



Stevenson University

## Policy Manual

Volume III

# UNIVERSITY-WIDE EMPLOYMENT POLICIES

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The University reserves the right to make changes to the policies and appendices found in the policy manual. All policies are updated on the University website as deemed necessary by the University. The master version of the policy manual is located in the President's office and supersedes any previous versions.

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## **3.1 INTRODUCTION AND ACKNOWLEDGEMENT**

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Volume III of the Stevenson University Policy Manual contains employment policies that pertain to all University employees.

## **3.2 EQUAL EMPLOYMENT OPPORTUNITY**

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Stevenson University has a policy of non-discrimination and is fully committed to the principles of equality in employment and opportunity for all employees. We believe that its objectives can best be attained by utilizing its personnel to the fullest extent possible, without discrimination based on characteristics unrelated to performance. We expect all employees to adhere to these principles.

All personnel actions, including but not limited to recruitment and hiring, working conditions, benefits and compensation, training, performance appraisals, promotion, transfer, discipline and termination, are administered without regard to an individual's actual or perceived race, religion, color, sex (including pregnancy), national origin, age, marital or military status, sexual orientation, citizenship, or any other legally protected characteristic. The above includes discrimination that is based upon the legally protected status of an individual with whom an employee or applicant associates. The University will not discriminate against any individual with a physical or mental disability, provided the individual is able to perform the essential functions of the position with or without a reasonable accommodation. Decisions in these and other areas are job related and are based on individual merit, skill, ability to perform the job, length of service, satisfactory attendance, conduct, attitude, productivity, and quality of work.

### **3.3 EMPLOYMENT AT WILL**

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Employment at Stevenson University is terminable at will, with or without cause, by the University or the employee at any time and for any reason, and upon termination, the employee shall no longer have any right to additional compensation. It is understood that all positions are nontenured appointments carrying no automatic right of renewal.

## **3.4 CODE OF CONDUCT**

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Stevenson University (“the University”) and its full- and part-time faculty and staff (“Employees”) must at all times comply with applicable laws and regulations. The University expects Employees to follow the highest standards of honest conduct and business ethics in all aspects of their activities on behalf of the University. The University will not tolerate action in the course of employment or arising from employment that violates law or is unethical.

This Code of Conduct identifies basic policies and standards concerning ethical conduct and provides guidance in several areas of specific concern. Employees are expected to assume personal responsibility and accountability for their actions by maintaining these standards.

In an effort to ensure Employees are adequately informed of the University’s expectations, they will be required to affirm that they have read this Code of Conduct. The conduct required by the University in this Code is not limited to the specific areas for which guidance is given herein.

### **COMPLIANCE WITH LAWS AND REGULATIONS**

Employees are expected to transact the University’s businesses in compliance with all federal, state, and local laws and regulations related to their positions and areas of responsibility, including, but not limited to the following: equal employment opportunity, fair employment practices, and nondiscrimination; the privacy and confidentiality of employee and student records; workplace safety, and occupational health.

### **CONFLICTS OF INTEREST**

Employees must avoid conflicts of interest that might compromise the integrity and objectivity of the University. Examples include, but are not limited to, the following: working for the University as an outside vendor, misusing or misappropriating proprietary information to benefit oneself or a person or entity outside the University; utilizing discounts allowed to the University for one’s personal gain; and profiting oneself or a third party by facilitating business or service between the University and outside parties.

Financial conflicts of interest (e.g., an employee participation in the ownership or affairs of an entity or with a person which regularly does business with the University) must be fully disclosed to the University and, thereafter, either sanctioned by the University or eliminated by the employee, as the case may be. No employee may approve, recommend, or promote a transaction with a business in which the Employee is an officer, director, in senior management, or holds more than a five percent (5%) interest, unless such employee first fully discloses both the potential conflict and contemplated transaction to the President’s Office and CFO.

All employees who intend to apply for government funding must contact the Office of Research Development (ORD) to complete disclosure forms to determine whether a financial conflict of interest (FCOI) might exist. This requirement applies to all individuals who are responsible for

the design, conduct, or reporting of research or programs whose financial interests would reasonably appear to be affected. An FCOI exists when any of the following apply:

- With regard to any publicly traded entity, any remuneration received from an entity in the twelve months preceding the disclosure and the value of any equity interest in the entity as of the date of disclosure, when aggregated exceeds \$5,000.
- With regard to any non-publicly traded entity, any remuneration received from the entity in the twelve months preceding the disclosure, when aggregated, exceeds \$5,000, or when the Investigator (or the Investigator's immediate family members) holds any equity interest (e.g., stock, stock option, or other ownership interest); or
- Intellectual property rights and interests (e.g., patents, copyrights), upon receipt of income in excess of \$5,000 related to such rights and interest.

Financial conflicts of interests will be managed or eliminated. The investigator's name and financial conflict will be made available upon request. Required training on FCOI will be provided through the ORD.

Refer to the FCOI Plan on the Stevenson University Human Resources webpage and the ORD webpage for the disclosure form and expanded details. These will be reviewed annually and revised as needed.

Except for reasonable business entertainment and customer gifts of nominal value, Employees must not receive anything of value by solicitation or gift in return for influencing or exercising their discretion in any University matter. Employees must not accept any material gift, gratuity, or other payment, in cash or in kind, from any vendor currently doing business or soliciting new business with the University. Employees must not solicit or receive personal discounts or rebates on goods and services from University vendors that exceed those generally available to the vendors' other customers.

Employees must avoid any activity that hinders their ability to carry out their responsibilities to the University.

### **KICKBACKS, GIFTS, AND OTHER FORMS OF SECRET PAYMENTS**

Employees must not make or accept payments or compensation to improperly obtain or reward favorable treatment in connection with either a contract or subcontract relating to a prime contract. The University strictly prohibits the acceptance of kickbacks and all other practices that smack of secret payoffs from suppliers or others. Any breach of this rule will result in immediate termination of employment.

Employees must not accept entertainment, gifts, or favors for personal use that could, in any way, influence, or appear to influence, business decisions in favor of any person with which the University has, or is likely to have, business dealings. Similarly, employees must not accept any



other preferential treatment under these circumstances because their position with the University might be inclined to, or be perceived to, place them under obligation.

## **UNIVERSITY ADVANCEMENT GIFTS, ENTERTAINMENT AND FAVORS**

The University has a comprehensive Gift Acceptance Policy that is designed to provide guidance to the University community and its constituents to facilitate the gift giving process. The intent of this policy is to provide prospective donors with the greatest flexibility possible in formulating their gifts within governing policy and legal parameters while assuring that gifts obtained will support programs consistent with the mission of University.

The University seeks gifts from individuals, corporations, foundations and other organizations to fulfill its mission. The University can only accept gifts that will advance the mission of the institution.

The University highly values and is responsible for maintaining its integrity and commitment to academic excellence and freedom. Accordingly, the University will not accept gifts which involve discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws. Additionally, the University reserves the right to refuse any gift it believes is not in the best interest of the University.

Proposed gifts that may expose the University to adverse publicity, require undue expenditures, or involve the University in unexpected responsibilities because of their source, conditions, or purposes will be referred to the Gift Acceptance Committee, whose members are the incumbents in the following positions: the University President, the Vice President for University Advancement, and the Chief Financial Officer. This Committee is established to review gifts offered to the University and to recommend whether to accept or decline these gifts. The final decision authority on gifts brought to the Gift Acceptance Committee lies with the University President.

In accepting a gift, the University also accepts a responsibility to the donor to steward that gift. This includes administering the gift properly, providing the donor with appropriate financial information about the gift, and reporting to the donor about the use of the gift.

Various methods of gift giving can provide flexibility, security, and tax savings to donors. Unrestricted resources are essential to ensure the continued quality of the University's academic programs and supporting services and to sustain and enhance its financial strength and flexibility.

Gifts accepted by the University and any agreed conditions or restrictions placed on gifts should not inhibit the University's ability to solicit further gifts of similar or different kinds from any other source.

