing and displaying their University-issued identification badge while on University property.

The Office of Human Resources will register each employee for a University identification badge, which will then be issued by the Department of Information Technology. A badge will not be issued unless the employee has the proper verification of registration. There will be a $10 fee for the replacement of a lost or damaged badge.

2.24 Children, Pets, and Visitors

Employees must provide appropriate childcare that does not involve the worksite during work hours. Employees are not to have family members at the worksite except for brief visits during break or meal periods. Pets, other than personal service or law enforcement animals, are not permitted on campus. All visitors must register with the Department of Public Safety upon arrival at the University.

2.25 Faculty and Staff Dining Room

The Faculty and Staff Dining Room is located on the main floor of the Thurgood Marshall Living Learning Center, adjacent to The Lincoln Marketplace. Meals at prices set by the University are available to all employees. Employees also may use other dining facilities located on campus at their own expense.

2.26 Health and Wellness Center

The University's Health and Wellness Center is available for employee access.

The Center features fitness facilities, and the Lincoln Food Court, which offers employees healthier food choices. The Wellness Center houses Counseling Services and Health Services.

2.27 Modified Work Schedules (HRM POLICY #119)

Under normal circumstances, the University never stops operating. The University recognizes that there are times, due to emergencies, such as severe weather conditions, when classes may be canceled, and the University offices may be closed. Modified work schedules may take the form of either a partial or full closing of the University's operations.

In either situation, essential personnel, as designated by administrators in departments including, but not limited to, the Public Safety, Health Services, Residence Life and Dining Services, Housekeeping, and Maintenance Operations departments, Payroll, Purchasing, Mailroom personnel, or in some cases by the applicable collective bargaining agreement, are expected to remain at work if the closing occurs during their regular work schedule or to report to work if the closing announcement is made before their regular work schedule begins. Essential personnel who do not report as required are not eligible to utilize accrued vacation or sick leave for such day(s) and may be subject to disciplinary action, as such absence may be considered unauthorized and/or unexcused.

2.28 Communication of Work Schedule Modifications (HRM POLICY #119)

University Administration will make timely decisions to announce a closing or modified work schedules and communicate such decisions to employees through the following venues:

a. University employee e-mail address;
b. University website: www.lincoln.edu; and
c. IRIS (Immediate Response Information System). Employees may register to receive communication at www.irisdispatch.com/users/enroll/dsp_enroll.cfm?org_id=2681.

In the event of a public emergency, inclement weather, or other extenuating circumstances, the President or designee will have the discretion to excuse employee lateness, early departure, or absence at-large or on an individual basis for employees who are scheduled to work. The University will follow the policy of the U.S. Department of Labor and the guidelines outlined in any applicable collective bargaining agreement regarding absences and compensation for emergency closing.

The following work schedule modifications and pay practices will be communicated through the aforementioned channels:

Full Closing: A full closing occurs when conditions warrant cancellation of classes and closing of administrative offices and academic departments, except those providing essential services. Non-essential employees are not required to report to work on campus but are compensated for the full workday. Essential employees are required to report to work and are compensated for the time worked. All non-essential employees are expected to work remotely as directed.

Due to the unique academic scheduling at Lincoln University's School of Adult & Continuing Education (SACE) in University City, the local senior leadership reserves the right to swiftly and effectively determine campus closure protocols in Philadelphia. Such scheduling may differ from directions provided for the main campus based on local operational needs and weather conditions.

Partial Closing: A partial closing occurs when circumstances warrant the cancellation of classes while administrative offices and academic departments remain open. Employees in administrative offices and academic departments are required to report to work or, with the prior approval of their immediate supervisor, may utilize accrued vacation leave for such absence.

Delayed Opening: Occasionally, circumstances will warrant a delay in the opening time of the University. Employees are required to report to work and will be paid for the full day. Employees who do not report to work for the full balance of the shortened workday may utilize accrued vacation leave for absence only upon approval by their immediate supervisor.

Closing before the End of the Normal / Scheduled Workday: When there is a closing of the University before the end of the workday, employees will be contacted by the University's emergency alert system, IRIS, so that non-essential employees in their respective areas may be released. All non-essential employees are expected to work remotely as directed.

NOTE: Employees that are scheduled off for vacation, personal, or sick leave on modified work schedule days shall utilize their PTO for compensation and shall not be paid or entitled to additional compensation or time off.

Section III

General Guidelines and Work Rules

SECTION III. BENEFITS

3.1 Introduction of University-Benefits

The benefits and services described briefly below are for reference purposes only. Unless otherwise specified in an applicable Plan Document or collective bargaining agreement, all benefits for those who are eligible to participate begin the first of the month following an employee's date of hire, assuming all other eligibility requirements are met. The actual detailed eligibility and other requirements for any employee benefit plans outlined below are determined by the formal Plan Documents, which are summarized in booklets (sometimes referred to as "Summary Plan Descriptions" or "SPDs"). SPDs are provided to covered employees and are periodically updated. They are also available in the Office of Human Resources. In the event of any inconsistencies between the informational outlines of benefits in this Handbook or the SPDs and the actual terms of the Plan Documents, the Plan Documents shall prevail.

