



EASTERN KENTUCKY UNIVERSITY
**STAFF
HANDBOOK**

Revised January 2010



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of Human Resources

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Dear staff member,

Enclosed is the revised staff handbook for your review and use. The handbook covers only general policies, principles, and procedures and does not represent a contractual commitment by the University concerning terms and/or conditions of employment. University policies may change at any time without notice. A complete listing of current human resources policies can be found at http://www.policies.eku.edu/volume/volume_eight/

It is your responsibility to read this handbook and to comply with the policies, practices, and rules as detailed within this handbook.

Once you have reviewed the handbook, please complete the acknowledgement page and remove from the handbook. The acknowledgement page should be signed and the signed copy should be sent to Human Resources to be retained as a part of your personnel record.

The handbook can also be accessed from the Human Resource website at http://www.hr.eku.edu/Policy_and_Procedure/

If you have questions regarding this handbook, please contact me at 859-622-1327 or at gary.barksdale@eku.edu.

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Director, Human Resources



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HISTORY OF EASTERN KENTUCKY UNIVERSITY

The Kentucky General Assembly of 1906 enacted legislation establishing the Eastern Kentucky State Normal School. Governor J. C. Beckham signed the bill into law on March 21, 1906. On May 7 of that year, the Normal School Commission, meeting in Louisville, selected the campus of the old Central University, founded in 1874, in Richmond, Kentucky, as the site of the new school. On June 2, 1908, Ruric Nevel Roark was chosen President of the Normal School and the training of teachers was begun.

In 1922, Eastern Kentucky University became a four-year institution known as the Eastern Kentucky State Normal School and Teachers College. The first degrees were awarded by this institution in 1925. In 1928, the College was accredited by the Southern Association of Colleges and Secondary Schools. In 1930, the General Assembly renamed the school the Eastern Kentucky State Teachers College.

In 1935, a graduate program was approved at Eastern, leading to the Master of Arts degree in Education. In 1948, the General Assembly removed the word "Teachers" from the name of the college and granted the college the right to award nonprofessional degrees.

The most significant day since its founding came for Eastern on February 26, 1966, when Governor Edward T. Breathitt signed into law a bill renaming the institution Eastern Kentucky University (EKU) and sanctioning the awarding of graduate degrees in academic fields other than education.

During this period of time, Eastern Kentucky University has increased rapidly in size and stature. Beginning with a few students engaged in short review and certificate courses, the University today serves thousands of Kentuckians. The curriculum leads to associate degrees, baccalaureate degrees, and an expanding graduate program that currently offers degrees at the master's level in many other fields as well as the already well-established Master of Arts degree in Education and the various fifth and sixth-year leadership program in education. The university also offers a doctoral program in Education. Specialist degree programs have been implemented in education and psychology. In addition to these programs, Eastern Kentucky University offers cooperative doctoral programs with cooperating institutions.

Ever-mindful of the purpose of its founding, Eastern continues to recognize its historic function of preparing quality teachers for the elementary and secondary schools of the Commonwealth. However, a strong liberal arts curriculum leading to appropriate degrees, together with pre-professional courses in several areas and graduate programs, enable Eastern to serve the Commonwealth as a regional comprehensive university.

MISSION STATEMENT

Eastern Kentucky University is a student-centered comprehensive public university dedicated to high-quality instruction, scholarship, and service.

The Staff Handbook is an official publication of Eastern Kentucky University and supersedes previous Staff Handbooks. Policies, regulations, and information contained in this Handbook are subject to revision without prior notice.

SECTION I

STAFF PERSONNEL

Eastern Kentucky University does not guarantee employment. All staff employment is at will.

DEFINITION OF STAFF

Regular Full-Time Employees (Benefited):

Regular full-time employees are those hired into a position that is at least 25 hours per week for non-exempt employees or .70 FTE for exempt positions and are eligible to participate in all University provided benefits.

A regular full-time staff assignment is one in which the employee is scheduled to work 37.5 hours per week with the exception of assignments in Facility Services, Public Safety, and some administrative offices, which are 40 hours per week.

Regular Part-Time Employees (Partially Benefited):

Regular part-time employees are hired to fill ongoing positions which are between twenty and twenty four hours per week. Categories included in the regular part-time benefits plan are participation in the tax deferred plans, prorated vacation & sick time, and holiday pay.

Regular part-time employees are specifically excluded by KRS 61.510 from participation in the Kentucky Employees Retirement plans for those persons who work an average of less than one hundred hours per month. The employees are not eligible for participation in the health, life, long term disability or tuition waiver (staff scholarship) plans.

Part-Time Employees (Non-Benefited):

Regular part-time employees who are hired to work less than 20 hours per week are non-benefited. This category of employee is not eligible for benefits except for participation in tax-deferred plans.

Temporary Employees:

Temporary employees are hired for positions which are temporary in nature. Temporary positions are limited to an assignment of nine months or less. Temporary employees may be separated from employment for any reason or no reason. Separation is subject to review by the Director of Human Resources. Temporary employees are not benefit eligible. Temporary employees **are not** eligible to be considered for “internal only” job opportunities.

Seasonal Employees:

Seasonal employees are hired to perform specific jobs that occur only at certain times and/or events of the year and are not benefit eligible. Seasonal employees are not eligible for internal jobs.

Volunteers:

Volunteers participate in activities that are provided with no expectation of wages, employee benefits, or other compensation. All volunteer arrangements must be made through human resources. All volunteers must sign a volunteer agreement prior to providing services to Eastern Kentucky University.

Retired Staff:

Retired staff have many of the privileges as regular staff, including:

- Staff parking privileges
- ECU ID card
- Staff library privileges
- The ability to purchase athletic tickets at reduced rates
- Obtaining a Faculty/ Staff Telephone Directory
- Use of the facilities at Academic Student Services (as space allows)

Persons age 65 or older may also take advantage of tuition free courses, at ECU, as provided by the William F. O'Donnell scholarship.

Retired staff are encouraged to contact the Division of Human Resources for additional information regarding these privileges.

Retired staff **are not** eligible to be considered for "internal only" job opportunities.

APPLICATION AND RECRUITMENT PROCEDURES

The Department of Human Resources will coordinate the activities relating to the recruitment and employment of all ECU positions. Positions may be filled through promotions, transfers, reassignments and original appointments. Whenever possible, positions will be announced to the University community prior to or at the same time as to the general public. Current employees interested in promotion, transfer, or demotion should check the employment website (jobs.ecu.edu), the designated bulletin board for vacancies (located outside the Human Resources Office Jones 203), or contact Human Resources concerning any vacancy in which they are interested. Positions may be advertised through appropriate media to generate a satisfactory number of qualified candidates and to advance the University's commitment to being an EEO/AA institution that values diversity in its faculty, staff, and student body. Applicants must use the online employment system, which is located on the Human Resources web site at <https://jobs.ecu.edu>.

Promotion

A promotion occurs when an employee moves to a job in a higher salary band or when his or her job is reassessed to a higher salary range. In such cases, the employee may be eligible for a pay increase that is reflective of the change in responsibilities.

Transfer

A transfer occurs when an employee transfers to another position in the same salary range as the position previously occupied. In such cases, the employee shall not be eligible for a pay increase at the time of such transfer. Transfers are voluntary on the employee's part.

Reassignment

A reassignment is a transaction wherein an employee is voluntarily or involuntarily assigned to another position within the same pay range. Reassignment does not involve a change in base pay status.

Demotion

A demotion is a transfer wherein an employee is voluntarily, or due to reorganization or due to poor job performance; is moved to a job in a lower pay range. In such a situation, the pay may be adjusted to reflect the change in responsibilities.

Identification Cards

Staff ID cards may be obtained from the Colonel 1 Card Office located in 128 Powell Student Center. Prior to obtaining the ID card, the staff member should obtain his/her University identification number from Human Resources located in 203 Jones Building.

The identification card should be in the possession of the employee at all times while working. The card must be presented, upon demand, to University officials.

The card may also be used to attend selected University events and to purchase season tickets to selected athletic events. Presentation of the identification card may also be needed at the University library, Fitness & Wellness Center and other University facilities.

Criminal Background Investigations

Effective July 12, 2006, KRS 164.281 requires the University to obtain criminal background checks on all offerees, internal and external, for positions of employment with the University. No candidate for a position shall commence employment until a satisfactory background check has been received by the ECU Human Resources Department and authorization is provided by the appropriate personnel in the Human Resources Department. This policy also applies to all volunteers for the University. This policy can be found on the policy website <http://www.policies.ecu.edu/>.

