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This manual replaces any previous employee manual. The policies, terms, and provisions of this manual may change without notice at the sole discretion of the University.

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FOUNDING GOALS, MISSION AND CORE VALUES

Founding Goals

- To develop the full potential of the individual
- To realize the highest ideal of education
- To improve governmental achievements
- To solve the age-old problem of crime and all behavior that brings unhappiness to our world family
- To bring fulfillment to the economic aspirations of individuals and society
- To maximize the intelligent use of the environment
- To achieve the spiritual goals of humanity in this generation

Mission – Higher Education for Higher Consciousness

At Maharishi International University, we recognize that everyone has an infinite field of creativity, intelligence, and happiness within. Our mission is to help students awaken this field in their everyday experience, enriching all aspects of their lives.

We expand the traditional scope of education to nurture the whole person: consciousness, mind, body, and relationships. We welcome students who want to develop their full potential through a holistic education that integrates the growth of consciousness with cutting-edge knowledge and invaluable career skills.

We call this Consciousness-Based education.

Consciousness-Based education combines daily practice of the Transcendental Meditation (TM) technique taught by Maharishi Mahesh Yogi with an approach to learning grounded in deep, universal principles of life — principles rooted in the world’s most ancient and venerable knowledge traditions, now verified by the latest scientific breakthroughs.

The TM technique enables students to optimize brain functioning and grow demonstrably in intelligence, creativity, learning ability, and overall well-being — the foundation for personal fulfillment and professional success.

We offer innovative academic programs that emphasize experiential learning and core skills that will serve students throughout their lives, no matter where their journey takes them.

Our professors are dedicated to helping students achieve their goals and to continuously improving teaching and learning. Through their scholarship and creative work, faculty expand and apply profound knowledge of both consciousness and their academic disciplines.
In every course, students experience how all fields of knowledge are interconnected and emerge from consciousness, their own Self. This enables students to understand knowledge deeply, feel at home with every subject, and become genuinely excited about learning and about developing the full potential of their own consciousness.

Our students thrive in an inclusive, mutually supportive community that welcomes people from all belief systems and walks of life — a community where everyone is committed to personal growth, raising the quality of collective consciousness, and addressing urgent societal needs to change the world for the better.

**Core Values**

Our Core Values at Maharishi International University express key principles that inform, guide, and serve as touchpoints for our educational and management practices and our campus culture.

1. **Development of consciousness**
   We are committed to developing our full potential — intellectual, emotional, physical, and spiritual — through the application of proven technologies of consciousness, including the Transcendental Meditation technique and its advanced programs. We are further committed to serving society through *group practice* of these technologies, scientifically demonstrated to promote positive trends and reduce negative trends in society. Finally, we are committed to preserving our Founder’s unique and invaluable scientific knowledge of consciousness in its completeness and purity, generation after generation.

2. **Engaged learning**
   We value engaged learning and inquiry centered around students, where students deepen knowledge, build vital skills, challenge assumptions, stretch boundaries, and serve their community and their world. Faculty embrace innovative best practices and expect to learn as much as the students. The faculty and students connect the deepest, most important ideas in their field with universal principles of consciousness, inspiring the students to actualize their own unlimited potential. Students, faculty, and alumni lead lives of continuous learning, service, and growth.

3. **Health and happiness**
   We value health and well-being, safety and enjoyment, positivity and fun.

4. **Inclusive and responsive community**
   We welcome and celebrate a rich diversity of cultures, backgrounds, identities, and values in a community that cultivates openness and togetherness, authenticity and respect, kindness and mutual support.

5. **A thriving world**
   We are dedicated to solving humanity’s pressing environmental and social challenges, with a vision of creating a world of peace and prosperity, compassion and justice, and harmony with nature.

**HUMAN RESOURCE DEPARTMENT MISSION**

Human Resources (HR) provides an array of services, programs, policies and training to attract, retain and develop qualified employees that enhance the effectiveness of MIU. Key services include recruiting, compensation and benefits, payroll, training and development and the continuous improvement of our policies to support the University’s strategic priorities and core values. We support the personal and professional growth of all employees through wholistic benefits including Maharishi’s technologies for development of consciousness. HR acts as a unifying force by integrating the aspirations of the individuals with the vision of the University.
EMPLOYMENT POLICIES

This manual describes the conditions of employment for each individual working for Maharishi International University (MIU). Every employee is responsible to read and be familiar with all points contained in this manual and sign the Policy Manual Agreement form in the end of the manual, indicating that they understand and agree to follow the policies described herein.

Equal Employment Opportunity

Maharishi International University’s educational programs, staff positions, and benefits are available to all people without distinction as to sex, age, race, religion, national origin, disability, or veteran’s status. Institutions of higher education are required by law (Title VI and Title VII of the Civil Rights Act of 1963; Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act of 1990) to provide this broad access to their educational programs and to serve society in a way that treats with equal dignity the diversity of individuals and groups which comprise our society.

Hiring Policies and Procedures

Requisitions

Hiring managers are expected to fill out a job requisition for any openings within their departments. Requisitions must be approved by the Vice President of the designated department and then forwarded to the Human Resources department. Every job requisition must contain the following:

- Position Title
- Position Shifts (if applicable)
- Reason for the Opening: Replacement/New Opening – in the case of new openings, it must be first approved by the Finance Committee.
- Job description
- Special advertisement or recruitment instructions necessary for the position

HR Meeting with Hiring Manager

HR will arrange to meet with the Hiring Manager (in person or over the phone) prior to posting a requisition to learn more about the position, requirements and to specify the profile of the ideal candidate.

Job Postings

HR should be the department responsible for all and any job postings, being them internal or external. Jobs will remain posted until the positions are filled. The HR department will also be the one responsible for tracking all applicants and retaining applications and resumes.

Applicants

Internal Applicants

Employees with a satisfactory employment status can apply for job openings, if they have their manager’s and HR’s approval to do so. All applicants will be reviewed based on their qualifications and their ability to perform the job successfully, based on the job description of the position they’re applying for. Internal applicants will be notified by the HR department in case they are not selected to fill the opening.

External Applicants

All external applicants will be reviewed on their qualifications and ability to perform the job successfully, based on the job description of the position they’re applying for.
Interview Process
The HR department and the Hiring Manager will screen resumes prior to scheduling phone or in-person interviews. Hiring Managers will have the ability to reach candidates directly, but they MUST submit a candidate evaluation form to HR after each interview conducted. Hiring Managers will also be expected to only use questions previously approved by the HR department for any interviews. The HR department will be the one responsible for notifying candidates who are not selected.

Recommendations
The candidates selected for the openings must submit one to two professional recommendations and, if they are already meditators, they will also be required to submit a TM Teacher recommendation. The HR department will check the recommendations and will be responsible to keep all the information on the candidates’ records.

Job Offers
Once a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of background checks and any additional tests necessary for the specific position.

Candidate Rejection due to Background Check Results
The HR department will handle the communication with any candidate who has been made an offer and no longer qualifies for employment with Maharishi International University due to background check results. Hiring Managers will be kept appraised but should not communicate with candidates about this type of issue.

ADA/ADAAA Policy
The creation of a harmonious and unified University community is a major priority of Maharishi International University. The things that unify us are far more profound than the things that make us different. That diversity is a positive force, the different cultures, strengths, aptitudes, abilities and capacities that we each have creates a wholeness that is truly more than the sum of its diverse parts. The disability and discrimination laws of the United States support this vision and the respect that all the members of the community deserve. The University supports these laws not only because they are the law but because it speaks to who we are as a community.

MIU complies with all federal and state laws concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

Hiring Procedures Under this Policy
When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.
Procedures for an Employee to Request an Accommodation

MIU will reasonably accommodate qualified individuals with a disability so that they can perform the core functions of a job, as prescribed in the job description for their position, unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the institution.

Any requests for accommodation should be directed to HR, which will involve other departments if HR staff deems necessary. Requests for accommodation should be accompanied by a doctor’s note explaining the nature of the disability the institution is being requested to accommodate.

Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave (paid or unpaid depending on availability and HR/Managerial decision) until an organizational decision has been made regarding the employee’s immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the MIU’s ADA policy.

The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues.

