



The Lebanese International University

STAFF HANDBOOK

OFFICE OF HUMAN RESOURCES

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1. OVERVIEW, VISION, MISSION, AND VALUES

This staff handbook is designed to furnish members of the non-academic staff of the Lebanese International University (hereinafter referred to as LIU) with basic information about the employment practices, staff responsibilities, benefits, policies and services. It is the responsibility of every employee to be familiar and abide/comply with the contents contained therein. Other regulations, interpretations and details may be found by consulting catalogs, student handbooks, administrative memoranda, supervisors or the Human Resources Office.

When employees join the LIU community, it is understood that they are here to further the University mission in an atmosphere of freedom and responsibility. Within this context, freedom means an ability to exercise choice; responsibility means exhibiting sound judgment and trustworthy performance. LIU relies on these qualities more than rules to govern its staff. Any questions about your employment should be directed to your immediate supervisor or the Human Resources Office.

The Board of Trustees of LIU has adopted the guidelines and provisions published in this handbook. LIU reserves the right to change this handbook at any time in order to comply with resolutions adopted by the Board of Trustees or changes in applicable Lebanese laws.

1.1 Vision

The Lebanese International University will be a leading transnational university known for an outstanding student-centered, teaching-focused learning experience and academic research excellence, which empower its graduates for successful engagement in career and life opportunities, underpinned by outreach to alumni, enterprise and the professions.

1.2 Mission Statement

LIU's mission is to provide affordable and accessible quality higher education, guide and cultivate the knowledge and skills of its students to be independent learners, able to assume responsibilities as citizens to positively impact local, regional, and global communities. LIU endeavors to promote student success through processes of curricula renewal and research for innovative outcomes.

Since its creation in 2001, LIU has claimed, as part of its mission, the right to play a role in providing the highest possible quality higher education at the lowest possible cost in order to meet the needs of individuals, communities and enterprises both in and beyond Lebanon.

The idea that learning can be a joyful experience stands at the very heart of the Lebanese International University. LIU is proud to offer new perspectives today's students need to understand, engage with, and most importantly make a difference in the world around them. With relatively modest class sizes, and the assurance of direct access to highly talented, dedicated faculty members, our students benefit from a learning environment similar to that found at many liberal universities.

1.3 Core Values

While our vision and mission show where we want to go, our values guide us on the way. They cut across organizational boundaries, bind us culturally, and permeate our strategic and tactical initiatives. They are the defining traits of the LIU community.

LIU is committed to the following set of core values: Inclusiveness and Diversity; Accessibility and Affordability; Responsibility to Learners; Excellence in Teaching, Research and Scholarship; Integrity and Accountability; Freedom and Discovery.

These six core values provide the foundation for how we conduct ourselves, accomplish our work, and build our reputation as a university. They reflect a university with a strong sense of purpose, confidence, and a desire to succeed. We believe our values are what make LIU a great place to work and study at.

The values also reflect the traits we as faculty, staff, students and alumni hold dear. They mold the character of our culture. Each member of the LIU community plays a vital role in nurturing these values, using them to guide daily working lives and in the way, we forge relationships with each other, our students, industry partners and stakeholders. This is essential if we are to fulfill our strategic ambitions and if the university community is to provide an environment that enables our students, faculty and staff to succeed.

1. Inclusiveness and Diversity

LIU promotes inclusive and diverse community and strives for building a workplace culture where all can develop their skills and talents irrespective of gender, race, ethnicity, disabilities, social class, heritage, religion, family status, age and perspectives.

2. Accessibility and Affordability

LIU is committed to provide students equal, affordable and accessible quality education opportunities.

3. Responsibility to Learners

LIU staff are committed to continually support students to become responsible for their own learning at university and in life.

4. Excellence in Teaching, Research and Scholarship

LIU strives for excellence in all activities to create thriving communities that transform the prospects of all engaged with the university.

5. Integrity and Accountability

LIU appeals to stakeholders to act honestly, ethically and transparently in all activities, foster a climate of mutual trust and respect given the participatory nature and personal accountability of the educational provision.

6. Freedom and Discovery

LIU upholds academic freedom to all stakeholders, foster creativity and innovation for the benefit of community and the environment.

The university recognizes the people of LIU as the principal enablers of the transformation from good to excellent and will create opportunities to develop and reward excellence. It has articulated the attributes for graduates and staff to align with LIU values and goals.

2. MANAGEMENT RIGHTS AND RESPONSIBILITIES

Managers and supervisors at LIU should treat employees with respect and dignity. Likewise, they are entitled to be treated with respect and dignity by their colleagues and subordinates. Managers and supervisors are responsible for compliance with university policies and procedures and for communicating and applying operational based directives. Managers and supervisors also are responsible for carrying out administrative directions and decisions.

The University has always sought the opinions of its employees about working conditions, efficiency, productivity, and other matters of employee interest. However, the University, like other organizations, must make decisions without prior consultation with its employees.

LIU maintains exclusive discretion/right to exercise the customary and/or necessary functions of management, including, but not limited to, such things as:

- Determining the hiring, selection, promotion, suspension, dismissal, work assignments, supervision, and discipline of employees.
- Determining the size, structure, and composition of the work force;
- Establishing, changing or abolishing policies, procedures, rules and regulations;
- Determining and modifying job descriptions and classifications and to assign duties to employees in accordance with the needs and requirements of the University.
- Conducting employee evaluations;
- Determining disciplinary action;
- Adding, modifying, or abolishing benefits as seen to be in the best interest of the University.
- Ensuring adherence to applicable laws and policies

It is the University's goal to adequately compensate employees for their contribution to the University; however, this is not to be interpreted as a guarantee of salary increases or adjustments. The fiscal condition of the University and the best interests of the University as a whole, combined with other relevant factors, will determine the availability of funds for salary structure and increases.