Employment Orientation

Once a candidate has successfully cleared the necessary background check, hiring officials will be contacted by a Human Resources employment staff person to establish the new employee's start date and to complete registration for an Orientation session. New employees must be registered not later than the Wednesday prior to the employees scheduled orientation session. Employee orientation sessions are offered on a bi-weekly basis. These sessions will be held each Tuesday following the bi-weekly payroll date.

The payroll election process will be completed at the Human Resources office (Jones Building, Room 203) between 8:30 and 11:30 a.m. each Monday prior to the Employee Orientation session.

Benefits election and enrollment will be completed through an individual meeting with a Human Resources Benefits Office representative (usually one week after orientation); employees are scheduled through New Employee Orientation.

See Human Resources New Employee Orientation web site for additional information <http://www.hr.ecu.edu/development/neo/>.

Orientation Period

The first three months (90 calendar days) are considered an orientation period during which the employee and the University have an opportunity to evaluate the employment relationship. The employee's performance during this time is closely evaluated by the supervisor to determine the potential for continued employment. The evaluation of performance continues for as long as the employee is employed at the University. During the orientation period, supervisors will spend more time with new employees to provide instructions and evaluate work performance. The initial period of employment also gives the employee an opportunity to evaluate the University as an employer.

After the initial orientation period, the employee will be expected to maintain the same high level of performance that was established during the first months on the job.

During the orientation period, employees are not eligible to utilize vacation or sick bank participation. There is no vacation payout for employees terminating before the completion of 90 days of employment.

Transferred Staff/ Orientation Period

Upon assuming a new position as a result of a transfer, promotion, reassignment or demotion, the staff employee shall serve an orientation period of (90) calendar days of employment in the new position. The employee's work performance should be closely monitored by the supervisor to determine the potential for continued employment in the new position and to also provide the employee an opportunity to evaluate the new position. The position from which the employee transferred is not held as open if the orientation to the new position is unsuccessful.

The transferred orientation employee is eligible for leaves and all benefits as the employees provided prior to the new assignment.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Eastern Kentucky University is an Equal Opportunity / Affirmative Action employer and educational institution and does not discriminate on the basis of age (40 and older), race, color, religion, sex, sexual orientation, disability, national origin or Vietnam era or other veteran status, in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD) or the Director of the Office for Civil Rights, U. S. Department of Education, Philadelphia, PA.

Veterans Statement

It is the policy of the University that there shall be no discrimination in employment (including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment) on the basis of status as a disabled veteran, Vietnam era veteran (as defined in 38 USC Sec. 4211 and 41 CFR 60-250) or as a veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the University's obligation as a federal contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing regulations, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to: Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, 859-622-8020 (V/TDD).

Disability Statement

Any member of the faculty, staff or student body who believes she or he requires a reasonable accommodation with respect to their employment or participation in any program or activity should contact the Office of Services for Individuals with Disabilities for information concerning the Americans with Disabilities Act (ADA), and the rights provided there under. The Disabilities Office is located in Room 361 of the Student Services Building and can be contacted at 859-622-2933 (V/TDD).

Diversity Statement

Eastern Kentucky University is an EEO/AA institution that values diversity in its faculty, staff, and student body. In keeping with this commitment, the University welcomes applications from diverse candidates and candidates who support diversity.

SECTION II

EMPLOYEE BENEFITS

STATUTORY BENEFITS

Eligible employees may participate in the University benefit plans, subject to the eligibility criteria set forth in the documents that govern those plans.

NOTE: For more specific information on each benefit plan please refer to the Eastern Kentucky University Employee Benefits Guide located at <http://www.hr.eku.edu/benefits/openenrollment.php>.

WORKERS' COMPENSATION

The Workers' Compensation Law is designed to compensate employees for loss of earning power due to work related injuries or diseases arising out of and in the course of their employment. The university maintains a workers' compensation insurance policy through a commercial insurance provider. This coverage includes both medical expenses and loss time payments to an employee who is unable to work for an extended period of time because of a compensable injury or disease. Employees are paid available sick time to cover the 1st seven days of time missed due to a work related injury or illness.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's supervisor. The supervisor must immediately report any injury or illness, regardless of severity.

LEAVE POLICIES AND PROCEDURES

Election Days

Eastern Kentucky University strongly encourages all eligible employees to participate in the democratic process by exercising their right to vote, the University will allow regular full-time employees approved time off to vote. Regular employees will be given up to four hours off to vote on Election Day, with one hour to be with pay. This policy can be found on the policy website <http://www.policies.eku.edu/>.

Court Leave

All University employees shall be entitled to time off, with pay, while called for jury service or for time off due to a subpoena or other requirement of a court to appear as a witness, except in cases where the employee or member of his/her family is a party plaintiff in the court action. Employees who have been called for jury duty but are not impaneled or who have been released as witnesses are expected to return to work. This policy can be found on the policy website <http://www.policies.eku.edu/>.

Family and Medical Leave:

The Family and Medical Leave Act (FMLA) provides employees who have twelve (12) months of service with the University and who have performed at least 1,250 hours of service in the prior twelve (12) month period, with up to twelve (12) weeks of leave during a rolling twelve (12) month period. This leave may be paid, unpaid, or a combination of paid and unpaid depending on the employee's accumulated vacation and/or sick leave. In cases where paid leave ends prior to the end of the twelve (12) weeks the balance of the leave will be unpaid. In cases where an employee qualifies for more than twelve (12) weeks of paid leave, the twelve (12) weeks required by the FMLA will be included within the period of paid leave.

Any leave taken due to one of the following reasons will be considered FMLA leave. Leaves for other reasons do not qualify as FMLA leave. Eligible reasons include:

- For the birth of an employee's child;
- For the placement of a child with the employee by adoption or foster care;
- To care for an employee's child, spouse, or parent with a serious health condition;
- Employee is unable to perform the essential functions of his or her job due to a serious health condition; and
- Military Family (see below)

Eligible employees must provide reasonable prior notice (at least 30 days) to the University when requesting a leave of absence under the FMLA. Requests should be made in writing to your immediate supervisor and a copy should be sent to the Benefits Section of the Human Resources Department, CPO 24A. If the need for leave is due to unforeseen circumstances, notice should be given as soon as possible after the employee is made aware of the need for leave. Human Resources will require an employee to provide certification issued by a licensed health care provider in order to ensure that the employee meets the eligibility requirements.

Except for work related injuries, an employee will be required to utilize available vacation and sick time (prior to going into a non-paid status) for each work day missed which qualifies as FMLA leave. For more information, this policy can be found on the policy website <http://www.policies.eku.edu/>.

For a full explanation of FMLA, please refer to the current Employee Benefits Supplement Guide located at <http://www.hr.eku.edu/benefits>.

Military Service Issues under the FMLA:

FMLA leave is provided to all eligible employees, who are the spouse, son, daughter, parent or next of kin (closest living blood relative) of a wounded U.S. military member with up to 26 weeks of unpaid leave during any 12-month period to care for such a wounded individual (caregiver leave).

Benefits while on FMLA Leave:

Employees on FMLA leave will continue the benefits of employment in the same manner as prior to the leave to include:

- Retains University paid coverage under the University's provided group insurance plans which include:
- Single (Employee only) health insurance
- Basic Life Insurance
- Basic Long Term Disability Insurance
(if the employee has less than 5 years of service or participants in the Optional Retirement Plan (ORP)).
- Voluntary products (employee paid) must be paid to the carrier
- Paid holidays that fall during the period of the extended leave
- Will be returned to their former or equivalent position when released by his/her medical provider
- Persons on approved FMLA leave that wish to maintain their dependent health and/or other supplemental benefits must make arrangements in the Human Resources office.
- No vacation or sick leave is earned while on leave without pay.

Military Exigency Leave:

The Family and Medical Leave Act of 1993, amended by the National Defense Authorization Act, January 28, 2009, and further amended by the National Defense Authorization Act for Fiscal Year 2009 October 2, 2009 – H.R. 2647, provides eligible employees with up to 12 work weeks of unpaid job-protected leave during a 12-month rolling period for urgent needs related to a reserve member's call to active duty and also provided leave to family members of the regular Armed Forces deployed to a foreign country.

Caregiver Leave:

Up to 26 weeks of unpaid leave to an employee to care for a family member (spouse, son, daughter, parent, or next of kin) who is injured while serving on active military duty. H.R. 2647 expanded the caregiver leave provision to include veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment. The amendment also expands military caregiver leave so that employee may use it to care for a covered service member's serious injury or illness incurred because service on active duty aggravated an existing or preexisting injuries.

For Qualifying Exigency Leave:

- 12 work weeks of exigency leave during any 12 month rolling period.
- 26 work weeks of caregiver leave in any rolling 12 month period.
- Employees will use any accumulated sick or vacation leave to remain in a paid status during the leave. Paid time shall be used before going to a non-paid status.
- In cases where paid leave ends prior to the end of the leave, the balance of the leave will be unpaid.
- Time that may be awarded from the sick bank does not extend available FMLA leave.