Donations for certain purposes are not acceptable as charitable gifts to the University. For example, gifts cannot be accepted as payment for tuition, fees, loans, room, board, or other student expenses.

Any gifts other than cash, publicly traded securities, and tangible personal property (to be retained for the University's use and that is valued at less than \$5,000) must be brought to the Gift Acceptance Committee for review.

Examples of some common gift giving vehicles and assets that are addressed in the complete version of the policy manual include cash, publicly traded securities, tangible personal property, real estate, and bargain sales.

The University's advancement officers are available to provide assistance to donors seeking to understand and choose from the wide range of gift giving vehicles and types. The gift officers are required to inform donors about the specific protocols involved in the University's approval and acceptance of various gift vehicles and types.

## **Soliciting Charitable Contributions**

In soliciting charitable contributions, no Employee is authorized to commit the University to an agreement that is in conflict with established policies and procedures, or that compromises, in any manner, the position of any office or department in the performance of its assigned responsibilities.

Before any employee formally solicits a grant or other contribution of money or property from an individual, business entity, or non-profit entity for the purpose of establishing, continuing, enlarging, or replicating an approved program, project or activity, the proposed solicitation must be coordinated with the Vice President for University Advancement, who shall ensure that, in the solicitation of support from such sources, the University's priorities are observed and plans for such programs or projects or activities have been reviewed and approved in advance by academic, financial, and other appropriate administrative officers.

## **Grants and Contracts**

Employees seeking funding from government agencies, business or non-profit entities, associations, or individuals have an affirmative obligation to make full, accurate, and honest representations concerning all information they submitted or requested of them. Employees must maintain accurate and complete records, including required supporting documentation, of the uses to which funds are put.

## **University Funds, Assets and Property**

Employees who have access to University funds in any form must follow the prescribed procedures for recording, handling, and protecting the funds. When an employee's position requires spending University funds or incurring any reimbursable personal expenses, the employee must use good judgment to ensure the University receives good value.

Employees are responsible for safeguarding the tangible and intangible assets of the University that are under their control. University funds, assets and equipment are for University purposes only and must not be converted to personal use, either for oneself or another.

## **University Records and Reporting**

The records, data and information owned, leased, borrowed, used, and managed by the University must be kept accurate and complete. The accuracy and reliability of financial reports are of utmost importance to the business operations of the University. Employees must record, allocate, and charge costs accurately and maintain supporting documentation as required by established policies and procedures. All reports, vouchers, bills, invoices, payroll information, personnel records, and other essential business records must be prepared honestly and with care.

## **Confidential Information**

The protection of confidential information and trade secrets is vital to the interests and the success of the University. Employees must safeguard confidential information and maintain the confidentiality of student and employee records. Such confidential information includes, but is not limited to, the following: student information, compensation data, customer lists, financial information, and business strategies. Confidentiality pertains to information relating to, among others, students, parents, alumni, donors, employees, and candidates for positions on the faculty or staff or for enrollment. Employees may disclose confidential information acquired in the course of employment or University affiliation on a need-to-know basis for official university or legal purposes and only when authorized or legally compelled to do so.

Employees who improperly use or disclose trade secrets or confidential information are subject to disciplinary action and possible termination of employment, even if the Employee does not actually benefit from the disclosed information.

## **Obligation to Report Suspected Violations**

Employees are obligated to report suspected violations of these policies and standards promptly to their supervisor, department chair, or Vice President. A supervisor or department chair to whom a report of a violation is made is obligated to follow up the report with the appropriate administrative authority. In investigating claims of inappropriate activities, care will be taken to maintain confidentiality. The University will not tolerate retaliation toward or harassment of employees who disclose perceived wrongdoing in a good faith, appropriate, and reasonable manner.

## **Code Violations**

The University may take disciplinary action against Employees who violate this Code. Disciplinary sanctions may include, but are not limited to, loss of compensation, reassignment,

demotion, suspension, and termination. Furthermore, if a violation of this Code also constitutes a violation of law or regulations, Employees may be subject to civil or criminal sanctions.

## **Compliance with this Code of Conduct**

Employees are required to ensure their own compliance with this Code. Employees are expected to use sound judgment in recognizing situations in which a violation of this Code may occur and ensure that none occurs. If an Employee is unsure of this Code's applicability under the facts and circumstances of the situation, it is incumbent upon the Employee to seek the advice of a supervisor and/or The Human Resources Department.

## **Supervisor's Obligations**

Employees who supervise others should ensure that those they supervise receive adequate instructions and explanations with respect to their obligations under this Code. Failure of a supervisor to report actual or possible violations may subject such supervisor to University discipline.

## **3.5 CONFIDENTIALITY AGREEMENT**

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As a member of the Stevenson University community, (hereafter known as the “University”), employees will be required to support a variety of University functions in the performance of my duties. These responsibilities may include access to confidential information about students, employees, alumni, and friends of the University, and records about financial, educational, personnel, medical, and academic matters from various media (paper and electronic) and sources including, but not limited to, interoffice communications, internal publications, verbal interactions, correspondence, and databases. By virtue of employment at the University, they are accountable for the responsible use of University information and for ensuring the confidentiality, integrity, and accuracy of that information.

Acknowledge responsibility and accountability for maintaining the confidentiality of all information and records about students, employees, alumni and friends of the University, and other confidential and proprietary University information and records. This information will not be revealed, distributed, or discussed (even through casual discussion) with anyone or in any format, except as required in the normal performance of my duties.

Do not attempt to alter, change, modify, add, or delete information and documents related to students, employees, alumni and friends of the University, except as authorized in the performance of the duties by the manager or manager’s designee. Follow proper procedures for the disposal of confidential documents, as instructed and authorized by my manager or manager’s designee. Under no circumstances are employees authorized to alter, change, modify, add, or delete their own records or records of their family.

Only access information required to perform duties authorized by the manager or manager’s designee. Access to information, which includes written documents, electronic files, student educational or financial records, and personnel data, records or files, should be gained through normal business procedures for obtaining information.

All procedures, written documents, records, and computer programming that employees generate, access, input, modify, report, record, etc., in the performance of my duties shall be done in accordance with standards set by the manager or manager’s designee. Further, University committees, e.g., the CORE Team, Policy Committee, etc., are charged with the responsibility for setting standards and University policies, in addition to implementing regulations established by applicable governing bodies, or applicable laws. Confidential information and records are considered property of the University and should not be disclosed to external parties for commercial or unauthorized use.

Failure to abide fully with the above confidentiality agreement is grounds for immediate disciplinary action, up to and including dismissal from employment at the University. Additionally, understand that disclosing confidential data, without proper authorization, may violate the Family Educational Rights and Privacy Act of 1974 (“FERPA”) and other federal and state laws and regulations that protect the confidentiality of information and records, and may subject the employee or the University to civil and/or criminal liability.

## **3.6 EMPLOYEE RELATIONS**

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### **Employment Categories**

University employees are classified by the following categories:

#### **Faculty**

Employees who hold academic rank and whose primary appointment is to engage in academic instruction and who are eligible for voting membership in the Faculty Council pursuant to the Faculty Council Constitution and Bylaws.

#### **Staff**

##### **Exempt Staff**

Employees who hold a position that meets the appropriate salary and duties tests and other provisions of the Fair Labor Standards Act.

##### **Nonexempt Staff**

Employees who are not exempt from the provisions of the Fair Labor Standards Act and who are eligible for overtime pay.

#### **Librarians**

Professional librarians may teach and collaborate with fellow faculty members in teaching and conducting research. Professional librarians are exempt employees with faculty status and voting rights in the faculty governance structure. All other members of the library staff are designated as either exempt or nonexempt staff.

#### **Administrators**

University administrators consist of the President, University Vice Presidents, Deans and all full-time Directors or Associate Deans of the University who report to these individuals.

Academic administrators hold the title of Division Director, Department Chair, or Program Coordinator.

