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Disciplinary Procedure
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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MISSION STATEMENT OF THE HUMAN RESOURCE OFFICE

Human Resources (HR) provides services, programs, policies and training to attract, retain and develop qualified staff that enhance the organization and effectiveness of the University. Key services include hiring, employee records, payroll, insurance, and the monitoring and improvement of employee compensation and benefits. HR acts as a unifying force by integrating the aspirations of the individual with the vision of the University.

We support the comfort and personal and professional development of all staff through holistic benefits including Maharishi’s technologies for development of consciousness, health and wellness programs, and professional training and access to MUM courses. Our services support the core values of a Consciousness-Based University; expanding happiness, personal evolution, academic excellence, integrity, respect and responsibility.

EMPLOYMENT POLICIES

This manual describes the conditions of employment for each individual working for Maharishi University of Management (MUM). Every employee is responsible to read and be familiar with all points contained in this manual and sign the Policy Manual Agreement form indicating that he or she understands and agrees to follow the policies described herein.

Equal Employment Opportunity

Maharishi University of Management’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. Inquiries concerning Title IX, Section 504, and the Americans with Disabilities Act should be directed to the General Counsel’s Office, Maharishi University of Management, Fairfield, Iowa 52557, (641) 472-1175.

At -Will Employment

All employment and compensation with Maharishi University of Management 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 University of Management 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 LifeServices). This includes, but is not limited to, the following services:
- Web design
- Marketing
- Personal counseling and therapy.

Any exceptions to this policy must be approved by Executive Committee.

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 the area department head or supervisor.

Introductory Period

Your first two months are considered an introductory period for all employees of Maharishi University of Management. This introductory period is a time for getting to know your fellow employees, your department head, and the tasks involved in your job description, as well as becoming familiar with the University. During that time the University will evaluate your suitability for employment and you can evaluate the University as well. If, during this period, your work habits, attitude, attendance, and performance are less than satisfactory, then this may not be the best position of employment for you, and you may be asked to leave. You may also resign during this period with no obligation to fulfill your commitment.

Your department head and the Human Resource Office will work closely with you to help you understand the needs and processes of your job.

The introductory period is considered part of the employee’s first year of service for the purpose of determining paid vacation time accrued (See Leave of Absence policy).
Anniversary Date

Your anniversary date is the date that you begin work at Maharishi University of Management. Your anniversary date is used to compute various conditions and benefits.

Nepotism Policy

A unique strength of Maharishi University of Management lies in the dedication of our staff and faculty to the special ideals and programs of the institution. Individuals and their family members have, as a result, committed themselves to this institution in an unprecedented fashion. A great source of this institution’s success lies in this extended and expansive familial commitment, which the institution deeply appreciates and does not seek to discourage.

Along with this commitment, the University also 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 both of 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 decision pertaining to a relative, which decision 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 Chief Administrative Officer what, if any, alternative procedures shall be employed in making such personnel decisions fair and impartial.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

Work Hours

The schedule and total number of the employee’s work hours are set according to the need of University projects. An employee’s hours are not to exceed 40 hours per week or 8 hours per day unless requested by the department head or the Human Resource Office.

Full time hourly employees must work at least 28 hours per week in order to maintain their full time status and benefits.
Ideal Administrators and salaried employees are expected to work a minimum of 30 hours per week and Interns work a minimum of 28.5 hours per week when classes are in session and 30 hours during semester breaks.

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

**Work Schedule**

**Time Sheet**

All employees are required to keep a time sheet, which should be signed by the head of the department at the end of the period reported. Signed timesheets should be delivered to the payroll department according to the schedule provided. The time sheet should accurately record the number of hours worked each day in the case of an hourly employee or the number of days worked each month in the case of a salaried employee or an Ideal Administrator. Failure to follow the above procedures may be grounds for dismissal.

**Lunch**

Lunch break is 1/2 hour, unless the employee has permission from the department head to take a longer break. The lunch break is not a paid break and should not be included in the number of hours worked.