This policy can be found on the policy website <http://www.policies.eku.edu/>. Refer to addendum 1, which refers to employees' rights and responsibilities under the Family and Medical Leave Act for more information.

Military Leave With Pay:

The Uniformed Services Employment and Reemployment Rights Acts (USERRA) protects employees who serve in the military from discrimination in employment and provides employees with certain benefits and reemployment rights when they return from military duty. The law covers all categories of military training and service, including duty performed on a voluntary or involuntary basis, in time of peace or war.

Eastern Kentucky University complies with all requirements of the USERRA guidelines. All employees of EKU who are members of the national guard or of any reserve component of the armed forces of the United States, or of the reserve corps of the United States Public Health Service, shall be entitled to leave of absence from their respective duties without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled, while performing uniformed services.

Employees on military leave shall be paid their salaries or compensation for a period, or periods, not exceeding 15 calendar days (10 working days if the employee's position is based upon a five day work week) in any one year.

This policy can be found on the policy website <http://www.policies.eku.edu/>.

Retirement Plan Options:

Regular full-time (benefited) employees are required to enroll in the University retirement program. The employee's position determines the retirement plan in which the employee is required to participate. Please refer to the current Employee Benefits Supplement Guide which is given at the time of orientation and is also available at <http://www.hr.eku.edu/benefits/>.

UNIVERSITY PROVIDED BENEFITS

Extended Medical Leave

Eastern Kentucky University provides extended medical leave beyond Family and Medical Leave, under certain conditions. Extended medical leave is approved time away from the job due to an employee's serious health condition, which exceeds the twelve weeks provided under the provisions of the Family and Medical Leave Act (FMLA). The extended leave is unpaid if the employee has no accrued sick or vacation time available.

Initial eligibility criteria for extended medical leave is the same as it is for FMLA leave.

Eligibility: To be eligible for the extended medical leave, the employee must first be eligible under the Family and Medical Leave Act.

Leave Available: The maximum allowable time period for extended medical leave (leave beyond the 12 week FMLA leave) is computed in the following manner:

- One additional week of extended medical leave for each year of continuous service with Eastern Kentucky University in excess of twelve years.
- Any additional period covered by accrued sick or vacation time.
- The combination of FMLA and extended medical leave is not to exceed the longer of 6 months away from the job or the exhaustion of accrued sick time. Employees are required to utilize available vacation and sick days for each work-day missed while on FMLA and/or extended medical leave.

Benefits while on Leave:

Employees on extended medical leave will continue the benefits of employment in the same manner as when on the initial FMLA.

For additional information regarding this policy, please contact Human Resources or go to the policy website <http://www.policies.eku.edu>.

University Holidays

The following is the normal holiday schedule for Eastern Kentucky University. This schedule may be altered by the President of Eastern Kentucky University to meet operational demands.

Independence Day	One day
Labor Day	One day
Columbus Day/ Fall Break or Presidential Election /Fall Break	Two days
Thanksgiving	Two days
Between Semester Break	Seven days (approved year by year)
Martin Luther King Day	One day
Memorial Day	One Day
Floating Holiday	One Day

Notes:

- The floating holiday must be scheduled in advance with the supervisor. The floating holiday must be used during each fiscal year and shall not rollover or accumulate from year to year.
- Every 4th year the Presidential Election day will be substituted for the Columbus Day holiday. When this occurs the Monday before Election Day Tuesday will be designated as the fall break holiday.
- Some essential work units, or individual employees, may be required to work during a designated holiday period.

- o Essential non-exempt employees, as approved by the appropriate Vice President, who are required to work on Thanksgiving Day, Christmas Day and New Years Day will be paid at a rate of 2.5 x base rate with no equivalent time off at a later date.
- o Essential non-exempt employees, as approved by the appropriate Vice President, who are required to work the day after Thanksgiving and the other “between semesters” holidays, excluding Christmas Day and New Years Day, will be paid at 2 x base rate with no equivalent time off at a later date.

■ Note: Recording of time: Essential non-exempt employees working on a holiday shall enter all actual work time in the regular pay line on web time entry for each specific day worked. These employees would then record holiday hours on the “holiday” line on web time entry for each specific holiday (for example; 8 hours regular time plus 8 hours holiday = 16 hours or twice base rate for an 8 hour day employee). If not on web time entry the employee shall designate on their time card the actual time worked and holiday time awarded.

- o Hours attributable to Thanksgiving Day, the day after Thanksgiving, and the seven between semester holidays, including Christmas Day and New Years Day are not added to worked hours in the calculation of overtime.
- o Essential non-exempt employees, as approved by the appropriate Vice President, required to work holidays, except for the nine noted above, will be paid their straight time hourly rate and will receive an equivalent day off at a later date. Overtime (1.5 x regular hourly rate) will be paid when hours worked plus rescheduled equivalent holiday hours exceed 40 in the work week.
- From time to time the President may grant additional hours, or days, in association with a holiday. These additional hours, or days, are considered to be “EKU Days” and are not part of the normal published holiday schedule noted above. Essential non-exempt employees, as approved by the appropriate Vice President, required to work on an ECU day will be paid their straight time hourly rate and will receive an equivalent day off at a later date. Overtime (1.5 x regular hourly rate) will be paid when worked hours exceed 40 in the work week. ECU hours, or days, are not counted in the calculation of overtime.
- Equivalent time off as noted above must be used by June 30th each year.
- In order to be eligible for holiday pay, an employee must be on “pay status” the last scheduled working day before the holiday and the first scheduled working day following the holiday. “Pay status” includes actually working as well as authorized sick pay, vacation pay, authorized FMLA or extended medical leave, or receiving workers’ compensation benefits.
- If an employee is not paid for both the last working day before the holiday and first working day after a holiday, he/she will not receive holiday pay.

This full policy and procedure can be found on the policy website <http://www.policies.eku.edu>.

Bereavement Leave

Eligible employees shall be allowed bereavement leave up to three days for the death of:

- A mother/father (to include step mother or father).
- A brother/sister (to include half brother or sister).
- A spouse.
- A child (to include step child).
- Grandparent or grandchild.
- In Laws of the same kind.
- Other persons with whom the employee has a “loco parentis” relationship.

Note:

“In loco parentis” means the employee has the day-to-day responsibilities for the care and financial support of a child or persons who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

The eligible employee shall notify his/her supervisor of the need for bereavement leave as soon as possible after the death. Department Heads/Chairs are responsible for the scheduling of bereavement time off as outlined within this policy and recording the time in accordance with their department/college practices.

Leave Without Pay

A regular full or part-time staff member with at least one year of continuous service may request a leave without pay.

For employees who are members of the Kentucky Teachers Retirement System, the request for unpaid leave requires the approval of the Department Head or Chair, Dean if appropriate, Vice President, President and Board of Regents who are all in the chain of command. If vacation and/or sick leave are to be used in conjunction with an approved leave without pay, the vacation and/or sick leave must be used before the leave without pay begins.

For all other employees, leave without pay requires the approval of the Department Head or Chair, Dean if appropriate, Vice President, and the Director of Human Resources.

For persons who are on an approved unpaid leave for the purpose of Professional Development, determined to be in the interest of the institution, all employer paid benefits will continue under the same conditions as coverage would be provided if he or she were continuously employed during the entire leave period. Both the University and staff member will be responsible for payment of their share of any applicable premium during the leave period. The staff member should make arrangements through the Benefits Section of Human Resources to pay premiums associated with any voluntary benefits.

Staff members who are on leave, other than FMLA, Extended Medical Leave, or for Professional Development, from the institution without pay are not covered by the benefits packages that are applicable to individuals on pay status. The staff member and their covered dependents will have the option to extend their health insurance coverage through COBRA and will be notified of their choices and premium rates in accordance with COBRA regulations.

Sick Leave

Beginning with their employment, regular full-time and part-time employees are provided with sick leave. The sick leave benefit provides paid time for absence due to personal illness, injury, or other short-term disability; attendance on the children, spouse, or significant other whose condition requires the employee's direct care and a death in relationships is not covered by the University's bereavement leave policy.

Staff shall receive sick leave credits on the basis of one day per month for each period of employment with Eastern Kentucky University. Sick leave credits accrue with each payroll. Periods of leave without pay earn no sick leave credits. If a person resigns, an adjustment will be made at that time for any used but unearned sick days. Regular part-time benefited staff receive sick leave credits on a basis proportional to their work assignment.