Terminology

As used in this ADA/ADAAA Policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness and specific learning disabilities.

- **Substantially limiting:** In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

- **Direct threat:** A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

- **Qualified individual:** An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

- **Reasonable accommodation:** Includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
• Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
  o The nature and cost of the accommodation.
  o The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
  o The overall financial resources of the employer; the size, number, type and location of facilities.
  o The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

• Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

**At -Will Employment**

All employment and compensation with Maharishi International University is at-will in that it can be terminated with or without cause, and with or without notice, at any time, at the option of either Maharishi International University or yourself, except as otherwise provided by Iowa law.

**Consulting Policy**

Departments may not hire outside consultants or contractors to perform a service that is already being performed within the University or for which the University has a pre-existing contract (e.g. personal counseling with Optimae Life Services) **without approval by the Finance Committee or President’s Cabinet.** This includes, but is not limited to, the following services:

- Web design
- Marketing
- Personal counseling and therapy.

**Job Description**

Applicants are hired for the areas in which they have skill or interest. However, due to the changing needs of the University, employees may be transferred temporarily or permanently to other departments at the discretion of the University. Therefore, employees need to be willing to do other duties as assigned. As a result, job descriptions may vary and in all cases are determined by HR and the area department head or supervisor.

**Introductory Period**

The first two months of work are considered an introductory period for all employees of MIU. This introductory period is a time for employees to get to know their fellow employees, their department head, and the responsibilities described in their job description, as well as becoming familiar with the University. During that time the University will evaluate their suitability for employment, and they can evaluate the University as well. If, during this period, their work habits, attitude, attendance, and performance are less than satisfactory, then this may not be the best position of employment for them, and they may be asked to leave. Employees may also resign during this period with no obligation to fulfill their commitment.

Department heads and the Human Resource Office will work closely with employees to help them understand the needs and processes of their job.
The introductory period is considered part of the employee’s first year of service for the purpose of determining paid vacation time accrued.

**Anniversary Date**

The anniversary date is the date that employees begin working for pay at MIU. The anniversary date is used to compute various conditions and benefits.

**Nepotism Policy**

The University seeks to foster a working environment in which people are treated with respect and fairness and without any potential for conflict of interest or an appearance of favoritism. To promote these goals, the University's Nepotism policies are as follows:

A. No person shall be offered or denied compensated employment or any favored term or condition of employment on a preferential basis merely because that person is a relative (i.e. spouse, child, parent, grandparent, brother, sister, niece, nephew, aunt, uncle, grandchild and in-law or step-relative of same) of another person currently employed at the University.

B. No employee shall initiate or participate in any personnel decisions pertaining to a relative, such decisions may involve issues of hiring, retention, termination, discipline, leave, performance review, salary, benefits, promotion or transfer, whether or not in the same department or reporting line as the relative. The unrelated direct supervisor of the relative shall determine, along with the HR Director or the Dean of Faculty what, if any, alternative procedures shall be employed in making such personnel decisions fair and impartial.

**Employment Eligibility**

MIU participates in E-Verify and will provide the federal government with employees’ form I-9 information to confirm that they are authorized to work in the U.S. If E-Verify cannot confirm that they are authorized to work, MIU is required to give them written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so that employees can begin to resolve the issue before MIU can take any action against them, including terminating their employment. We can only use E-Verify once employees have accepted a job offer and completed the Form I-9 (employment eligibility form).

**Jury Duty Policy**

**Objective**

To provide income protection while an employee carries out his or her civic responsibility, MIU provides the difference between jury duty pay and an employee’s regular day’s pay for time spent serving on jury duty. Income protection for time spent serving on jury duty will be provided for a maximum of five workdays. Additional income-protected time away from the workplace for this purpose will be considered on a case-by-case basis and must be approved by the Personnel Committee.

**Eligibility**

Full-time employees are eligible to receive this benefit.

**Procedures to Request**

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, the employee should notify their supervisor. The employee is required to provide copies of the subpoena or jury summons to their immediate manager and to Human Resources department.
The manager must verify the notification by contacting the office issuing the summons or subpoena and make scheduling adjustments to accommodate the employee’s obligation. The manager will also provide court documentation to Human Resources for processing. Employees appearing in their own case as a plaintiff or defendant or for a non-subpoenaed court appearance will not receive paid time off. Vacation or unpaid time should be used for such instances.

**Work Schedule**

**Work Hours**

Full-time employees (Ideal Administrators, Salaried and FT hourly) should work a minimum of 30 hours per week. They might be required to work more hours depending on departmental needs.

MBA and MVL Interns work a maximum of 28.5 hours per week (20 work hours and 8.5 work related class project hours) and MVS Interns work a maximum of 26.5 hours per week (20 work hours and 6.5 work related class project hours) when classes are in session. When classes are not in session (school breaks) all interns should work a minimum of 30 hours per week.

*Flex Time:* Each department can fine-tune their daily schedules to meet the full-time requirement, however we need to keep open office hours in mind, which are usually 10 AM to 4 PM to maintain some consistency across all departments.

An employee’s hours are not to exceed 40 hours per week unless approved by the department head or the Human Resource Office, because overtime hours MUST be pre-approved. Such a request should only be made under very special cases where a clear need has been identified, approved and budgeted.

The University reserves the right to determine and change, if necessary, the schedule of work hours.

**Time Sheet**

All non-exempt employees are required to use the HR system appointed by HR to fill out their timesheets. This can be accomplished through the clock-in/clock-out system or e-timesheet. HR and supervisors will determine which one of the two employees are required to use. Timesheets must be submitted for approval through the system by the end of the corresponding pay period.

Missed punches or wrong punches will need to be fixed by supervisors or someone designated by them. Failure to follow these procedures may be grounds for dismissal.

**Lunch**

The lunch break is not a paid break and should not be included in the number of hours worked. ALL EMPLOYEES MUST CLOCK OUT FOR LUNCH AND CLOCK BACK IN ONCE THEY’RE BACK TO WORK.

**Breaks**

Breaks are not paid at MIU and do not count towards weekly hours. Employees must clock out when they leave on a break and clock back in once they’re back to work.

**Attendance Policy**

All employees are expected to give the University a full day’s work. Tardiness in reporting for work or unexcused part-day or full-day absences from work, decrease the productivity of all other employees who may depend upon the presence of the tardy or absent employee in order to get the job done.

Tardiness is defined as arriving for work any time after the employee’s designated starting time. Leaving early or unexpectedly without permission is also to be considered as tardiness.
The disciplinary action outlined in the Standards of Conduct section will be at the discretion of the University in cases of flagrant employee abuse.

Regular, punctual attendance will be a significant factor in the consideration of employee promotions and pay increases.

**Special Project Assignments**

One of the dynamic aspects of being on staff and faculty at MIU is the unique opportunity to come together for special projects, including graduation, events and phone calling for fundraising campaigns, as needed throughout the year, often at times other than at ordinary work hours. The Human Resource Department generally coordinates these projects, so employees may expect to be asked to assist in these events.

**Safety and Security**

Campus Safety (ext. 1115 or 641-472-1115) is responsible for all aspects of safety on campus, including medical emergencies, fires or fire alarms. For accidents, severe intoxication, drug overdoses and violence: call 911 and then Campus Security. Guidelines may be found at [https://services.miu.edu/campus-security/](https://services.miu.edu/campus-security/)

For anyone living in campus housing rooms, cooking and toaster ovens are not permitted in campus rooms not equipped with a kitchen approved by the Fire Marshall. For Fire Safety procedures click here.

Employees are expected to observe and follow the security protocols and policies of MIU and prevent the loss of equipment and supplies. Storerooms and closets must be kept locked when the employee using the room is not in the immediate vicinity.

An employee who is authorized to enter a room that is locked in any building on campus must lock the room upon leaving.

Employees will be responsible to see that no supplies are left outside or in unlocked vehicles at the end of the day.

**University Vehicles**

All employees must have a valid and current Iowa driver’s license and receive driver safety training from the University’s Campus Safety department before they can drive a University vehicle.

All employees will be expected to take good care of University vehicles and equipment, and immediately report any damage or malfunction to their department head. They are also expected to see that the equipment they use is serviced according to the regular schedule determined by the instructions in the owner’s manual and/or the University Motor pool.