3. EQUAL EMPLOYMENT OPPORTUNITY POLICY

LIU is an equal opportunity institution. The University neither affiliates knowingly with, nor grants recognition to, any individual, group or organization having policies that discriminate. LIU, through its equal employment opportunity policy, seeks to employ qualified personnel on an equal opportunity basis of individual qualification without regard to race, color, origin, religion, age, marital status, sex, gender identity, or disability in admission or access to, treatment in or employment. Furthermore, Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity Policy. Supervisors are directly responsible for equal opportunity matters at the unit level. The Director of Human Resources has been designated to handle inquiries regarding nondiscrimination policies.

4. HARASSMENT POLICY

LIU is committed to providing a working, learning and living environment that is free from all forms of harassment¹. It is the policy of the University to hire, accept, train, educate, promote, compensate and/or administer all employment and/or academic practices, as the case may be, without regard to any discrimination. Harassment of staff members, students or faculty members is strictly prohibited and will not be tolerated. In addition, sexual harassment or harassment on any of the grounds stated in this policy is strictly prohibited and will not be tolerated. The University will endeavor to undertake good faith efforts to fulfill the objectives of this policy. To that end, the University will take all appropriate measures in response to any such incidents, which come to the attention of the administration.

The University believes that every staff member, student or faculty member has the right to work and/or study in an environment totally free of sexual harassment and ethnic, racial, discriminatory or gender, bullying², or cyber-stalking³ harassment. Such conduct does not advance the academic goals of the University, and may subject the University to legal exposure.

Consequently, any student, faculty member or staff member who engages in such prohibited conduct will be subject to appropriate disciplinary action, up to and including termination, depending on the seriousness of the conduct in question and surrounding circumstances.

¹ Harassment is defined as any form of conduct that would be offensive, intimidating, or threatening to the average person.

² Workplace bullying refers to repeated, unreasonable actions of individuals (or a group of employees), which is intended to intimidate and creates a risk to the health and safety of the employee(s)

³ Cyber-stalking is the use of electronic means (such as the internet, smart phones, and other electronic devices) to stalk or harass an individual, a group of individuals, or an organization.

5. EMPLOYMENT RESPONSIBILITIES AND WORKING ENVIRONMENT

Employees are entitled to be treated with respect and dignity by supervisors and other employees, and they are entitled by LIU policy to file a grievance for work-related disputes, free from retaliation. Employees are required to provide a full day's work each day of the job; to behave in a civil, professional manner; to treat others with respect; to comply with Lebanese laws and regulations related to individual rights, business operations and procedures, health and safety, and conflict of interest; and to comply with LIU regulations, rules, policies, and procedures.

5.1 Open Door Philosophy

The goal of the Open Door is to help foster a positive work environment and sustain open lines of communication. The University encourages its employees to raise ideas, concerns, suggestions, and/or questions to their immediate supervisor. The University expects its supervisory staff to listen and follow up with the employee in a fair and equitable manner. Additional follow up may be necessary when the issue is of a greater scope. Either the employee or the supervisor may contact their department head, Vice Presidents or the Office of Human Resources.

5.2 Courteous and Professional Conduct

The importance of courteous and professional interaction with all LIU members of the University community and the public cannot be overemphasized. The LIU community expects a high standard of professionalism and a cooperative spirit in all interactions. All communications, including in person, by phone, written correspondence, or email should reflect a cordial, respectful and professional manner.

5.3 Work Schedule

The official business hours of LIU are 8:00 a.m. to 4:00 p.m., Monday through Friday. University administrative offices are open during business hours to meet daily operational needs. To keep record of attendance, the University will provide an attendance control system for all employees.

Based on operational need, there may be instances; employees may be asked to work more than their normally scheduled hours or to work on Saturdays. Supervisors also have the authority to assign employees to work different shifts on a temporary or permanent basis.

5.4 Attendance, Punctuality and Absenteeism

LIU is service oriented and takes great pride in its commitment to its students, employees, and the public. In order to provide this service in a tradition of high quality, all offices and departments must be staffed adequately during their regular hours of operation. Thus, employees are expected to come to work regularly and on time.

Employees are expected to be punctual and functioning in their positions consistent with their scheduled work hours. Absenteeism and tardiness often cause an undue burden on coworkers and adversely affects a department's ability to function in an effective manner. Employees are expected to manage their time off in a proactive and respectful manner.

5.5 Dress and Grooming Codes

LIU is a professional institution. The appropriate dress and grooming codes is business casual, allowing an employee to work comfortably in the workplace, while conveying a positive, professional image to students, other employees and the public.

Employees are expected to use proper judgment in their grooming and personal habits so that they are suitably attired during work hours or when representing the interests of the University. While dress and

grooming codes shall be nondiscriminatory, LIU Administration encourages employees to avoid clothes or attire which are provocatively revealing of bodily parts. If the bounds of good taste are exceeded a supervisor will alert and may consult with the Director of Human Resources.

5.6 Clean Desk

LIU respects the confidentiality of its constituents. Therefore, each member of the LIU community is required to secure confidential information while working and at the end of each work day. Further, the overall appearance of one's workspace should be maintained in a professional and clean manner.

5.7 Confidentiality

Employees of LIU may encounter confidential information about the University, its employees, students, parents, alumni, contributors and friends of the University, and are expected to act responsibly and in accordance with Lebanese laws and University Regulations when accessing and using confidential information.

Among the things LIU considers confidential is an employee's compensations, its students' information (records, financial aid, payments, grades, etc.), manuals, advisory memoranda, or any information concerning the business, finances, dealings, transactions or affairs of LIU.

Private information protected under policy or law, such as certain financial, personnel, patient, donor, or any student information, histories, and mailing lists, is to remain confidential. Such information may be disclosed, viewed, or copied only with proper authorization and must be disposed of in a manner that retains this confidentiality.