Not all classifications of employees are eligible for benefits, or the same benefits. Often, different classifications have different eligibility rights, or different costs, for participation in a particular plan or program.

THE UNIVERSITY RESERVES THE RIGHT TO AMEND OR TERMINATE UNIVERSITY EMPLOYEE BENEFIT PLANS AND PROGRAMS.

The general categories of benefit plans, fringe benefits, and similar programs at the University include the following:

3.1.1 Group Health Insurance

The "Lincoln University Health Plan" is a fully insured welfare benefit plan providing medical and prescription benefits to eligible employees of the University. The insured health benefits are provided through insured contractual arrangements.

The details of available benefit options for eligible employees are outlined in the SPD for the Lincoln University Health Plan. Additional information may be obtained from the Office of Human Resources.

Except to the extent provided otherwise by any applicable collective bargaining agreement, regular full-time employees are generally eligible to elect to participate in the Lincoln University Health Plan, subject to the requirements of the plan, if they make any required election and employee contributions, in accordance with the Cafeteria Plan.

Medical Opt-Out Provision

The University's "Medical Opt-Out Provision" as detailed in the SPD, entitles eligible employees under certain circumstances to receive a lump sum payment of taxable compensation if they make a cafeteria plan election to waive their participation in the University's group health insurance plan. To receive such payment for the waived coverage year, the employee must:

1) provide the University with proof of coverage from another plan (such as from a spouse's coverage; AND 2) waive your health benefits through the Human Resources Information System during annual open enrollment and/or initial enrollment upon hire.

If an eligible employee elects to opt-out of the group health insurance plan and subsequently, during the coverage year, experiences a qualified change in family status of a type that under federal law would permit the employee to change the cafeteria plan election, the employee will be permitted to make such a change at that time. If a change is elected mid-year to pick up previously waived coverage, the employee will be required to repay the University on a pro-rata basis via payroll deduction the portion of any previously paid annual Opt-Out Payment relating to the remaining portion of the coverage year for which the medical opt-out is rescinded. (A more detailed explanation of this provision, including the amount of the offered payment, is provided in the annual enrollment literature provided to employees at the time of election period as well as upon hiring or otherwise first becoming eligible to participate in the University's Health Plan.)

3.1.2 Domestic Partner Benefits

Lincoln University is committed to providing equal employment and educational opportunities to all individuals. Policy HRM-125 ("Non-discrimination and Harassment - Employment Policy") forbids unlawful discrimination based on sexual preference and other protected status. The University has determined that in the interests of fundamental fairness and inclusion, the definition of domestic partners will apply to all relationships akin to marriage, whether of the same gender or not. All University employees that have a domestic partner as defined in Section 2. herein shall be provided services and benefits on the same basis provided to legal spouses.

Legally married same-sex couples are not subject to this policy and have the same rights and benefits as legally married opposite-sex couples. (HRM Policy # 127)

Lincoln University extends domestic partners and their dependent children the same benefits and privileges afforded to spouses and dependent children of benefits-eligible faculty and staff.

Lincoln defines a domestic partner as a non-related adult; with whom you are in a committed relationship. Both you and your domestic partner must be at least 18 years old, committed as a family in a long-term relationship of indefinite duration and are socially, emotionally, and financially interdependent in an exclusive mutual commitment in which you agree to be responsible for each other's common welfare and share financial obligations. This policy is intended to cover domestic partner relationships, and not persons who are cohabiting simply as roommates.

This policy applies to all benefits-eligible Lincoln University faculty and staff.

3.1.3 Group Dental Insurance

The University's Group Dental Plan provides insured dental coverage to eligible employees per the terms of the governing Plan documents.

The detailed terms of the dental coverage available to eligible employees are outlined in the University's Dental Plan Summary Plan Description. Additional information may be obtained from the Office of Human Resources. Except to the extent provided otherwise by an applicable collective bargaining agreement, regular full-time employees are generally eligible to elect, to participate in the University's dental insurance plan, subject to the requirements of the plan, if they make any required election and employee contributions, in accordance with the Cafeteria Plan as described below.

3.1.4 Group Vision Insurance

The University's Group Vision Plan provides insured vision coverage to eligible employees per the terms of the governing Plan documents.

The detailed terms of the vision coverage available to eligible employees are summarized in the university's Vision Plan Summary Plan Description. Additional information may be obtained from the Office of Human Resources. Except to the extent provided otherwise by an applicable collective bargaining agreement, regular full-time employees are generally eligible to elect to participate In the University's vision insurance plan, subject to the requirements of the plan, if they make any required election and employee contributions, per the Cafeteria Plan as described below.