Vehicles are to be kept clean after each use.

University vehicles are not to be driven off campus except on work-related business with department head approval.

Vehicle keys will be checked out to the driver of the vehicle. Lost keys will be replaced immediately at the driver’s expense. The driver will also be fined $5 for each lost key.

**Visitors**

Children, friends, and family members are not allowed to accompany employees at work, unless the department head has granted employees prior approval to each singular visit.
**Emergency Notification System**

Maharishi International University has a campus-wide Emergency Notification System through Rave Wireless. This system will be used to alert employees in cases of fire, severe weather or other circumstances that would require immediate action.

In the event of a campus emergency an official alert will be sent to let those in harm’s way know exactly what to do, what to expect, or what to look for. The emergency alert will come to employees via e-mail, a text message, or both.

We will not be using this new system for administrative notices. Please read alerts immediately and follow the instructions contained in the notice. We will infrequently send out a test message and these will clearly be marked as a “TEST MESSAGE”. We are recommended to do this testing 2–4 times a year.

Employees can sign up for this service without our help. Please go to: Get Rave. In the bottom left corner, there is a section that says, "Not registered yet?" followed by a "Register Now" button.

We hope that the need never arises for this Emergency Notification System, but we want to be ready to act at short notice should the need arise.

**COMPENSATION AND PERFORMANCE**

**Wage and Salary Policies**

**Pay Advances**

Pay advances are only granted with managerial approval and HR recommendation.

**Overtime**

The University does not allow employees to work overtime, unless previously authorized by the department head or the Human Resource department.

**Method of Payment**

Employees are paid by direct deposit into the checking or savings account of the bank of their choice. During the onboarding process, employees are required to fill out a direct deposit form through the HR System designating the bank and account number into which their pay will be deposited.

All hourly wage employees are currently paid on the second Friday following the pay period and every other Friday after that. All salaried employees are currently paid by the calendar month on the 15th of the month following the pay period. The first paycheck may be a handwritten check and, if so, should be picked up at the HR department during office hours. A photo ID must be shown. If the employee changes their bank or account number, then the next check may again be a hand check. It is the employee's responsibility to check with the bank to be sure automatic deposits are correct.

Employees may have access to their Paycheck History and paystubs in the HR System.

**Performance and Compensation Reviews**

**Performance Reviews**

Department heads are continuously evaluating employees’ job performance. Day-to-day interaction between employees and their department head should give them a clear sense of how their department head perceives their performance. Human Resources advises managers to meet with their team members at least once a month for feedback sessions so they can go over their planned goals and possible improvements needed in their team members’ performance.
We also hold yearly formal performance reviews, department heads will consider the following things, among others:

- Core Competencies (Accountability and Dependability, Planning and Problem Solving, Continuous Improvement and Lean Thinking and Customer Service), Relationship Skills and Leadership Skills
- Attendance
- Knowledge of the work and responsibilities to be performed
- The quality and quantity of work performed
- The conditions under which employees work

The primary reason for performance reviews is to identify employees' strengths and weaknesses and to find ways to support their professional development, reinforcing their good behaviors and developing ways to improve their weaknesses. This review also serves to make them aware of and to document how their job performance compares to the goals and description of their job. This is a good time to discuss interests and future goals.

Compensation Reviews

Wage or salary increases are based on merit, economic climate, departmental budget and the salary levels established to each position. Wage increases are not based solely on length of service. Having a compensation review does not necessarily mean that an employee will be given an increase. Compensation reviews may be conducted in conjunction with, but not exclusive to, the performance review. Any wage increases will appear in the pay period following the pay period in which they were granted.

**Resignation and Termination**

Resignation

All employees shall provide the Human Resource Office with at least two (2) weeks written notice prior to the effective date of resignation. Employees who are resigning should fill out a “Departure Form” available from the Human Resource Office, obtain the necessary signatures, and submit the form to the Human Resource Office. They might also be invited to an exit interview.

Termination

In the case of severe disciplinary action, the employee may be terminated immediately. In the event of a layoff, the University shall:

1) Provide all employees with as much notice as possible.
2) Conduct exit interviews with all departing employees. These will become part of the employee's permanent file.

**EMPLOYEE BENEFITS**

**Holidays**

Paid holidays

The following holidays are recognized by Maharishi International University as paid holidays for full time employees:

- New Year's Day
- Labor Day
- Memorial Day
- Thanksgiving Day
Independence Day (4th of July) One religious holiday of your choice (i.e., Christmas, etc.)

If any of the above holidays occur on a Saturday, the paid holiday will be on the Friday before the holiday. If any of the above holidays occur on a Sunday, the paid holiday will be on the Monday after the holiday.

For hourly employees, the amount of pay to be received for a paid holiday will be the employees current hourly wage times the number of hours assigned in their PTO plan.

The Holiday PTO plans are as below:

- Hourly 30 to 36 - 6.5 hours per day
- Hourly 36 to 40 - 8 hours per day
- Ideal Administrators - 6 hours per day
- Salaried - 6 hours per day
- Interns - 5.5 hours per day

Employees paid on an hourly basis who are required by their managers to work on a holiday should be paid time and a half for the holiday worked. Salaried and Ideal Administrators who are required by their managers to work in a holiday can take another day off as a comp day.

Employees who have applied for and received approval for a leave without pay, or who have been laid off, shall not be eligible for paid holidays, which may occur during the leave period.

If a holiday occurs on any other day than Saturday or Sunday, the paid holiday must be taken on the day it occurs, unless an exception is made at the discretion of the department head.

Please note: Part-time employees do not receive paid holidays.

**Room and Board - Ideal Administrators**

Ideal Administrators are required to live on campus and to participate in our Super Radiance Program, this is a condition of their employment with MIU. Their Room and Board (housing and meals) are part of their compensation package, the values attributed to these non-cash benefits are as stated below:

1. 1-bedroom Dorm + utilities: $300/month
2. 2-bedroom apartment + utilities: $600/month
3. 3-bedroom apartment + utilities: $900/month
4. 4-bedroom apartment + utilities: $1,200/month
5. 5-bedroom apartment + utilities: $1,500/month
6. Vastu Apartment + utilities: $1,000/month
7. Trailer + utilities: $600/month
8. Meal Plan: $900/month for the All meals Plan and $100 for Commissary Plans

These benefits cannot be exchanged for cash and in case the conditions established by the Ideal Administrator Program are not met, employees might be liable to taxes on the dollar value of these benefits.

Ideal Administrators may have immediate family members stay on campus for two weeks per year with a room provided at no extra charge. Before inviting family members, please contact the Human Resource department for approval of your request, and then if approval is obtained, contact the Housing Office to determine the availability of suitable housing. Other guests of Ideal
Administrators must pay the regular rates. Ideal Administrators who host non-dependent family members, such as boarding students, must pay a fee of $100 dollars per month to cover utilities and wear and tear of on campus housing.

**Celebrations and Staff Meetings**

Ideal Administrators, interns and salaried staff members are paid when they attend celebrations and staff meetings occurring during normal business hours which are sponsored by the University and to which they have been invited. Full time hourly employees are paid when they attend the staff holiday party and required staff meetings. Part time employees are invited, but not paid to attend celebrations and staff meetings.

**Family and Medical Leave (FMLA)**

The Family and Medical Leave Act (FMLA) entitles an "eligible employee"—an employee who has worked for Maharishi International University for at least one year, and for 1,250 hours over the previous 12 months—to take up to a total of 12 work weeks of unpaid leave during any 12-month period for the birth of a child and to care for such child, for the placement of a child, for adoption or foster care, to care for a spouse, parent, or child with a serious health condition, or when he or she is unable to work because of a serious health condition. You will be required to provide medical certification to support your request. The University asks that you provide 30 days advance notification when the leave is “foreseeable.” This is a summary of our full FMLA policy, you can contact the Human Resources department for the full policy, or access it directly on the [MIU HR Website](#).

**Use of Paid and Unpaid Leave**

An employee who is taking FMLA leave because of the employee’s own serious health condition or the serious health condition of a family member must use all paid vacation, personal or sick leave prior to being eligible for unpaid leave. Sick leave may be run concurrently with FMLA leave if the reason for the FMLA leave is covered by the established sick leave policy.

