

# STAFF HANDBOOK

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## **INTRODUCTION**

### **Nature of Employment**

The Staff Handbook is intended to serve as a guide to the University's employment policies and practices and the benefits provided to staff members. The University is an "at-will" employer, therefore, this handbook does not serve as a contract for employment but rather as a guide to the obligations and rights of University staff members. This handbook is subject to change without notice based on changes in state or federal law, actions of the Board of Governors, or other administrative action. The University reserves the right to deviate from the contents of this handbook depending upon the circumstances of a particular situation.

When changes are made, employees will be informed by the most efficient method. Changes, additions, or deletions are effective as adopted and change to the handbook is not necessary for a change in the employment relationship. An electronic version of the handbook will be maintained on the Human Resources web page. A copy will also be available in the Human Resources Office. Upon date of hire, employees will be presented with a copy of the handbook and will sign a form acknowledging receipt. Employees should consult this handbook if they have any questions about current policies or benefits.

Staff members who are eligible for membership in Public Service Employees' Union, Local 773, are subject to the rules and regulations outlined in the union agreement. Those rules and regulations will take precedence over the information contained in this handbook.

### **TRUMAN STATE UNIVERSITY: MISSION**

The mission of Truman State University is to provide an exemplary undergraduate education to well-prepared students, grounded in the liberal arts and sciences, in the context of a public institution of higher education. To that end, the University provides affordable undergraduate studies in the traditional arts and sciences as well as selected pre-professional, professional, and master's level programs that grow naturally out of the philosophy, values, content, and desired outcomes of a liberal arts education.

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## **EMPLOYMENT POLICIES AND PROCEDURES**

### **Employment Categories**

It is the intent of the University to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as NONEXEMPT or EXEMPT from federal wage and hour laws. NONEXEMPT employees are entitled to a guaranteed minimum wage (Current Missouri minimum wage) and overtime pay or compensatory time for any hours worked in excess of 40 hours per week. The workweek is Sunday, 12:01 a.m. to Saturday, midnight. EXEMPT employees are excluded from this provision according to federal guidelines.

Each employee will belong to one of the following employment categories:

REGULAR FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work 40 hours per week. They are eligible for the University's benefit package, subject to the terms, conditions, and limitations of each specific benefit.

REDUCED SCHEDULE -- BENEFITS ELIGIBLE employees are those who are not in a temporary status and who are scheduled to work at least 1560 hours per year. (.75 Full Time Equivalent) They are eligible for the University's benefit package with some benefits prorated.

REGULAR PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 30 hours per week. The benefit package for this classification of employee differs from that of the regular full-time employee. Information regarding the benefit package can be obtained from Human Resources.

TEMPORARY employees are those who are hired as short-term replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, usually not to exceed six months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Employees hired for six months or less are not eligible for benefits.

Pursuant to the Code of Policies for the Board of Governors, employees may not "pyramid" salaries by undertaking extra assignments for additional pay during periods of full-time University employment, unless such assignments are specifically recognized as overloads and approved by the President of the University on a case by case basis.

Contact the Human Resources Office for more information.

## **Job Postings**

Nonacademic position openings will be posted on the Human Resources bulletin board and are also on the Web page: <http://employment.truman.edu>

## **Work Schedule**

Work schedules for employees vary throughout the organization. Supervisors have the authority to set schedules and will advise employees of their individual work schedules. The workweek is Sunday, 12:01 a.m. to Saturday, midnight.

Most offices are open from 8 a.m. to 5 p.m., Monday through Friday. Employee lunch hours should be scheduled so that the office remains open to serve the public throughout the day. Lunch hours should not be used to accumulate overtime hours or to make up regularly scheduled work hours unless requested in advance and authorized by the supervisor.

## **Attendance and Punctuality**

To maintain a productive work environment, the University expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the University. In the rare instance when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

## **Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image the University presents to students and visitors. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. The immediate supervisor or department head will determine what constitutes appropriate attire.

## **Performance Evaluation**

Supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

All supervisors should conduct Employee Performance Appraisals at least annually. An Employee Performance Appraisal form can be found at: <http://hr.truman.edu/files/2015/06/appraisal2.pdf>

## **Resignation**

Resignation is a voluntary act initiated by the employee to terminate employment with the University. The University asks that an employee provide written notice to his/her supervisor allowing as much time as possible before the final day of employment. A minimum of two weeks is desirable to facilitate a smooth transition.

On the last day of employment, an employee exit form must be completed. This form may be found by clicking here:

<http://wp-internal.truman.edu/businessoffice/files/2015/05/Faculty-Staff-Exit-Form.pdf>

## **Employment of Relatives**

In accordance with the Missouri Constitution, no employee may participate, either directly or indirectly, in a decision to appoint or hire an employee of the University, (part-time, full-time, or student employee) who is related to such employee within the fourth degree of blood relation or marriage. Similarly, an employee may not supervise, either directly or indirectly, the work of another employee who is related within such fourth degree, unless the supervisory role is specifically approved by the President of the University.