3.1.5 Short-Term Disability Insurance

Eligible and actively working regular full-time employees are provided with short-term disability insurance coverage under a group disability insurance policy at no cost to the employee. Short term disability benefits generally cover 60% of the employee's weekly wage after a 30 day elimination period through the 90th day of disability. A third party administrator makes the determination of eligibility of the claim. Employees should refer to the applicable Plan Documents and SPDs for more eligibility information. Additional information may be obtained from the Office of Human Resources and accessed via the University's Internet website.

3.1.6 Long-Term Disability Insurance

Eligible regular full-time employees are provided with long-term disability coverage at no cost to the employee under a group insurance policy. Such long-term disability insurance benefits, which generally cover 60% of the employee's monthly wage subject to certain maximums, apply to eligible employees after they have been disabled within the meaning of the policy for a continuous period over 90 days due to a non-work-related illness or injury. Long-term disability benefits are coordinated with other disability income benefits for which the employee may be eligible (including, to the extent permitted by law, Social Security Disability, Workers' Compensation, retirement pension plans, etc.).

Long-term disability benefits are subject to the terms, conditions, limitations, exclusions, and claims procedures of the policy and agreement between the University and the disability insurance carrier, which are summarized in the Certificate of Coverage and SPD provided to participants. These documents are also available in the Office of Human Resources and are posted on the University's website.

3.1.7 Group Life/Accidental Death and Dismemberment Insurance

The University provides eligible regular full-time employees with basic life insurance coverage at no cost to the employee at one times (1x) the employee's annualized salary subject to any benefit maximums or other limitations in the policy. Benefits at death are paid to the employee's designated beneficiary under, and subject to, the terms of the group life insurance policy. This type of life insurance coverage only applies to eligible employees, not their dependents. The details of such coverage are summarized in benefit booklets provided to participants. These documents are also available in the Office of Human Resources and are posted on the University's website.

3.1.8 Supplemental Group Life Insurance

Eligible regular full-time employees are given the opportunity during annual enrollment periods to purchase certain extra voluntary life insurance, at the employee's sole cost, for themselves and, provided the employee purchases at least $10,000 worth of supplemental life insurance coverage themselves, may also elect to purchase voluntary life insurance for their IRS dependents. Details regarding eligibility and election procedures are provided to eligible employees as part of the benefits enrollment and election package. For additional information, contact the Office of Human Resources.

3.1.9 Retiree Life Insurance

Upon retirement after 10 consecutive years of regular full-time employment with the University, in its discretion, the University may continue to provide at the University's cost retiree life insurance coverage in the amount of one-half of the employee's annualized salary on his or her date of retirement or a maximum of $25,000, whichever is less. Such gratuitous benefit may be altered or terminated at any time except to the extent otherwise provided in an applicable collective bargaining agreement. THE UNIVERSITY RESERVES THE RIGHT TO STOP THIS GRATUITOUS BENEFIT AT ANY TIME.

3.1.10 Flexible Spending Plan

The University maintains a cafeteria plan officially called the "Lincoln University Section 125 Plan," also commonly referred to as the "Flexible Spending Plan." Under this Plan, eligible employees can elect, on an annual basis, to withhold pre-tax earnings from their paycheck up to a maximum annual amount specified in the Plan per federal tax laws. These funds are set aside in a special account and may be used for certain types of unreimbursed health-related and/or certain types of dependent care expenses.

3.1.11 Cafeteria Plan for Pre-Tax Payment of Certain Insurance Premiums

The University also maintains an IRC Section 125 cafeteria plan formally called the "Lincoln University of the Commonwealth System of Higher Education Premium Conversion Plan" for eligible employees. This cafeteria plan sets the procedure under which eligible employees can elect to make employee contributions to participate in the University's group health insurance,

group dental insurance, or group vision insurance, and certain other contributory employee welfare benefit plans on a pre-tax basis. It does not provide benefits directly by itself. The terms of that Cafeteria Plan are summarized in an SPD provided to participants and available in the Office of Human Resources.

3.1.12 Lincoln University Defined Contribution Retirement Plan (Plan #001)

Employees who are eligible under the terms of the Plan are provided retirement benefits under the Lincoln University Defined Contribution Retirement Plan. This Plan is provided through TIAA and operated per Section 403(b) of the Internal Revenue Code. Detailed information, including SPDs, is provided to eligible employees along with forms for making deferral elections. Refer to the SPD for the Lincoln University Defined Contribution Retirement Plan for actual details about the Plan.

3.2 Tuition Remission (HRM POLICY #107p)

The University recognizes that the skills and knowledge of its employees are critical to its overall success. The tuition remission program encourages personal development through formal education at the University so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the University. Tuition remission benefits are also applicable to employee dependents – as defined for federal income tax purposes – age 24 and younger, of an eligible employee.