Disability leave for the birth of a child and for an employee’s serious health condition, including workers’ compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employer provides six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward the employee’s 12-week entitlement. The employee may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation and personal leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation, personal leave or sick leave (if the reason for the absence is covered by the University’s sick leave policy) prior to being eligible for unpaid leave.

**Procedure to Request FMLA**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the HR department. Within five business days after the employee has provided this notice, HR will complete and provide the employee with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the employee must provide the employer with at least 30 days’ notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the University’s usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.
Designation of FMLA Leave

Within five business days after the employee has submitted the appropriate certification form, the HR department will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice.

Parental Leave

MIU offers 12 weeks of paid parental leave in the event of the birth or adoption of a child for full time employees who have worked a minimum of three consecutive years full time prior to the leave start date. In case both parents work for MIU, the Parental Leave is per event not per person and therefore parents have 12 weeks to split between them at their discretion. This leave will be designated as FMLA leave and will be counted towards the 12-week entitlement.

Employees who don't qualify under this policy will be covered by regular unpaid FMLA leave.

Sick Days

Full time Salaried, Interns, hourly and Ideal Administrators employees earn 1 sick day per month worked, being eligible for 12 non-cumulative sick days per year. Part-time hourly employees do not receive paid sick leave.

If an employee becomes ill after leaving work and is not able to report for work the next day, the employee must be responsible for calling the University and informing his/her department head by 10:15 AM of an inability to report for work that morning, the reason why, and the expected day of return to work. Failure to provide the University with notice as required shall be considered an unexcused absence.

If an employee becomes ill during working hours and wishes to leave work, they must report to the department head or the supervisor and inform them that they need to leave work. If an employee's department head, or supervisor is unavailable, the employee should report to the University Human Resource Office. If an employee fails to report to their department head, supervisor, or the Human Resource Office before leaving work, the employee’s absence will be considered an unexcused absence.

If an employee is deemed by the department head too ill to work, he or she may be excused from work.

An employee who has been absent from work due to illness shall report to their department head on the day of return to work. Sick days should be properly reported through the HR System.

Employees who need to miss work for more than two consecutive days should provide a note from a medical doctor to the Human Resource Office. This note should indicate that the doctor recommended time off work and how much additional absence from work, if any, is recommended.

The Human Resource Office and the department head reserve the right to request confirmation from a physician of any illness. The cost of seeing a doctor to verify illness is the responsibility of the employee.

Family Bereavement Leave

MIU offers family bereavement leave for all FT employees.

FT employees may take up to a maximum of one week of paid leave in the event of the death of an immediate family member. An immediate family member is defined as a parent, sibling, child by blood, adoption, or marriage, spouse, grandparent or grandchild.

This LOA is over and above the standard paid LOA allotment. If further time off is required, the employee may use any remaining vacation days if available, or they may apply to use unpaid LOA days if needed. If more time off is still required, then the employee may request their manager to petition the Personnel Committee to take additional days of unpaid leave.
**Workers’ Compensation**

Employees are eligible for Workers’ Compensation for any job-related injury. Anyone injured in a job-related accident must file an accident report for Workers’ Compensation within 24 hours whenever possible.

To file, an employee must:

1. **Report the injury to the department head immediately.** This point is very important because the department head must determine what steps to take in case of an emergency. In addition, the department head must verify that the accident happened on the job and/or is job-related.

2. Obtain a **REPORT OF INJURY FORM** from the department head, the Human Resource Office or the Insurance Office.

3. Complete the form **within 24 hours if possible** and immediately deliver it to the department head or the Human Resource Office.

4. The injured employee should see a doctor at one of two local medical clinics listed below in order to be covered by Workers’ Compensation:
   - Jefferson County Health Clinics (JCHC Clinics)
     - 2000 South Main Street
     - Fairfield, IA  52556
   
     If the clinics’ doctors are unavailable, then the injured employee should be seen at:
   - Jefferson County Hospital Emergency Room
     - 2000 South Main
     - Fairfield, Iowa 52556

   It is the employee’s responsibility to fill out the Report of Injury form. The department head will assist employees if they are unable to fill out the form themselves.

**Tuition Credit**

FT employees are eligible to apply through the Human Resource department for tuition credit to pursue study in a Maharishi International University degree-seeking program. Note that the use of tuition credit by former employees as well as by dependents (children and spouses) of current employees requires some financial contribution (cash or student loan). There is no financial contribution required for courses taken by currently employed full time employees.

Former full-time employees who worked less than one year may earn $600 tuition credit for each month worked for MIU.

Former full-time employees who worked more than one year may earn tuition credit for every year worked. One year of tuition credit:

- Undergraduate degree: requires payment of 15% of the yearly tuition costs. In addition, the maximum allowable federal and state grants must be paid either in the qualifying grants or in the equivalent amount of cash and loan to replace grants. There is no cost for Housing and Meals.
- Standard graduate programs (Standard Masters and PhD): requires payment of housing/meals and a maximum of 15% of the yearly tuition costs.
- Evening Weekend degree programs: require payment of 15% of the yearly tuition costs and requires payment of housing/meals, fees, deposits.

Children and dependent spouses of current FT employees may be eligible for tuition credit. Acquisition of tuition credit ends when the full-time employee leaves their position. Spouses who are not dependents are not eligible.
• Housing/Meals/Fees are not charged if the employee is living on campus.
• Government Grant contribution is also required by dependents who are undergraduates and USA Citizens or permanent residents. This contribution is the maximum allowable federal and state grants or the equivalent amount in cash or loans if the family does not qualify for the maximum grant allowable due to family income.
• Tuition contribution is required for all dependents, depending on the years of service of the FT employee:
  o 1 to 5 years of service: 15% of yearly tuition costs contribution will be due
  o 5 to 10 years of service: 10% of yearly tuition costs contribution will be due
  o 10 + years of service: 5% of yearly tuition costs contribution will be due
• Security Deposit is paid by children but not by spouses.

Important Notes:
• Former FT employees who qualify for tuition credit must begin their academic program within one year of leaving the University; otherwise credit and eligibility for tuition credit is forfeited.
• Tuition credit may be used to pursue any degree level (undergraduate, Masters, or PhD), and may be used for more than one degree, but not for more than one degree per level (for example, not for two master’s degrees). Once tuition credit begins to be used, there can be no break (a full semester without enrollment) in the pursuit of the academic program, except in the case of an exception made by the Human Resource department, such as a family emergency.
• The use of tuition credit is not automatic or guaranteed. Qualifications for admission to the academic program are evaluated by the Admissions Office. The granting of tuition credit is awarded by the Human Resource department based on work performance and conduct.
• Tuition credit may not be used for Rotating University travel expenses, the TM Teacher Training program, student fees, lab fees, or security deposits.
• Dependent Spouses are eligible to apply for tuition credit only if the full-time staff member earning approved dependent spouse benefits continues to be employed full-time at MIU.

Meditation Programs and Advanced Courses

Transcendental Meditation

Training in learning the Transcendental Meditation technique is paid for by the university and provided during work hours as part of employees’ onboarding training. This takes place during seven one-hour sessions in the first month of employment. HR and the department head will coordinate the schedule for this training and communicate it to new employees.

Employees will not be monitored on their Transcendental Meditation practice or required to meditate during work hours.

Advanced Techniques

After their first year of employment, MIU employees are eligible for special pricing on the TM Advanced Techniques according to the table below.

<table>
<thead>
<tr>
<th>Staff Members</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT Staff Members</td>
<td>One free technique per year</td>
</tr>
<tr>
<td>PT Staff Members (15-29 hours/week)</td>
<td>One technique at $380 per year</td>
</tr>
<tr>
<td>PT Staff Members (10-14 hours/week)</td>
<td>One technique at $480 per year</td>
</tr>
</tbody>
</table>
Residence Courses – “WPA/Rounding” LOA

After their initial two months of employment, FT Ideal Administrators, Interns, Salaried and Hourly practicing the Transcendental Meditation technique may apply to go on a residence course using their “WPA/Rounding” LOA. Each FT employee is entitled to 40 hours, non-cumulative, WPA/Rounding LOA per year.