Sick Leave Recordkeeping

It is the responsibility of employees to inform the immediate supervisor whenever they cannot meet their responsibilities due to illness or other reasons covered by the sick leave policy. "Hourly Employees" sick leave time is recorded through web-time entry. Salaried employees must complete sick/vacation leave request through their supervisor and sent to payroll (Coates 3A).

Sick Leave Benefits upon Dismissal of Employment

Any employee terminating employment at ECU prior to retirement will receive no compensation for accrued sick leave days. A staff member who retires from ECU under KTRS or an ORP can receive up to one-half year of service credit toward retirement benefits based on accrued sick leave days. The KTRS regulation allows unused sick leave to be applied to generate a maximum of one-half year additional service credit. Employees who retire from ECU under KERS can receive unlimited service credit in the amount of their accumulated sick days. The appropriate system, in its sole discretion, determines the actual amount of service credit from accrued sick leave time.

Coverage after Sick-Leave Benefits are Exhausted

Depending on the circumstance, the long-term disability insurance provided by the University or the disability provisions of KTRS & KERS will come into effect no more than 120 days following the onset of an accident or sickness. For more details, contact Human Resources Benefits Office.

Information regarding employee paid short term disability insurance is also available from the Human Resources Benefits Office.

Employees who have exhausted their sick leave due to catastrophic illness or injury may also make application to the Sick Leave Bank for additional sick time. See Sick Leave Policy. The Sick Leave policy can be found on the policy website <http://www.policies.eku.edu/>.

Spousal Sick Leave Sharing Benefit

(Approved July 25, 2008)

Staff may only transfer sick leave to their spouse. Sick leave may be transferred only if it has been accrued and available. Requests for the transfer of leave will not be processed retroactively, except to cover the period between the date the request was submitted and the date of approval. Leave will be transferred in no less than blocks of five days but no more than ten days during any one fiscal year. For purposes of the procedure, a day is defined as the number of regular work hours specified by the transferring employee's assignment. Unused transferred leave will not be returned to the transferring employee. Staff must have at least one year of full-time service before they qualify to transfer or receive sick leave time under this benefit. This benefit does not impact a staff member's ability to apply for sick leave time from the sick leave bank. Transferee must maintain a minimum balance of 10 sick leave days.

Sick Leave Bank

The purpose of this policy is to provide all regular, full-time university employees with short-term disability protection in the event they are personally subject to a catastrophic illness or injury and face a hardship because they do not have adequate accumulated leave time or other means of income. It is not intended to encourage or reward the abuse or inappropriate use of sick leave. Requests for care of family members including spouse, parents and dependent children will be considered on a case-by-case basis.

The Sick Leave Bank is a pool of sick days that has been established by employees who have contributed a minimum of one day and maximum of five days to the Sick Leave Bank. Employees contributing to the sick leave bank must retain a sick leave balance of 10 days or more at the time of their contribution.

In order to be eligible for Sick Leave Bank benefits, the faculty or staff member must be eligible to accrue University sick leave. New employee's become eligible after completing one year of continuous regular full-time service.

Prior to utilizing the Sick Leave Bank, the employee must exhaust any and all of the following benefits. Benefits should be used in the following order:

1. Accrued Sick Leave
2. Accrued Vacation Leave
3. Floating Holiday
4. Workers' Compensation
5. Disability Benefits
6. No Fault Automobile Insurance

Contributing to the Sick Leave Bank is not a requirement to apply for benefits. This benefit will, if approved by committee, provide a Short Term Disability (STD) plan for a minimum of five working days and a maximum of up to 90 working days in any five year period. This five year period is calculated from the first day in which Sick Leave Bank hours are awarded.

In order to be considered for benefits from the Sick Leave Bank, the catastrophic illness or injury must require the services of a licensed medical practitioner. A catastrophic illness/ injury has been defined to include, but not limited to, the following: lengthy hospitalizations, necessary surgery requiring a lengthy recovery (at least 4 weeks), and ongoing treatment regimen requiring frequent time off work, complicated pregnancy requiring bed rest or hospitalization.

Reasons for denying sick bank time may include, but not limited to: unnecessary cosmetic surgical procedures, illnesses and injuries that do not require medical treatment, minor illnesses and injuries that are temporary in nature. This policy can be found on the policy website <http://www.policies.eku.edu/>.

Vacation Leave

Vacation Leave is earned by all regular full-time (benefited) employees and also by regular part-time employees who are partially benefited. Regular part-time, partially benefited, employees must be in assignments of at least 20 hours per week.

Vacation may be used for vacations, personal business, or for any other personal reason as approved by the supervisor in advance.

Supervisors are responsible for scheduling and approving vacation prior to actual absences. Every effort will be made to schedule vacation as requested by the employee; however, the effective continuation of the normal work routine will be the primary consideration. A recognized holiday that occurs during an employee's vacation will not be charged to vacation. Individuals are encouraged to utilize their vacation allotments.

<i>Vacation Accruals:</i>	
1-4 Years Service	10 days
5-9 Years of service	15 days
10-14 Years Service	20 days
15 Plus Years Service	22 days

The policy for Spring Break is that University offices will be open.

Vacation is accrued with each payroll at the rates listed above. **Maximum accrual is your annual allotment times two years.** Hourly employees vacation leave is recorded through web time entry. Salaried employees must complete a sick/vacation request through their supervisor and send to Payroll, Coates 3A.

Upon termination of employment, individuals will have their final checks adjusted and will be compensated for earned vacation days that have not been used. For individuals whose employment is contingent on outside funds such as grants there is no other source of support for compensation. Therefore, these persons must utilize all earned vacation before the expiration of the grant or other source of funding. The vacation policy can be found on the policy website <http://www.policies.eku.edu/>.

Note: During the orientation period (90 days), employees are not eligible to utilize vacation or sick bank participation.

STAFF PROFESSIONAL DEVELOPMENT FUND

The Staff Professional Development Fund was established by the University to award matching funds to departments in support of the development of knowledge, skills and abilities of staff employees. Regular full-time staff who have successfully completed the orientation period for their current position is eligible. Eligible activities must support University, departmental and individual performance plans. Applications will be taken on an ongoing basis with the Staff Professional Development Fund Committee pre-approving awards on a bi-monthly basis. Forms and instructions are available at the HR website www.hr.eku.edu/policy_and_procedure/staffpdf.php.

EMPLOYEE WELLNESS PROGRAM

Healthy You at ECU is designed to support employees in developing healthy habits for a lifetime. ECU encourages and supports employee participation in wellness activities such as educational seminars, health screenings, health fairs, fitness, and other wellness challenges. Healthy You at ECU is available to all benefited employees. Staff can earn a pre-determined amount of wellness credits throughout the year in order to be eligible for certain incentives. Visit the website at www.healthyyouatecu.com or contact the Human Resources office at 859-622-7218 for more information about the employee wellness program.

MODEL LABORATORY SCHOOL

The Model Laboratory School, located in the Donovan Building, offers programs from nursery school through the twelfth grade. Application for admission should be made to the Director of the Model Laboratory School or online at <http://www.model.ecu.edu/Request4InfoForm.php>. Tuition fees for the Laboratory School are fixed by the Board of Regents. Information about fees is available in the Office of the Director of Model Schools.

PARKING PERMITS

All employees who wish to park on campus must acquire a permit to park in University parking facilities. New employees will receive documentation and instructions on how to obtain a parking permit during their New Employee Orientation session. Employees who have previously registered a vehicle with Parking Services may renew their parking permit online using ECU Direct. Parking in University parking facilities is a privilege and abuse of the University Vehicle Parking Regulations may lead to citations, towing and possible revocation of parking privileges. Parking and Transportation Services is located in Suite 1, Mattox Hall, 622-1063.

SOCIAL, CULTURAL, AND RECREATIONAL ACTIVITIES AND FACILITIES

Any full-time or part-time staff member who holds an identification card is invited to participate in a multitude of university social, cultural, and recreational functions. Included in these opportunities are lectures, movies, plays, recitals, concerts, art exhibits, and athletic contests.

Many physical activities and recreational facilities are provided by the university. Regular full-time and part-time staff members may participate in a variety of games and sports in Alumni Coliseum, Weaver Building, Begley Building, Greg Adams Building (indoor tennis), or outside areas, including the Thomas E. McDonough Intramural Fields. Staff members may purchase a membership to the Fitness Center. Tennis, golf, swimming, and other facilities are available for staff recreation and fitness.

Volunteers may also participate and use any of the above resources.

TICKETS FOR ATHLETIC EVENTS

The University sponsors a wide range of men and women's intercollegiate sports. These teams participate in the Ohio Valley Conference and also compete against non-conference institutions. Eastern is a member of the National Collegiate Athletic Association competing in Division I (Division IFCS in football).