Employees are required to respect this confidentiality and to refrain from inappropriately disclosing information of a confidential nature to people, including other employees of the University and family members. Unauthorized disclosure of confidential information is considered a serious offense and may result in disciplinary action and/or legal prosecution.

5.8 Personnel Files

The policy of LIU is to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practical in keeping with the University's interests. Personnel records for staff are maintained in the Office of Human Resources. It is the responsibility of the employee to notify the Office of Human Resources of any changes to basic personal information such as name, address, telephone number, marital status, dependent status, and/or beneficiaries. Employees may have access to their own personnel records, by appointment, during normal business hours. Supervisors may only access employee's personnel records in the course of performing their job functions. Any supervisors receiving requests for information regarding an employee or former employee must refer the request to the Office of Human Resources.

5.9 Use of University Property or Equipment

LIU programs, personnel, time, titles, and property, including equipment, systems, vehicles, information, supplies, and office space are to be used in conducting authorized business of the University. Use of such property for personal benefit or gain may be grounds for disciplinary action. Employees are responsible for securing the University building, office, room, equipment, and other keys assigned to them for work-related reasons. Costs incurred by the institution as the result of unauthorized use or the misuse of University property, will be recovered from the responsible employee.

Incidental personal use of University computers and network systems for a non- University purpose is permitted in moderation during an employee's personal time. Incidental personal use is permissible as long as it:

- Is completed on personal time (i.e. lunch time, break);
- Does not consume more than trivial amount of systems resources;
- Does not interfere with worker productivity;
- Does not preempt business activity;
- Does not violate any law or University policy; and
- Is not used for illegal activities.

However, whether on University time or personal time, some personal uses of the computers and network systems are not permitted unless expressly authorized by the supervisor of the employee. Prohibited activities include and are not limited to:

- Downloading and/or streaming of entertainment media, including but not limited to television shows, movies, and other video transmissions which are not directly related to LIU and/or the work of the employee;
- Downloading software or other copyrighted material in violation of the copyright;
- Playing of any games and any form of gambling; and
- Unauthorized downloading of shareware programs, peer-to-peer software or files for use without the advanced authorization of the University Administration, employees supervisor and IT Services, unless directly related to the employee's job duties

Deliberate violations of these policies may be deemed to be gross misconduct.

5.10 Email Use Policy

The use of the Email in communication is incidental in the operations of the University. To smoothly enable communication flow, all employees can access the webmail through webmail@liu.edu.lb and accordingly should adhere to following guidelines:

- E-mails must be checked on a daily basis to remain updated with the university, administration, school, and faculty announcements.
- Employees are held responsible for the contents of e-mails sent.
- Employees are to empty their inbox whenever full or near full.
- LIU web mail should only be used for university purposes.
- In case of any difficulty or troubles in using the web mail system, an employee should directly contact the campus IT department soonest possible.
- Employees are responsible to familiarize themselves with any group e-mails accounts.
- Employees should not enter personal LIU accounts in public places (i.e. internet cafes), to avoid password exposure by malicious software on shared computers.

5.11 Telephone Use - Office

The University recognizes that employees may need to use University telephones for personal use on occasion. Employees should limit personal phone calls and receive personal telephone calls, both in frequency and duration. The University will not reimburse for business calls placed from an employee's home phone unless their supervisor has given prior approval.

5.12 Drug-Free Workplace Policy

It is the policy of LIU to maintain a drug-free workplace. The University prohibits unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace, including reporting to work or conducting University business while under the influence. While the University believes that constructive measures to deal with drug abuse problems are possible and strongly encourages employees to seek appropriate treatment, the University will not tolerate drug abuse in the workplace. In the event prescription medications may affect the ability of the employee to perform his/her duties in a safe manner,

the employee should obtain a note from the prescribing physician identifying any restrictions on work activities.

As a condition of LIU employment, every employee shall abide by the terms of this policy and notify their supervisors and the Human Resources Office of any conviction of drug or alcohol related charges resulting from any activity occurring in the work place or otherwise on University premises no later than five (5) days after such conviction. Any employee found in violation of this policy shall be subject to disciplinary action, including dismissal and may be referred to law enforcement agencies.

5.13 Alcohol Policy

LIU prohibits unauthorized consumption of alcohol, reporting to work or conducting University business while under the influence of alcohol, and unauthorized possession of opened or unsealed alcohol containers. Violations of this policy will result in disciplinary action up to and including dismissal.

5.14 Smoking Policy

LIU is committed to providing a smoke-free environment to protect the health and comfort of members of the university community from the adverse effects of tobacco smoke. This policy shall be implemented by the following rules and regulations, which may be changed from time to time:

- There shall be no smoking of tobacco products within any building or facility owned or operated by the University.
- Smoking is permitted in the outdoor areas of the university premises.
- While all other buildings and facilities on University property are smoke free, it should be particularly noted, there shall be no smoking in: conference rooms, classrooms, laboratories or lecture halls; studios, auditoriums; offices; libraries; cafeterias and food and beverage service areas; storage or warehouse areas, and anywhere that hazardous substances are found; corridors, lobbies, entries or stairways; sports or recreational areas.
- Cigarette ashes and cigarette remains should be placed only in designated receptacles and waste bins. (i.e. don't throw them on the ground!).

5.15 Workplace Relationships

LIU seeks to maintain a professional education environment. Many employees are placed in positions of trust with students. With this trust comes a responsibility owed to students. In exercising those responsibilities, employees must only maintain professional relationships. Employees are also expected to avoid situations that would allow personal interests to influence job performance. A conflict of interest would arise when an employee, who has authority over another employee, becomes romantically involved with said employee. A supervisor should not become personally involved with a subordinate because of potential for abuse of power.