## **Conflict of Interest and Financial Disclosure**

Employees are to refrain from personal business or other activity that could conflict with proper execution of their duties and responsibilities or which could impair their ability to make impartial decisions. Employees should subordinate their financial and personal interests to those of the University.

Pursuant to Chapter 14 of the Truman State University Code of Policies, employees are to disclose any material financial or personal interests they may have which could reasonably be seen as presenting a conflict between the interests of the University and their own financial or personal interests. It is desirable that officers and employees of the University be well informed about, and carefully adhere to, all laws regarding conflict of interest. It also is desirable that officers and employees be alert to situations which may have the appearance of a conflict of interest.

The purpose of this policy is to set forth the applicable provisions of law and to assist officers and employees in their efforts to avoid any actual or perceived conflict of interest. For the full policy of Conflict of Interest and Financial Disclosure please visit <http://www.truman.edu/wp-content/uploads/2014/02/CHAPTER-14-REVISED-December-5-2015.pdf>

## **Personnel Files**

The University maintains a personnel file on each employee. Personnel files are the property of the University, and access to the information they contain is restricted. Only supervisors and administrative personnel of the University who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their file should contact the Human Resources Office. With reasonable advance notice, employees may review their own personnel file in the presence of an individual appointed by the University to maintain the files.

In accordance with the Health Insurance Portability and Accountability Act (HIPAA) all records of a medical nature are maintained in separate, confidential files.

## **Personal Data Changes**

It is the responsibility of each employee to promptly notify the University of any changes in personal data. Mailing address, telephone numbers, number and names of dependents, marital status, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. Human Resources should be notified immediately of any such changes.

## **Confidentiality**

All personnel and student files are considered privileged information. Employees may come into contact with confidential information. It is the responsibility of University employees to protect that confidentiality. Failure to do so can be grounds for disciplinary action or termination of employment.

## **Use of Mail and Telephone**

Personal mail may be sent through the University mail services as a convenience if personally paid postage is affixed. Because of the large volume of official mail handled by mail services, an employee should not have personal mail, Federal Express, or UPS parcels sent to the University.

Employees are required to reimburse the University for any charges resulting from their personal use of the telephone. The supervisor will advise the employee of the appropriate steps to reimburse the University for personal phone calls and FAX charges.

## **Use of Computing Facilities**

Computing facilities, when provided, are intended for business use. Personal use of University computing facilities, while not encouraged, is permitted on a limited basis, on personal time, and to the extent that such use does not interfere with business functions or activities. All data and University-supplied software, including electronic mail and World Wide Web pages, installed or stored on University computers, are the property of the University. Properly licensed personal software may be installed or used

to the extent that such use does not interfere with business functions or with any network to which the computer may be attached. All software and data stored on University computer systems are subject to review by appropriate University personnel. Use or installation of unlicensed software on University computers is specifically prohibited. Failure or refusal to comply with these policies may be grounds for disciplinary action or termination of employment.

Users of University computer systems may not allow other individuals to use their Truman assigned network e-mail, or other University based account. Employees and students are individually responsible for the proper use of their assigned accounts, and are accountable for any activity associated with the account. Users are also responsible for the security of their assigned accounts. Users should take proper security measures to ensure the integrity of their account, and should also report any notice of unauthorized access.

Policies concerning computer usage can be found at:

<http://its.truman.edu/policies-procedures/>

## **Business and Travel Expenses**

The University recognizes and appreciates the efforts of those traveling for University purposes. Employees traveling for work should understand the University's travel policies, be comfortable while traveling and receive timely reimbursement.

At the same time, travel costs submitted for reimbursement must be incurred in accordance with established guidelines. Departments may implement policies that are more restrictive, but not more generous, as long as the more restrictive policies are consistently applied within the area.

The primary responsibility for the expense report items being properly documented and within university policy rests with the traveler and the approving supervisor. The employee is responsible for the submission of all forms related to his/her travel. The traveler may delegate responsibility for preparation of the forms to an associate but the traveler and the authorizing supervisor will retain accountability for travel expenses.

Travel Expense Report forms can be found on TruView under the Employee tab. Completed and signed forms should be submitted as soon as practical, but no later than 60 days after the traveler's return. One exception is that travel taken during June needs to be submitted in accordance with fiscal year closing dates in order to classify the travel in the appropriate fiscal year.

The complete travel policy can be found on the Business Office website:

[http://www.truman.edu/wp-content/uploads/2014/06/Travel\\_Reimbursement\\_Policy.pdf](http://www.truman.edu/wp-content/uploads/2014/06/Travel_Reimbursement_Policy.pdf).

## **University Property**

University property should be used only for University business. University furniture and equipment should not be moved from one office to another without notifying the inventory control section of the Business Office. University letterhead, envelopes, and facilities are intended for official University business and should not be used for non-university purposes.

Employees should keep keys issued by the University carefully secured. University keys should not be loaned to others. The employee may be held responsible for the abuse of the keys by other individuals. If keys are lost, the employee will be subject to a charge for their replacement.