#### **Student Employees**

Student employees are nonexempt employees whose primary activity is enrollment in academic courses.

## **Classification of Staff**

### **Full-time**

Those in a position scheduled to work nine to 12 months a year, 40 hours per week (i.e., 8 hours per day, including 45 minutes for lunch).

### **Part-time**

Those in a position scheduled to work more than nine months but less than 12 months a year and/or between 28 and 39 hours per week.

### **Special**

All employees who are not full-time or part-time employees are under this definition.

## **3.7 EMPLOYMENT PROCEDURES FOR RECRUITING AND HIRING STAFF**

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These guidelines are intended to provide clarity and consistency to the recruiting and hiring practices at Stevenson University. Recruiting high-quality people who share our vision and values and will support our mission is imperative.

For the purpose of these guidelines, an “applicant” is defined as anyone who submits an application or resume for a position the University is actively recruiting. A “candidate” is defined as an applicant considered most qualified and is selected for an interview. Stevenson University is an equal opportunity employer.

### **Job Postings**

Stevenson University provides qualified employees the opportunity to apply for job openings. It is in the interest of the University to allow for career growth and career changes and to maintain valuable employees.

A hiring manager may fill an open position through promotion or transfer of an employee within that manager’s department without the requirement of job posting.

Qualified applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy), sexual orientation, age, national origin, marital or military status, or physical or mental handicap unrelated in nature and extent so as to reasonably preclude the performance of the employment or any other status protected by federal, state or local law.

Employees who post for a position must be employed in their current position at least one year. Employees who post for a position must have no outstanding corrective actions for performance or conduct. The President of the University may waive the above eligibility requirements.

### **Main Campus Staff and Administrators**

#### **Authorization Process**

When a vacancy occurs or a new position has been approved through the budget process, authorization to begin recruitment activities requires the approval of the President. This is achieved through completion and submission of the Staff Requisition Form and the current job description. You will find a copy of the Staff Requisition Form on the Human Resources website under forms.

The Vice President for Human Resources, upon confirmation of prior budget approval, will submit the Staff Requisition Form to the President.

Upon approval of the President, a search committee is established. The following minimum standards have been established for search committees:



<b>Position Category</b>	<b>Committee Membership</b>
Administrative Support	Supervisor
Non-supervisory	Supervisor + 1 additional employee (same department)
Exempt supervisory	Supervisor + 2 additional employees (at least one from the same department)
Director, Dean or Vice President positions	Appointment by the President

### **Recruiting and Advertising Strategy**

The Staff Requisition Form will be used to develop a recruiting strategy to meet the hiring goals and timetables. The Human Resources Office will manage advertising activity. Decisions will be made regarding specific publications, date to advertise, and closing date based upon the recommendations contained in that form.

The Human Resources Office will place, track and process all advertising expenses. All open positions will be advertised on the Stevenson University Web page. Additionally, all resumes must be received in the Human Resources Office. They will be logged and forwarded as soon as possible to the search committee chair. The Human Resources Office will send all applicants a postcard to inform them that the resume has been received.

### **Interviewing and Final Selection**

As soon as possible after the application deadline has been reached, the search committee should convene to select the top three to six candidates. The chair of the search committee should screen those selected for interview to ensure that the salary expectation is appropriate for the approved position. The search committee should schedule all interviews.

All persons interviewed must complete an Application for Employment. The search committee must complete an EEO log for each open position. Human Resources will provide this log.

The President will authorize all travel expenses in advance.

Based upon the level of the position being considered, a second round of interviews might be appropriate. No more than three candidates should be included in a second-round interview.

Note: When credentialed internal candidates are interested in an open position, the search committee will interview all internal candidates according to the Employee Posting Guideline.

The Human Resources Office must approve all pre-employment skills testing. This will ensure the need for testing is supported by the job description.

When the search committee has reached a decision on the best fit for the position, the chair of the search committee should present the following to the Vice President for Human Resources:

1. resume,
2. salary history,

3. narrative statement including the recommendation to hire and detail of reference checks.

The Vice President for Human Resources will complete the candidate information section of the Employee Requisition Form and submit it, along with the information listed above, to the President.

The President will conduct a final interview and make all offers of employment for full-time positions. Upon approval of the President, the Vice President for Human Resources will make offers of employment for part-time positions.

## **Closing the Search**

Upon acceptance of the position, the following activities should take place:

1. The search committee chair will send “no thanks” letters to those interviewed but not selected upon a candidate’s acceptance of an offer.
2. The search committee chair must forward all resumes and the EEO log to Human Resources for retention according to established guidelines.
3. Human Resources will generate the contract or salary authorization form based upon the “Candidate Information” on the Staff Requisition Form.
4. Human Resources will send a “welcome” letter to confirm the offer of employment and start date.
5. The new supervisor will notify the necessary internal faculty and staff of the hiring.

Note: All new staff is expected to attend the orientation programs conducted and organized by the Human Resources Office. This information will be communicated at the time of the acceptance.

## **Graduate and Professional School Staff**

### **Authorization Process**

When a vacancy occurs or a new position has been approved through the budget process, authorization to begin recruitment activities requires the approval of the President. This is achieved through completion and submission of the Staff Requisition Form and the current job description.

The Vice President for Human Resources, upon confirmation of prior budget approval, will submit the Staff Requisition Form to the President.

Upon approval of the President, a search committee is established. The same minimum standards have been established for search committees as detailed on page 15 under the Authorization Process subsection of Main Campus and Administrators.

### **Recruiting and Advertising Strategy**

The Staff Requisition Form will be used to develop a recruiting strategy to meet the hiring goals and timetables. The Human Resources Office will manage advertising activity. Decisions will be made regarding specific publications, date to advertise, and closing date based upon the recommendations contained on that form.

The Human Resources Office will place, track and process all advertising expenses. All open positions will be advertised on the Stevenson University web page. Additionally, all resumes must be received in the Human Resources Office. They will be logged and forwarded as soon as possible to the search committee chair. The Human Resources Office will send all applicants a postcard to inform them that the resume has been received.

## **Interviewing and Final Selection**

As soon as possible after the application deadline has been reached, the search committee shall convene to select the top three to six candidates. The chair of the search committee shall screen those selected for interview to ensure that the salary expectation is appropriate for the approved position. The search committee shall schedule all interviews.

All persons interviewed must complete an Application for Employment. The search committee must complete an EEO log for each open position. Human Resources will provide this log.

The President will authorize all travel expenses in advance.

Based upon the level of the position being considered, a second round of interviews might be appropriate. No more than three candidates will be included in a second-round interview.

Note: When credentialed internal candidates are interested in an open position, the search committee will interview all internal candidates according to the Employee Posting Guideline.

The Human Resources Office must approve all pre-employment skills testing. This will ensure the need for testing is supported by the job description.

When the search committee has reached a decision on the best fit for the position, the chair of the search committee should present the following to the Vice President for Human Resources:

1. resume
2. salary history
3. narrative statement including the recommendation to hire and detail of reference checks

The Vice President for Human Resources will complete the candidate information section of the Staff Requisition Form and submit it, along with the information listed above, to the President.

The President will conduct a final interview and make all offers of employment for full-time positions. Upon approval of the President, the Vice President for Human Resources will make offers of employment for part-time positions.

## **Closing the Search**

Upon acceptance of the position, the following activities will take place:

1. The search committee chair will send “no thanks” letters to those interviewed but not selected upon acceptance of an offer;

2. The search committee chair will forward all resumes and the EEO log to HR for retention according to established guidelines;
3. Human Resources will generate the contract or salary authorization form based upon the “Candidate Information” on the Staff Requisition Form.
4. Human Resources will send a “welcome” letter to confirm the offer of employment and start date.
5. The new supervisor will notify the necessary internal faculty and staff of the hiring.

Note: All new staff is expected to attend the orientation programs conducted by the Human Resources Office. This information should be communicated at the time of the acceptance.