5.16 Solicitation

Solicitation is defined as any verbal or written effort to raise funds through the sale of merchandise or services, through charitable donations, as well as to influence or gain support for an issue or a cause. LIU strives to maintain an environment of integrity and personal development and therefore restricts or prohibits solicitation as follows:

- 1) Solicitation on University premises is strictly prohibited.
- 2) Employees should not conduct any solicitation activities during paid working hours, except in specific cases where solicitation is made on behalf of LIU and conducted as part of employee's job duties, or in specific cases authorized by the President.
- 3) Solicitation through the use of the University's electronic communications (email) is prohibited unless for approved solicitations made on behalf of the University.

6. EMPLOYMENT

6.1 New Employee Orientation

During first days of employment, a new employee orientation will familiarize new employees with the University history, mission, and values, as well as helpful resources. Supervisors will provide employees with an introduction to policies, procedures, programs, performance, and expectations of the job/position. The supervisor is the primary authority and best source for specific information regarding position responsibilities and performance expectations. The supervisor is the first person to contact concerning any questions, problems, or complaints pertaining to duties and responsibilities or workplace conditions.

6.2 Background Checks

All individuals hired to work at the University must complete an Employment Application form and a background check release form. The University reserves the right to conduct investigations of personal history in determining a candidate's qualifications for employment or transfer. Such investigation may include a driving record report, criminal background check, and contacting previous employers and references. False statements or omissions on the resume or Employment Application may result in disqualification from the applicant pool or immediate dismissal.

6.3 Probationary Period of Employment

The standard probationary period of employment is set as ninety days for all the administrative new staff. This allotted period allows a new employee time to assess whether he or she is able to handle the job, and whether he/she enjoys the work. It also allows the University to assess whether the new employee seems to be handling his or her work responsibilities properly and in accordance with University standards and policies.

During the period of probation, the department head will evaluate the performance of the employee from time to time. Termination of a newly hired employee may occur if he or she fails to meet established job expectations or following a written warning for misconduct or performance issues. An employee who resigns or gets terminated during the probation period is not entitled to severance pay.

At the conclusion of the ninety days probationary period, the relevant supervisor will do a work performance appraisal of the new employee. If one achieves the desired performance and meets the standards, he or she will become a regular employee and shall be eligible to receive employee benefits.

6.4 Outside Employment

Outside employment of any LIU employee must be authorized by the Office of Human Resources.

6.5 Performance Evaluation

LIU always encourages its employees and facilitates their growth and satisfaction within the Campus. For this purpose, the Performance Evaluation provides the basis for decisions regarding confirmation, promotion and annual appraisal of LIU staff strictly on merit.

Staff members will have their job performance evaluated by their supervisors during their probationary period and then at least once a year on an ongoing basis. Supervisors are responsible for evaluating all full-time and part-time employees who report to them. Evaluations are required when employees have been in their positions for three months and then annually thereafter. The discussion that the supervisor has with the employee during the evaluation process should be used to clarify expectations, provide counseling as to how the employee's job performance can be improved, encourage open communication between the supervisor and employee, set goals, and plan for the employee's development. The performance appraisal

results will be used as a factor to be considered in employee transfer, promotion, retention, and demotion determinations. The performance appraisal will in part also be used to determine the employee's salary increase, if any.

6.6 Performance improvement policy

It is the policy of LIU to provide counseling support and development to employees whose performance is below average or unsatisfactory in order to assist them to meet the job requirements and to prevent the need for disciplinary action or termination. LIU is keen on providing each employee with the direction, development and counseling necessary to assure a productive and rewarding career.

Performance may be unsatisfactory in a number of areas; these include, but are not limited to:

- Performance (quality or quantity) does not meet the requirements of the job.
- Work is consistently off schedule.
- The employee does not meet generally accepted standards of employment (e.g. excessive or sustained absenteeism or tardiness).
- Inability to maintain satisfactory working relationships with others.

At the first sign of unsatisfactory performance, the Department Head/Supervisor should:

- 1) Meet with the employee for a formal discussion of performance.
- 2) Clarify expectations, which are not being met.
- 3) Discuss specific performance problems.
- 4) List specific expectations for improvement.
- 5) Provide the employee with a dated written summary of the discussion, including a statement describing the performance problems and a list of specific expectations for improvement.
- 6) Closely monitor the employee's performance for a period of at least one month following the discussion.

If improvement has occurred, the supervisor should provide feedback to the employee on the improved work performance and notify the Office of Human Resources.

In the event, improvement has not taken place, the supervisor should again specify improvements for a period of one month which must be made and suggest development actions to assist the employee in making the improvement required.

- 1) The supervisor should specify to the Human Resources Office which future disciplinary action to be taken if improvement is not made during the improvement period.
- 2) The supervisor should monitor performance closely during the improvement period and provide frequent guidance and counseling to assist the employee in making the desired improvements.

At the end of the improvement period, the supervisor should formally review performance with the employee. If performance has improved, the employee should be reminded that improved performance is now expected to continue. If performance has not improved or it regresses at a later date, appropriate disciplinary action will be taken.

7. STAFF PROFESSIONAL DEVELOPMENT

7.1 Educational Activities

Employees are encouraged to utilize University educational opportunities for career development and self-improvement. An employee, at the discretion of his or her immediate supervisor, based on operational need, may receive time off during scheduled work hours for the purpose of attending educational activities. Work release time is subject to the prior approval of the employee's executive officer or director.

7.2 University Classes

Full-time regular employees are eligible for time off or adjusted work schedule to attend classes. Eligible employees may be allowed released time off during work hours to attend up to one, three-hour credit, undergraduate or graduate level class, provided the absence will not unduly interfere with the unit's operation and is approved by the Director of Human Resources.

7.3 Conflict of Interest for Employee/Student

An individual's status as an employee takes precedence over the employee's status as a student. There may be instance when policies or laws for students on a particular subject will differ from policies or laws for employees on that same subject. In those instances, employees must follow the policy as it applies to employees and may not claim that they are exempt due to their additional student status.