The University encourages staff support of its athletic teams by providing the opportunity to purchase football and basketball reserved seat season tickets at half price for all regular full-time staff. Single game tickets are sold at regular prices. Tickets and schedules for all athletic teams may be acquired from the athletic ticket office in the Alumni Coliseum. Ticket and game information is regularly included in various newsletters and bulletins distributed on-campus.

Regular full-time Staff may purchase a maximum of four season tickets for each sport at half-price. An EKU full-time staff member may purchase the season tickets at half-price for his/her personal use only.

Internal Revenue Code, Section 132 mandates that a portion of ticket discounts must be treated as taxable income. Since EKU full-time staff receives a fifty percent discount, twenty percent of the total value is tax-free and thirty percent of the total value is taxable income.

FACULTY AND STAFF TUITION WAIVER PROGRAM

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(32)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement a program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institution of state or locally operated secondary area technology centers.

Eligibility: A University full-time benefited employee is eligible to participate in the faculty/staff scholarship program.

- Employees shall complete a Faculty Staff Tuition Waiver form immediately after enrolling into a course(s). To access the Tuition Waiver Form: <http://www.hr.eku.edu/forms/>.
- If two eligible employees transfer the scholarship to their dependent(s), each employee must submit a separate tuition waiver form.
- The employee shall obtain all required signatures in Section V prior to submission of the form to Human Resources.
- Completed forms will be forwarded by HR to Student Financial Aid Scholarship Office or Continuing Education for processing.
- Faculty/Staff may use a tuition waiver for any undergraduate or graduate course(s) for academic credit and for special interest courses that are directly related to employment responsibilities.
- Employees may utilize this benefit at any other public university in Kentucky up to six credit hours per semester for a total of eighteen hours per year.
- A spouse or dependent (24 years of age or less and claimed on employee's tax return) child may use the tuition waiver for EKU credit courses only.
- The tuition waiver applies only to tuition and not to special course fees or other fees required for a course.
- Spouses and dependent children must meet University admission requirements and any specific program requirements.
- The maximum waiver available for each semester is twelve (12) hours, which is considered to be a full-time student. Additional hours, above twelve, may be covered as defined in the current student handbook. This also applies in situations where the waiver is being transferred to two (2) dependents of two (2) EKU employees.
- In situations where one (1) employee is transferring the waiver to a spouse and dependent(s), or multiple dependents, the maximum number of hours that may be transferred per semester, in any combination, is twelve (12).
- Spouses and dependent children who are receiving scholarships from other sources are eligible to participate in this program; however, the combined amount of all tuition waivers/scholarships may not exceed the total amount of tuition and fees. A residual check cannot print from this waiver or a combination of waiver and scholarship nor will there be a refund issued for withdrawing or dropping hours.
- Employees are encouraged to take courses at times other than during normal working hours. In the event a conflict

with working hours cannot be avoided, the employee shall make arrangements with his/her supervisor to make up the time or request time without pay.

- Any tax liability incurred through participation in this program is the responsibility of the employee.

Note: Graduate courses are taxable.

For additional information on the tuition waiver program please contact Human Resources. This policy can be found on the policy website <http://www.policies.eku.edu/>.

BEREA COLLEGE TUITION WAIVER

Pursuant to an agreement between Berea College and Eastern Kentucky University, full-time staff and faculty of one institution are eligible to receive a full tuition waiver upon enrollment in undergraduate courses at the other institution. The waiver does not include spouses and dependent children.

- Full-time benefited employees of Eastern Kentucky University whose status meets the requirement for participation in the tuition waiver plan are eligible to participate in this program.
- All courses at Berea College in which space is available at the time of registration are open to employees at Eastern Kentucky University and are offered for undergraduate credit only.
- This waiver agreement does not include spouses and dependent children.
- Enrollment in this program is not to exceed six hours per term at Eastern Kentucky University for fall, spring, and summer and two credits at Berea College during those terms or one credit at Berea College during January (short term).
- The waiver applies only to tuition and not to special course fees or other fees required for the course.
- When possible, employees will be encouraged to take courses at times other than during normal working hours. In the event that a conflict with working hours cannot be avoided, the employee should make arrangements with his/her supervisor to make up the time or request time without pay.
- In the case of an employee from Eastern Kentucky University taking a course at Berea College, an automatic waiver of Berea's labor requirement will be in effect.
- Individuals must complete a Faculty/Staff Tuition Waiver form two weeks prior to the beginning of class in order to earn academic credit.
- Classes are available on a space available basis.
- Any tax liability incurred through participation in this program is the responsibility of the employee.

U.S. SAVINGS BONDS

Employees may purchase Government Bonds through a payroll deduction, which is done through Human Resources.

WELLNESS CENTERS

Any full-time or part-time staff member (spouse memberships available as well) may purchase a membership to the Fitness and Wellness Center. Contact the Fitness & Wellness Center at 859-622-1244 for more information.

The Burke Wellness Center located in the Weaver Building is also available to all university employees at no cost. This facility consists of three areas: a cardio room and two strength-training rooms. To contact the Burke Wellness Center, please call 859-622-1694.

STAFF EMERITUS

The purpose of staff emeritus is to honor and recognize an eligible member of the University's staff for considerable meritorious service to Eastern Kentucky University.

Staff Emeritus rank is afforded to staff members upon retirement who have provided distinguished service to Eastern Kentucky University and have met the following eligibility criteria:

- Completed a minimum of ten (10) years at Eastern Kentucky University.
- Completed less than ten (10) years at Eastern Kentucky University but due to a serious health condition was forced into a disability retirement, provided that at the normal retirement age would have fulfilled the 10-year requirement.
- Must be eligible to retire under the current provisions of the Kentucky Teachers Retirement System (KTRS) or Kentucky Retirement System (KERS). Employees retiring under the Optional Retirement plan are also eligible for consideration.
- Must be currently in the process of applying for retirement or currently retired.

To get a list of all the criteria requirements and benefits for staff emeritus, please refer to the policy website <http://www.policies.eku.edu/>.

FLEX SCHEDULE

Eastern Kentucky University employees are the most important resources of the institution. With that in mind, staff employees may request a flexible work schedule to meet individual needs in their personal and work lives. Flexible and compressed work schedules shall be implemented in a manner that ensures that students, the general public, and other university departments are served effectively. Vice Presidents, directors, and supervisors are encouraged to be open-minded, flexible and reasonable in accommodating custom schedule requests.

The E-KUstom program is a two-way street. Flexible working hours demand a mutual sense of responsibility and trust between the employee and the university. Employees should be flexible when hours require adjustments and considerate of their co-workers when they need to cover each other's duties. Implementing a flexible work schedule requires teamwork and cooperation between employees.

For more information on E-KUstom and flex time, please refer to http://www.hr.eku.edu/Policy_and_Procedure/docs/Work_Schedule_Program_Oct-2008.pdf.

SECTION III

POLICIES AND PROCEDURES

SEXUAL HARASSMENT

Eastern Kentucky University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair and responsible and that is free of sexual harassment. Sexual harassment undermines the mission of the University and offends the integrity of the University community. It will not be tolerated. Sexual Harassment (as well as employment discrimination) training is required within 30 days of an employee being hired and a three year refresher course for every employee.

Sexual harassment is a form of unlawful sex discrimination prohibited by both state (KRS 344) and federal (Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments) law. Additionally, federal and state law and University policy prohibit any form of retaliation against a person who files a discrimination complaint, including sexual harassment, or who participates in an investigation.

Eastern Kentucky University strictly prohibits sexual harassment by its agents, employees (faculty and staff) and students. It is the duty of all members of the University community, including faculty, staff, and students, to apply this policy and to perform their respective responsibilities under this policy in a thorough and consistent manner across all activities within and related to the University.

As an institution of higher learning, the University seeks to perform its legal responsibilities in a community that values intellectual growth, open communication and fairness among its faculty, staff, and students. This policy does not allow curtailment or censorship of constitutionally protected speech nor does it attempt to address conduct that does not potentially fall within this policy. The appropriate supervisor, administrator or office should address inappropriate behavior that does not potentially fall within this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- I. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; or
- II. Submission to or rejection of any such conduct by an individual is used as a basis for educational or employment decisions; or
- III. Such conduct has the result of unreasonably interfering with an individual's educational or work performance, or creating an intimidating or offensive educational or working environment.

It is the responsibility of all students and employees to bring to the University's attention any indication of sexual harassment and to report promptly any act or event that is believed to be a violation of this policy so that the matter can be investigated promptly and appropriate corrective action taken, if warranted. Complaints or reports shall be directed to the Equal Opportunity Office, Jones Building 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020, Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA, or to the Equal Employment Opportunity Commission, Louisville, KY.