### **Pre-Employment Background Investigations**

The University will conduct a pre-employment criminal background investigation for all new hires. All offers of employment are made contingent upon completion of this process. The investigation will be conducted in accordance with state and federal laws including the Fair Credit Reporting Act. The results of the criminal background investigation will be maintained confidentially in the Human Resources Office.

## **3.8 CONFIDENTIALITY**

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The protection of confidential business information and trade secrets is vital to the interests and the success of the University. Such confidential information includes, but is not limited to, the following examples:

1. student information
2. compensation data
3. customer lists
4. financial information
5. business strategies

Employees who improperly use or disclose trade secrets or confidential business information may be subject to disciplinary action, up to and including termination of employment, even if the employee does not actually benefit from the disclosed information.

### **3.9 EMPLOYMENT AND FAMILY MEMBERS**

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The policy of the University is to not employ persons of the same immediate family in a department where there is the possibility of a supervisory relationship between the two family members.

“Immediate family” for these purposes is defined as husband, wife, father, mother, father-in-law, mother-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, grandfather, grandmother, grandson and granddaughter.

In no case will an employee serve as supervisor to or under the supervision of an immediate family member as defined herein.

## 3.10 OUTSIDE EMPLOYMENT

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### Outside Professional Activities for Full-time Administrators

Outside professional activities are activities related to the administrator's position at the University and that are administered or sponsored by persons, entities or governmental agencies other than the University. Outside activities are encouraged by the University where such activities give the administrator experience and knowledge valuable to professional growth and development and do not conflict with the administrator's obligations to the University. These activities may help the administrator to make worthy contributions to the University or the community. Examples of acceptable "outside professional activities" include:

1. Practicing a profession on a part-time basis;
2. Providing professional, managerial or technical consulting services to an outside entity;
3. Serving on a committee, panel or commission established by an outside entity;
4. Testifying as an expert in administrative, legislative or judicial hearings;
5. Participating in or accepting a commission for a musical, dramatic, dance, or other artistic performance or event sponsored by an outside entity;
6. Acting as a reviewer or editor for professional journals or book manuscripts;
7. Presenting occasional lectures or papers at meetings of an outside entity; and
8. Serving on a corporate or nonprofit board.

Before engaging in outside professional activities, the administrator's supervisor and the Vice President for Human Resources must be apprised of such activities so that they may be duly recognized and documented by the University.

The following University facilities may be used by administrators in connection with "outside professional activities" without prior approval or reimbursement:

1. personal office space, excluding personal client interaction
2. local telephone calls
3. e-mail accounts
4. typewriters, personal computers, and word processors, if available
5. other faculty and employees as consultants

No outside professional activity shall be undertaken that might interfere with an administrator's primary responsibilities to the University. While the administrator is encouraged to engage in outside professional activities, such activities must be clearly subordinate to the administrator's employment with the University and other University service responsibilities. While administrators and employees are encouraged to teach at Stevenson, they must do so outside of

their regular business hours, e.g., evening and weekends. Each administrator is required to receive written permission from the President prior to taking on significant other outside activities that suggest a conflict regarding the administrator's obligations to Stevenson University (such as regular employment or teaching at another institution).

The individual administrator's contract shall take precedence over anything contained in this policy.

The policy regarding Outside Professional Activities for Full-Time Faculty is provided in Subsection 4.8 of Volume IV of the University Policy Manual.

## **Employees Who Seek Secondary Employment at Stevenson**

No secondary employment activity shall be undertaken that might interfere with a faculty, administrator's or staff member's primary responsibilities to the University. Any secondary job at Stevenson held by a Stevenson employee must be clearly subordinate to the individual's primary position with the University and other University service responsibilities. For example, while administrators and staff are encouraged to teach or coach at Stevenson, they must do so outside of the regular hours of their primary employment. Each person is required to receive written permission from the President prior to taking on secondary employment at Stevenson University.



### **3.11 PERSONNEL FILES**

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An individual file, known as a personnel file, will be maintained for each employee. Employment records are considered confidential and University property. Access to the information they contain is available by meeting with a Human Resources representative. Personnel files may not leave Human Resources. The following contents will be maintained in the personnel file, but need not be limited to resume, application for employment, higher education transcript(s), welcome letter, letter of appointment or other salary documents, acknowledgement of receipt of and/or access to the University Policy Manual and performance evaluations.

Faculty personnel files are maintained in the Executive Vice President for Academic Affairs and Dean's office. Administrator and staff personnel files are maintained in the Human Resources office.

Human Resources will maintain a separate confidential benefit file. This file shall include, but not be limited to, benefit enrollment and like forms, workers' compensation documents, and leave of absence forms and information.

#### **Personnel Data Change and Employee Directory**

The University will maintain two directories each year. A public directory is maintained on the University web page. This directory includes name, position, office location, directory telephone extension, and e-mail address.

A second directory is maintained in the Human Resources section of the University web page. Access is limited to faculty, staff, and administration and requires a password. Contact Human Resources to obtain this password. This directory includes the home address and telephone number of each employee unless the employee submits a written request to the Vice President for Human Resources to withhold this information.

## **3.12 EMPLOYEE CONDUCT AND EMPLOYMENT VERIFICATION**

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### **Professional Relationships**

The University's educational mission is promoted by professionalism in faculty/staff-student and faculty/staff-faculty-staff relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty, employees and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in position of authority abuse, or appear to abuse, their power. Those who abuse their power in such context violate their duty to the University community.

### **Political Activity**

Faculty, administrators and staff are encouraged to provide opportunities for students which would foster political awareness and lead to active political dialogue and participation in the political process.

As far as possible, political events on campus should offer a range of political perspectives. Active campaigning for particular political candidates may not be a part of University activity.

### **Employment Verification and Recommendations**

Personal employment information on present and former employees will be released only to individuals/organizations having a legitimate need for the information requested. To ensure accuracy and consistency in the release of information, all inquiries shall be in writing and referred to the Human Resources Office for response. Information released by Human Resources will be restricted to the guidelines outlined below except as otherwise required by court order or subpoena or by written authorization from the employee:

1. whether the University employs the individual
2. present job title or, in the case of former employee, the last position held
3. dates of employment

### **3.13 STAFF BENEFITS** (Approved November 2016)

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## **Paid Holidays, Vacations and Leaves**

### **Holidays**

Stevenson University currently offers the following officially designated holidays:

<b>New Year's Day</b>	<b>Yom Kippur</b>
<b>Martin Luther King Day</b>	<b>Wednesday before Thanksgiving</b>
<b>Holy Thursday or Easter Monday</b>	<b>Thanksgiving Day</b>
<b>Good Friday</b>	<b>Friday after Thanksgiving</b>
<b>Memorial Day</b>	<b>Christmas Eve</b>
<b>Fourth of July</b>	<b>Christmas Day</b>
<b>Labor Day</b>	<b>New Year's Eve</b>

These are paid holidays for full-time staff. These are paid holidays for staff only if the holiday falls on a day the staff member is regularly scheduled to work. If the staff member is required to work on one of the above holidays, another day may be substituted. Holidays occurring during vacation leave are not counted as part of vacation leave. The substituted day must be approved in advance by the staff member's supervisor and must be taken in the same pay period.

The University provides employees with the opportunity to accrue paid vacation for their service. The vacation period is to provide eligible employees with annual periods of rest and relaxation in recognition of service performed.

### **Employees**

#### *Executives*

The President of the University and members of the Cabinet.

#### *Administrators*

Senior-level employees who are not members of the Cabinet and whose job title includes the word "President" or "Dean".

#### *Professional Staff*

Employees whose position job duties, responsibilities and salary level qualify for exempt status based on the Fair Labor Standards Act.

#### *Non-Exempt Staff*

Full time hourly staff.

#### *Part-Time Regular Staff*

Employees whose position is established between 20 hours per week but no more than 30 hours per week.