In cases where an employee has a work related issue, the employee must utilize the policies and procedures applicable to employees. Issues arising because of an employee's student status must be resolved according to policies and procedures applicable to students. In order to avoid conflicts of interest, employees may not seek nor hold a student office, nor work on school assignments during work hours unless special permission has been granted from the department head. Individuals who are employees and students of the University are responsible for their conduct in both areas.

8. PAY AND BENEFITS

8.1 Public Holidays

All public holidays, and holidays announced in the university's calendar are days off with pay.

8.2 Payday

For the sake of staff employees' convenience and safety, employees are paid at the end of each month, through direct deposit to a payroll account which each employee must open at a bank. Chosen by the University.

8.3 Paid Time Off

LIU believes it is essential for each employee to take time off from work annually to rest, pursue personal interests, and recuperate from illnesses. In case of severe infection or ill health warrants home stay of an employee, simple courtesy makes it incumbent on the employee to contact his or her supervisor informing their absence from work.

After twelve months of continuous service, staff employees are entitled to fifteen days off with pay. Being paid for time off is one of the ways University Administration shows its appreciation for rendered good work. Paid time-off accumulations may be carried over from one calendar year to the next calendar year, for one consecutive year only.

As per contract, a staff employee is also entitled to ten sick days per year, and a bereavement/compassionate leave. Such leaves cannot be carried over from year to year, and cannot be above fifteen days in total.

Staff Employees are also eligible for: Transportation, Pay raises and Health plan (Daman).

8.4 Maternity/Pregnancy Leave

Employees are entitled by law (SSNF) to forty days of Maternity Leave. When the employee is physically able to return to work, they will be reinstated to the position they held before or to a comparable position, unless business necessity makes this impossible or unreasonable. Return to work is dependent upon appropriate medical certification from the attending health care provider.

8.5 Emergency & Inclement Weather Closing

Occasionally it will be necessary to close part or all of the University, for part or all of the day. In such cases, the safety of staff is of the utmost importance all the while being paid for such interrupted period.

9. SAFETY

9.1 Workplace Accidents

In the event of an accident in the workplace, the injured employee should seek medical treatment. All accidents and incidents, no matter how minor, must be reported to the employee's supervisor and to the Office of Human Resources within 24 hours of the occurrence, regardless of whether medical treatment is required. Whenever possible the injured employee should complete the initial accident/incident report. In the injured employee's absence, it is the responsibility of the supervisor to complete the initial report, as well as the supervisor's investigation report. Prior to returning to work, injured employees are required to submit a return to work notice from their healthcare provider, directly to the Office of Human Resource.

9.2 Firearms, Weapons, Fireworks, Explosives and Flammables Policy

LIU strictly prohibits the possession or use of any firearm, weapon, deadly weapon, or other dangerous or flammable material (with the exception of flammables used for legitimate personal use) on the LIU campus. This includes, but is not limited to: ammunition, air guns, sporting-type weapons, slingshots and firecrackers. "Deadly weapon" is defined to be any firearm, knife or other substance or thing, which, in the manner it is used, intended to be used or threatened to be used, is known to be capable of producing death or serious bodily injury. Any employee having knowledge of an employee in possession of a firearm, weapon, or any other prohibited object or material must report it to the Campus Administration immediately.

9.3 Hazardous Substances

At LIU, hazardous substances are most likely to be found in scientific laboratories and housekeeping/maintenance areas. Questions concerning hazardous substances or conditions should be addressed to supervisors.

9.4 Serious Disease Policy

LIU seeks to protect the health and safety of the campus community. Employees, faculty or students with infectious, long-term, life-threatening, or other serious diseases may continue their work or attendance at the University as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or the health of other employees or students. If an employee contracts a communicable disease, he or she has the right to confidentiality.

9.5 Workplace Violence Prevention

LIU does not tolerate any form of violence in the workplace. The goal of LIU is to preserve a safe environment free from intimidation, threats, and acts of violence. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, possession and or use of weapons on University property, or any other act which is inappropriate to the workplace. Additionally, jokes or offensive comments regarding violent events will not be tolerated. The appropriate supervisors must document any employee incidents that are perceived as potentially violent or report of workplace violence in their areas and notify the Campus security and the Office of Human Resources, even if the threat or situation does not seem serious. In an effort to prevent any workplace violence, all reported threats will be investigated.

10. SEPARATION FROM EMPLOYMENT

10.1 Voluntary Termination

Employees who intend to resign from their positions are expected to give their supervisors one month advanced written notice. In order for an employee to leave LIU with a record in good standing with, he or she must:

- 1) Provide advance notice of his or her resignation,
- 2) Return all University property such as keys, equipment, supplies, IDs, documents, data, records, keys, or any other University property
- 3) Settle any monetary or other obligations with the University.

An employee is expected to work throughout the one-month notice, unless waived by the immediate supervisor. Employees who do not leave LIU with a record in good standing may be ineligible for reemployment with the University.

10.2 Dismissal for Cause

When it is determined by the supervisor that an employee is not meeting performance or conduct standards or fails to comply with legal or policy requirements, dismissal for cause may occur consistent with the disciplinary procedures.

10.3 Dismissal for Non-Work-Related Conduct

In limited instances, an employee's personal conduct not related to LIU employment may be so egregious or exceptional as to disqualify the employee from further employment by the University.

10.4 Automatic Termination

Absence from work for three consecutive work days without prior notice, explanation, and/or authorization shall be deemed gross misconduct and neglect of duty, and the employee's University employment may be terminated.

10.5 Separation from University Employment Due to Inability to Perform Essential Duties

Whenever it is determined that an employee can no longer perform the essential duties of the position, separation from employment may result. If the performance problem arises from medical, psychological, or psychiatric conditions and reasonable accommodations cannot be made, separation from employment may result. Existing laws and policies will guide the University in protecting the employment and retention rights of disabled employees who are considered otherwise qualified within the meaning of such laws.