## **Gifts and Rewards**

According to the Code of Policies of the Board of Governors, no employee should accept any gift or favor, exceeding fifty dollars in monetary value, from any person, company, or firm which transacts, or wishes to transact, business with the University. This is not intended to prohibit the receipt of advertisement or promotional items on which the name of the advertiser is clearly displayed.

## **Drug and Alcohol Use**

The Drug-Free Workplace Act of 1988 requires a federal grant recipient to certify that it provides a drug-free workplace. Toward this end, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on University premises and while conducting business-related activities off University premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner which does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems may participate in a rehabilitation or treatment program through the University's health insurance benefit coverage. Benefits for treatment of mental illness, alcoholism, drug abuse, and chemical dependency are subject to benefit guidelines. As with other types of care, the program will only provide benefits for the type and amount of care that is considered medically necessary.

It is the responsibility of the employee to notify the Human Resources Director of any conviction under a criminal drug statute. Such convictions must be reported to the U. S. Department of Education within ten days after notice from an employee. Employees with questions on issues related to drug or alcohol use in the workplace may raise their concerns with their supervisor or at the Student Health Center without fear of reprisal. For information regarding benefit coverage, contact Human Resources.

## **Tobacco Restriction Policy**

Effective July 1, 2015, the use of all tobacco products, including smokeless tobacco and including electronic nicotine delivery systems (e cigarettes), is prohibited on all University property and is also prohibited in all vehicles owned or controlled by the University.

The President of the University is encouraged to initiate and promote health and wellness programs for the cessation of tobacco usage and to make such programs available for faculty, staff, and students.

## **Safety**

To assist in providing a safe and healthful work environment for employees, the University has established a workplace safety program. Its success depends on the alertness and personal commitment of every individual.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to their supervisor or the physical plant safety coordinator. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

All members of the University community are encouraged to report any crime committed or emergency on campus to the Department of Public Safety (DPS) in a timely manner. DPS shares a central dispatch center with the Kirksville Police Department (KPD) and the Adair County Sheriff's Department. In case of emergency call 911, otherwise call (660) 665-5621. Dispatchers are available at these respective telephone numbers 24 hours a day to answer your call. Reported calls are investigated and referred to the appropriate department or office for action.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Human Resources or the appropriate supervisor. Such reports are necessary to comply with law and initiate insurance and workers' compensation benefits procedures.

First aid supplies are available in the Student Health Center and in several other offices. Building Coordinators have been designated to assist in emergencies.

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## **COMPENSATION POLICIES**

### **Payday**

All employees are paid on the last working day of the month. Each paycheck will include earnings for all work performed through the end of the current payroll period except overtime, shift differential, time off without pay and any other necessary adjustments. Overtime and shift differential are paid the next month, and time off without pay is typically deducted the next month.

The University is required to withhold federal and state income tax and Social Security from the employee's check each month. Upon request to the Human Resources, some other deductions may be made, such as insurance premiums, tax-sheltered annuities, cafeteria plan, credit union, United Way, and contributions to the University Foundation.

All new hires are required to sign-up for direct deposit of their monthly paycheck. Pay stubs and other payroll details are available under the "Employee" tab on TruView.

### **Overtime**

In accordance with the Fair Labor Standards Act, nonexempt employees are paid at the rate of time and one-half for overtime work. Overtime work is defined as all hours that employees are "required, suffered or permitted to work" in excess of 40 hours per week. The workweek is Sunday, 12:01 a.m. to Saturday, midnight. For the purpose of this policy, hours worked in a work week will include actual hours worked plus any holiday, vacation, or other approved leave hours. Compensatory time taken during the week is not counted. Daily work schedules may be adjusted to avoid overtime liability upon agreement of employee and supervisor.

Overtime work is not to be performed at the discretion of the employee, but must be scheduled and approved, in advance, by the employee's department head or supervisor.

Hours spent in activities and travel which are approved or required for job training or professional development will be considered as hours worked under guidelines available from the Payroll Manager.

All hours worked, including those believed to be overtime, must be recorded by non-exempt employees. Such hours worked, as well as other compensable hours such as vacation time and sick leave, must be reported to the Payroll Office on a monthly basis.

### **Compensatory Time**

A nonexempt employee eligible for overtime pay may, in lieu of cash payment, be granted compensatory time off at a rate of one and one-half hours for each hour of employment for which overtime compensation is required. Compensatory time may be accumulated to a maximum of 90 hours, which represents 60 hours of actual overtime worked. Use of the compensatory time off must be approved by the

supervisor. Compensatory time accrual applies only when the hours worked are in excess of forty for the work week.

A record of compensatory time earned and taken must be noted in the Time and Attendance System. The appropriate supervisor must certify correctness of the hours reported and to evidence the agreement to accept compensatory time off in lieu of overtime pay. Compensatory time must be earned before it is taken. The use of accrued compensatory time is encouraged during slow periods within the individual's department. With advance, proper notice given to the Payroll Office, all or part of an employee's compensatory time may be paid out. Compensatory time will be paid out upon termination of employment.