CODE OF ETHICS

The Board of Regents established ethical principles to all persons employed by the University, regardless of rank or position. These principles include but are not limited to:

- Holding financial interests in conflict with their official duties;
- Using their positions for personal gain;
- Making unauthorized commitments or promises of any kind purporting to bind the University;
- Engaging in outside employment or activities that conflict with their University duties and responsibilities; and
- Accepting any benefit from any person the employee knows is interested in, or is likely to become interested in any contract, purchase, payment, claim, or transaction involving the employee's discretion; and

If any University employee holds an interest, either directly or indirectly, or is an officer, employee, or has an ownership interest in any entity interested in any contact with the University, the University employee shall disclose and set forth such interest in an affidavit filed with the Office of University Counsel. Likewise, if any University employee has any legal or equitable interest in property that may be acquired by the University, such interest shall also be disclosed and set forth in affidavit filed with the Office of University Counsel. In either case, the employee shall not participate on behalf of the University in the authorization or awarding of any such contract.

All complaints of any possible violations by employees shall be reported to the Office of Internal Audit, and any questions regarding the application of the Code of Ethics shall be directed to the Office of University Counsel.

The full policy approved by the Board of Regents may be found at http://www.hr.eku.edu/Policy_and_Procedure/.

ELECTRONIC EQUIPMENT & COMMUNICATIONS

Telephones, computers, servers, voice mail, e-mail, software programs, on-line accounts, and other electronic means of storing and sharing information are to be utilized primarily for legitimate University business; therefore, any related equipment provided by the University are the property of the University. Employees should have no expectation of privacy when using these systems or equipment. Monitoring, review, and disclosure may occur. A University designated information system contact may have access to all computer storage systems.

All faculty (full and part-time) and staff (full and part-time) who conduct official university business internally and with outside agencies via email will do so through an appropriate university email account. All faculty and staff are expected to receive and read email in a timely manner. Faculty and staff are expected to maintain their accounts and check their email regularly so that new mail will be properly received and read. A faculty or staff member's failure to receive and read University communications delivered to his/her official email address in a timely manner does not absolve the faculty or staff member from knowing and complying with the content of such communications. For addition information, please refer to the University Communications via University Email Accounts policy on the policy website <http://www.policies.eku.edu/policy/>.

Internet access and e-mail are University property and their primary purpose is to facilitate University operations. Every user has a responsibility to maintain and enhance the University's public image and to use e-mail and Internet in a productive and appropriate manner.

CONFLICT OF INTEREST/FINANCIAL DISCLOSURE POLICY

Eastern Kentucky University encourages interaction with both the public and private sectors as an important component of all education, public service, and research activities. Accordingly, the University is committed to conducting its sponsored projects within the highest standards of integrity. This includes the identification of the potential for conflicts of interest, and further, ensuring that the conflicting financial interest of an individual investigator does not reasonably appear to affect the objectivity of his/her funded research or educational activities.

Federal agencies have revised their grants administration policies to require that grant applicants adopt, and enforce, written policies regarding conflicts of interest and/or conflicting financial interests. These new requirements include a Financial Disclosure Statement, which must be completed by the appropriate investigator and forwarded for review through the designated University channels. For additional information, please refer to the Conflict of Interest and Financial Disclosure policy on the policy website at <http://www.policies.eku.edu/policy/>.

DRUG FREE WORKPLACE

Eastern Kentucky University complies with the Federal Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act Amendments of 1989, and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of alcohol and any other drug or controlled substance in the workplace. Violators of this policy will be subject to the normal disciplinary procedures of the University.

Individuals convicted by federal or state courts for such a violation will be subject to the disciplinary procedures of the University. If employment is continued, the employee will be required to satisfactorily participate in an alcohol or drug abuse assistance program approved for such purposes by a federal, state, or local health or law enforcement agency. The University provides educational programs designed to inform members of the University community of the dangers of abusing alcohol and other drugs. These are open to employees of the University and they will be announced through appropriate channels. Information concerning the dangers of alcohol and other drugs are available through the Employee Assistance Program, provided by Behavioral Medicine Network, which can be reached by calling 859-224-2022 or 800- 455-5579.

EMPLOYEES AND STUDENTS REGISTERED AS SEX OFFENDERS

Under the provisions of the Family Educational Rights and Privacy Act, as amended by the Campus Sex Crimes Prevention Act, Eastern Kentucky University will disclose information concerning registered sex offenders.

The purpose of this reporting is to provide information to members of the campus community and to have information available concerning the presence of registered sex offenders. Any person who is required to register as a sex offender in Kentucky shall provide notice as required under state law. The state is required to report such information concerning registered sex offender's enrollment or employment and to make this information available promptly to the Division of University Public Safety.

The registry of sex offenders in Kentucky can be obtained by checking the State Police website at <http://kspsor.state.ky.us>. Upon receipt of notification, Public Safety will notify the Director of Human Resources if the registered offender is an employee or Judicial Affairs if the registered offender is a student. Human Resources/Judicial Affairs will contact the employee/student to make sure they are aware of the sex offender.

This policy can be found on the policy website <http://www.policies.eku.edu/>.

SMOKE FREE ZONE POLICY

The use of tobacco products, including smokeless tobacco products, is prohibited in all University residence halls, academic and service buildings, athletic venues, and designated non-smoking areas. The use of tobacco products is prohibited within twenty-five (25) feet of any such building intake duct, window or entrance or entryway, including ramps, walkways, pathways, and any such similar means of entry, unless a University designated tobacco use shelter is otherwise provided.

Persons who wish to use tobacco products outside of a building shall do so in a manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal of such in designated receptacles. The use of tobacco products is prohibited in vehicles owned, leased or rented by the University. The University will provide educational information and programs on tobacco use cessation. All members of the University community share in the responsibility for adhering to this policy and bringing it to the attention of visitors.

Violations of this policy are subject to the corrective action and disciplinary procedures as set forth in the Faculty Handbook, Staff Handbook and University Handbook for Students. This policy can be found at http://www.hr.eku.edu/Policy_and_Procedure.

TEACHING BY STAFF

Staff personnel are expected to devote their energy and effort toward fulfilling all assigned duties and responsibilities for the University. Employees who do not have teaching duties as part of their normal assignment may teach for the University when there is sufficient student enrollment and a demonstrated need for them to do so. In such cases, staff may be employed to teach under the following guidelines:

- Meet all criteria for academic and professional preparation as specified by the Commission of Colleges of the Southern Association of Colleges and Schools as well as all criteria specified by discipline accrediting agencies.
- Receive approval of their immediate supervisor and the appropriate department head, chair, dean and/or vice president.
- Teach no more than one class (or three hour equivalent) in the fall and spring and summer terms (i.e., no more than one course each term).
- Teach only during those time periods that do not conflict with their normal work schedules or assigned duties if receiving supplemental pay. For example, those persons whose normal work schedule is from 8:00 a.m. to 4:30 p.m. cannot teach and receive supplemental pay until after 4:30 p.m. In cases where no supplemental pay is given, the immediate supervisor may approve teaching during normal working hours.

PERFORMANCE EVALUATION

It is the policy of Eastern Kentucky University to encourage the growth and development of staff through the periodic review of their progress by means of a results-oriented Employee Performance Management system.

All regular full-time and part-time staff are subject to annual performance review. Administrative Affairs staff evaluations are to be completed on a calendar cycle (January 1st – December 31st) and submitted to Human Resources by March 1st of each year.

Academic Affairs staff evaluations are to be completed on a fiscal year cycle (July 1st – June 30th) and submitted to Human Resources by August 30th of each year. See the HR Performance Management website for additional information: <http://www.hr.eku.edu/development/performance/default.php>.

VIOLENCE IN THE WORKPLACE

Eastern Kentucky University, in an attempt to maintain a violence-free workplace, has adopted a zero-tolerance policy toward workplace violence. Accordingly, all acts or threats of violence will be taken seriously. For our purposes, a threat or act of violence shall include, but not be limited to, any act or gesture intended to harass or intimidate another person; any act or gesture likely to damage University property; any act or gesture likely to leave another person injured or fearing injury. For guidance on classroom disruption or dealing with violent students refer to the ECU Faculty/Staff "911" Guide located at <http://www.faculty911.eku.edu/doc/911guide.pdf>.

All employees are responsible for helping to maintain a violence-free workplace. To that end, each employee is required to govern themselves accordingly. In addition, any employee experiencing an act or threat of violence is asked to report such act or threat to his or her immediate supervisor and to Public Safety by dialing 911 on an ECU phone or 859-622-2821 if calling from a cell phone. Each act or threat of violence will be investigated, and appropriate action will be taken. Any such act or threat may lead to discipline, up to and including dismissal.