11. STAFF DISCIPLINARY AND GRIEVANCE PROCEDURE

❑ Application

All Non Academic staff members at the University

❑ Purpose

To provide the disciplinary procedures for Non Academic staff members and ensure consistent and fair treatment for all. It is the objective of discipline in general, and the disciplinary procedure in particular to discourage misconduct in the first instance, but where misconduct occurred to correct unacceptable behavior.

❑ Principles

Disciplinary action will be based on the merits and circumstances of each case.

- a) No disciplinary action will be taken against an employee until the case has been appropriately investigated.
- b) At every stage in the procedure the employee will be advised in writing of the nature of the complaint against him or her and will be given the opportunity to state his or her case before any decision is made.
- c) No employee will be dismissed for a first breach of conduct/ discipline, except in the case of gross misconduct.
- d) The Disciplinary Procedure may be implemented at any stage if the employee's alleged misconduct warrants such action.
- e) An employee has the right to appeal against any disciplinary penalty/sanction imposed.

11.1 Procedures

- 1) Human resources must be contacted in the first instance.
- 2) The law requires that there be good grounds to discipline and/or dismiss and that it is carried out in a procedurally fair manner.
- 3) The principles of natural justice require the following:
 - a. identification of unacceptable conduct/performance and advice of such to the staff member;
 - b. an opportunity for the staff member to explain the alleged conduct/performance;
 - c. an opportunity within a specified time frame for the staff member to correct the conduct/performance, with the assistance and support of the employer (except in the case of serious misconduct or after a final written warning); and
 - d. that the employer act fairly toward the staff member.

11.2 Disciplinary Procedure

Disciplinary action may be necessary where:

- Rules, regulations and codes of practice/conduct have not been adhered to;
- An employee's conduct is detrimental to the interests of the University, its staff, students, faculty, partners, or the maintenance of discipline.
- An employee fails to maintain an acceptable standard of performance or behavior, other than for medical reasons.
- An employee refuses to perform duties properly allotted by an appropriate person.

It is the policy of the University to make every effort, wherever possible, to deal with minor problems or incidences of misconduct informally. Formal action will only be taken in cases of serious and/or repeated misconduct.

11.3 Informal action

Informal action will be taken in the form of a confidential conversation between the employee and his or her right supervisor, and is most appropriate where alleged misconduct is not of a serious nature. The supervisor will explain the problem and describe the improvement which is needed. Together, the employee and his or her supervisor will explore support mechanisms and ways in which the employee can achieve the necessary improvement and how this will be reviewed to monitor/assess progress. A record of these discussions may be shared to support the process and/or ensure clarity. The supervisor will then review the employee's progress, keeping him or her informed of any updates.

11.4 Investigation

Where more serious misconduct is alleged, or where minor misconduct is repeated, an investigation may be carried out to establish the facts. Any investigation should:

- Identify the alleged breach of conduct, if any.
- Establish if the standards of other employees are acceptable or whether this employee is being unfairly singled out.
- Consider whether the alleged breach was deliberate or accidental.
- If the alleged breach of conduct is a result of failure to follow published rules, policies or procedures, establish whether the employee has been made aware of them.
- Obtain all available information about the allegation, including written statements etc., where appropriate.
- Advise the employee concerned, at the earliest possible stage, of what is happening and the reasons. The point at which this occurs will depend on a number of factors, including the amount of information available. Some investigations will be kept confidential, e.g. where the police are conducting a criminal investigation⁴.

An investigation can be a simple gathering of relevant documents, or it can involve interviewing the staff employee and relevant witnesses. If he or she is interviewed, he or she will be made aware of the allegation(s) and be given notice of the interview. It is important to make the investigators aware of any special requirements he or she may have or reasonable adjustments that might be required for him or her to attend the interview.

An employee is encouraged to co-operate with any investigation process, and answer any questions as fully as he or she can, setting out any special circumstances. Where limited facts are provided, it can mean that decisions about possible disciplinary action are reached on the basis of partial information.

Whilst the interview will be informal and thus there is no right of representation, the individual undertaking the investigation may permit the staff employee to be accompanied by a companion i.e. work colleague, if he or she feels that this would be beneficial. Such requests should be submitted to the investigator, along with the proposed individual's name/designation, at least 24 hours in advance of any investigation meeting.

Should an employee wish to provide a written submission or submit any related evidence to assist with the investigation in advance of (or during) the meeting, he or she may usually do so.

Where an allegation relates to potentially very serious misconduct, employees may be disciplinary suspended from duty to enable a full and fair investigation to take place.⁵ Care will be taken to ensure that any period of suspension is as brief as possible.

⁴ If an employee is investigated, charged with, or convicted of a criminal offence, this is not normally a reason in itself for disciplinary action. Consideration will be given to what affect the charge or conviction has on the employee's suitability to do the job and their relationship with the University, work colleagues, students and external partners (as appropriate).

⁵ An employee may be suspended during the investigation where:

When the investigation is complete, a decision is made as to next steps, based on the information gathered. Where it is accepted that the staff employee did not break a disciplinary rule, no further action will be taken. Where it is found that there is evidence to support the allegation, a formal disciplinary hearing may be held.

11.5 Formal action

Formal disciplinary action may not be invoked every time an employee breaks a rule or fails to meet a required standard. It is only in cases where informal action has not brought the required improvement, or repeated cases of an employee failing to meet required standards of conduct, or where serious misconduct warrants it, the University shall take formal disciplinary action.

11.6 Disciplinary Procedure

Minor misconduct and faults will be dealt with informally, but where the matter is more serious the following procedure will be used:

❑ Stage 1 – Formal Verbal Warning

If conduct or performance does not meet acceptable standards the employee will normally be given a formal oral warning by the Head of Department. He or she will be advised of the reason for the warning, and that it is the first stage of the disciplinary procedure and of his or her right of appeal. A brief note of the formal verbal warning will be kept, but it will be spent after twelve months, subject to satisfactory conduct and performance.