**Breaks**

Employees may take a 15-minute break for each four hours worked. Any time an employee is not working on an assigned task, he/she is considered to be on an unauthorized break. If an employee works less than 4 hours, breaks are at the discretion of the department head.

**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 MUM 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 Office generally coordinates these projects, so you may expect to be asked to assist in these events.

**Safety and Security**

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

For anyone living in campus housing, 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 maintain the security of the University campus 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.

**Vehicles**

All employees must have a valid and current Iowa driver’s license and receive driver safety training from the University safety department before they are allowed to 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 the 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 use.

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

If University vehicles are not available, employees must drive their own vehicles to work areas on campus.

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. The department head must approve any visits.
Emergency Notification System

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

In the event of a campus emergency you will be sent an official alert 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 you via e-mail, a text message, or both.

We will not be using this new system for administrative notices. If you receive an alert please read it 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.

You can sign up for this service without our help. Please go to: https://www.getrave.com/login/mum. 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. As always the coherence from our Golden Domes and Meditation Halls will help to keep us all safe — “in the vicinity of Yoga, hostile tendencies are eliminated.” — Yoga Sutras.

COMPENSATION AND PERFORMANCE

Wage and Salary Policies

Pay Advances

Maharishi University of Management does not give pay advances.

Overtime

The University does not pay employees to work overtime unless authorized by the department head or the Human Resource Office.

Method of Payment

Employees are paid by direct deposit into the checking or savings account of their bank. When employees are hired they must fill out a deposit authorization form at the Human Resource Office 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 should be picked up at the Accounting Reception during office hours. A photo ID must be shown. If the employee changes his/her bank or account
number, then the next check may again be a hand check to be picked up at Accounting. It is the employee’s responsibility to check with the bank to be sure automatic deposits are correct.

Notification of your pay information will be by e-voucher, instead of a mailed notification. If you would prefer not to receive an e-voucher, please send an email to: payroll@mum.edu and we will mail your voucher to you.

Here are a few things you need to be aware of:

1) The email notification (e-voucher) will arrive 3-4 days before the pay-date. **This does not mean that the money is in your account at that time.** Your pay will be deposited into your account on the regularly scheduled pay-date. The pay-date is stated on your pay voucher.

2) The email notification will come from "operations@sheakleypay.com", and will say something like: "Your Payroll Information Has Arrived".

3) The voucher will be an attachment, which requires a password. Your password will be the last 4 digits of your social security number.

4) If you have any difficulty opening the voucher, please call Payroll at x4621.

**Performance and Compensation Reviews**

**Performance Reviews**

Your department head is continuously evaluating your job performance. Day-to-day interaction between you and your department head should give you a sense of how your department head perceives your performance. However, to avoid haphazard or incomplete evaluations, employees may be evaluated on a periodic basis by the department head or Council Chairperson.

During formal performance reviews, your department head will consider the following things, among others:

- Attendance, initiative, and effort
- Knowledge of your work
- Attitude and willingness
- The quality and quantity of your work
- The conditions under which you work
- Appearance

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals.

The schedule for employee evaluation may be adjusted at the discretion of the department head.

**Compensation Reviews**
Wage or salary increases are based on merit, economic climate, and departmental budget. Wage increases are not based solely on length of service. Having your compensation reviewed does not necessarily mean that you will be given an increase. Compensation reviews may be conducted in conjunction with, but not exclusive to, your 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.

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 University of Management as paid holidays for full time employees:

- New Year’s Day
- Memorial Day
- Independence Day (4th of July)
- Labor Day
- Thanksgiving Day
- 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. If your job requires you to work on a holiday, another day may be taken off at the discretion of the department head. There is also the alternative option of being paid time and a half, if you are paid on an hourly basis.

The amount of pay to be received for a paid holiday will be the employees current hourly wage times the number of hours in his/her work 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.