Except to the extent an applicable collective bargaining agreement provides otherwise, the University currently provides undergraduate and graduate tuition remission to eligible employees per eligibility requirements outlined below:

Administrative and professional regular full-time benefited employees, and their dependents and spouses are eligible for the University's tuition remission program beginning the first semester following the satisfactory completion of the their probationary period.

A. Spouse must be enrolled on a full-time basis; marriage certificate and/or a copy of most recent IRS form required.

B. Dependents must be 24 years old or younger and be enrolled on a full- time basis; proof of age (birth certificate) and proof of dependency (most recent IRS form and if pertaining to stepchildren, marriage certificate) required.

Eligibility for groups governed by a bargaining unit is determined in accordance with the corresponding Collective Bargaining Agreement (CBA).

Room, board, supplies (including books), and any other fees associated with academics are not included in the University's tuition remission program. This benefit covers the cost of tuition for classroom or virtual instruction only.

If tuition remission and any University scholarships in combination exceed the eligible student's charges, only the balance of the account will be covered consistent with the appropriate policy governing the use of those awards. When employees or their dependents are eligible for

financial aid (including remission) and they are eligible for state/federal student assistance, award packaging will be governed by prevailing state/federal guidelines.

The Application for Remission of Tuition form may be downloaded from the University's website or obtained from the Office of Human Resources. Eligible Administrative employees who are not covered under a CBA may take up to two (2) courses each semester during the Fall and Spring semesters, one (1) course during the summer semester contingent upon the approval. The employee must obtain proper approval signatures before full remission of tuition benefits can be awarded each semester.

For more information, please refer to the Tuition Remission Policy located on the University's Internet website www.lincoln.edu and in the Office of Human Resources.

3.3 Employee Assistance Program

The University recognizes that personal problems can often interfere with an employee's job performance. As a result, the University has established an Employee Assistance Program ("EAP") for eligible regular full- and part-time employees and their dependents (as defined for federal income tax purposes), which offers confidential assistance for personal, family, and work-related matters to eligible employees and their dependents, subject to the terms of the program.

To access EAP services provided by Health Advocate, visit www.healthadvocate.com or call 877-240-6863.

3.4 Vacation – Allotment, Accrual, and Usage

3.4.1 Non-collective bargaining agreement Administrative and Professional Employees

The University allots regular full-time administration and professional employees not covered by a collective bargaining agreement 22 total paid vacation days (or 165 hours, with each day being considered 7.5 hours) per fiscal year (July 1 to June 30); these vacation days accrue at a rate of 13.75 hours for each calendar month. Employees commencing employment with the University in such a position partway through the fiscal year will be allotted vacation leave on a pro-rated basis.

If the employee uses paid vacation before it being earned and then separates for any reason (voluntarily or involuntarily) from such position with the University before having earned any vacation days taken in advance, the employee must reimburse the University for those advanced, unearned vacation days. That reimbursement is due and payable at the time of the separation and may be offset from the employee's final pay to the extent permitted by law.

3.4.2 All Other Employees

The vacation leave accrual for employees covered by an applicable collective bargaining agreement is administered consistently with the collective bargaining agreement's terms.

Bargaining unit employees should consult the applicable collective bargaining agreement for details regarding vacation leave accrual and usage. To the extent a collective bargaining agreement applies, the allocation of vacation preference is handled consistently with any procedures required by the collective bargaining agreement.

However, if the employee uses paid vacation before it being earned and then separates for any reason (voluntarily or involuntarily) from such position with the University before having earned any vacation days taken in advance, the employee must reimburse the University for those advanced, unearned vacation days. That reimbursement is due and payable at the time of the separation and may be offset from the employee's final pay to the extent permitted by law.

3.4.3 Carryover and Forfeiture

An Employee can carry a maximum of 44 accrued vacation days from one fiscal year (which ends June 30) to the next.

Direct compensation is not provided in lieu of the use of accrued or allotted vacation leave. However, upon the termination of employment, direct payment is made to the employee in the equivalent amount of the employee's then- available accrued and unused vacation leave up to the overall maximum of 22 days or 165 hours.

3.4.4 Transfer to a Faculty Appointment

An administrative employee who transfers to a faculty appointment is eligible to receive direct payment for accrued unused vacation days upon termination of the employee's administrative appointment so long as the employee meets the other criteria described above. Payment shall be made only for accrued, unused vacation days earned for continuous service in one or more succeeding administrative appointments held before transfer to the faculty appointment.

3.5 Sick Leave

3.5.1 Non-collective bargaining agreement Administrative and Professional Employees

The University allots administrative and professional regular full-time employees not covered by a collective bargaining agreement nine paid sick days (or 67.5 hours, each day being considered 7.5 hours) per fiscal year (July 1st to June 30th). Employees commencing employment with the University in such a position partway through the fiscal year will be allotted sick leave on a pro-rated basis.