❑ Stage 2 – Formal Written Warning

If the offence is a serious one, or if a further offence occurs, a written warning will be given to the employee by the Head of Department. This will give details of the complaint, the improvement required and the timescale. It will warn that action under Stage 3 will be considered if there is no satisfactory improvement and will advise of the right of appeal. A copy of this formal written warning will be kept, but it will be disregarded for disciplinary purposes after twelve months subject to satisfactory conduct and performance.

❑ Stage 3 – Final Written Warning or Disciplinary Suspension

If there is still a failure to improve and conduct or performance is still unsatisfactory, or if the misconduct is sufficiently serious to warrant only one written warning but insufficiently serious to justify dismissal, (in effect both first and final written warning) a final written warning will normally be given to the employee by the Head of Department. This will give details of the complaint, will warn that dismissal will result if there is no satisfactory improvement and will advise of the right of appeal. A copy of this final written warning will be kept but it will be spent after twelve months (in exceptional cases, the period may be longer) subject to satisfactory conduct and performance.

❑ Stage 4 – Dismissal

If conduct or performance is still unsatisfactory, and the employee still fails to reach the prescribed standards, dismissal will normally result. Only the President or the Vice President can take the decision to dismiss. The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which employment will terminate and the right of appeal. In the event of a termination of employment being confirmed, the member of staff will be entitled to receive the appropriate salary, holiday pay and any other allowances due at that date.

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- a) the University has reasonable grounds for suspecting that the employee has committed serious misconduct
 - b) the University reasonably suspects that the investigation, or the University, would be prejudiced by the continued presence of the employee at the workplace.

If a staff employee is accused of an act of gross misconduct he or she may be suspended from work on full pay, normally for no more than five working days, while the University Administration investigates the alleged offence. If gross misconduct has occurred the result will normally be summary dismissal. Only the President or the Vice President can take the decision to dismiss. The employee will be provided, as soon as reasonably practicable, with written reasons for dismissal, the date on which employment will terminate and the right of appeal.

11.7 Formal Disciplinary Hearing

At the hearing, a panel will consider all the evidence. The staff employee will receive the following in writing at least seven days before the hearing:

- Confirmation of the date, time and location of the hearing;
- A statement of the allegation;
- Copies of the evidence to be considered;
- Notice of the people who will attend the hearing;
- Notice of any witnesses who will attend the hearing; and
- Notice of the potential outcome.

At the hearing a staff employee may:

1. Be accompanied by a colleague;
 - Have reasonable adjustments if he or she is disabled or has other special requirements;
 - Rely on a written statement of case (a brief summary of the most important points that the panel should consider, including special circumstances); and
 - Call witnesses in support of his or her case.

Ahead of the hearing a staff employee should:

- Advise the disciplinary panel of any special requirements;
- Provide a copy of his or her written statement of case; and
- Advise the disciplinary panel of any witnesses that he or she wish to call.

At the hearing, University Administration representatives will present the allegations, and the staff employee will have the opportunity to ask questions of them and any witnesses. The staff employee will then have the opportunity to present his or her case. This is typically a summary of the main points set out in his or her written statement, which the panel will have read in advance of the hearing. The panel and management representatives may then ask questions relating to your evidence, or that of your witnesses.

A staff employee can ask for an adjournment at any time during the hearing. A nearby room will be made available for the staff employee should he/she wish to exercise this option.

The panel may inform the staff employee of its decision at the end of the hearing, but it's more likely the staff employee will be informed of the outcome by letter after the hearing.

The panel will dismiss the allegation where it finds there is no supporting evidence or where there is appropriate mitigation. Alternatively, if it finds that the allegations are well founded it may issue a disciplinary sanction, which could be a formal verbal warning, formal written warning, final written warning or Disciplinary Suspension, and other sanctions including dismissal.

11.8 Right of Appeal

In disciplinary cases involving the issue of a Formal Verbal Warning, or Formal Written Warning, or Final Written Warning or Disciplinary Suspension, or Dismissal the employee shall have the right to appeal against any formal disciplinary action taken.

Appeals at Stages 1(Formal Verbal Warning), at Stage 2(Formal Written Warning) and at Stage 3(Final Written Warning or Disciplinary Suspension) will normally be heard by the Director of Human Resources and

appeals at Stage 4 (Dismissal) against a decision to dismiss will normally be heard by the President or his designee. The decision in each case will be final. At the appeal, any disciplinary penalty imposed will be reviewed but it cannot be increased.

A staff employee's appeal should be submitted within seven calendar days of receipt of the outcome letter, specifying his or her grounds of appeal. An appeal hearing will be arranged as soon as practicable.

The appeal hearing process mirrors the disciplinary hearing, although it is likely that new panel members will hear the appeal. The decision of the appeal panel is final.

11.9 Staff Grievance Procedure

In the event of a member of staff having a grievance which he or she wishes to express relating to his or her employment, the following procedure should be followed:

- The matter should first be discussed with his or her supervisor.
- If the member of staff is not satisfied with the outcome of this discussion, he or she should write to the Head of Department.
- Should the member of staff continue to be dissatisfied, the matter may be referred, in writing, to the Director of Human Resources.
- After hearing the nature of the grievance together with other relevant facts, the Director of Human Resources will give his/her decision in writing. In the last resort, the member of staff may seek a personal interview with the Vice President, whose decision will be final.
- A grievance will be dealt with as soon as possible and not later than three working days after it has been raised. If the matter has not been dealt with at a specific stage within this time, the grievance may automatically proceed to the next stage of the procedure for attention.