*Non-eligible Leave Employee Status*

Faculty and Part-time On-call employees (scheduled hours on an as needed basis) do not accrue any type of University leave - vacation, personal, sick, jury, or bereavement.

**Accrual**

Vacation leave is accrued only when a staff member is actively employed. Vacation leave is not accrued during an unpaid leave of absence. A year is defined as the first pay period of the fiscal year and ending last pay period of the fiscal year. A maximum of 80 hours of vacation leave may be rolled from one year to the next.

<b>ANNUAL VACATION ACCRUAL SCHEDULE</b>		
<b>Employees</b>	<b>Years of Service</b>	<b>Maximum Days</b>
Executives	Immediate Upon Employment	22 days (1 month)
Administrators	Immediate Upon Employment	20 days
Professional Staff	0-5 years	15 days
	5 years or more	20 days
Non-Exempt Staff	0-5 years	15 days
	5 years or more	20 days
Part-Time Regular Staff (minimum 28 hours/week)	0-5 years	7.5 days
	5 years or more	10 days

**Scheduling**

Use of vacation leave must be approved at least five business days in advance by the staff member’s immediate supervisor and must be taken at times that will not interfere with the ongoing work of the University. Vacation leave is taken in no less than one-half day increments. If necessary, with the approval of the staff member's immediate supervisor, vacation leave may be advanced up to the maximum allowed for the year.

**Vacation Payout**

Vacation leave that was accrued but not taken during the last year of employment will be added to the employee’s final pay upon leaving the institution.

**Sick Leave**

Sick leave can be used for routine doctor/dental appointments, illness in the immediate family (spouse and children), and emergency care. Whenever possible, sick leave should be requested

in advance. In all cases, sick leave should be reported to the staff member's immediate supervisor by the start of the employee's workday.

**Accrual**

Sick leave may be accrued only when a staff member is actively employed. Sick leave is not accrued during an unpaid leave of absence.

Unused sick leave may be rolled over from one year to the next with a maximum accrual of 30 days. A year is defined as the period beginning July 1<sup>st</sup> and ending June 30th.

<b>ANNUAL SICK LEAVE ACCRUAL SCHEDULE</b>		
Full-Time Staff	Immediate Upon Employment	10 days
Part-Time Staff	Immediate Upon Employment	5 days

**Scheduling**

If necessary, with the approval of the staff member's immediate supervisor, sick leave may be advanced up to the maximum allowed for the year. However, any sick leave taken, but not earned, at the time of termination of service with the University shall be deducted for the past paycheck. Upon termination of service with the University, no compensation will be made for unused sick leave.

The University reserves the right to request medical opinion and/or documentation in matters of illness. Full-time staff members may not use sick leave in conjunction with vacation leave.

**Sick Leave Payout**

However, any sick leave taken, but not earned, at the time of termination of service with the University shall be deducted from the last paycheck. Sick days are not paid out upon termination of employment.

**Personal Leave**

Personal days are separate from sick days and can be used for any reason.

**Accrual**

Personal days do not carry over from one year to the next.

<b>ANNUAL PERSONAL DAY ACCRUAL SCHEDULE</b>		
Full-Time Staff	Immediate Upon Employment	2 days
Part-Time Staff	Immediate Upon Employment	1 days

## **Scheduling**

Whenever possible personal leave should be requested in advance. In all cases, personal leave should be reported to the staff member's immediate supervisor by the start of the employee's workday.

## **Personal Leave Payout**

Personal days are not paid out upon termination of employment. However, any personal days taken, but not earned, at the time of termination of service with the University shall be deducted from the last paycheck.

## **Bereavement Leave for Employees**

Full-time staff members are entitled to bereavement leave in the amounts listed below. Part-time staff is entitled to bereavement leave in the amounts listed below if the bereavement leave falls on a day that the individual is regularly scheduled to work.

Eligible staff members are entitled to up to four days paid leave for a death in the immediate family, to include spouse, children, parents of the employee or spouse, or others who took the place of parents, brothers or sisters of the employee or spouse, and other relatives living as members of the staff member's household.

For a death outside the immediate family as described above, eligible staff are entitled to up to two days paid leave, to include grandparents, grandchildren, aunts and uncles of the employee or spouse, nephews and nieces of the employee or spouse, or brothers-in-law, sisters-in-law, daughters-in-law, or sons-in-law of staff member or spouse.

## **Family and Medical Leave for Faculty and Employees**

The Family and Medical Act of 1993 ("FMLA") gives eligible employees the right to take unpaid leave or accrued paid leave, for a period of up to 12 work weeks in a 12-month period.

### **Basic Leave Entitlement**

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

## Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

## Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

## Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the University within 75 miles. The University uses a rolling 12-month period which measures backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used during the immediately preceding 12 months.

## Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy,

or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. All FMLA leave will run concurrently with other similar leave mandated by state or local law, and all vacation and sick/personal leave used during the leave will be included as part of the 12 work week's period provided by this policy.

#### Substitution of Paid Leave for Unpaid Leave

Employees are required to use accrued paid leave while taking FMLA leave. Absences based on the employee's own serious health condition may qualify as paid absence under the University's Medical Leave Plan.

#### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

#### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.



## Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## University Medical Leave

The University Medical Leave Plan is designed to provide a continuing income for employees who meet the eligibility requirements during extended medical absences of less than three months but greater than five days. The University's Long-Term Disability plan provides for medical absences in excess of 90 days.

A serious health condition is defined, for the purpose of this plan, as any illness, injury or impairment that involves in-patient care or the continuing treatment of a health-care provider that renders an employee unable to perform the essential functions of the employee's job. Maternity and childbirth leave is also covered by this plan.

Leave under the University's Medical Leave Plan is in conjunction with and not in addition to leave entitlement under the federal Family and Medical Leave Act.

### Eligibility

If a serious health condition keeps an employee from work for longer than five business days, the employee may be eligible to receive benefits under the University's Medical-Leave Plan. In order to be eligible for the University's Medical-Leave Plan, an employee must:

1. be a regular full-time employee of the University
2. have worked for the University for at least 12 continuous months in either a full-time or part-time capacity
3. not have received benefits under this plan within the previous 30 days

### How the Plan Works

As soon as an employee is aware that he/she will need to be out for a medical reason that will last more than four days, the employee must submit a written request for benefits under the Medical Leave Plan to the employee's supervisor and the Vice President for Human Resources. That request must be accompanied by a statement from an attending physician that provides detailed information documenting the need for medical leave (i.e., type of illness, maternity,

etc.), the length of time the employee will need to be under a physician's care, and the beginning date and anticipated ending date of the medical condition. The University's Human Resources will provide a Leave of Absence Request Form and Medical Certification Form.

In all instances, prior to receiving benefits under this plan, the employee must provide the Human Resources Office with all required information and documentation, including medical certification of the need for medical leave. The University reserves the right to request a second medical opinion of the employee's condition from a doctor of its choice, at its own expense. Abuse of this policy may be cause for disciplinary action by the University.

### Benefit Payments

The amount of paid leave an employee will be eligible for under the University's Medical-Leave Plan is determined by the length of time medically necessary for the employee's recovery as stated by the certifying physician and the employee's length of service with the University.

Once the Human Resources Office has determined an individual's qualification for salary continuation under this plan, the benefit amount is paid out in the following combinations of full and/or partial pay:

<u>LENGTH OF SERVICE</u>	<u>FULL PAY</u>	<u>% of SALARY</u>
Less than 1 year	None	None
1 year, but less than 3 years	6 weeks	5 weeks at 80%
3 years, but less than 5 years	8 weeks	3 weeks at 80%
5 or more years	11 weeks	

Any payment received from the University under this plan shall be reduced by payment from other sources, such as workers' compensation, Social Security, or other non-individual disability coverage.

There is a five-day waiting period for benefits under the University's Medical-Leave Plan. During this five-day waiting period, the employee must use any available sick leave, if applicable.