Administrative and professional employees not covered by a collective bargaining agreement earn such paid sick leave days at the 5.625 hours for each calendar month in the fiscal year completed but may utilize those paid sick leave days during that fiscal year before the days are earned (as an advance) with notice. However, if the employee uses paid sick leave before its being earned and then separates for any reason (voluntarily or involuntarily) from such position with the University before having earned any sick leave days taken in advance, the employee is

liable to reimburse the University for those advanced unearned sick leave days. That reimbursement is due and payable at the time of the separation and may be offset from the employee's final pay to the extent permitted by law.

Hours away from work for paid sick days may be charged in partial-day increments against accrued days for approved leave of absence under the Family and Medical Leave Act.

3.5.2 All Other Employees

Except to the extent that an applicable collective bargaining agreement provides otherwise, regular Full-time employees accrue 5.625 hours of sick leave per month based on the number of months worked each year. Sick leave may accumulate to a maximum number of hours equivalent to 60 workdays (or 450 hours) at 7.5 hours per day. The University shall add any unused day(s)/hour(s) of sick leave to the employee's paid sick leave balance, which is recorded on the employee's pay stub and payroll record. When an employee resigns, retires, or his/her employment is otherwise terminated with University for any reason, he or she will not be paid for unused sick leave.

Employees may utilize accrued sick leave during an approved leave of absence for sickness, but will not be able to stack multiple benefits for the same days. Employees will not be paid in advance for, or be permitted to draw against, sick leave that has not yet been accrued three (3)

Personal and/or vacation leave may not be retroactively substituted for sick leave already used and recorded as sick leave on the employee's payroll record.

3.5.3 Physician Certificate Requirement for Extended Sick Leave and Return to Work

Except to the extent provided otherwise by a collective bargaining agreement or prohibited by law, a licensed physician's certificate may be required to verify illness causing an absence after a period of more than three (3) consecutive workdays. The physician's certificate shall be required for absences of five (5) or more scheduled workdays, or in the event a pattern of excessive absence(s) is evident. The physician's certificate should:

a. Indicate that a health care provider saw an employee;
b. Indicate that an existing medical condition is preventing (or has prevented) the employee from reporting to work; and
c. Stipulate any period of incapacity or job-related restrictions.

If any employee is on sick leave for more than three consecutive workdays, the supervisor must report the absence to the Benefits & Compensation Specialist on the fourth day, to ensure that (i) the University complies with Federal regulations, and (ii) employees receive proper notification of their rights under the Family and Medical Leave Act.

After any absence of five (5) or more consecutive scheduled workdays due to the illness of an employee (or an employee's family member's illness), to the extent permitted by law, the employee is automatically required to present a physician's certificate to the Office of Human Resources for review prior to starting work on the day you return to work to substantiate the absence, and as a condition of receiving any paid sick leave compensation, to substantiate the basis for the missed time, and to establish a date of return to work. Additionally, a licensed physician's certificate may be required in certain circumstances to determine whether the

employee is eligible for an extended leave of absence under the Family and Medical Leave Act (FMLA) or any other type of leave.

The Office of Human Resources will provide the employee with the request form, acknowledge receipt of all documents collected from the employee, and notify the employee's immediate supervisor of the leave and absence status or return to work authorization.

To the extent permitted by law, the University may request a physician's certificate periodically until the employee is authorized to return to work from an approved leave of absence. The University will send all employee correspondence via email and next day mail delivery to the employee's last known address as documented in his or her personnel record or via email to an address upon request and provided by the employee.

Falsification of Certification

Falsification of a licensed physician's certification is cause for dismissal from employment.

Sick Leave Abuse

The employee, other than faculty, is responsible for the appropriate use of sick leave. Sick leave abuse occurs when an employee uses sick leave for unauthorized purposes or misrepresents the actual reason for charging an absence to sick leave. Abuse may also occur when an employee establishes a pattern of sick leave usage over some time, such as:

- the day before or after a holiday
- on Mondays and Fridays
- after paydays
- any one specific day
- exhibits a pattern of reporting sick leave to avoid completing undesirable work, or
- a continued pattern of maintaining zero or near zero leave balances.

3.6 Personal Leave

Regular employees not covered by a collective bargaining agreement may utilize three (3) days (or 22.5 hours) personal time during each fiscal year. Such paid absence shall be deducted from the employee's leave balance. The unused personal leave allotment is not eligible for carryover to the subsequent fiscal year but will convert to sick leave.

Employees covered by a collective bargaining agreement should consult the collective bargaining agreement's terms to determine what, if any, such personal leave applies, or contact the Office of Human Resources.

Employees should communicate with their immediate supervisor regarding personal leave requests, which the supervisor must approve before taking such leave. The employee must submit the formal request in the University's online Time & Attendance system for final approval.

Employees are not paid for unused personal leave (or other sick leave) days upon separation from employment for any reason, whether voluntary or involuntary.