### **Call-in/Call-back**

Nonexempt employees who are called back after completing their regular work schedule, or are called in to work on a day when they are not scheduled will be compensated for a minimum period of three hours. Call-in/Call-back pay does not apply to scheduled overtime.

### **On-call Time**

Nonexempt employees will be compensated for on-call time when such time is spent predominantly for the University's benefit. If an employee is required to remain on call on University premises or so close that he or she cannot use the time effectively for personal purposes, that time is defined as working time.

For more detailed regulations on compensation policies contact the Payroll Office.

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## **LEAVE BENEFITS**

### **Vacation**

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Only employees classified as "regular" (not "temporary") are eligible to earn and use vacation time as described in this policy.

Vacation time will begin to accrue at the end of the first month. The first month shall be determined in this manner: if the employee's first day of employment is between the 1st and the 15th of the month, that is considered the first month; if the employee's first day of employment is after the 16th, the first month is considered to be the month following the beginning of employment. Vacation time may be used once it has accrued. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

## VACATION ACCRUAL SCHEDULE

Years of Eligible Service	Vacation Days	
	Per Month	Per Year
<b>Regular Full-time Exempt Employees:</b>		
Upon Initial Eligibility	1.250	15 days
After 14 years*	1.667	20 days
<b>Regular Full-time Nonexempt Employees:</b>		
Upon initial eligibility	.833	10 days
After 5 years*	1.250	15 days
After 14 years*	1.667	20 days

\*Vacation days begin accruing at the new rate at the beginning of the sixth (or 15th) year.

### **Regular Part-time Employees:**

Eligible part-time employees (those who work an average of 20 hours per week over a 12 month period) will accrue vacation on a prorated basis. Vacation benefits will accrue with years of service at the same rate as for regular full-time hourly employees. Contact the Human Resources for specific coverage details.

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The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be lengthened for any significant leave of absence except military leave or jury duty leave.

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.

Non-exempt employees may use paid vacation time in minimum increments of fifteen minutes. Exempt employees shall report all vacation used in one-half day increments. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including University needs and staffing requirements. Vacation time off is paid at the employee's base pay rate at the time of vacation.

Employees are asked to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. It is the responsibility of each employee to provide accurate vacation leave records to payroll. Employees who do not provide vacation leave information to payroll will be assumed to have taken all days available for the year.

Vacation carry-over is limited to twice the amount of vacation accrued annually. Once unused vacation reaches the equivalent of twice the annual accrual, further accrual stops until additional vacation is used. Vacation accrual occurs on a monthly basis and termination of accrual will also occur on a monthly basis. When the

employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again.

Upon termination of employment, employees with more than six months of service to the University will be paid for unused vacation time that has been earned through the last day of work. The maximum amount of unused vacation that will be paid will be twenty (20) days. If the University terminates employment for cause, forfeiture of unused vacation time may result.

## **Sick Leave**

The University provides paid sick leave to all eligible employees for periods of temporary absence due to illness or injury. Eligible full-time employees will accrue sick leave benefits at the rate of 12 days per year (one day for every full month of service), 3/4-time employees will accrue 9 days per year (.75 day for every full month of service), and half-time employees will accrue 6 days per year (.5 day for every full month of service). Sick leave schedules not listed should be addressed with Payroll in the Business Office.

Employees can request use of paid sick leave once it has accrued. Non-exempt employees can use paid sick leave in minimum increments of fifteen minutes. Exempt employees should report any absence of one-half day or more. Sick leave is to be used in the event of illness, injury, or scheduled health related appointments for the employee or an immediate family member.

Employees requesting sick leave may, after an absence of three consecutive work days, be required to submit a statement from their attending physician. FMLA leave may be applicable.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their work day if possible. The direct supervisor must also be notified of each additional day of absence.

Compensation for sick leave will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

Unused sick leave benefits will not be paid to employees but will be credited toward MOSERS retirement upon termination of employment if the employee is vested. One-twelfth of a year of service will be credited to the employee's total employment time for each 21 days of unused sick leave reported by the University at the time of termination. In order to provide this benefit, Payroll must have accurate records of sick leave used. It is the responsibility of each employee to provide accurate records to Payroll. No unused sick leave will be reported to MOSERS if Payroll cannot verify days used.

Employees who have one year of continuous service and have worked at least 1,250 hours in the previous twelve month period, are covered under the Family and Medical Leave Act of 1993. For more information see the FMLA section of this handbook or contact the Human Resources.

## **Holidays**

The University will grant paid holiday time off upon employment to an eligible classification. The holiday schedule is based on the academic calendar and is subject to change each year.

Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. An employee who works on a recognized holiday will be paid at one and one half times his/her base rate for all hours worked, in addition to holiday pay.

To be eligible for holiday pay, employees must work the last scheduled day immediately preceding the holiday and the first scheduled day immediately following the holiday, unless excused with approved paid leave.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

The observance of special recognized religious holidays may be permitted. The employee should make arrangements in advance with the department supervisor. In such cases, time off is charged to accumulated vacation leave, accrued compensatory time, or leave without pay.