After receiving benefits under the University's Medical-Leave Plan, there shall be a 30 day break before an individual is eligible to receive benefits under this plan again. The 30 day break begins on the employee's first day back to work. Should an employee need a second medical leave during the same fiscal year as the first, any balance that remains from the first medical leave may be used for the second up to a maximum of 11 weeks.

### Continued Coverage

In order to continue to receive benefits under this plan, the employee must remain under the regular care of a physician and must provide updates to the appropriate supervisor as to the status of the employee's condition no less than every two weeks unless the employee has provided medical certification covering a period longer than that.

If the date of the employee's return to work changes at any point while the employee is on medical leave, the employee must immediately provide the Human Resources Office with an updated notice from the employee's physician.

The University reserves the right to seek a second opinion or recertification of an employee's medical condition.

### Returning to Work

The day an employee returns to work and before beginning work, the employee must present a doctor's release statement indicating that the employee is medically able to return to work. This statement shall be given to the Vice President for Human Resources.

### Other Benefits

As long as an employee is receiving benefits under the University's Medical-Leave Plan, the employee will continue to be covered by other University benefit plans on the same basis as an active employee. Contributions for insurance and other benefits, where applicable, will be deducted from the University's Medical-Leave Plan benefit.

### **Unpaid Leave of Absence for Staff**

An "Unpaid Leave of Absence" is defined as a period of time in which the staff member will be unable to work and is in excess of the individual's available paid leave.

The President of the University may grant a requesting employee a leave of absence without pay for a specified period of time if it does not conflict with the needs of the University and the department(s) concerned. The staff member must apply in writing to the applicable supervisor and/or the Vice President for Human Resources as soon as possible after determining the need for a leave of absence. The request will be submitted to the President for approval.

Before an unpaid leave of absence is granted, the staff member must exhaust all forms of accrued paid leave (sick/personal/vacation) available. During the unpaid leave of absence, no vacation or sick/personal leave time will be accrued. Additionally, the staff member will not be eligible for holiday pay until the staff member returns to active status. Benefits may be maintained at the employee's expense for the specified period of approved leave in accordance with the plan documents.

Any employee who applies for unemployment insurance benefits while out on a leave of absence will be considered to have voluntarily quit his or her employment as of the date the claim was filed.

### **Military Leave for Faculty and Staff**

Military leave is granted to any employee who is a member of the U.S. Uniformed Services as defined by the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees are paid their regular salary for the time they are absent up to a maximum of two weeks in any fiscal year. If an employee has more than one year of service, four weeks maximum is granted for emergency duty minus the amount of military pay received for that period. The employee must submit a copy of official orders and a written request for a

leave of absence to the Office of Human Resources prior to the start of the military leave, when feasible. Copies of all military leave and earnings statements received during leave must be submitted to Human Resources as soon as the employee has returned to work.

If an individual is called to active duty, the University may grant an unpaid leave not to exceed one year, although an extension may be granted if an individual is involuntarily retained in active service. While such leaves are without pay and benefits, upon return from active duty, the employee may be entitled to reinstatement to the same or an equivalent position of employment at the University, also in accordance with USERRA. For more information, contact Human Resources.

### **Jury Duty for Faculty and Staff**

The University recognizes the importance of jury duty and supports the principle by providing time off.

A copy of the summons to serve on a jury or subpoena must be presented to the Human Resources Office at least one day prior to time scheduled service is to begin.

The individual must report to work during regular working hours except when the individual's presence is required by the court.

After the individual has completed jury duty, evidence of having served for time claimed must be forwarded to the Human Resources Office.

The University will not ask that an individual be released from jury duty except that if there is a hardship created for the department, a deferral may be requested.

Individuals subpoenaed to appear in court as witnesses are given the time off with pay. Appearance in court for traffic or other violations or as a party in a lawsuit is charged to vacation, personal day or leave without pay.

## **Statutory Benefits**

### **Workers' Compensation**

Should an injury occur on the job, all employees are covered by the Workers' Compensation Act. All accidents must to be reported to the Human Resources Office within 24 hours so that the necessary forms may be filed. Workers' Compensation insurance pays medical services needed as a result of a covered job-related injury. Should a covered injury result in necessary absence from work, Workers' Compensation will pay a portion of the employee's salary for a limited amount of time. The University pays all costs of providing this insurance.

### **Maryland Unemployment Insurance**

The Maryland Unemployment Insurance Fund established reserves, through employer contributions, from which payments can be made for a limited period of time to persons who have lost employment through no fault of their own.

The University complies with state and federal laws in providing unemployment insurance.

## **Social Security**

Contributions to the federal Social Security Program are made by the University for all employees. Present contributions are from 7.65 percent up to the limit established by the federal government. This amount is subject to yearly change in accordance with federal law.

## **Health Benefits**

### **Insurance Benefits**

Stevenson University offers comprehensive health and welfare benefits including medical, dental and disability to all full-time employees. Detailed information and summary plan descriptions are available through Human Resources and distributed to new employees at a new-hire benefits meeting and each year at Open Enrollment. Questions regarding any of these benefits may be directed to the Human Resource Office.

The terms and conditions of these and all benefits may be changed at any time without prior notice. Furthermore, where there is a discrepancy between the description of these benefits, and the plan documents or summary plan descriptions, the plan documents will control.

### **COBRA**

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) requires that covered employers who sponsor group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called continuation coverage) at group rates in certain instances where coverage under the plan would otherwise end. This is intended to inform employees, in a summary fashion, of their rights and obligations under the continuation coverage provisions of the law.

An employee, the employee's spouse, or dependent become qualified beneficiaries if the employee, the employee's spouse or dependent are covered under the employer's group health plan and would lose coverage upon the happening of one of the following events (called a qualifying event):

1. death of the covered employee
2. termination (for reasons other than gross misconduct) or reduction of hours of the covered employee's employment
3. divorce or legal separation of the covered employee from a spouse
4. entitlement of the covered employee for Medicare
5. dependent ceases to be a dependent child under the group health plan
6. call to service in the Uniformed Services as defined under USERRA

In such a case, each qualified beneficiary has the right to elect to choose continuation coverage if the group health coverage would be lost. The employee, employee's spouse or dependent

children (where applicable) would each, as a qualified beneficiary, have the option to select continuation coverage for a period shown as follows:

#### REASON FOR TERMINATION UNDER GROUP PERIOD

voluntary termination of employee	18 months
involuntary termination	18 months
reduction in work hours of employee	18 months
disability of employee as determined under the Social Security Act	29 months
death of employee	36 months
divorce or legal separation	36 months
employee becomes entitled to Medicare	6 months
dependent child no longer qualifies as dependent under group health plan	36 month
service in the Uniformed Services	24 months

#### Special Rule for Multiple Qualifying Events

If the employee elects continuation coverage following a termination of employment or reduction in hours, and during the 18-month period of continuation coverage, a second event (other than a bankruptcy proceeding) occurs that would have caused the employee to lose coverage under the plan (if the employee had not lost coverage already), the employee may be given the opportunity to extend the period of continuation coverage to a total of 36 months. If a beneficiary elected continuation coverage as the spouse, or dependent of a covered employee who experienced a termination of employment or reduction in hours and, during the continuation period, the employee or former employee became entitled to Medicare, the beneficiary may be given the opportunity to extend coverage for 36 months from the date the covered employee becomes entitled to Medicare.

#### Special COBRA Rules for Retirees and Newly Acquired Dependents Upon Title II Bankruptcy of Employer

The retiree, spouse or dependent of a retiree whose employer's group health plan is lost or substantially eliminated within one year before or after the employer's filing of a Title 11 Bankruptcy can elect to remain in the employer's group health plan until the retiree's death. After the retiree's death, the retiree's survivors can obtain up to an additional three years of continuation coverage.

Newly acquired dependents of qualified beneficiaries, such as children and spouses, are to be given the same opportunity to obtain coverage as for an employee with, and under the same conditions as, such qualified beneficiary's coverage. The newly acquired dependent's coverage is not as a qualified beneficiary, and as such, continuation coverage will end upon that termination of the qualified beneficiary's continuation coverage.