3.7 Other Leaves and Absences

3.7.1 Employee Rights under the Family and Medical Leave Act

As is explained in detail in the University's FMLA Policy, which is available online and in the Office of Human Resources, University employees who meet the eligibility requirements of the Family and Medical Leave Act of 1993 ("FMLA") are entitled to an unpaid leave of absence under that law in certain circumstances.

To be eligible to take FMLA leave, a University employee must meet the requirements as outlined in the University Policy on Leaves under the FMLA, available on the University's website and in the Office of Human Resources.

The employee is responsible for giving the University at least 30 days' advance notice of the need to take FMLA leave when he or she knows about the need for the leave or when practical to do so. When the need for leave is unexpected, the employee must provide notice as soon as possible and practical. Employees must complete and present to the Office of Human Resources the FMLA leave application and supporting documents on time for processing and certification.

3.7.2 Job-Related Illness or Injury

Employees who suffer a disabling work-related injury or illness in the course of employment with the University that causes the employee to be unable to work may be entitled to wage loss benefits to the extent provided for under the terms of the Pennsylvania Workers' Compensation Act, 77 P.S. §§ 1, et. seq.

In the event of a work-related injury, employees must notify their supervisor and the Office of Human Resources immediately or within 24 hours of the onset of the injury.
Any lost time because of a work-related injury, accident, or illness that also qualifies as a qualifying event under the FMLA will be charged against an eligible employee's leave under FMLA, to the extent permitted by law.

For detailed information regarding workers' compensation benefits, contact the Office of Human Resources.

3.7.3 Funeral and Bereavement

Except to the extent that a collective bargaining agreement applicable to the employee provides otherwise, each regular full-time employee shall be entitled to Bereavement Leave as defined in this section.

Regular Full-Time Staff Employees are eligible for a paid funeral or bereavement leave. All other employees, except as noted herein, may be eligible for an unpaid funeral or bereavement leave. Time off from work is for handling funeral arrangements and attending the funeral and memorial services. Faculty and Research Associates are not covered under this policy. Time off for funeral or bereavement is at their department's discretion.

Bereavement for Immediate Family

A maximum of five (5) consecutive working days of leave may be granted per occurrence in the event of the death of a benefits-eligible employee's spouse*, child (natural, adopted or step), parent (natural, adopted or step), sister, brother, or any relative residing in the employee's household permanently or for whom the employee is the primary caregiver.

*The U.S. Supreme Court has recognized same-sex marriage as legal in all 50 states, and therefore, the University will only offer the herein described benefits for spousal relationships (both opposite-sex and same-sex spouses) and not for opposite-sex or same-sex domestic partner relationships, where the parties are legally permitted to marry but choose not to do so.

Bereavement for Extended Family

A maximum of three (3) consecutive working days of leave may be granted per occurrence in the event of the death of a benefits-eligible employee's mother-in-law, father-in-law, grandparent, grandparent-in-law, grandchild, aunt, uncle, son-in-law, daughter-in-law, or sibling of the employee's spouse.

Non-family Member

With supervisory approval, an employee may request time off to attend the funeral of a close relative who does not meet the definition of immediate or extended family given above or non-relative with whom the employee has a close personal relationship. Such absences will be charged, with supervisory approval, accrued vacation, personal days, or leave without pay.

More information relating to bereavement leave is available in the Bereavement and Funeral Policy on the University's Internet website and file with the Office of Human Resources.

3.7.4 Jury Duty

Regular full-time employees who are summoned to court for jury duty during the scheduled workday shall receive regular pay during the time on jury duty. To be paid for such duty, the employee shall present to the Office of Human Resources the official correspondence from the court within five (5) days of receipt. A credit against such pay in favor of the University equal to the amount of any jury duty pay received from the court shall apply.

The University will excuse other employees from work for jury duty, but without pay except to the extent provided by law or the terms of an applicable collective bargaining agreement.

Employees should refer to the University's Leave and Absences Policy – HRM 112 for additional jury duty information and requirements.

3.7.5 Military Leave

Use of military leave and family leave relating to military events shall be consistent with state and federal laws, including the FMLA.

TIME OFF WITH PAY FOR ANNUAL MILITARY RESERVE DUTY

All regular full-time faculty and staff (hereinafter "Employee") who are members of the National Guard or a reserve component of the United States Armed Forces, including the Coast

Guard and Public Health Service Commission Corps, will be granted time off with pay for annual military reserve duty provided the duty is obligatory to maintain military status.

The maximum paid military leave time off (MTO) allowed for required annual training (AT) is 15 work days per fiscal year (July 1 to June 30). Any period of time spent on required AT in excess of the maximum paid time allowed may be taken as paid time off (PTO) or a leave without pay.

TIME OFF WITH PAY FOR ACTIVE MILITARY DUTY
Leave will be granted for voluntary or involuntary service in the uniformed services, provided the cumulative length of the absence from work and all previous absences from work by reason of service in the uniformed services from the University does not exceed five (5) years, unless an additional period of service is required by the Federal or State government. The five-year cumulative total does not include inactive duty training (drills), annual training, involuntary recall or retention on voluntary or involuntary active duty in support of war, national emergency, or certain operational missions or training or retraining requirements.