## **Break time for Nursing Mothers**

The University will provide adequate facilities for an employee to express breast milk for her nursing child for up to one year following the birth of a child. Employees who are nursing mothers will be provided a reasonable amount of break time to express milk as frequently as needed. The University will provide a place to be used by an employee to express breast milk. A bathroom, even if private, is not a permissible location. If the space is not dedicated to the nursing mother's use, it must be available when needed. The space will be shielded from view, and from any intrusion by co-workers or the public. The University is not required to pay nursing mothers for breaks taken for the purpose of expressing breast milk however, if paid breaks are already provided, an employee who uses that break time to express breast milk must be paid in the same way that other employees are compensated for break time.

## **Funeral Leave**

Full-time employees may be granted necessary time off in the event of the death of the employee's family member. Time off with compensation may be granted for a maximum of three working days for the death of wife, husband, mother, father, son, daughter, brother, sister, grandchild, step parent, step child, mother-in-law or father-in-law. One working day will be allowed with compensation for the death of sister-in-law, brother-in-law, aunt, uncle, grandparent, grandparent of spouse, great grandparent, or great grandchild unless the employee can show cause for up to three days leave. Funeral pay is calculated on the employee's base pay rate at the

time of absence. Employees who wish to take, time off due to the death of a family member should notify their supervisor immediately.

Employees may, with their immediate supervisor's approval, use any available vacation, accrued compensatory time, or accrued medical leave to take additional days associated with funeral leave.

## **Medical Leave Bank**

The Medical Leave Bank (Bank) provides additional paid medical leave for employees who have exhausted their accrued medical and vacation leave benefits as a result of their own catastrophic illness, or as a result of an employee's need to care for a spouse, child or parent who is suffering from a catastrophic illness. The Bank serves as a depository into which participating employees may voluntarily contribute leave for allocation to other participating employees.

\*\*Note – the Medical Leave Bank Program is being updated. (7/1/2016)

For more information please contact the Human Resources or go to:

<http://hr.truman.edu/programs/mlb/index.asp>

## **Jury Duty**

The University encourages employees to fulfill their civic responsibilities by serving jury duty when so required. Regular full-time employees are eligible for paid jury duty leave for a reasonable period of time. Regular part-time employees may receive paid jury duty leave for hours they would normally be scheduled to work.

Employees must show proof of jury duty appointment to their supervisor as soon as received so that the supervisor may make arrangements to accommodate their absence. Copies of the proof of jury duty should be provided to Payroll. Non-exempt employees should report time missed for jury duty in hourly increments. Exempt employees should report absences of one-half day or more. The employee shall report to work following jury duty whenever there are at least four working hours left in his or her work shift, excluding reasonable travel time.

Either the University or the employee may request an excuse from jury duty if, in the University's judgment, the employee's absence would create serious operational difficulties.

The University will continue to provide university-paid health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

## **Military Leave**

A military leave of absence will be granted to regular full-time or part-time employees to attend scheduled drills or training or if called to active duty.

Employees will continue to receive pay while on leave not to exceed 15 working days in any federal fiscal year (October 1 - September 30). The University will not pay the employee for those days within the dates of the orders that he/she would not normally have been working. The portion of any military leave of absence in excess of 15 working days will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the University for the full term of the military leave of absence.

Employees on active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

## **Time Off to Vote**

The University encourages employees to fulfill their civic responsibilities by participating in elections. If employees are unable to vote in an election either before or after their regular work schedule, the University will grant up to three hours of paid time off to vote, unless the polls are open for three consecutive hours outside the employee's work schedule. If necessary, arrangements should be made with the employee's supervisor.

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## **OTHER BENEFITS**

### **Health Insurance**

The University's health coverage and prescription drug benefits are available for all regular employees who work an average of 30 hours per week over a 12 month period. All benefits are effective the first day of the month following employment. The employee may purchase health insurance for his/her dependents under the guidelines of the current provider.

### **Dental Insurance**

Dental insurance is available for all regular full-time employees and their dependents. The effective date is the first day of the month following employment.

## **Vision Care**

Vision insurance is available to all regular full-time employees and their dependents. The effective date is the first day of the month following employment.

## **Life Insurance**

Life insurance coverage for all full-time employees, equal to the employee's annual salary rounded up to the next \$1,000, is paid by the University and is effective the first day of the month following employment. The employee may purchase additional coverage (up to 3x\* their annual salary) through monthly payroll deduction. The employee may also purchase dependent life insurance coverage in the amount of \$5,000, \$10,000, or \$15,000\*.

\*Life insurance for employees at the 3x salary rate and dependents at \$15,000 requires the submission of answers to a medical questionnaire and in some cases, medical exam.

## **Disability Insurance**

Long term disability coverage is paid in full by the University for all full-time employees. The policy provides a monthly income if an employee is totally disabled for an extended period as a result of an accident or sickness. Benefits equal to 60 percent of regular monthly earnings are payable after a 180 day waiting period and continue as long as the employee remains disabled, or until age 65 (or later if disability occurs after age 60). The employee must also apply for social security disability.