PERSONAL APPEARANCE

Due to the public nature of our work, when at work employees are to be appropriately dressed-neat, clean and well groomed. Personal appearance and hygiene should establish confidence in the minds of our students, visitors, and the public. Dress must be in good taste and appropriate for the specific work setting.

WEAPONS ON CAMPUS

All persons are prohibited from possessing firearms, explosives, or other deadly weapons on the campus of Eastern Kentucky University, except as follows:

- Sworn peace officers employed by the University's Division of Public Safety
- Sworn peace officers employed by other public agencies on campus for education or duty;
- Members of the U.S. Army Reserve Officer Training Corps (ROTC) when necessary for the purposes education and marksmanship training.

Persons violating this policy may be subject to arrest for carrying a concealed deadly weapon as defined in KRS 527.020 or for criminal trespass as defined in KRS.511.060 and 511.080 if the weapon is not concealed. A state issued permit to carry a concealed deadly weapon is not valid on the Eastern Kentucky University campus.

PROGRESSIVE DISCIPLINARY ACTION

While the University may elect to follow the progressive disciplinary policy, the University is no way obligated to do so. Using progressive discipline is at the sole discretion of the University as an employment at will workplace. Eastern Kentucky University uses a progressive system for corrective disciplinary purposes. Action taken is intended to be corrective in nature and not punitive.

Progressive discipline includes oral warning, written warning, final written warning, suspensions, and termination. Severity of the offense is a determining factor in the action taken. All disciplinary actions are subject to the grievance procedure. The Director of Human Resources should be informed, in advance, of possible or actual discipline problems and will provide assistance and guidance to supervisors and employees.

Grounds for immediate dismissal for misconduct, after due consideration to the nature and severity of the action or problem, include, but are not limited to the following. Note: This listing is not meant to be all inclusive.

- Insubordination, which includes, but is not limited to unwillingness or refusal to perform assigned duties and follow job instructions.
- Falsification of the application for employment, time records, or any other official university documents or records.*
- Any act which serves to defame or malign the reputation of the University.
- Dishonesty on the job.
- Theft.*
- Imperiling the safety of University employees or the public, or possession of a firearm on University property other than staff employees authorized to possess a firearm such as police, security, or military personnel while performing official assigned duties.*
- Gambling on University property.
- Negligent destruction of University property.
- Drug abuse, or the influence thereof, or the unauthorized use or consumption of, while on the job or while on University property.
- Alcohol abuse, or the influence thereof, or the unauthorized use or consumption of, while on the job or while on University property.
- Acts which constitute a violation of local, state or federal law on University property.
- Incarceration in jail following a conviction of a misdemeanor or felony by a court of competent jurisdiction, which results in missing at least five (5) consecutive working days.
- Job abandonment (no call, no show for three (3) consecutive working days).
- Any action or creation or participation in a situation that recklessly or intentionally endangers mental or physical health of any other person.
- Fighting and /or physical assault on University property while on the job.*
- Improper and unauthorized use of University Pro-card.
- Violation of the University's sexual harassment and non discrimination policy.
- Threatening, attempting or doing bodily harm to another person*
- Threatening, intimidating, interfering with or using abusive language towards others.*
- Any act of violence.*

Note: * Violation of these work rules will be considered as acts of gross misconduct and will result in the employee being ineligible for participation in COBRA benefits.

WORK RULES FOR EMPLOYEES

This set of rules is set forth by Eastern Kentucky University to inform all employees of personal conduct considered unacceptable as an Eastern Kentucky University employee. These rules are established so the University can attain its objectives in an orderly and efficient manner and are not intended to restrict the rights of employees, but rather to advise employees of prohibited conduct.

Engaging in one or more of the following forms of prohibited conduct by an Eastern Kentucky University employee may result in disciplinary action ranging from an oral reprimand to immediate termination, depending upon the specific form of conduct and/or the number of infractions and in accordance with the University Progressive Discipline policy.

This list of prohibited conduct is not all inclusive and does not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by administrative procedures established by University administration. Violations of these rules can also result in appropriate disciplinary action. Additional work rules may be established by administration to meet special requirements of departments or work units or as circumstances require and shall be reduced to writing and made available to all affected employees.

Prohibited Conduct

- Unsatisfactory work performance.
- Insubordination, including disobedience, failure or refusal to carry out assignments or instructions.
- Loafing, loitering, sleeping or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other state agencies or to employees responsible for record keeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Failure to comply with health, safety and sanitation requirements rules and regulations.
- Negligence in performance of assigned duties.
- Failure to follow job instructions.
- Violation of University's Smoke Free Zone policy.

Attendance and Punctuality

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

Use of University Property

- Unauthorized or improper use of University property or equipment including vehicles, telephone or mail service.
- Unauthorized or improper use of University computers, telephones, e-mail and/or voice mail.
- Unauthorized possession or removal of University or another person's private property.
- Unauthorized use, lending, borrowing or duplicating of University keys.
- Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

Personal Actions and Appearance

- Threatening, attempting or doing bodily harm to another person.
- Threatening, intimidating, interfering with or using abusive language towards others.
- Persons are prohibited from possessing firearms, explosives, or other deadly weapons on the campus of Eastern Kentucky University. (See "Weapons on Campus").
- Making false or malicious statements concerning other employees, supervisors, students or the University.
- Use of alcoholic beverages or illegal drugs during working hours.
- Reporting for work under the influence of alcoholic beverages or illegal drugs.
- Unauthorized solicitation for any purpose.
- Inappropriate dress or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

- Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- Failure to exercise good judgment, or being discourteous in dealing with fellow employees, students or the general public.
- Performing overtime work that was not authorized in advance by the supervisor.
- Reporting for work unfit for duty.

All dismissals are required to be reviewed by the Director of Human Resources prior to implementation.

Any of the steps of normal progressive discipline i.e. oral warning or correction, written warning or probation, or suspension, may be omitted, depending on the severity of the act or problem.

GRIEVANCE POLICY AND PROCEDURES

When any staff member thinks or feels that any condition of his or her employment affects him/her unjustly, inequitably, causes a hindrance to effective operation or creates a problem, this grievance procedure is applicable. Employees who have lost pay or employment because of disciplinary actions may begin the procedure at the third step. Employees must be able to use this system without fear of recrimination. However, no employee may disregard the directions of a supervisor pending the outcome of a grievance. The procedure is to follow directions and grieve later. An employee has five business days from first knowledge of a situation to begin the process. All meetings will normally be scheduled during the employees working hours. Specifically excluded from the procedure are the following:

- Disputes that are being or have been processed in the courts.
- Disputes involving compliance with state or federal statutes or regulations.
- Disputes which involve merit pay or salary increments.
- Any complaint of discrimination (on the basis of age, race, color, region, sex, sexual orientation, veteran status, disability or national origin) which should be submitted to the Director of the Equal Opportunity Office.

The procedures for filing a grievance are as follows:

Step I

The employee should bring the situation, including relief sought, to the attention of the immediate supervisor within five (5) working days of first knowledge of the situation. The employee shall write out the grievance on a step I grievance report form available from the director of Human Resources. The supervisor shall return an answer, in writing, within three (3) working days. If the supervisor's answer does not resolve the situation to the employee's satisfaction, the employee may proceed to Step II.

Step II

The employee shall write out the grievance on a second step grievance report form (available from the Director of Human Resources) including a statement of the problem and desired relief and submit it to the next higher level of supervision within three (3) working days of the immediate supervisors' response. The secondary supervisor shall schedule a meeting of the supervisor and the grievant, who may be accompanied by a representative of his/her choice and answer the complaint within three (3) working days from receipt of the grievance report form (Note: An employee representative must be a member of the University community, defined as current faculty, staff, or student.). A copy of the secondary supervisor's answer shall be submitted to the Director of Human Resources. If the employee is dissatisfied with the answer, they may proceed to Step III.

Step III

The employee shall write out the grievance on a third step grievance report form (available from the Director of Human Resources) and submit it within three (3) working days to the appropriate Vice President. The Vice President shall arrange within five (5) working days a meeting with the Human Resources Director, the employee and representative, and appropriate supervisors and return an answer in writing. A copy of the Vice President's response shall be submitted to the Director of Human Resources. If the Vice President's response is unsatisfactory to the employee they may proceed to Step IV.

Note: An employee representative must be a member of the University community, defined as current faculty, staff or student.

Step IV

The employee shall write out the grievance on a fourth step grievance report form (available from the Director of Human Resources) and submit it within three (3) working days from receipt of the Step III answer to the Director of Human Resources. The Director of Human Resources shall present the employee with a list of potential arbitrators.