Employees who are granted military leave for voluntary or involuntary active military duty or training in the uniformed services may receive up to 30 calendar days of paid leave per fiscal year (July 1 to June 30), unless they have already exhausted the maximum 30 calendar days in that fiscal year. After the maximum 30 calendar days of Lincoln's paid military leave is exhausted, the Employee may choose to either use paid time off (PTO) during the remainder of their military leave or elect to take an unpaid leave of absence.

The University is committed to reinstating returning employees to active status in the same or comparable job profile, grade profile, and compensation at the end of the leave if they meet specific criteria outlined in the Military Leave Policy.

Any compensation for such military leave shall not be deducted from or affect in any way an employee's vacation time off balance.

Other classifications of employees are not entitled to such special paid leave except to the extent provided otherwise by an applicable collective bargaining agreement.

3.7.6 State of Emergency Leave

If you are unable to report to work due to road closures in Chester County or the county in which you reside, and the road closures are due to a state of emergency declared by the Governor of the Commonwealth of Pennsylvania or neighboring state in which you reside, your inability to report to work will be excused. Leave under this policy extends only for the duration of the state of emergency. You must report to your supervisor the day after any such absence to confirm that this policy applies to that absence.

3.7.7 Emergency Response Leave

The University permits Employees who serve as volunteer firefighters or fire police or volunteer members of an ambulance service or rescue squad to take leave from work when responding to an emergency call before the employee's start time, resulting in missed working hours. The University permits leave only when the employee takes the emergency call before the scheduled time to report for work. You must notify your supervisor as soon as practicable that

you will be absent from work due to your response to the emergency call. Within three business days of the absence, you must provide a written statement from the chief executive officer of your volunteer fire company, ambulance service, or rescue squad or its affiliated organization stating (1) that you responded to a call and (2) the time of the call.

3.8.0 Benefits Bridging

Bridging is combining two separate periods of employment at Lincoln to determine years of service for benefits purposes.

Employees can bridge benefits if the employee has met two criteria: 1) completed at least two consecutive years of service in a regular position immediately before the last separation or temporary work-status, and 2) returned to a regular position in less than one year. Temporary positions do not count when determining years of service.

Employees who meet both requirements above and who have already satisfied applicable waiting periods for each benefit plan will not be required to satisfy a new waiting period. The employee must re-enroll for benefits within 30 days of the rehire date. The University will not automatically reinstate previous benefit elections.

Section IV

Compensation

SECTION IV. COMPENSATION

4.1 Pay Practices

The University establishes and maintains competitive and equitable salary structures and a merit salary review program, which recognizes and rewards employees for their performance and contribution to the success of the University, subject to funding availability. Compensation for Bargaining Unit employees is administered according to the applicable collective bargaining agreement.

4.2 Paydays

Exempt employees are paid monthly – on the last working day of each month. Non-exempt employees are paid bi-weekly on every other Friday. When the scheduled payday Friday occurs on a holiday, the actual payday is the preceding business day.

4.3 Direct Deposit

As a condition of employment, all employees are required to have their payroll earnings directly deposited in a U.S.-based financial institution of their choice.

A change to your Direct Deposit can be initiated through the self-service portal of the Human Resources Information System. The initial or change in direct deposit payment will be verified by the Payroll Department and may take up to two pay periods to go into effect. Failure to provide the University with accurate bank routing and account numbers will result in delayed payments.

4.4 Pay Earnings Verification

Employees may verify their direct deposit and payroll earnings information via the self-service function in the University's payroll system, Payroll system.

4.5 Mandatory Salary Deductions / Withholdings

4.5.1 Income Tax Withholding Allowances

Applicable federal, state, and local income taxes will be withheld from employee earnings according to tax laws and regulations. Employees may complete and submit an Internal Revenue Service W-4 Form claiming the desired number of allowances. Any changes in tax status, whether through a change in the number of dependents or for other reasons, must be reported on a W-4 or applicable state tax form and submitted to the Office of Human Resources.

4.5.2 Pay Adjustments

If an employee has been erroneously subjected to overpayment or underpayment by the University, the adjustment will be made in the next payroll processing cycle following the discovery of such error.

4.5.3 Garnishments / Wage Assignments

Garnishments are court orders instructing the University to withhold pay from an employee's wages to satisfy certain types of debt, such as, but not limited to, child support or taxes, owed by the employee. The University is required by law to process and deduct the amounts indicated on garnishment orders (Writs of Garnishment) based on specific calculation guidelines. When a garnishment order is received, the Payroll Department will attempt to contact the impacted employee by phone, e-mail, or letter. However, depending on the date of receipt of the order, in some cases, the employee may not receive this information until payday or later. Questions regarding deduction amounts for garnishments should be directed to the Payroll Department.