## **Workers' Compensation Insurance**

The University provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported. This will enable an eligible employee to qualify for coverage as quickly as possible. If the injury occurs outside of normal working hours and qualifies as an emergency, treatment should be obtained and a report made on the next business day. Employees must initially receive all necessary medical treatment from the designated Workers' Compensation physician, except in an emergency situation.

If an employee is temporarily disabled by a job injury or illness, he/she will receive tax-free income until released by the doctor to return to work. Payment are two-thirds of the average weekly pay, up to a maximum set by state law. Payments are not made for the first three days unless the employee is hospitalized or unable to work for more than 14 days. Evidence of checks received from Workers' Compensation must be provided to Payroll in the Business Office.

Neither the University nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the University.

## **Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified dependents the opportunity to continue health and dental insurance coverage under the University's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours, a leave of absence, an employee's divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or dependent pays the full cost of coverage at the University's group rates plus an administration fee. The University provides each eligible employee with written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the University's health insurance plan. The notice contains important information about the employee's rights and obligations. It is the employee's obligation to keep the University informed of changes in dependent status.

## **Retirement**

All non-academic employees who work in a MOSERS benefit eligible position (generally defined as halftime or greater and non-temporary) are members of the Missouri State Employees Retirement System (MOSERS). Plan membership and vesting requirements depend upon the employee's date of hire. The University contributes a percentage of the amount of the employee's salary each month to the retirement system. Non-academic employees first hired after January 1, 2011 are required to contribute a percentage of their salary to the retirement system. Contact Human Resources for additional details and information. Information may also be found at: <http://www.mosers.org>

## **Tax Sheltered Annuities**

Payroll deductions may be arranged for contributions to approved tax sheltered annuity companies as arranged by the employee. A list of current companies is available at <http://hr.truman.edu/benefits/tax-sheltered-annuities/>

Contact Human Resources to initiate, change, or terminate a deduction.

## **Credit Union**

To join, an employee must complete a membership card, pay an enrollment fee, and make an initial deposit. There are two options available for joining the credit union. For more information concerning payroll deduction, contact the Missouri Credit Union at <http://www.mizzoucu.com/> or Human Resources.

## Tuition Discount

Current officers and full-time employees of the University hired prior to September 1, 2012 are accorded a 75 percent reduction in enrollment fees for regular on-campus classes for academic credit at the University. The same reduction is accorded to spouses and children of such officers or full-time employees. The same reduction is also accorded to former full-time employees and to their spouses and children, if such former full-time employee:

- (1) is disabled and has been granted a written leave of absence from the University due to such disability, or
- (2) has retired from the University and been granted emeritus status, or
- (3) has retired from the University with a minimum of fifteen (15) years of service to the University, or
- (4) has completed at least ten years full time-employment service with the University and who was employed by the University on a full-time basis at the time of his or her death.

For all new full-time employees hired after September 1, 2012, the following additional rules shall apply:

- (1) New full-time employees must be employed by the University for one year before they will be accorded a 75 percent reduction in enrollment fees for regular on-campus classes for academic credit at the University.
- (2) This same waiting period shall apply to spouses and children of such new full-time employees. The amount of the fee reduction for regular on-campus classes for academic credit at the University for spouses and children of new full-time employees shall be 75 percent.

### Definitions:

For the purpose of this policy, the term "officers" means the members of the Board of Governors and the other persons designated as officers in the bylaws of the Board of Governors, who are in office at the beginning of the applicable classes.

The term "full-time employees" means the persons who were employed by the University prior to September 1, 2012 on a full-time basis, and who continue in such employment at the beginning of the applicable classes. Former full time employees who resume full time employment with the University subsequent to September 1, 2012 are considered "new full time employees" under this policy.

The term "new full-time employees" means the persons who began employment with the University subsequent to September 1, 2012 on a full-time basis and who continues in such employment at the beginning of the applicable classes.

The term "spouses" means the persons legally married to qualified officers or employees at the beginning of the applicable classes.

The term "children" means:(1) natural or legally adopted children under the age of twenty-five (25) at the beginning of applicable classes, or (2) step-children who are

legal dependents for income tax purposes and under the age of twenty-five (25) at the beginning of the applicable classes.

The reduction in enrollment fees is not available for other relatives of such officers and employees even though such relative may live with, be supported by, or be the legal ward of such officers or employees.

The reduction in enrollment fees applies only to in-state enrollment fees for regularly scheduled on-campus classes and does not apply to other charges, such as out-of-state tuition, course overload charges, supplemental class fees, residence hall charges, travel costs, summer camp fees, workshop fees, academy fees, or off-campus course fees.

Full-time employees may alter their work schedule, if approved by their supervisor, in order to permit their attendance at courses offered on campus during their regularly assigned working hours, usually not to exceed three hours per week. Each full time employee must work 40 hours per week, and time lost due to class attendance must be rescheduled at a time acceptable to the employee and supervisor.

\*NOTE: The tuition discount may result in taxable income to the employee and in some instances the University will deduct Federal Income Tax, State Income Tax, and/or FICA Tax from the employee's pay on the amount of the discount.