**Celebrations and Staff Meetings**

Ideal Administrators, interns and salaried staff members are invited and paid when they attend celebrations and staff meetings. 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**

The Family and Medical Leave Act (FMLA) entitles an “eligible employee”—an employee who has worked for Maharishi University of Management 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.”

**Time Off for Personal Illness**

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 11:00 a.m. 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, he/she must report to the department head or the supervisor and obtain permission to leave work. In the event that an employee’s department head or supervisor is unavailable, the employee should report to the University Human Resource Office and obtain permission to leave work. If an employee fails to report to his/her 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 his/her department head on the day of return to work and shall provide the department head with
information concerning the nature of the illness. Each department head will record the
date(s) of the absence and the reason for it.

Hourly employees do not receive paid sick leave.

A salaried employee, an intern or an Ideal Administrator who needs to miss work
for more than three consecutive days should provide a note from a medical doctor to the
Human Resource Office. This note should verify the doctor’s prognosis and indicate 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.

**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 hand-deliver it
   to your 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:

   - Medical Arts Clinic
     2000 South Main
     Fairfield, Iowa 52556
     (641) 472-4156
   - The Fairfield Clinic
     2000 South Main
     Fairfield, Iowa 52556
     (641) 472-4141

   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
     641-469-4322

   It is the employee’s responsibility to fill out the Report of Injury form. Your
department head will assist you if you are unable to fill out the form yourself.

**Meditation Programs and Advanced Courses**

*Transcendental Meditation*
After an initial period of at least two months, full-time employees are eligible to learn the Transcendental Meditation technique as taught by Maharishi Mahesh Yogi at a discounted course fee, if they so desire, providing they make a one year commitment to continue working at the University and with the recommendation of the department head.

**Residence Courses**

After an initial two months of employment, full time staff practicing the Transcendental Meditation technique may apply to go on a residence course. Up to six weekend residence courses (Friday evening to Sunday afternoon) may be taken per year. Many courses coincide with the monthly long weekend courses for students. Approval is needed from your department head, and course arrangements are made through the Development of Consciousness Office. The Data Manager at the Human Resource Office should be informed if time off from work is necessary in order to attend a residence course.

**Center Invincibility Course (CIC)**

After working at MUM for six months, full time employees, who practice Transcendental Meditation, making a year commitment to continue working at MUM and attending the Dome, may apply to the David Lynch Foundation and the Peace Palace for a scholarship to the CIC.

**Checking**

Personal checking of your Transcendental Meditation technique is a simple, effortless way to verify and assure its correct practice. It is recommended that you have your 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 if you would like to schedule a checking appointment.

**Evening Knowledge Programs and Meetings**

Experience and knowledge are fundamental for rapid evolution. Daily practice of the Transcendental Meditation and TM-Sidhi programs deepen our experience of pure consciousness, the Unified Field of all the Laws of Nature. Knowledge about pure consciousness deepens our experience by increasing our understanding of how the Unified Field of all the Laws of Nature manifests in our own personal life. Maharishi University of Management offers a variety of evening knowledge programs. All staff members are encouraged to attend.

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

Sidhas and Governors: An evening knowledge assembly is available to all Governors and Sidhas. This program is held every evening in the Patanjali Golden Dome from 8:30–9:15 PM.

**Extended Sunday Morning Program for Sidhas and Governors**

All Sidhas and Governors may participate in the extended Sunday morning Invincible America Super Radiance program one Saturday morning per month.
Sidhas and Governors 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.

**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-Sidhi Program Badge**

Sidhas and Governors 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-Sidhi program in the Golden Domes of Pure Knowledge.

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 Insurance**

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

**Meals**

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-genetically engineered ingredients in all of our food preparation. Please show your plastic I.D./meal card to the dining hall door-checker before entering the food service area.