4.5.4 Voluntary Salary Deductions

The University provides an opportunity for employees (if otherwise eligible) to request in writing the following voluntary salary deductions:

a. University-sponsored welfare benefits (Cafeteria Plan election required);
b. Deferred University Compensation (University form is required);
c. Association/Union Dues (Dues Check-off Form / Authorization required); and
d. Any other debt incurred with the University.

4.6 Holidays

The University observes 14 holidays, except to the extent any applicable collective bargaining agreement provides otherwise. The University calendar will indicate when the University is closed on specific dates to observe the following holidays:

1. New Year's Day
2. Dr. Martin Luther King, Jr.'s Birthday
3. Good Friday
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. The day after Thanksgiving Day
10. The day before Christmas Eve
11. Christmas Eve
12. Christmas Day
13. Day After Christmas Day
14. New Year's Eve

The hours of a holiday begin at midnight on the day observed and end at 11:59 p.m. that day. Holidays falling on a Saturday will be observed on the previous Friday. Holidays falling on a Sunday will be observed on the following Monday. Employees on an unpaid leave of absence are not entitled to holiday pay.

Absence from work in observance of any holiday not listed above requires prior approval by the employee's immediate supervisor and will be charged first to accrued vacation or personal/sick leave, if applicable, or if no vacation or personal leave is available, will be taken as leave as time off without pay, if approved.

Except as provided in an applicable collective bargaining agreement, regular full-time employees are paid at their regular daily rate for time not worked on the observed holiday. If an observed holiday falls on a Regular Part-Time Employee's scheduled day to work, he or she will be paid his or her regular daily rate for time not worked on the observed holiday.

If an employee is scheduled to work on a holiday and is absent due to illness, then the employee can be paid for that day using his or her available sick time if it is a legitimate sick day eligible for payment under the University's Sick Leave Policy.

If a holiday occurs on an employee's scheduled unpaid day off, he or she will not be paid for such a holiday. If a holiday occurs during an employee's scheduled vacation leave, it will be charged as holiday pay with the remainder of the time being charged to the vacation accrual.

Employees should examine their paycheck stubs to ascertain whether the deductions, leave balances, and salary payments are accurate. Questions and inquiries regarding payroll processing or net pay may be directed to the Payroll Department.

4.7 Overtime Pay for Non-Exempt Employees

For non-exempt employees, overtime for work assignments may be determined by a business or operational need and must be approved by the immediate supervisor. Employees must seek and receive approval before working overtime.

Overtime may be requested either by the non-exempt employee or by the non-exempt employee's immediate supervisor. Except to the extent provided otherwise in a collective bargaining agreement, overtime may be mandatory.

Except to the extent a collective bargaining agreement requires otherwise, a non-exempt employee who works between 37.5 and 40 hours in the University's standard workweek will receive his or her regular hourly rate of pay for time worked over 37.5 and up to 40 hours. A non-exempt employee who works more than 40 hours in any workweek will be compensated according to the Fair Labor Standards Act and Pennsylvania law under the following condition: An employee who works more than 40 hours in any workweek (Saturday through Friday) will be paid at a rate of one and one-half time for any hour(s) over 40 or according to the applicable collective bargaining agreement, if different.

Overtime is calculated and paid based on the number of hours actually worked not on sick, vacation, or personal leave. Generally, an employee will not be authorized to work or be paid for voluntary overtime if he/she is absent from work due to illness, personal, or vacation on the same day or during the same workweek.

Non-exempt employees may not work more than the university's standard workweek of 37.5 hours unless such hours are approved by the employee's supervisor in advance.

4.8 Compensatory Time for Exempt Employees

Management may utilize its discretion to provide compensatory time to exempt employees as a reward for working extended hours on weekends, holidays, and at special events. Such time must be taken within the following workweek and cannot be "banked" for use after the following workweek.

ACKNOWLEDGEMENT STATEMENT

Lincoln University Employee: Please complete and submit a copy of this Acknowledgement Statement within three (3) days of receipt of this notice and Employee Handbook or three (3) days of your hire date for placement and retention in your personnel file.

I, _____(Print name of employee), certify that I have Internet access to the Lincoln University ("University") Employee Handbook and the policies contained within. I understand that it is my responsibility to read (or have read to me), understand, and adhere to all University policies, guidelines, work rules, and the terms and conditions of the negotiated agreement, if applicable. I further understand that any questions regarding the contents of the Handbook may be directed to my immediate supervisor, department/division administrator, or a representative of the Office of Human Resources.

I understand that the information in this Employee Handbook represents guidelines only. Lincoln University reserves the right to modify this handbook, amend or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefits programs.

_____
Employee Name

_____
Employee Signature Date

_____
Department

_____
Supervisor

For HR Use Only

_____
HR Receipt / Date

Complete and submit a separate copy of this Acknowledgement Statement to the Human Resources email: LUHR@lincoln.edu for retention in the personnel file.