The Faculty/Staff Discount application may be found under the Employee tab in TruView.

### **Cafeteria Plan (Section 125 Plan)**

The Cafeteria Plan is a state sponsored employee benefit program which allows employees to redirect a certain portion of their earnings before federal, state, or social security taxes have been withheld. In certain instances, employees may use their pretax money to pay for health, dental, and life insurance premiums, other health care expenses (such as eyeglasses and medical bills), and child or dependent care.

This program allows a one time per year enrollment and runs January 1 through December 31. Employees may enroll in this plan at the time of initial full-time employment or at the scheduled annual sign up time. Changes in family status or employment status should be reported to Human Resources so that appropriate changes may be made between enrollment periods.

For more information contact Human Resources.

### **Parking**

Employees are issued up to two faculty/staff parking decals at no cost. Additional decals may be purchased. "Red" lots are designated for faculty and staff parking. Decals are issued by the Department of Public Safety. A faculty/staff parking decal registration form can be found under the "Employee" tab in TruView.

## **Identification Cards**

Staff identification cards are issued by the ID Office located in the Residence Life Office (Missouri Hall 1100). The identification card is required for use of the library and recreational facilities, for check cashing, to receive a discount at the bookstore, and for other services. There may be a replacement charge for lost or stolen cards and an employee may be held responsible for the abuse of the card by other individuals.

## **Sporting Events**

General entry to sporting events is at no cost. Tickets are available by presenting employee ID at the ticket window. Reserve seat tickets may be purchased at the Athletics office.

## **Guest ID Cards**

The faculty/staff designated guest ID card is intended to offer privileges to the qualifying partner, adult child, or other adult member of the same household of a current full-time staff member. A qualifying partner would be a spouse, significant other, or fiancé of the faculty/staff member. The designated guest must be age 21 or older. Each staff member may designate only one guest at any time. The privileges permitted to the bearer of the ID card include those listed here:

- Access to the Student Recreation Center during specified hours;
- Privileges at Pickler Memorial Library;
- Access to the Natatorium during posted hours;
- University Bookstore discount;
- Bonus Bucks privileges.

For enrollment forms for the Guest ID Program contact Human Resources.

## **Library**

Employees may check out library materials from the University library, in accordance with the regulations established by the library, upon presentation of the employee's identification card. The web site for Pickler Memorial Library is: <http://library.truman.edu/>

## **Bookstore Discount**

Books, supplies, and certain other articles sold in the Campus Bookstore may be purchased by full-time employees at a 15 percent discount upon presentation of the employee's identification card. The employee discount excludes purchases under a dollar, sale items, computer hardware, and academically discounted software.

## **Check Cashing**

Employees may cash personal checks for a limited amount at the cashier area of the Business Office between the hours of 10:30 a.m. and 3:00 p.m. Monday through Friday. Identification is required.

## **Notary Service**

Notary services are provided to employees free of charge in the Business Office.

## **Recreational Facilities**

All University employees may use the Recreation Center, natatorium, tennis courts, and other recreational facilities under the guidelines established by the supervisory department. Some facilities will require the presentation of a University identification card for admission.

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## **GOVERNMENT REGULATION COMPLIANCE**

### **Equal Employment Opportunity**

The University provides equal employment opportunity on the basis of merit and without discrimination of race, religion, sex, age, disability, color, national origin, sexual orientation, or veteran status. The University extends equal opportunity for employment in both faculty and staff positions to all qualified individuals.

This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

An employee with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of his/her immediate supervisor or the Equal Employment Opportunity (EEO) Officer. Employees can raise concerns and make reports without fear of reprisal. Employees found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### **Accommodations for Persons with Disabilities**

Persons with disabilities may obtain information as to the existence and locations of services, activities and facilities of the University that are accessible to and usable by persons with disabilities by contacting the persons identified below.

Employees and job applicants with disabilities who seek information related to their work should contact the Office of Human Resources, Sally Herleth, Director, 101 McClain Hall, 100 East Normal Street, Truman State University, Kirksville, MO 63501. Telephone (660) 785-4031.

Students with disabilities who seek information related to their academic program should contact Michelle Blakely, Coordinator of Student Disability Services at the

McKinney Center, 100 East Normal Street, Truman State University, Kirksville, MO 63501. Telephone (660) 785-4478.

Other persons with disabilities who seek information as to the existence and location of University services, activities or facilities should contact Traci Hill in the office of the President at 200 McClain Hall, 100 East Normal Street, Kirksville, MO 63501. Telephone (660) 785-4100.

Approved and Adopted December 11, 2012  
Troy D. Paino, President

## **Medical and Genetic Information and the Right to Privacy**

Truman State University is committed to protecting medical information of employees. Employee medical information is kept separate from normal employment records. The Genetic Information Nondiscrimination Act (GINA) law of 2008 prohibits discrimination on the basis of genetic information with respect to health insurance and employment. A link to the GINA law can be found here:

<https://www.eeoc.gov/laws/statutes/gina.cfm>

The Health Insurance Portability and Accountability Act (HIPAA) law on privacy is intended to regulate the use and disclosure of certain protected health information held by covered entities. More information on HIPAA can be found here:

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>.