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

**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 free of charge. You 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**

When possible, the campus clinic offers a one, three, or six-day Maharishi Rejuvenation program for full-time employees. *Ayur-Veda* means “knowledge of life,” and two of its objectives are to promote life and perfect health. This program has been developed to provide continuing comfort and stability to those individuals who are doing so much to help create Heaven on Earth. Treatment includes a doctor’s evaluation and a Maharishi Rejuvenation program designed for each individual. All technicians have been trained by *Maharishi Rejuvenation* technician trainers.

**Eligibility:** After four months on staff full-time employees who have made a one-year commitment may participate in the Maharishi Rejuvenation treatment program. Each person may attend three times a year, adding up to nine days in total, when appointment spaces are available.

**Cost:** The University contributes toward the treatment fee of all campus patients, so employees pay a reduced fee. Payment for all treatments is due at the time of the doctor’s consultation. These fees may change since the cost of treatment may change. Scholarships may be available: please contact the Human Resource Office to apply for this benefit.

**How to make an appointment:** Please call the Human Resource Office to be registered on an approved list. Then you may call the campus clinic at ext. 4010 to schedule your treatment. Since you will be expected to continue with your work responsibilities, you should have your appointment schedule approved by your department head.

**Discounts on Maharishi Ayurveda Products**

Full-time employees may receive a discount on Maharishi Ayur-Veda 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 you need to have the Human Resource Office put a discount sticker on your I.D. badge. Then at the time of your Bookstore or Golden Dome Market purchase, please show the clerk your discount sticker. Discount stickers are updated each semester.

**Leave of Absence (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 an LOA**

An employee wishing to apply for an LOA should follow this procedure:

1) Fill out an LOA form available from the Human Resource Office or the department head and indicate whether it is for a paid or unpaid LOA.

2) Give the completed form to the department head to sign at least ten days before the beginning date of the requested LOA. However, it is encouraged that LOA requests be submitted as far in advance as possible. Then bring the LOA request to the Human Resource Office.

The Human Resource Office will notify employees if an LOA request is approved. An LOA must have the prior approval of the department head and the Human Resource Office, or else it will be considered unauthorized.

Please note that LOA days must be taken within the anniversary year. LOA days cannot be accumulated from year to year. However, if due to work responsibilities you are not able to take your LOA, you may petition the Personnel Committee for an exception to this policy. Please indicate LOA days on your timesheet.

**Eligibility For LOA**

**Ideal Administrators**

Ideal Administrators receive three weeks vacation with stipend per year. After working continuously for ten years or more, Ideal Administrators receive four weeks vacation.

*(Please Note: Ten-year status must be verified with the Human Resource Office.)* LOA benefits begin after the first four months on the Ideal Administrator Program. (Those making a four-month commitment or less do not receive LOA benefits.)

Meditators taking part in the *TM-Sidhi* Course Track are also permitted three weeks LOA with stipend per year. During the second year of the commitment two of these weeks will be used in completing the in-residence CIC course. The third week may be taken as an LOA.

**Full time Salaried Employees**

Full time salaried employees who work 30-40 hours per week receive 3 weeks paid LOA a year after working four months.

Ideal Administrators receive 3 weeks paid LOA a year after working four months and 4 weeks paid LOA after 10 years

**Full-Time Hourly Employees**

Full time hourly employees who work 28 hours/week or more and who have worked less than 2 years receive two weeks paid LOA per year, determined by the anniversary starting date of your arrival on the program. Hourly employees who have worked for the University continuously for 2 years or more receive three weeks of paid
LOA per year. LOA benefits begin after the first four months of employment. (Those making a four-month commitment or less do not receive LOA benefits.) The amount of pay to be received for a paid day of LOA will be calculated on the basis of the employee’s current weekly hours worked.