The continuation coverage will not be conditioned on a physical examination or other evidence of insurability, and will be identical, with very few exceptions, to the coverage provided to similarly situated employees or family members. Please note that the beneficiary may be required to pay all or part of the premium for this continued coverage and an administrative fee. Under COBRA, the University must notify the Plan Administrator (except where the employer is the Plan Administrator) within 30 calendar days of an employee's death, termination of employment or reduction in work hours, Medicare entitlement or bankruptcy proceedings. In these cases, the Plan Administrator must then notify the qualified beneficiary of the right to elect continuation coverage. This notice must be provided within 14 calendar days after the Plan Administrator receives notice that one of these events has occurred. However, with respect to multi-employer plans, to the extent the plan so provides, the University may have an extended period of time for notifying the Plan Administrator of one of the qualifying events, and the Plan Administrator also may have an extended period for providing notice to the qualified beneficiary.

In all other cases, the employee or family member has the responsibility to notify the Plan Administrator of a divorce, legal separation, a child losing dependent status, a disability as determined under the Social Security Act or a newly acquired dependent under the group health plan. In these cases, the employee has 60 calendar days from the date that the employee would lose coverage because of one of the events described previously or notify the Plan Administrator of the qualifying event. In all cases, the beneficiary has 60 calendar days from the date of the notice from the Plan Administrator or from the date the beneficiary would lose coverage, whichever is later, to inform the Plan Administrator that the beneficiary wants continuation coverage. The election of continuation coverage is deemed to include an election for family members who will also lose coverage under the group health plan unless otherwise specified. The continuation coverage extends from the date of one of the events described previously to:

1. Eighteen months, in the case of termination or reduced work hours, 29 months, in the case of disability, or 36 months, in all other cases described previously except retirees and newly acquired dependents. See "Special Rule for Retirees and Newly Acquired Dependents" above;
2. The date the University no longer provides any group health plan to its employees;
3. The premium for continuation coverage is not paid on time;
4. The person whose coverage is being continued becomes covered under another group health plan unless the other plan contains an exclusion or limitation with respect to a pre-existing condition;
5. The person whose coverage is being continued becomes entitled to Medicare benefits (unless the qualifying event is the employer's Title 11 Bankruptcy);
6. The beneficiary is divorced from a covered employee, subsequently remarries and becomes covered under another group health plan, in which case the beneficiary can continue until the maximum allowed period of termination or upon being covered for pre-existing conditions, if the new plan excludes or limits benefits for the pre-existing condition coverage plan covers it, whichever occurs first.

To prevent a lapse in coverage, if the beneficiary selects continuation coverage, the beneficiary can pay any required premium within 45 calendar days after the election. If the University group health plan provides a conversion privilege to other beneficiaries, the University must also provide the beneficiary and family members with the opportunity to enroll under a conversion health plan during the 180-day period preceding the date that continuation coverage expires.

## **Working Aged**

COBRA also affects the rights of employees and their spouses, who are over 65 years of age. The University must offer employees and their spouses age 65 and over, “working aged,” the same health insurance coverage that is offered to younger workers and their spouses.

## **Administrative Information**

The University’s Plan Administrator is the Vice President for Human Resources. A summary of the plan may be obtained from the Human Resources Office.

## **Retirement Program**

The University provides a 403(b) benefit to full-time and part-time employees. A description of this benefit is available from the Human Resources Office.

## **Life Insurance**

The University provides life insurance to full-time employees who work a minimum of one thousand hours per year. A description of this benefit is available from the Human Resources Office.

## **Tuition Waivers and Tuition Exchange (TE) Program**

Full-time employees and their dependents are eligible to register for all Stevenson University undergraduate courses tuition free, whether credit or noncredit, effective immediately upon employment with the University. Part-time and special employees and adjunct faculty are also eligible for tuition waivers, but their tuition is prorated based on the percentage of full-time employment. However, if the scheduling of a class is contingent upon a fixed number of paying students, the employee’s registration for that course may not affect the minimum number required. Employees may not register for classes at a time that conflicts with the employee’s obligations to the University.

The tuition waiver may be used for up to four years of full-time or full-time equivalent undergraduate study. Except under extraordinary circumstances, with the approval of the Executive Vice President for Academic Affairs and Dean, graduate classes will not qualify for the tuition waiver program.

## **Export Scholarships for Student Dependents**



Export scholarships are those scholarships for student dependents of Stevenson University employees.

The tuition exchange program is a scholarship program provided by Stevenson University. Full-time faculty and full-time staff who have worked continuously at the University for at least three years are eligible to apply on behalf of their dependent children (i.e. children claimed on the employee's federal income tax return, or children named to receive support for education in either a separation agreement or divorce decree). Acceptance into the TE program will be for first baccalaureate degrees only.

Please contact the Human Resources department for more detailed information and for a copy of the Tuition Exchange Scholarship Program application.

### **Import Scholarships for Student Dependents**

Import scholarships are those scholarships for student dependents of employees at other tuition exchange member schools wishing to study at Stevenson University.

Eligibility shall be determined by the TE liaison officer of the sending institution, who will notify the TE liaison at Stevenson. All TE scholarship recipients must be admitted to Stevenson University under normal admissions criteria.

Please contact the Human Resources department for more detailed information and for a copy of the Tuition Exchange Scholarship Program application.

### **Spouse Tuition Waiver**

The spouse of a full-time employee is entitled to the tuition waiver for up to four years of full-time or full-time equivalent undergraduate study.

The spouse of a part-time employee, special employee or adjunct faculty is entitled to partial tuition prorated based on the percentage of full-time employment.

### **Fitness Center**

The Fitness Center is located on the lower level of the Student Union and is provided by the University to promote a physically fit lifestyle for our students, faculty and employees. A combination of cardiovascular, circuit and free-weight equipment is available. See paragraph entitled "Athletic Facility Use Policies" in Volume II under section 2.4 Facilities Use Policy.

### **University Store**

All employees of the University are entitled to a 10 percent discount on all University store purchases upon presentation of a Stevenson ID card.

### **Summer Schedule**

At the discretion of the President, the University may choose to provide staff with a four-day work week during a portion of the summer. During these weeks, employees will be expected to extend their workday by ½ hour and reduce their lunch break to ½ hour. This practice may be altered or eliminated at any time.

## **3.14 COMPENSATION AND WAGES FOR EMPLOYEES**

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### **Payroll Period**

The general workweek at Stevenson University begins at the start of work on Sunday and runs seven consecutive days. The standard hours of operation may vary from office to office. Standard workdays and hours are established for each position. It is expected that all work is performed within these hours. Any deviation from these hours must be approved in advance by the staff member's supervisor.

Staff who work in excess of six hours consecutively should be provided with a 30-minute paid meal break. For detailed information on nonexempt employee break requirements, please contact the Human Resources Office.

All nonexempt, full-time staff, and part-time are paid biweekly. Exempt staff may choose to be paid either biweekly or monthly. Biweekly pay will be distributed on the Friday following the end of the pay period. Monthly pay is distributed on the last Friday of each month. If payday falls on a non-working day such a holiday, pay will be distributed the immediately preceding workday.

### **Time Sheets**

All nonexempt, full-time, and part-time staff employees will be required to complete a time sheet. Signed time sheets must be submitted to the staff member's supervisor for the supervisor's review and signature on the Monday before the designated pay date. It is the responsibility of the supervisor to verify the hours those persons work each week by signing the original time sheet. Under no circumstances should an employee sign for another person. Time sheets should be turned in to the payroll office no later than 10:00 a.m. on the day following the last day of the biweekly pay period. Supervisors shall make a copy of each time sheet for their records.

All exempt biweekly staff will be required to complete a leave sheet. Signed leave sheets must be submitted to the employee's supervisor for review and signature on the Monday before the designated pay date. It is the responsibility of the supervisor to verify the accuracy and to sign the original leave sheet. Under no circumstances should an employee sign for another person. Leave sheets should be turned in to the payroll office no later than 10:00 a.m. on the day following the last day of the biweekly pay period. Supervisors shall make a copy of each leave sheet for their records.