## **Campus Crime and Security Act**

As required by federal law, a Campus Crime and Security Report which contains current policies regarding crime and emergency actions and response, prevention programs, statistics concerning criminal offenses and arrests, and sexual assault policies and procedures is available on request. Please contact the Department of Public Safety for a copy of this report. The Campus Security Report can also be found at:

<http://police.truman.edu/>

## **Notice of Non-Discrimination**

In compliance with federal law and applicable Missouri statutes, the University does not discriminate on the basis of sex, disability, age, race, color, national origin, religion, sexual orientation, or veteran status in admission to or employment in its education programs or activities.

The University complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Title II of

the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and other state and federal laws and regulations.

- **Inquiries**: Inquiries concerning the University's compliance may be referred to Jamie Ball, Institutional Compliance Officer/Title IX Coordinator, 101 McClain Hall; 100 East Normal Street, Truman State University, Kirksville, MO 63501. Telephone (660) 785-4354.

Inquires may also be directed to Office for Civil Rights at: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

Approved and Adopted by the Board of Governors December 1, 2012

## **University Non-Discrimination Policy**

### **NOTICE OF NONDISCRIMINATION**

Truman State University does not discriminate or permit discrimination by any member of its community on the basis of sex, disability, age, race, color, national origin, religion, sexual orientation, or veteran status with respect to admissions, housing, employment, services, financial aid, or any other educational program or activity it operates.

Inquiries regarding the University's Anti-Discrimination Policies should be addressed to the University's Administrative Officer. The Administrative Officer's contact information is provided below.

The complete University Non-Discrimination Policy may be found by clicking here:

<http://titleix.truman.edu/university-non-discrimination-policy/>

## **Non-Discrimination Complaint Reporting and Resolution Procedure**

### **GENERAL**

As set forth in the University Non-Discrimination Policy, Truman State University prohibits discrimination or harassment on the basis of sex (including sexual harassment, sexual misconduct, gender, and/or pregnancy), disability, age, race, color, national origin, religion, sexual orientation or veteran status in all programs and activities of the University. The University will act on any formal or informal complaint or report of prohibited discrimination.

This procedure sets forth the rights and obligations of all parties with respect to the reporting, investigation, resolution, and remedies for violation of the University's Antidiscrimination Policies. This procedure shall be used to resolve complaints against employees, students, organizations, volunteers, and visitors pertaining to conduct prohibited by the University's Antidiscrimination Policies. Anyone who believes that they have been subjected to prohibited discrimination, or any person who believes

that a violation of the University's Antidiscrimination Policies has occurred, may use this procedure to report the alleged violation.

The complete Reporting and Resolution may be found by clicking here:

<http://titleix.truman.edu/complaint-reporting-resolution-procedure/>

## **Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act of 1993 requires the University to provide up to 12 weeks of unpaid, job protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked at the University for at least one year, and for 1,250 hours over the previous twelve months.

Employees will be required to use accrued paid leave while taking FMLA leave.

Employees should provide 30 days advance notice when the leave is foreseeable. The University will maintain the employee's insurance coverage under the group health plan for the duration of FMLA leave. Dependent coverage may be continued as long as the employee pays the premiums due. Upon return from FMLA, most employees must be restored to their original or equivalent positions with equivalent pay benefits, and other terms of employment. Use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

FMLA leave may be granted for the following reasons:

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

For further information please contact Human Resources. Employees may also refer to: <http://hr.truman.edu/benefits/sick-leavefmla/>

## **Board Policy on Medical and Family Leave**

This policy is intended to coordinate with the existing Federal Legislation entitled the Family and Medical Leave Act (FMLA); in certain circumstances it provides employees with additional Medical and Family Leave beyond the FMLA.

For more information please contact the in Human Resources or go to: <http://www.truman.edu/wp-content/uploads/2014/02/CHAPTER-10-REVISED-December-5-2015.pdf>

Section 10.060

## **Military Family Leave**

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

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

## **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides current and former students of the University with specific rights of access to and control over their student record information. In compliance with the Act the University treats student educational records in a confidential manner. The University discloses information from a student's educational record only with the student's consent, except as permitted by law. Additional information concerning FERPA may be found at: <http://fedinfo.truman.edu/ferpa.asp>

## **Fiscal Misconduct Policy**

It is desirable that employees observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The Fiscal Misconduct Policy provides an avenue for employees and others to raise concerns they may have about the subjects covered by this policy and to protect any employee or member of the University community who makes a good faith disclosure of suspected Fiscal Misconduct.

For more information go to:

<http://wp-internal.truman.edu/businessoffice/files/2014/06/Fiscal-Misconduct-Policy.pdf>

Thank you for taking the time to review the information contained in this Staff Handbook. It has been compiled to inform you of your benefits and responsibilities as an employee of the University. If you have any questions, contact the office or individual designated in this handbook or the Human Resources office. Remember, **you** are an important member of the team contributing to the mission and success of the Truman State University!