Many courses coincide with the monthly long weekend courses for students. Approval is needed from the department head, and course arrangements are made through the Development of Consciousness Office.

As with any time off requests, employees are expected to request WPA/rounding time off through the HR System.

Center Invincibility Course (CIC)

After working at MIU for six months, FT employees, who practice Transcendental Meditation, making a one-year commitment to continue working at MIU and attending the Dome, may apply to the David Lynch Foundation and the Peace Palace for a scholarship to the CIC. Employees who do not fulfill their one-year commitment might be required to pay back the scholarship granted.

Checking

Personal checking of the Transcendental Meditation technique is a simple, effortless way to verify and assure its correct practice. It is recommended that employees have their meditation checked once a month for the first year and then periodically thereafter. Checking of the Transcendental Meditation technique is available at the Maharishi Peace Palace. Please call 472-1174 to schedule a checking appointment.

Evening Knowledge Programs and Meetings

MIU offers a variety of evening knowledge programs. All staff members are encouraged to attend.

Meditators: Knowledge programs are celebrations in the Dome, courses offered through Continuing Education and Sunday evening advanced lectures at the Maharishi Peace Palace at 7:30 PM.

Those practicing the TM Siddhis Program: An evening knowledge assembly is available, which is held every evening in the Patanjali Golden Dome from 8:30–9:15 PM.

Extended Sunday Morning Program for those practicing the TM Siddhis Program

Those practicing the TM Siddhis Program may participate in the extended Sunday morning Invincible America Super Radiance program.

Those practicing the TM Siddhis Program who work six days per week may, with department head approval, take one Saturday morning off per month for the extended Invincible America Super Radiance program. This time is specifically set aside for extended program once per calendar month and cannot be accumulated.

Volunteering

All of the meditation and advanced programs mentioned above are considered as volunteer activities for MIU staff. The University has a 30-hour work week specifically to provide release time for staff to participate in these programs that have been scientifically validated to improve all aspects of individual life and simultaneously create a positive influence of harmony and coherence in the environment. Staff members are also encouraged to engage in volunteer activities that support the University’s mission of creating harmony and good will within the community.
Badges

I.D. Badge

All employees are issued a University I.D. card with a photo and validation sticker (at the Enrollment Center, Dreier Building). This card serves as an identification card and as a meal pass, so please protect it against loss and misuse. It is advisable to carry this card with you when you are at the University.

Transcendental Meditation or TM-Siddhis Program Badge

Those practicing the TM Siddhis Program receive an Invincible America Super Radiance badge, (at the Invincible America Department, Gateridge Building), which allows them to check in and participate morning and evening in the collective practice of the TM-Siddhis program in the Golden Domes. Participation in the “Invincible America” program is assessed by attendance using an electronic barcode reader, and this data is reviewed regularly. Ideal Administrators are expected to maintain a high level of regular attendance.

Meditators receive a sticker on their University I.D. badge, (at the Department of the Development of Consciousness, Room 118 in the Dreier Building), which allows them to participate twice daily in the group meditation program.

Optional Life and Dental Insurance

Fulltime employees are eligible for optional life insurance and dental insurance through the MIU Insurance Office at 641-472-7000 ext. 4108.

Meal Plans

Wholesome vegetarian meals are served in the University’s Annapurna Dining Hall in the Argiro Student Center. Our goal is to use fresh, organic, non-GMO ingredients in all our food preparation. Please show your plastic I.D./meal card to the dining hall door-checker before entering the food service area.

Ideal Administrators are eligible to eat three meals a day at the Argiro Student Center Dining Hall or they can select a Commissary Plan of their choice.

Full-time salaried and hourly employees receive one meal per day at the Argiro Student Center Dining Hall.

PT hourly employees working a minimum of 15 hours per week are eligible for a 10-meal meal card per month to be used in the Argiro Student Center Dinning Hall.

Commissary Plans for Ideal Administrators

Ideal Administrators can choose how many meals they eat on campus. Depending on how many meals they've chosen, they can receive an allotment for shopping at the Golden Dome Market on campus. They can also have dependents added to their meal plans, as long as they are qualifiable dependents who live with them on campus. Here are the three meal plans.

- All Meals: employees and dependents receive a sticker on their badge allowing them to eat all their meals on campus.
- GDM + Meals: Combination of meal cards and credit to the employee on campus Golden Dome Market account.

<table>
<thead>
<tr>
<th>Meals Card</th>
<th>Adult</th>
<th>Child 2-8 years</th>
<th>Infant 0-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 meals</td>
<td>$ 85</td>
<td>$75</td>
<td>$40</td>
</tr>
<tr>
<td>20 meals</td>
<td>$ 70</td>
<td>$60</td>
<td>$25</td>
</tr>
<tr>
<td>30 meals</td>
<td>$ 55</td>
<td>$45</td>
<td>$10</td>
</tr>
</tbody>
</table>
• All Golden Dome: $100 credit for Ideal Administrators and their adult dependents, $90 for children that are 2-8 years old and $55 for kids 2 years old and younger. The credits are monthly deposited into the Ideal Administrator GDM account.

**University Sports Facilities and Swimming Pool**

The Recreation Center, including indoor tennis courts, basketball courts, track, gymnastics area, weight room, and climbing wall, is available to all full-time employees, their spouses and dependents free of charge. Employees may also sign out University recreation equipment such as cross-country skis, ice skates, canoes, kayaks, and windsurfing equipment and bicycles. (Instruction in the safe use of some equipment may be required.) Full-time employees may use the University outdoor swimming pool for a nominal charge. Please present your staff I.D. badge to use the facilities or equipment.

The Recreation Center is generally open Monday–Friday from 7 AM to 9 PM and Saturday and Sunday from 10 AM to 7 PM during the academic year. Hours change during student breaks, holidays, and summer conferences, and will be posted.

**Maharishi Vedic Approach to Health**

**Staff and Faculty Preventive Health Center – Panchakarma (PK) LOA**

MIU FT employees can take up to 30 hours of paid time off (non-cumulative) per year to have PK treatments in the Preventive Health Center in the Peace Palaces.

The Health Center offers the following treatment programs involving three treatments each day:

- Treatment 1: two technicians, 55-minute Abhyanga
- Treatment 2: 20-minute Shirodhara or Swedena
- Treatment 3: Matra or Shodana Basti (usually alternated each day)

In addition to the fee for treatments above, the following consultation service will be provided to MIU full-time staff in either option 1 or option 2 for an additional $100 fee. All three parts of this service will be provided by Vaidya Manohar Palakurthi, overseen by Jim Davis DO, when Vaidya Manohar is in-residence at MIU. The three-part treatment consultation service would include:

- Recommendations for home cleansing program based on health history information you submit by internet or phone
- Maharishi Panchakarma treatment recommendation based on an in-person, 15 minute with Vaidya Manohar before the treatment begins
- Home program for herbs based on an in-person, 15-minute visit with Vaidya Manohar at the end of the treatment program

Full time MIU employees are also eligible to receive a $300 discount per year (non-cumulative) on a three or more day-treatment program.

FT employees can find more information and sign up for treatments using this link: [MIU Full Time Staff and Faculty: PK Treatment Application](#).

**Discounts on Maharishi Ayurveda Products**

Full-time employees may receive a discount on Maharishi Ayurveda products, which may be purchased at the Golden Dome Market or the University Book Store with your discount sticker on your ID badge.

**University Bookstore and Golden Dome Market Discount**

All full-time employees are eligible to receive a 25% discount on most items at the University Bookstore and the Golden Dome Market. To take advantage of this discount they need to have the Human Resource Office put a discount sticker on their ID badge. Then at the time of their Bookstore
or Golden Dome Market purchase, they must show the Cashier their discount sticker. Discount stickers are updated each semester and employees will not be eligible to receive the discount if their sticker is not updated if they don’t present their ID badge.

**Leave of Absence/Vacation (LOA)**

The terms, conditions, and duration of all leaves of absence are subject to the approval of the department head. In this manual, leave of absence (LOA) and vacation are used interchangeably.

**Procedure to Apply for LOA**

Employees should sign in into their Self-Service area in the HR System and request the LOA through the system, managers will be notified, will approve/disapprove the request and HR will give final approval.