Exempt staff who are paid monthly are expected to report to Human Resources each month their use of vacation and sick/personal leave.

### **Overtime**

In compliance with the requirements of the Fair Labor Standards Act (FLSA) relating to overtime pay, if it should become necessary for a nonexempt employees to work overtime, the

nonexempt staff will be paid at an hourly rate equal to one and one half times their regular hourly rate. Overtime must be approved in advance by the employee's immediate supervisor. Overtime is defined as all hours actually worked over forty (40) hours within the standard workweek. Vacation and other forms of paid leave are not considered hours worked.

Employees who are considered to be exempt from overtime pay under the FLSA will receive no additional compensation for hours worked.

In order to best serve our constituents, there may be a need for flexible schedules. Work scheduling issues vary and will be determined by each department. Stevenson does not provide for compensatory time.

It is our policy to comply with the salary basis requirements of the FLSA. Therefore, we prohibit all University managers from making any improper deductions from the salaries of exempt employees. We want employees to be aware of this policy and that the company does not allow deductions that violate the FLSA.

#### What To Do If An Improper Deduction Occurs

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to [insert alternative complaint mechanism(s)].

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

#### Emergency Closing Pay Policy

In the event of an emergency closing, employees who were scheduled to work will receive their usual pay based on their established work schedule. If the University is closed for an emergency, only those staff members who are required by their supervisor to work will be paid according to the emergency pay policy.

If a staff member is required to work even though the University is closed, nonexempt staff will be paid one and one-half times their regular hourly rate for time worked in addition to their usual pay for the closing. This equals two and one-half times the nonexempt staff member's regular rate of pay for time worked.

Overtime calculations during weeks where the University had an emergency closing are calculated based on the nonexempt staff member's daily work schedule.

### **3.15 STAFF PERFORMANCE AND REVIEW EVALUATION**

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Supervisors are responsible for measuring and evaluating each staff member's total performance and accomplishments at least once each year. Management maintains the option of interim reviews.

The appraisal will be based on performance of job responsibilities shown in the job description and the achievement of individual goals. Periodic discussions concerning each staff member's performance and progress toward achievement of goals should take place throughout the year.

Staff members will have their performance evaluated on a form provided by the Office of Human Resources. Upon completion of the performance appraisal, both the staff member and the supervisor must sign the document. The completed form must be returned to the Office of Human Resources for inclusion in the staff member's personnel file.

## **3.16 OPERATIONAL POLICIES**

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### **Obtaining Computer Software for Classroom Use**

Faculty and staff who wish to obtain computer software for use in their classes or departments that is not already available on campus computers must make a formal request and obtain approval for the purchase/lease of such software.

Faculty and staff are responsible for finding and selecting the software. The operating system platform must be compatible with campus computers. Software that can be networked (Novell) is preferred over stand-alone software. Faculty and staff must ascertain on which network server (Administrative or Academic) the software will run; identify licensing requirements; and note the dates on which the software must be available to students.

Faculty and staff must submit a request for software purchase/lease to the Chief Information Officer for approval and allow a minimum of two weeks for processing.

If approved, an evaluation copy of the software will be ordered. The Information Technology office will negotiate the price of the software. A copy of the signed contract(s) must be forwarded to the Information Technology Office.

### **Telephone Use**

#### **Telephone**

The following are instructions on the use of the Stevenson University phone and voice mail:

1. Each faculty and staff is assigned a four-digit phone extension that includes access to the voice mail system. All faculty and staff have a 'voice mail message box' whether or not they have a physical phone set. Those without a phone will have only the voice mail extension and must rely on the voice mail system to receive messages.
2. The voice mail system may be accessed from any desk phone on campus by dialing 2100 and following the instructions. To access voice mail from off campus to listen to messages, dial 443-334-2100. The employee's voice mail password is the individual's extension number until changed.

#### **Long-Distance Telephone Calls**

In order to track and control long-distance phone call expenses, the Business Office assigns a four-digit code to each individual, generally the last four digits of an employee's Social Security number. This code must be authorized by the University phone administrator and entered into the system and activated by the long-distance carrier. When making a long-distance call or sending a fax to a long-distance number, each individual is required to enter the assigned four-

digit call accounting code. When making a long-distance call, dial the number and listen for the dial tone. When a dial tone is heard, enter the four-digit code and the call will be completed.

Since operating instructions for sending a fax may differ for various models, employees must read the instructions at the machine before entering a phone number and code. Generally the phone number must be followed by pressing the pause key followed by the four-digit accounting code. Employees will be asked to reimburse the University for all personal long-distance calls.

Questions regarding use of the phone system should be addressed to the receptionist (dial 0), the Assistant Director of Information Technology, or the Network Engineer.

### **Use of Cell Phones for University Business While Operating a Motor Vehicle**

The University recognizes that it may be dangerous to operate a cell phone while driving a motor vehicle. The University does not permit employees to conduct University business on a cell phone while driving.

## **3.17 EMPLOYEE GRIEVANCES**

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A grievance may exist when an employee believes there has been a breach, violation, misinterpretation, misapplication, inequitable application of or deviation from, the substantive provisions of the University Policy Manual, other than those involving appointment, termination, dismissal, or suspension from employment.

All grievances shall be presented and addressed by the following procedure:

### **Step One**

When the grievance concerns an academic matter or one within the authority of the Executive Vice President for Academic Affairs and Dean of the University, the employee shall raise the grievance with the Executive Vice President for Academic Affairs and Dean of the University. The Executive Vice President for Academic Affairs and Dean shall discuss the grievance with the employee and respond to the grievance within a reasonable period of time.

When the grievance concerns a nonacademic matter, the employee shall submit the grievance to the employee's supervisor. The supervisor shall discuss the grievance with the employee and respond to the grievance within a reasonable period of time.

### **Step Two**

If the employee determines that the grievance has not been satisfactorily resolved under Step 1, the employee may appeal, in sequence of reporting, up to Vice Presidential or Dean level within 10 business days of the decision made pursuant to Step 1.

Within a reasonable time, the supervisor involved in Step 2 of the grievance shall schedule a conference to discuss the grievance with the employee at a time convenient for both. The supervisor's decision on the grievance shall be communicated to the employee within a reasonable period of time.

### **Step Three**

If the employee determines that the grievance has not been satisfactorily resolved under Step 2, the employee may make a final appeal to the President within 10 business days of the decision in Step 2. Within a reasonable time, the President shall schedule a conference to discuss the grievance with the employee at a time convenient for both. The President's decision on the grievance shall be final.

An employee's failure to appeal a decision from Step 1 to Step 2 within the designated 10 business day time period shall constitute a withdrawal of the employee's complaint and shall bar further action under this policy by the employee on that grievance.

The employee may withdraw the grievance at any time.

## **3.18 SEPARATION FROM EMPLOYMENT**

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### **Voluntary Resignation and Notice**

Given the at-will relationship between the University and its employees, an employee may resign or be dismissed at any time. The University requests, to the extent possible, that employees who plan to resign follow the guidelines set forth below.

A faculty member, Vice President or Dean is requested to submit a letter of resignation to the appropriate supervisor at the beginning of the individual's last academic semester with the University, or four months before the individual intends to leave, whichever is greater.

Department Chairs, Division Deans and Program Coordinators are requested to submit a letter of resignation to the appropriate immediate supervisor at least three months in advance of the individual's resignation.

Exempt staff is requested to submit a letter of resignation at least one month in advance of the individual's resignation.

Nonexempt staff is requested to give two weeks written notice in advance of the individual's resignation.

### **Involuntary Termination**

At its discretion, the University may elect not to renew the employment of an existing employee at the end of an appointment period, if any, or to dismiss an employee at any time. Employment at Stevenson University is at will.