Since many hourly employees will work six days per week, calculating paid holidays and paid LOA will be paid based on the following chart:

**LOA Compensation Table for Hourly Employees**

<table>
<thead>
<tr>
<th>If the average number of hours worked per week for the previous 10 weeks (up to 6 months) is:</th>
<th>Then paid LOA compensation is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>36-40 hours per week</td>
<td>8 hours per day</td>
</tr>
<tr>
<td>28-35 hours per week</td>
<td>6.4 hours per day</td>
</tr>
<tr>
<td>20 – 27 hours per week</td>
<td>4.8 hours per day</td>
</tr>
</tbody>
</table>

Part-time hourly employees are eligible for leave-of-absence days as follows (based upon the average number of hours worked per week for 10 weeks up to the 6 months prior to the LOA request:

<table>
<thead>
<tr>
<th>Number of hours worked per week:</th>
<th>Number of LOA days received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20–28 hours per week</td>
<td>5 days paid LOA</td>
</tr>
<tr>
<td>Less than 20 hours per week</td>
<td>0 days paid LOA</td>
</tr>
</tbody>
</table>

The Human Resource Office, in addition to the department head, shall keep a separate record of earned vacation for each employee. If an employee is dismissed or resigns without good cause (as defined under the Iowa employment law) from University service, he/she shall not be entitled to receive any vacation days.

Earned paid vacations must be scheduled at least two (2) 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.

LOA days not taken during one year should not be carried over into the following years.

**Unpaid Leave of Absence**

Employees need to arrange approval at least two weeks in advance for unpaid LOA with their department head and then request final approval from the Human Resource Office.

**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 Office. All benefits are granted according to track and tenure, and are subject to change without notice.

STANDARDS OF CONDUCT

Professional Dress

As representatives of Maharishi University of Management staff and faculty members always dress in a dignified and professional manner. This includes work hours, knowledge meetings, dome events and special celebrations. Professional dress standards are:

Men (Staff and Interns)
- Slacks, dress shirt and tie are required. For some positions and for more formal occasions a sport coat or suit is preferred.
- Blue jeans are not acceptable work attire.
- Neatly trimmed beards and mustaches are fine, otherwise the face should be clean shaven.
- Hair should be at the top of the collar or shorter.
- Earrings can be worn in the ears, but not in any other visible parts of the body.
- No blue jeans, shorts, sleeveless shirts, bathing suits or gym shorts at program or in the dining hall. Shoes are needed to enter the dining area.
- Before 9:30AM (breakfast) and for the evening meal, dignified casual dress is appropriate.
- Attire may be less formal on days off and for recreation, but please wear appropriate dress on campus and in town.

Women (Staff and Interns)
- Knee length or longer dresses or skirts are appropriate.
- Slacks and dress shirt are appropriate.
- Blue jeans are not acceptable work attire.
- Sleeveless tops are not acceptable work attire.
- Earrings can be worn in the ears, but not in any other visible parts of the body.
- No blue jeans, shorts, sleeveless shirts, bathing suits or gym shorts at program or in the dining hall. Shoes are needed to enter the dining room.
- Attire may be less formal on days off and for recreation, but please wear appropriate dress on campus and in town.

Interns
- Interns are asked to adhere to the dress code for staff during working hours. However when interns are not at their University jobs, they can wear student attire. Please refer to the student manual.

Manual Labor (Staff and Interns)
- Work clothes and other casual clothes are appropriate but no blue jeans during work hours.
If you have any questions about your dress standards, please speak with your supervisor or the Human Resource Office.

**Smoking**

According to MUM policy and Iowa state law, no one is permitted to smoke anywhere 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 MUM Safety and Security to have been smoking tobacco on campus, a $50 fine will be levied. If smoking occurs inside a campus building or MUM 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 MUM 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 MUM vehicle, the $250 Restoration Fee will apply. The employee must pay the fine and fee, if applicable, or be subject to termination.

If neither offense occurred inside a campus building, the student must pay the $100 fine within 60 days of the date on which the fine was levied or the employee will 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 MUM 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 MUM 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 Office team.