Please note that the maximum vacation days employees can accumulate on their “Vacation Account” is 30 days, which means that once this limit is reached no more vacation days will be earned until the balance is used.

**Vacation Eligibility**

**Ideal Administrators**

Ideal Administrators (which includes Ideal Administrators paid in an hourly basis) receive 90 hours of paid vacation per year worked, which area accrued on a monthly basis, 7.5 hours per month worked.

After working continuously for ten years or more, Ideal Administrators receive 120 hours of paid vacation per year worked, accrued on a monthly basis, 10 hours per month worked. Please note that Ten-year status must be verified with the Human Resources department.

Vacation benefits are available after the first four months of employment and **can be taken according to the number of hours already accrued in their vacation account.**

(Those making a four-month commitment or less do not receive LOA benefits.)

**Full time Salaried Employees**

Full time salaried employees 90 hours of paid vacation per year worked, which area accrued on a monthly basis, 7.5 hours per month worked.

They are eligible to start using this benefit after the first months of employment, **according to the number of hours already accrued in their vacation account.**

(Those making a four-month commitment or less do not receive LOA benefits.)

**Full-Time Hourly Employees**

Full time hourly employees receive 3 weeks of paid vacation per year worked and are eligible to start using this benefit after working for four months, **according to the number of hours already accrued in their vacation account.** Those making a four-month commitment or less do not receive LOA benefits.

The number of hours to be paid for a paid vacation day will be calculated based on the employee’s current Paid Time Off (PTO) Plan, as per the table below:

**LOA Compensation Table for FT Hourly Employees**

<table>
<thead>
<tr>
<th>PTO Plan</th>
<th>Paid vacation benefit is:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part-Time Hourly Employees

Part-time hourly employees are eligible for leave-of-absence days as per the table below:

<table>
<thead>
<tr>
<th>PTO Plan</th>
<th>Paid vacation compensation is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 – 29 hours per week</td>
<td>5 hours per day, 1 week of paid vacation per year</td>
</tr>
<tr>
<td>Less than 20 hours per week</td>
<td>No paid vacation</td>
</tr>
</tbody>
</table>

If an employee is dismissed or resigns without good cause (as defined under the Iowa employment law) from University service, they shall not be entitled to receive any vacation days. Additionally, furloughed employees (temporary layoffs) will not be paid accrued vacation, their accrued balance will be available for their use at the time of their rehire.

Earned paid vacations must be scheduled at least two weeks in advance and are subject to the approval of the department head. The department head will also determine the number of employees from any work group who can be on vacation at the same time.

Unpaid Leave of Absence

Unpaid LOA can only be taken in emergency situations if paid LOA is not available, as long as it’s been approved by the employee’s manager and/or department head, who will be responsible to notify HR.

Please Note: All the benefits set out in this handbook are merely general descriptions. The benefits that you receive may vary from those described. They may be added to, modified, or withdrawn, at any time, at the discretion of the University Council, Personnel Committee, or Human Resource Department. All benefits are granted according to track and tenure and are subject to change without notice.

STANDARDS OF CONDUCT

Dress Code

MIU adopts a business casual dress code and we observe dress down Fridays where employees are allowed a more casual and less business attire.

Since we know that the business casual concepts can be quite ambiguous, here are some tips: clothing that works well for the beach, yard work, dance clubs, exercise sessions, and TM program are not appropriate. The same applies for ripped clothes or clothing that reveals too much (back, chest, stomach or underwear). These will not be appropriate for a place of business, even in a business casual setting.

Last by not least, clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable.
It’s important to remember that even during dress down Fridays where employees are allowed to dress more casually, what it’s mentioned above as inappropriate will still apply.

**Tobacco Policy**

According to MIU policy and Iowa state law, no one is permitted to smoke or use tobacco products including the use of nicotine products anywhere at any time on campus. This includes outdoors (roadsides, lawns, sidewalks, etc.), and inside buildings, motor vehicles, and other enclosures. The University’s policy is to support the health of our students, faculty, staff, employees, and visitors. Following are procedures, penalties, and fees pertaining to employees found smoking on campus:

**First Offense:** If an employee is determined by MIU Safety and Security to have been smoking tobacco or using any type of tobacco products on campus, a $50 fine will be levied. If smoking occurs inside a campus building or MIU vehicle, an additional $250 Restoration Fee will be added to the fine, bringing the total to $300. The Restoration Fee is for cleaning, replacing carpet or mattress, repainting or whatever expenses are incurred by the University to make the environment suitable for non-smokers.

$ 50.00 Smoking Fine  
+ $ 250.00 Room Restoration Fee  
$ 300.00 Total

The fine, or fine plus Restoration Fee, must be paid within 60 days of the date on which the fine is levied, or the employee will be subject to termination.

**Second Offense:** If MIU Safety and Security determines an employee has been smoking tobacco on campus a second time either indoors or outdoors, a $100 fine will be levied, and the following provisions will apply:

If the second offense was inside a campus building or MIU vehicle, the $250 Restoration Fee will apply. The employee must pay the fine and fee, if applicable, or be subject to termination.

Written Documentation of the offense, signed by the employee, is placed in the employee’s permanent file.

**Third or Subsequent Offense:** If MIU Safety and Security determines an employee has been smoking tobacco on campus a third or subsequent time, either indoors or outdoors, a $100 fine will be levied and paid, or the employee will be suspended. In addition, if this offense was inside a campus building or MIU vehicle the $250 Restoration Fee will apply. The employee must pay the fine, and fee if applicable, or be subject to termination. The employee is given notice that any future smoking offence will be grounds for immediate dismissal. A copy of the reprimand is placed in the employee’s permanent file.

**Disciplinary Meeting:** Before an employee is suspended pursuant to this policy, the employee meets with the department head and the Director of the Human Resource Office in accord with the Disciplinary Procedures listed in the Employee Handbook.

Any employee seeking help with smoking cessation is encouraged to speak with the Campus Nurse or any member of the Human Resource department team.

**Drug and Alcohol Prevention Policy (Summary)**

MIU prohibits the possession, use, manufacture and/or distribution of alcohol and controlled substances (illicit drugs) on campus and at off-campus courses, trips and events sponsored by MIU.

Maharishi International University promotes and actively facilitates healthy lifestyles free from alcohol and illicit drug use. MIU incorporates into the curriculum and lifestyles of students, faculty and staff the Transcendental Meditation and the TM-Sidhi program, which have been verified to have benefits in prevention and treatment of alcohol and drug abuse.
For those voluntarily seeking help with their alcohol and illicit drug problems, the University provides confidential and free support services, counseling and opportunities to take part in support groups. The University also distributes information about support services available off-campus.

MIU investigates all drug and alcohol policy violations and adjudicates them on a case-by-case basis.

Violators of MIU’s drug and alcohol policy will be subject to disciplinary action, which might include:

- obligation to attend alcohol or substance abuse treatment,
- obligation to attend alcohol or substance abuse education program,
- temporary or permanent suspension, or
- termination of employment.
- If appropriate, the violation may also be referred to law enforcement.

Following suspension or termination, violators of MIU’s drug and alcohol policy can apply for re-admission or re-employment. The University will decide about such requests on a case-by-case basis.

The full text of this policy is accessible at https://services.MIU.edu/campus-security/drug-and-alcohol-prevention-policy/.

**Respectful Work Environment**

**Fraternization Policy**

Maharishi International University provides students with a positive and nurturing environment. All employees are expected to maintain the highest standards of professional conduct in their relationships with students. This policy has been adopted to ensure that the legal and human rights of students are always respected, both on and off campus. Any act of harassment, exploitation, or inappropriate fraternization will not be tolerated.

Relationships between individuals in inherently unequal positions may undermine the real or perceived integrity of the teaching, supervision, and evaluation process, as well as affect the trust inherent in the educational environment. It is the policy of Maharishi International University that persons in unequal positions do not conduct romantic or amorous relationships. The University considers it inappropriate for any member of the faculty, administration, or staff to date or establish an intimate relationship with any student; or with a subordinate or colleague upon whose academic or work performance they will be required to make professional judgments on.

In all such circumstances, consent may not be considered a defense against a charge of sexual harassment in any proceeding conducted under this policy. The determination of what constitutes sexual harassment depends on the specific facts and the context within which the conduct occurs.