Eastern Kentucky University has several faculty members with extensive knowledge and experience with the arbitration/mediation process and the list will be comprised of these individuals from which the employee must choose one. The arbitrator shall schedule a hearing within fifteen (15) working days or receipt of the grievance to include the employee and representative and appropriate management personnel for the purpose of determining the facts. Within five (5) working days after the hearing the arbitrator shall present an advisory opinion to the President of the University. The President will, in turn, present a final and binding answer to the employee within five (5) working days of the receipt of the recommendation from the arbitrator with copies to all parties.

Note: An employee representative must be a member of the University community, defined as current faculty, staff or student.

Time limits at any step in the Grievance Procedure may be extended by mutual agreement of the grievant and the individual responsible for administering that step of the process.

For a list of the full policy and procedure, please go to the policy website (<http://www.policies.eku.edu/>).

INCLEMENT WEATHER

During periods of inclement weather it is understood that occurrences of tardiness and potential absences may occur.

While it is an expectation that employees will make every effort to report to work on time and as scheduled, employees should use their best judgment before exposing themselves to safety risks while traveling during hazardous weather conditions. Employees are required to notify their supervisor of their reporting to work status.

Occasionally the President will make the decision to close the University, delay starting time of classes/work, or suspend operations. When such a decision is made it will be announced via the appropriate media by 6:30 a.m. or can be determined by dialing the inclement weather information hotline at 622-BADW (2239).

- In the event that the University is closed for the entire day, all benefited employees will be paid their regular pay for the day.
- In the event of a delay, or partial closure, affected benefited employees will be paid his/her regular pay for the portion of the delay or closure. For example: if the employee is scheduled to work from 8:00 a.m. to 4:30 p.m. and there is a two-hour delay, the employee should report to work at 10:00 a.m. but will be compensated for the entire assigned shift.
- Non-exempt employees who voluntarily arrive prior to the delay will not be provided weather comp time but must be paid for all time he/she was permitted to perform work duties. Employees who are not serving in an "essential position" are discouraged from arriving on campus prior to the delayed opening or remaining on campus during the partial closure.
- Non-exempt employees who are required to report to work, prior to the schedule delay time, and/or occupying a position deemed to be "essential" to the University operations shall be given a choice of taking equivalent compensatory time off at a later date or being paid for the weather day in addition to the time actually worked on that day. The equivalent compensatory time off must be equal to the normal regular schedule applicable to the individual employee and must also be taken by the end of the fiscal year, June 30th.
- Failure to report to work by the scheduled delay time or failure to report to work for the entire day will result in an equivalent deduction of an employee's vacation accrual or docking (no pay) of pay minus any approved delay period. For example: If an employee reports two hours late beyond the scheduled delay time, he or she would be credited with the two hours for the delay, three and one half hours for worked time and would be required to make up the additional two hours with earned vacation, if available, or receive no pay for the period of absence or tardiness.

For a list of the full policy, please go to the policy website (<http://www.policies.eku.edu/>).

NEPOTISM

No employee, faculty member, supervisor, or administrative officer shall make recommendations or in any way participate in the decision of any matter which may directly affect the appointment, tenure, promotion, salary, or other status or interest of a close relative (spouse, child, step child; grand child or parent, sibling, niece, nephew or in-laws) nor shall an administrator or supervisor be the immediate supervisor of a close relative.

Employees who marry while employed in the same department, or become part of the same household are treated in accordance with these guidelines. This policy can be found on the policy website (<http://www.policies.eku.edu/>).

OUTSIDE ACTIVITIES

The following are specific interpretations governing professional outside activities of staff:

Time Limitations

Administrative staff are expected to devote their energy and effort primarily toward fulfilling all assigned duties and responsibilities for the University. They may, however, engage in professionally-related outside activities during those time periods that do not conflict with normal work schedules or assigned duties. Exceptions allowing such activities during normal work hours may be granted when the requested outside activity is clearly in the interest of the University.

Approval Procedure

Staff members must initiate the approval process by discussing the proposed activity in advance with their immediate supervisor. The Request for Approval of Outside Employment form must then be completed and submitted for the necessary recommendations, which can be found at

http://www.forms.eku.edu/getfile.php?file=Outside_Employment_Approval_Request.doc.

Appeal Procedure

Any staff member who has been denied a request for approval of an outside activity has the right to make an appeal through appropriate administrative channels.

Use of University Resources

At the time of approval of the activity, appropriate arrangements for the use of and/or reimbursement for any University resources shall be made and shown as a matter of record.

Use of University's Name

The University's name shall not be used in connection with any outside activity unless contracted through or otherwise approved by the University.

Legal Responsibility

The University cannot and does not accept legal responsibility for privately initiated activities.

Conflict of Interest

The staff member should take every precaution to avoid any possible conflict of interest or appearance of a conflict of interest in any outside activity.

Implementation and Monitoring of this Policy

Primary responsibility for compliance with the provisions of this policy rests with the individual staff member. Staff members are encouraged by the university to submit a periodic summary of all professionally-related outside activities as part of a written report to their supervisor.

POLITICAL ACTIVITY OF THE STAFF

A member of the staff of the University may participate in partisan political activity, as do other citizens. Staff members may be candidates for local governmental offices requiring part-time services only, such as a city council, a county governing board or a school board. Employees may also serve on boards and commissions where they are prepared to render exceptional services.

Members of the staff desiring to become candidates for a major office in the state or national government (or for a time-consuming local position) should consult with their supervisor and vice president concerning the possibility of obtaining a leave of absence for the period of active candidacy and/or term of office. Such leave shall not affect eligibility for reinstatement to former positions in the University.

Staff members of the University are encouraged to take an interest in public affairs. Nothing in the University regulations shall be construed as abridging the rights guaranteed to citizens of Kentucky and of the United States under the state and national constitutions. Staff members participating in political activities are expected to make it clear that they are participating as citizens and not as official representatives of the University. Such activities are not to interfere with University duties.

This policy can be found on the policy website (<http://www.policies.eku.edu/>).

TERMINATION OF EMPLOYMENT FOR STAFF EMPLOYEES

The University hires and retains staff employees based upon available resources and needs of the University. Employees are held to a high standard of performance, behaviors and accountabilities throughout their employment. Separation from employment is subject to review and approval by Human Resources.

Retirement

Benefited employees who have at least five years of service and who have reached the required respective age may retire from Eastern Kentucky University with retirement privileges.

In order to process timely transaction of your final pay and benefits changes, you must notify Human Resources in writing at least 60 days in advance of your pending retirement.

Voluntary Resignation

Those persons who voluntarily resign their employment with Eastern Kentucky University for whatever reason give up all rights of employment. These rights include seniority, reinstatement, grievance procedures, and any other benefits or privileges of the employees of Eastern Kentucky University. Those employees who voluntarily resign will be eligible, if they so desire, to withdraw the contributions that they made to the Kentucky Employees Retirement System. All resignations must be presented to the supervisor in writing with a copy to the Human Resources Office. Non-exempt staff are required to provide two weeks written notice of resignation and exempt staff are required to provide thirty days advance notice of resignation. In the event that the employee or the employer wishes to rescind their decision, please notify the Human Resources office. After an employee submits his/her resignation it may only rescind by approval of unit department head and Human Resources.

Abandonment of Position

Any employee who does not report to work for three (3) consecutive working days without notifying the supervisor of extenuating circumstances shall be considered as having abandoned their position and they shall be treated the same as a person who voluntarily resigns.

Dismissal

Dismissal is the normal result of an unsatisfactory improvement under the progressive disciplinary procedure. Dismissal can occur for any violation of the University work rules. Depending upon the severity of the offense, dismissal may be the immediate result of such violations.

Reductions in Work Force

At times it may be necessary for certain work units of the University to reduce its work force. The work force will be reduced by a layoff procedure based upon these guidelines; layoffs will be done in reverse order of seniority by job classification within work units and those who are laid off may be eligible for unemployment benefits as determined by the State of Kentucky's Department for Workforce Investment Office of Employment and Training Division of Unemployment Insurance.

ACKNOWLEDGEMENT

I have received a copy of the Employee Handbook. I recognize that it is my responsibility to read the policies, practices, and rules it contains, and agree to comply with them during my employment with the University.

I understand the information in this handbook is intended to acquaint employees with general policies, principles, and procedures, and does not represent a contractual commitment by the University concerning terms of employment or other matters. The University remains free to act accordingly to the best business judgment of its management staff and to change the policies, principles, and procedures described in the handbook at any time without notice.

I further understand that I will be responsible for complying with future changes in such policies, practices, and rules communicated to employees from time to time.

All policies shall be construed in accordance with Kentucky law.

Employee Signature: _____

Printed Name: _____

Employee ID number: _____

Date: _____