**Alcohol and Drug Use**

Employees who are in the possession of or are found to be under the influence of alcohol or non-prescribed recreational drugs, or who use alcohol or non-prescribed drugs on campus or in University vehicles, will be subject to immediate termination.

**Drug-Free Workplace Notice**

Federal law requires that all organizations receiving grants from federal agencies adopt a policy of maintaining a drug-free workplace by taking certain actions. As Maharishi University of Management receives such grants, we are complying with these legal requirements by giving notice to all staff that the University has adopted the following policies:

1. Please be on notice as an employee of the University that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at this University and anyone violating this prohibition will be subject to dismissal.

2. Please also be on notice that as a condition of being an employee you are required to abide by the terms of paragraph 1 above and you must notify the Human Resource director of any drug statute conviction occurring at Maharishi University of Management no later than five days after such conviction.

3. Maharishi University of Management’s drug-free awareness program is based on the principles of development of consciousness that are at the core of the educational mission of the University. Abuse of drugs seriously weakens the nervous system’s ability to maintain good health.

4. Maharishi University of Management’s drug-free awareness program is designed to inform you about several things, including the dangers of drug abuse, the University’s policy of maintaining a drug-free workplace, along with counseling, rehabilitation, and assistance programs for drug abuse, and advising you of the penalties which may be imposed for drug abuse violations. Please contact your department head for any information relating to the University’s drug-free awareness program.

**Respectful Work Environment**

**Fraternization Policy**

Maharishi University of Management provides students with a positive and nurturing environment. All faculty and staff 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 respected at all times, 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 University of Management 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 he or she will be required to make professional judgments.

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. A faculty member or employee 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 with students. Its purpose is to assure the safety and well being of all students of Maharishi University of Management. 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.

Harassment

It is the University’s position that harassment of any kind, including sexual harassment, abuse and offences are unacceptable in any form. 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, or the Crisis Center at 1-800-464-8340.

Those alleged to have committed such offenses would be subject to disciplinary proceedings through the Human Resource Office, 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 proceeding.

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. Such events may be reported to the Jefferson County Police Department at 1200 West Grimes Street and/or Campus Safety in the Library basement. 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.

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

**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.

**Courteous Behavior**

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

Due to the strong odors produced, which may create discomfort for other residents, the cooking of meat or cooking with strong spices is not permitted in any campus residential buildings.

**Offensive Language**

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

**Disciplinary Procedure**

Employees are expected to fulfill all the requirements of their job and comply with all applicable policies in this handbook including conscientious work performance, harmonious behavior, dignified dress, and excellent attendance at work and meditation programs.

The following will be the procedure used if an employee does not follow the standards of conduct or fulfill work responsibilities. In exigent or emergency circumstances these procedures may be bypassed in the discretion of management such as an employee participating in illegal activities. Maharishi University of Management
reserves the right to modify these procedures as it deems fit according to the circumstances.

Employees are invited to speak to the Director of Human Resources for support and encouragement at any time.

1. Employee receives a verbal reminder from department head. This may include a discussion of the concern and a plan for the solution. At this time a written reminder may be issued alerting the individual to areas which need improvement. The employee is required to sign the written reminder which may be an email that is acknowledged as having been received by the employee. A copy is placed in his/her permanent file.

2. If further action becomes necessary, the employee will meet a second time with a committee, which may include the department head, the Human Resources Director, and/or the Chief Administrative Officer to determine how the matter may best be resolved. The employee is given notice that any future misconduct may be grounds for dismissal. This meeting will be documented acknowledging the points covered and the decisions made, then signed by the employee and filed in the employee’s file.

3. If the employee is still not in compliance, then he or she may meet a third time with a committee that may include the Human Resources Director, one or more Human Resource Officers, his or her department head, and/or the Chief Administrative Officer. At this time the committee may decide that it would be better for the individual not to continue employment with the University. This meeting is again documented acknowledging the points covered and the decisions made, then signed by the employee and filed in the employee’s file.

4. Termination