11.10 Staff Standards of Conduct

All LIU staff employees are required to maintain certain standards of conduct in accordance with their employment contract, specific position requirements and/or University policies and rules. In particular, an employee shall:

- a. Conduct himself/herself with honesty and integrity;
- b. Perform his/her tasks and position responsibilities diligently;
- c. obey all lawful and reasonable University rules and job instructions issued by University Management;
- d. Attend work regularly and punctually for the hours of work specified by the Office of the Human Resources;
- e. Not absent himself/herself from duty without leave or permission, except on good cause;
- f. Not misbehave in such a way or be so negligent that this behavior could endanger others or lead to the damage of the University's property, the disruption of activities or the impairment of the University's reputation;
- g. Not behave provocatively, or in an intimidating or aggressive manner towards any other staff member, student, faculty member or visitor (which may include sexual harassment, racism, racial discrimination and racial harassment);
- h. Not use or perform his/her duty under the influence of alcohol and/or intoxicating drugs (unless such drugs have been prescribed by a recognized medical practitioner and University Management has been informed);
- i. Not intentionally disclose private and confidential information;
- j. Not bring to, or house or use on University property any firearm, dangerous weapon or mock weapon (without prior permission).
- k. In the event of an employee is liable to disciplinary action by not maintaining acceptable standards of conduct, University Management reserves the right to resolve the complaint of unsatisfactory

conduct quickly and with fairness.

11.11 Misconduct

The below list is illustrative of unacceptable conduct, further defined as incompetence or misconduct, is in violation of the University's Standards of Conduct, and shall include, but shall not be limited to, the following:

- 1) Unauthorized absence from work;
- 2) Substandard, incompetent, unprofessional or incomplete performance of any responsibility or assigned duties;
- 3) Failure to perform assigned duties;
- 4) Excessive tardiness or a pattern of tardiness;
- 5) Excessive absences or a pattern of absences;
- 6) Unbecoming conduct, whether on or off the job, which adversely affects the employee's ability to continue to perform his assigned duties, or the University's ability to carry out its assigned mission;
- 7) Abuse of position or unauthorized use of department identification;
- 8) Misuse of University documents;
- 9) Threatening or abusive language;
- 10) Loafing in the form of continued and deliberate idleness during working hours;
- 11) Unauthorized distribution and solicitation;
- 12) Horseplay or actions which disrupt or have the effect of disrupting the work of participants or other employees;
- 13) Conviction of a crime which would adversely affect the employee's ability or availability to perform job duties, or the University's ability to carry out its mission;
- 14) Violation of safety practices;
- 15) Failure to wear appropriate clothing;

11.12 Gross Misconduct

For the purposes of this disciplinary procedure, gross misconduct includes, but is not limited to:

- 1) Theft or attempted theft;
- 2) Fraud including the falsification of documentation/records, and deliberate misrepresentation, falsification or omission of any fact whether verbal, written, or communicated in some other medium;
- 3) Deliberate falsification of documentation/ records and deliberate misrepresentation, or omission of any fact whether verbal, written, or communicated in some other medium;
- 4) Fighting and any form of violence, or threat of violence to others or against one's self;
- 5) Assault or threatened assault on another person;
- 6) Deliberate malicious or intentional damage or destruction of university property or of the property of members of the University community;
- 7) Prohibited Harassment - As defined by law, University Regulation or Policy;
- 8) Illegal possession, sale, distribution, misuse including serious incapacity through alcohol or being under the influence of illegal drugs or other controlled substances on the job, and/or reporting to work;
- 9) Serious negligence which causes unacceptable loss to university property, equipment or personnel;
- 10) Breach of confidentiality or divulging confidential information or unauthorized release of records;
- 11) Endangering, damage or bodily injury to the health, safety and welfare of members or guests of the University;
- 12) Serious act of insubordination and inexcusable refusal or failure to obey a reasonable order given by a supervisor or other authorized University personnel in the performance of official duties.
- 13) Intimidation, obstruction or interference with the rights of others to carry out their activities or

- duties at or on behalf of the University;
- 14) Unauthorized possession or use of fireworks, explosives or weapons on campus without the express approval of the appropriate University authority;
 - 15) Serious act of sabotage and destruction or attempted destruction of University property or equipment;
 - 16) Dishonesty or bribery.

12. MISCELLANEOUS TOPICS

12.1 Employment of Relatives and Friends

LIU is pleased to have employees refer relatives and friends for possible employment. Consideration of these applicants will be based solely on their qualifications. Applicants from all sources will be considered equally and fairly. In the event that a family member or close friend is considered for employment, placement shall not be made where an employee is in a position to supervise or influence terms and conditions of employment of a relative or friend or where the handling of confidential information could create awkward work situations as determined by the Office of Human Resources.

12.2 Children at Work

LIU believes that the practice of allowing children on campus while the employee is working can lead to adverse situations. The office setting is not a suitable or safe environment for children. Therefore, LIU prohibits bringing children on campus while working.

12.3 Visitors (family and friends)

LIU respects the confidentiality, safety and work of its constituents. Therefore, each member of the LIU community is expected to minimize visits by family and friends to the campus. Visits should only occur when absolutely necessary and in a manner that does not disrupt business.

12.4 Political Activities

Outside participation by employees in various community and public affairs is expected; however, it is expected that time given such activities will not interfere with the regular duties of the employee. Political activities by an employee are prohibited at such times the employee would be ordinarily required to render services to the University.

As such, students, staff and faculty are strictly prohibited from talking or participating in political activities inside LIU campuses, whether in offices, classrooms, cafeteria or grounds that so comprise the physical facilities of the University campus.

12.5 Parking

Each University campus has its own parking accommodations; Staff employees are to refer to the corresponding administration for more information on where to park.

12.6 Monitoring and Review

This Staff Handbook will be monitored and reviewed periodically by the Director of Human Resources and any necessary changes will be made in consultation with the President and Vice President and other officials of the University.