Teaching and research fellows, doctoral and graduate assistants, tutors, interns, and any other students who perform work-related functions for the University are also subject to this policy.

Anyone who violates this policy is subject to disciplinary action, up to and including termination of employment. Formal disciplinary action may range from a reprimand to termination of employment or assignment. Employees may be placed on administrative leave, suspended, or transferred while a case is being reviewed. Decisions regarding administrative leave, suspension, transfer or dismissal will take into consideration the nature of the appointment, the severity of the offense, any pattern or history of similar incidents, the possible duration of the investigation, and other factors.

This policy is not intended to discourage appropriate and professional interaction between employees and with students. Its purpose is to assure the safety and wellbeing of all students and employees of Maharishi International University.
The guidelines and definitions in this policy may not be all inclusive. The University will, at all times, take whatever action is necessary to fulfill the intent of the policy and to comply with applicable laws and regulations.

If anyone feels that an exception should be made to this policy, he or she should submit a petition to the Human Resource Director. The petition may be evaluated in consultation with the Dean of Student Life.

Offensive Language

Offensive language is not permitted anywhere on the University premises and is considered grounds for dismissal.

Courteous Behavior

University employees are expected to maintain high standards of harmonious behavior with their co-workers and all those with whom they meet during the day. An infraction of this standard of behavior could be grounds for dismissal.

Title IX and Harassment

Maharishi International University is committed to preventing sexual harassment and violence on campus. Responsible Employees are trained each year in how to be an Active Bystander; using tools and resources to safely intervene in a problematic situation. It is the University's position that harassment of any kind, abuse and offences are unacceptable in any form.

Title IX Concepts

Title IX is a federal law that prohibits excluding an individual from participating in educational programs and activities based on that person's sex. Sexual harassment is a form of such discrimination.

Maharishi International University is a place where we encourage conversation and dialogue about sexual assault prevention, education, and compassionate support. Breaking the culture of silence requires a willingness to engage the community and speak openly about these issues.

The University prohibits all forms of sexual harassment and misconduct on our campus. In this link, you can read more about our sexual harassment and sexual assault policies, which contains specific definitions, but in general, prohibits all conduct of a sexual nature that occurs without consent, including intimate partner violence, stalking, and sexual assault. MIU will act promptly to stop the harassment, prevent its recurrence, and address its effects.

Consent consists of an affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity. The person must act freely, voluntarily and have knowledge of the act and who is involved. Consent must be present at every stage and can be withdrawn at any time. An individual who is incapacitated by alcohol or other drugs (including prescriptions) cannot give consent.

The University prohibits retaliation against any individual or group who makes a report, who is named in a report, or who participates in an investigation.

The University will support any individual who is affected by sexual harassment or misconduct, regardless of whether or not disciplinary action is sought. If staff, students, or faculty members believe that they are the victims of such behavior, they should contact their supervisor or department head, faculty tutor, Human Resource Office, Title IX Coordinator or the Crisis Center at 1-800-464-8340. The University also provides campus resources that are confidential. These include the Student Support Services and the Wellness Clinic Staff.

Educational programs on sex offenses, rape, and acquaintance rape can be obtained through The Crisis Center at 1-800-464-8340, P.O. Box 446, Ottumwa, Iowa 52501.
Sexual assault, rape and other events of that nature may be reported to the Jefferson County Police Department at 1200 West Grimes Street and/or Campus Safety. The Human Resource Office will assist you in notifying these authorities if you wish. For counseling services for victims of such offenses contact may be made with the Mental Health Center of Jefferson County at 2200 West Jefferson Avenue in Fairfield, (641) 472-5771.

Those alleged to have committed such offenses will be subject to disciplinary proceedings through the Human Resource department, which could result in dismissal from the University. Accused and accuser are entitled to the same opportunities to have others present during such a proceeding and both shall be informed of the outcome of any such proceedings.

Counseling: any employee desiring counseling for drug, alcohol, or sexual abuse should contact the Human Resource department. You may also look in the phone book under alcohol and drug treatment or counseling programs.

**Responsible Employee**

According to Title IX, a "responsible employee" is an employee:

- Who has the authority to take action to address events of sexual harassment/violence, or
- Who has been given the duty of reporting incidents of sexual harassment/violence or any other misconduct by students/employees to the Title IX Coordinator or other appropriate school designated official, or
- That a student/employee could reasonably believe has either the authority or the duty listed above

For Title IX compliance, all MIU employees who are designated as Managers or Time supervisors, except for the Director of Student Support Services and the Licensed Professional Counselors, are considered "responsible employees". This includes some select student employees as well, such as Resident Hall Director (RDs).

In addition, all Campus Safety Officers and staff, Student Life and Student Affairs staff, Human Resources staff, Exercise and Sport Science (including the Recreation Center) staff, Academic Advisors, Faculty, Instructors, Teaching Assistants, Graduate students that are supervising other students, and any individuals designated as Campus Security Authorities are responsible employees.

A responsible employee **must** report allegations of sexual harassment/violence that takes place on or off campus to the Title IX Coordinator. The purpose is to maximize MIU's ability to investigate and potentially address and eliminate sexual harassment/violence. It’s important to mention that the responsible employee is not supposed to assess or determine if the harassment/violence did occur, or if a hostile environment is being created, their sole responsibility is to report the events. The Title IX Coordinator together with the Title IX Committee will take the necessary steps to address the issues reported.

The information that responsible employees should report to the Title IX Coordinator includes:

- The name(s) of the alleged perpetrator,
- The student/employee who experienced the alleged harassment and/or violence, and any other student/employee involved,
- The date, time, and location of the alleged incident.

**Responsible employees should keep in mind that they CANNOT promise confidentiality**, therefore, responsible employees should make students/employees aware of that before they reveal something that they may want to keep confidential. We recommend that if a student or employee begins talking about an incident with no warning, you nicely interrupt them and inform them that as a "responsible employee" you will not be able to keep the information shared confidential. Explain that you want to be supportive, but if they do not want the incident(s) to be reported then they should make an appointment with a confidential resource, such as the Director of Student Support.
Services, the Wellness Clinic or the Licensed Professional Counselor. It's also important to mention that in emergency situations, where a person’s health or safety is in immediate danger, you should call 911 and then inform Campus Safety by calling 641-472-1115 or if you’re calling from a Campus extension, dial 1115.

It is considered official notice to the institution if a responsible employee "knew, or in the exercise of reasonable care should have known" about the harassment. This includes incidents that are reported directly, are witnessed, or are reported by a third party (parent, other student), posted on flyers around campus, published in a local newspaper, etc. - all these MUST be reported to the Title IX Coordinator.

Definition of Sexual Abuse

Iowa law defines sexual abuse as follows:

Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.

2. Such other participant is suffering from a mental defect or incapacity, which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.

3. Such other participant is a child (under age 18 and not married).

Iowa Code 709.1 (1992)

This crime is punishable by up to life imprisonment.

Disciplinary Policy and Procedure

Purpose & Scope

The purpose of this disciplinary procedure is to ensure the safe and effective operation of the business and to promote fair treatment of individual employees. The following procedure provides a framework to address any lapses in conduct, performance and/or attendance and encourages individual employees to achieve and maintain an acceptable standard.

This procedure applies to all employees. It does not form part of your terms and conditions of employment.

This policy does not apply to dismissals, where the employment is terminated for a reason unconnected to disciplinary action, such as in the event of redundancy, retirement, budget cuts, or non-renewal of a fixed term contract. If these situations arise MIU will follow a fair and reasonable procedure, which will include proper communication with individual employees prior to any dismissal taking effect.

Informal Warnings

Minor breaches of MIU standards may result in an informal warning being given to employees by their immediate supervisor. The objective of the warning is to help them improve their conduct, performance and/or attendance without having to use a formal procedure.

An informal warning is normally given verbally, although a note may be kept in employees’ personnel file of what was discussed and what was agreed. Managers will monitor employees’ conduct, performance and/or or attendance over an agreed period. If the managers don’t perceive a satisfactory improvement, or there are any further breaches of MIU standards, then the formal disciplinary procedure will be invoked.
Investigation

If it becomes necessary to formally address issues regarding employees' conduct, performance and/or attendance, the matter will first be investigated by either an appropriate manager in the employee’s department (usually their supervisor’s direct report) or HR if an appropriate manager is not available.

This investigation will be carried out thoroughly and as quickly as possible in all the circumstances. Confidentiality will be maintained, as far as is reasonably practicable, during the investigation and throughout the disciplinary process, should this be activated.

Under certain circumstances, including but not limited to harassment, bullying, theft and violence, MIU may decide to suspend employees on full pay, while the matter is being investigated. This is not a disciplinary sanction, but a way of ensuring that a full review of the circumstances can take place as effectively as possible.

Criminal Charges

Where employees’ conduct is the subject of a criminal investigation, charge or conviction, we will investigate the facts before deciding whether to take formal disciplinary action. We will not usually wait for the outcome of any prosecution before deciding what action, if any, to take. Where you are unable or have been advised not to attend a disciplinary hearing or say anything about a pending criminal matter, we may have to take a decision based on the available evidence.

A criminal investigation, charge or conviction relating to conduct outside work may be treated as a disciplinary matter if we consider that it is relevant to your employment with MIU.

Disciplinary Meeting

If, after an investigation has been carried out, it is considered that there is a case to answer, employees will be notified in writing of the nature of the complaint against them. Employees will be provided with details of any supporting evidence which may be available and will be invited to attend a disciplinary meeting. They will be advised that disciplinary action may be taken as a result of this meeting and of their statutory right to be accompanied at this meeting by a colleague. Employees should take reasonable steps to attend this meeting. If they are unable or unwilling to attend, MIU reserves the right to proceed in their absence.

This meeting will be conducted by either an appropriate manager or HR in case an appropriate manager isn’t available, who will have played no part in the investigation process. MIU may also have someone present at the meeting to take notes.

At this meeting the nature of the alleged breach of MIU standards will be made clear to the employee and they will be given the opportunity to state their case and call any relevant witnesses. If any additional issues arise during this meeting, an adjournment may take place to allow further investigation.

During the disciplinary process or appeal, employees will be provided with copies of any notes, witness statements or interview transcripts that MIU considers to be relevant as soon as they become available.

Right to be Accompanied

Employees may bring a companion to any disciplinary hearing or appeal hearing under this procedure. The companion may be a colleague. Employees must tell the HR department who their chosen companion is at least 24 hours before the meeting.

The companion is allowed reasonable time off from duties without loss of pay but no-one is obliged to act as a companion if they do not wish to do so. If their companion is unavailable at the time a meeting is scheduled and will not be available for more than three working days afterwards, we may ask employees to choose someone else.
Disciplinary Action

If, at the conclusion of a disciplinary meeting, or shortly thereafter, it is decided that there has been a breach of standards, formal disciplinary action will be taken.

If an employee is issued with a warning, they will be informed of the period for which the warning will remain in place. A copy of the written warning will be kept in their personnel file. If their conduct, performance and/or attendance has reached an acceptable level after the specified period, the warning will be disregarded for disciplinary purposes, but will be kept on their personnel file for historical purposes.

If employees wish to appeal against any level of disciplinary sanction, including dismissal, they should follow the procedure for appeals set out in the “Procedures to appeal against Dismissal or other Disciplinary Action” section.

Stage 1 – Oral Warning

If employees’ conduct, performance and/or attendance is unsatisfactory or there is no improvement, or another breach of MIU standards occurs after an informal warning has been issued, employees will be given a formal ORAL WARNING, a note of which will be held on their personnel file. Employees will also be reminded that if there is no improvement, or a further breach occurs, within a specified period, further disciplinary action will be taken.

Stage 2 – Written Warning

If the breach of MIU standards is more serious, or there is no improvement in employee’s conduct, performance and/or attendance or another breach of MIU standards occurs, employees will receive a WRITTEN WARNING. This will include the reason for the warning, give details of how they should improve and remind employees that if there is no improvement, or a further breach occurs, within the specified period, further disciplinary action will be taken.

Stage 3 – Final Written Warning

If the breach of MIU standards is very serious, or there is still no improvement in the employee’s conduct, performance and/or attendance or another breach of Company standard occurs, despite a previous warning, a FINAL WRITTEN WARNING will be given. This will include the reason for the warning, giving details of how the employee should improve, and reminding said employee that if there is no improvement, or a further breach occurs, within the specified period, said employee may be DISMISSED.

Stage 4 – Dismissal or other disciplinary action

If there is no satisfactory improvement in the employee’s conduct, performance and/or attendance or if a further breach of MIU standards occurs, they may be DISMISSED (or other disciplinary action may be taken i.e. demotion/ transfer/ reduction of pay/ suspension without pay). Employees will be informed in writing of the decision, given details of the reason for the dismissal, or other disciplinary action, their termination date (if relevant), the appropriate period of notice or amount of pay in lieu of notice (when appropriate), and details of their right to appeal.

A decision to dismiss or impose other disciplinary action will normally be taken by a senior manager and dismissal will only be applied if MIU does not consider any alternative to dismissal would be appropriate.

If an employee is dismissed under this policy, their employment will terminate on the date specified in writing. Their employment will NOT be suspended pending the outcome of any appeal procedure. Should an appeal reverse the decision to dismiss the employee, such employee will be reinstated with no break in service and any monies owing to the employee will be paid.

Any of the above stages of disciplinary action may be omitted, depending on the seriousness of the misconduct.
**Gross Misconduct**

If an employee is found guilty of gross misconduct, MIU is entitled to summarily dismiss said employee. This means that the employee will be dismissed with immediate effect, without notice or pay in lieu of notice. Alternatively, MIU may impose another penalty short of dismissal.

Examples of gross misconduct include, but are not limited to:

- Theft, fraud or deliberate falsification of records
- Misuse, abuse or deliberate damage to MIU property, including intellectual property, or that of other employees
- The supply or possession of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs on MIU's premises or during working hours
- Physical violence, actual or threatened
- Serious act of insubordination
- Inappropriate use of internet, intranet and email facilities
- Harassment or discrimination on any grounds
- Accepting or offering a bribe
- Disclosure of confidential information
- Serious breach of the health and safety rules
- Serious or repeated negligent acts in the performance of your duties
- Persistent or serious failure to follow reasonable instructions
- Giving false or misleading information to the MIU
- Leaving the workplace without permission or reasonable excuse
- Serious disregard for rules or instructions given by MIU
- Unauthorized absence
- Bringing MIU into disrepute

**Procedures to appeal against Dismissal or other Disciplinary Action**

Employees’ appeal must be made in writing to the Human Resources department within 3 working days of the decision being communicated to them in writing and they should detail their reason(s) for appealing against the disciplinary action.

Employees’ appeal will be considered by a senior manager and/or an HR representative who, when practicable, will not have had any previous involvement in their case, within 5 working days of receiving their appeal. If it is anticipated that the appeal process will take longer than 5 working days from receipt of their appeal, said employee will be informed of this and of the expected timescale.

Employees will be notified of their statutory right to be accompanied at the appeal meeting by a colleague. If additional issues or new evidence arise during this meeting, an adjournment may take place to allow for these to be investigated.

After considering the appeal, a decision may be taken to uphold the dismissal or other disciplinary action or to overturn the findings of the disciplinary meeting. Employees will be informed of the outcome of the appeal and the reasons for the decision in writing, as soon as possible. **The decision which is reached is final.**
ACKNOWLEDGEMENT AND RECEIPT

The employee handbook describes important information about Maharishi International University (MIU), and I understand that I should consult the Human Resources department regarding any questions not answered in the handbook.

I have entered an employment relationship with MIU voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or MIU can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

I understand and agree that, other than the President of MIU, no manager, supervisor, or representative of MIU has no authority to enter into any agreement for employment other than at-will; only the President of MIU has the authority to make any such agreement and then only in writing signed by the President of MIU.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment at MIU. By distributing this handbook, MIU expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by MIU, and MIU reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President MIU or the Human Resources Director can adopt any revisions to the policies in this handbook.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at MIU is employment at-will, which may be terminated at the will of either MIU or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by MIU or myself.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee Full Legal Name (please print):

Signature: Date: